

Parish Council Meeting held on Monday 21 May 2018 at 6.00pm

Public Session

Vicky Ludbrook attended as a representative of PCA to enquire about landscaping around the Brocksburn roundabout following the PWBWI "Bee Comfortable" project. The reason being that 10 years ago the PCA funded planting at both sides of the roundabout and also maintained the area for a couple of years therefore, would request to be involved in any discussion on removal or re-utilising of plants in that area. The Clerk advised that some plants were not suitable to the space either by obscuring sightlines for traffic or becoming too overgrown, other plants were not salvageable but no final decisions had been made. A meeting would be arranged with the PCA to discuss and agree.

Ken Johnson presented various plans and documents on his project to re-open two mine shafts on the previous Butterwell site. The specific area of land purchased was identified (along the Hebron road) and envisaged that the mine would have at least 40-year lifespan, with 2-year set-up period and engaging 14 employees on production. Traffic from the mine was expected to be 1 wagon per day and Highways had confirmed that the entry/exit point was within parameters for good visibility. There would be low level noise emission from the generator and compressor but happy to consider further landscaping to deflect sound. The next steps were to submit a planning application to NCC under a permitted development request but meanwhile wanted to make the Parish Council aware of the development and, open to answer any questions the Council had. The Chairman thanked Mr Johnson for the information which the Council would reflect upon and respond with a date to further meet and discuss.

A resident attended as a follow up to an email enquiry to consider both a memorial and remembrance service in the new Community Garden. The request had come about from conversations with others who found difficulty in attending services at Morpeth and Bothal and, were initially unaware of the Memorial Garden at the Chapel (which was awaiting some renovation for wheelchair access). Cllr Sambrook advised that the location of War Memorials was subject to a legal process and permission could not be obtained to re-locate from Bothal. However, this did not preclude a service of for example, wreath laying, at another location. The Parish Council would be open to discuss as a further development within the garden and would await details of the specific remit of the request.

Minutes

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| Present | Councillor Paul Williams Councillor Yvonne Mallon Councillor Ian Dick Councillor Simon Willcox Councillor Pauline Proud Councillor Alan Sambrook Councillor Callum Bell Clerk: Kevin Cassie Asst Parish Clerk: Susan Lonsdale |
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| 19/023 | ELECTION OF CHAIRMAN Councillor Proud nominated Councillor Williams for the position of Chairman and this was seconded by Councillor Willcox. Councillor Williams signed the acceptance of office. | | | | | | | | |
| 19/024 | ELECTION OF VICE-CHAIRMAN Councillor Sambrook nominated Councillor Dick for the position of Vice-Chairman and this was seconded by Councillor Mallon. Councillor Dick signed the acceptance of office. | | | | | | | | |
| 19/025 | APOLOGIES FOR ABSENCE Councillor Woodard gave apologies due to another commitment. | | | | | | | | |
| 19/026 | DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION None additional to those standing. | | | | | | | | |
| 19/027 | POLICE REPORT PCSO Beavers gave a report of incidents in the last month: <ul style="list-style-type: none"> • Shop lifting from Co-op • Fraudulent false representation • Theft from property but subsequently returned • Malicious telephone call • Damage to motor vehicle It was mentioned there had been some anti-social activity witnessed at the Community Park and this would be investigated. | | | | | | | | |
| 19/028 | MINUTES OF LAST MEETING The minutes of 30 April 2018 were approved as a true record. | | | | | | | | |
| 19/029 | INTERNAL AUDIT REPORT The report was received and the Clerk advised that the VAT had now been reclaimed. There were no other actions required. | | | | | | | | |
| 19/030 | ANNUAL GOVERNANCE STATEMENT The statement was received and approved by the Parish Council. The Chairman was authorised to sign the Annual Governance Statement on the Council's behalf. | | | | | | | | |
| 19/031 | ANNUAL ACCOUNTING STATEMENT FOR YEAR ENDED 31 MARCH 2018 The Annual Return was presented by the Clerk and accepted by the Parish Council with the Chairman authorised to sign on the Council's behalf. It was noted that the Parish Council had been selected under the 5% sample for further scrutiny and the Clerk would supply the additional papers requested. | | | | | | | | |
| 19/032 | WORKING GROUPS AND REPRESENTATIONS ON OUTSIDE BODIES Existing representations stood with the exception of the following: <table style="width: 100%; border: none;"> <tr> <td>Environment</td> <td>Councillor Dick</td> </tr> <tr> <td>Community Park</td> <td>Councillor Sambrook</td> </tr> <tr> <td>Morpeth Development Trust</td> <td>Councillor Williams</td> </tr> <tr> <td>Pegswood Community Woods</td> <td>Councillor Proud</td> </tr> </table> | Environment | Councillor Dick | Community Park | Councillor Sambrook | Morpeth Development Trust | Councillor Williams | Pegswood Community Woods | Councillor Proud |
| Environment | Councillor Dick | | | | | | | | |
| Community Park | Councillor Sambrook | | | | | | | | |
| Morpeth Development Trust | Councillor Williams | | | | | | | | |
| Pegswood Community Woods | Councillor Proud | | | | | | | | |

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| <p>19/033</p> | <p>CLERK'S REPORT</p> <ol style="list-style-type: none"> 1. It was noted that the next Town and Parish Council meeting would be 8 October. 2. The County Council survey on road hierarchy would close on 1 June and Councillors would consider completion. 3. Results of the County Council's car parking strategy were noted, in particular that extra spaces would be available on the site of Morpeth 1st School once demolished. 4. The consultation on the Airport masterplan was noted and Councillors would consider participating. 5. Issues in the monthly log were noted and discussed, in particular regard to weed spraying, litter picking, dog fouling, grass cutting and tree overgrowth. The Parish Council had contracted with NCC for extra weed spraying and bin collections in addition to carrying out litter picks on a regular basis (also carried out by PCA). There were also continued efforts through Newsletter articles to promote responsible dog ownership and encourage membership of the Green Dog walkers Campaign. The issue of grass cutting on Brocksburn Park, fence damage and trees on the PROW by the Co-op wall was raised. The Parish Council would not undertake grass cutting but understood that new arrangements by Taylor Wimpey were being put in place. The developer had been asked to repair the fence and if possible, remove the Leylandii. |
| <p>19/034</p> | <p>MEMBERS REPORTS</p> <ol style="list-style-type: none"> 1. Chair had attended Governance Working Group, garden project meetings, ground-breaking ceremony and Annual Assembly. 2. County Councillor Towns firstly apologised for the delayed asphalt works in the area of John/Edward/Charles/William Streets and had been informed that new notices were being placed on the re-scheduled timetable. He had also passed on the details of the supplier of the blue dye used in NCC weed spraying. 3. Councillor Mallon had carried out inspections of JOAA, attended ground-breaking ceremony and Annual Assembly and carried out delivery of the Newsletter. She had received an expression of interest in the Councillor vacancy and would be arranging an informal meeting with the person. 4. Councillor Sambrook had attended Annual Assembly, Town and Parish meeting, Planning and Community Woods meeting and assisted with poppy seed planting. He had delivered Newsletters and also attended the funeral of Peter Angus, previous Councillor of the Parish. 5. Councillor Proud had attended Newsletter and Planning meetings, Annual Assembly and Governance Working Group. She had also delivered Newsletters. 6. Councillor Bell had attended meeting with Joanne Garrick regarding 'Call in' of the NCC decision on Barratts application. He had also taken part in the ground-breaking ceremony. 7. Councillor Dick had attended the Annual Assembly. |

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| <p>19/035</p> | <p>GOVERNANCE MONTHLY FINANCIAL STATEMENTS APRIL 2018</p> <ol style="list-style-type: none"> 1. It was resolved to confirm expenditure and note income in the Cash Books. 2. It was resolved to approve the bank reconciliation statements as at 30 April 2018. 3. It was resolved to approve budgetary control report and earmarked reserves report. 4. It was noted that the internal checks had been carried out by Councillor Proud with no queries raised. |
| <p>19/036</p> | <p>COUNCIL INSURANCE It was agreed to approve the recommended insurer as per the Clerk's report and by entering into a 3-year agreement, a saving of 5% would be made with the premium being ~£1490.00.</p> |
| <p>19/037</p> | <p>DONATION REQUEST It was agreed to approve £100 donation to Groundworks project for information panels at Pegswood Community Woods.</p> |
| <p>19/038</p> | <p>GOVERNANCE WORKING GROUP The recommendations of the Working group of 15 May 2018 on the following policies and procedures were approved:</p> <ul style="list-style-type: none"> • Adoption of Personal Data Protection Policy and associated Data Audit, Privacy Notices and Subject Access Request Procedures. It was re-iterated that should any Councillor receive a subject access request direct they should forward it to the Parish Office. • Minor changes to Freedom of Information Publication Scheme and Records Management Policy (as a result of new GDPR) • Adoption of Information Security Policy <p>As recommended by the Group it was agreed that no changes were required to the Grants and Donations Policy at this time and specific matters relating to the particular local organisation would be separately discussed with its representatives.</p> <p>The proposals regarding transfer of banking services were approved as a means of providing gains on reserved funds but maintain financial stability and ease of access. The Clerks were asked to measure the administration time in opening a secondary account.</p> |
| <p>19/039</p> | <p>PLANNING & TRANSPORT 18/00868/FUL 19 Butterwell Drive & 18/01023/FUL 6 Mitford Avenue It was noted that permission had been granted on both applications.</p> |
| <p>19/040</p> | <p>17/02177/FUL. Development of 118 dwellings North of Hebron Avenue It was noted that an application would be made to request a 'call-in' of the application and the draft submission by consultant, Joanne Garrick, was</p> |

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| <p>19/041</p> | <p>considered. It was observed that there was no reference to H15 policy document not being available at the Strategic Committee meeting – this would be discussed with Cllr Woodard and the consultant. Other than this and some layout revisions there were no other comments made and the final draft would be finalised and circulated. Cllr Bell would forward the final draft to Ian Lavery, MP for consideration in supporting the submission. County Councillor Towns would add his declaration of support to the document in place of a separate submission.</p> <p>PROPOSED COAL MINE PRE-APPLICATION DISCUSSION Following the developer’s presentation at the public session the Parish Council would reflect on the papers provided and a further meeting would be arranged.</p> |
| <p>19/042</p> | <p>ENVIRONMENT COMMUNITY GARDEN PROJECT It was noted that works had commenced and the ground-breaking ceremony publicised in Morpeth Herald. Completion was scheduled for end of June. It was agreed to purchase solar brick lights for ambient lighting of the footpath and circles. The Clerks were asked to contact Highways regarding re-locating road signage at the junction.</p> |
| <p>19/043</p> | <p>BEE COMFORTABLE It was noted that the seat order had been placed and paving slabs from the Community Garden would be re-utilised for this project. Seeds for bee friendly flowers had been purchased to landscape around the seat.</p> |
| <p>19/044</p> | <p>COMMUNICATIONS PARISH WEBSITE Some minor changes, Councillor photographs and uploads were in progress and expected the site to ‘go live’ w/c 28 May.</p> |
| <p>19/045</p> | <p>URGENT BUSINESS A ‘Planning Day’ would be arranged in the near future to set out the Council forward plan.</p> |
| <p>19/046</p> | <p>NEXT MEETING It was agreed that the next meeting be held on 25 June 2018 at 6.00pm. County Cllr Towns and Councillor Willcox gave their apologies in advance.</p> |

Minutes Approved by: _____

Date: _____

Date: 02/05/2018

Pegswood Parish Council R&P 2018/2019 Current Year

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|-------------------------------|-------------------|-------------|-------------|------|--------|-------------------|---------------------|
| Balance Brought Fwd : | | 142,903.62 | | | | | 142,903.62 | |
| INC 18/001 | Banked: 10/04/2018 | 58,530.00 | | | | | | |
| INC 18/001 | Northumberland County Council | 58,530.00 | | | 1900 | 810 | 58,530.00 | Precept 1st tranche |
| INC18/003 | Banked: 19/04/2018 | 1,842.89 | | | | | | |
| INC18/003 | HMRC | 1,842.89 | | | 105 | | 1,842.89 | VAT refund |
| INC18/002 | Banked: 20/04/2018 | 500.00 | | | | | | |
| INC18/002 | Community Foundation | 500.00 | | | 1800 | 808 | 500.00 | Garden grant |
| | | | | | 318 | | 500.00 | Garden grant |
| | | | | | 6001 | 808 | -500.00 | Garden grant |
| Total Receipts for Month | | 60,872.89 | 0.00 | 0.00 | | | 60,872.89 | |
| Cashbook Totals | | 203,776.51 | 0.00 | 0.00 | | | 203,776.51 | |

Parish Council Minutes

21 May 2018

Pegswood Parish Council

Date: 02/05/2018

Pegswood Parish Council R&P 2018/2019 Current Year

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 1

| Payments for Month 1 | | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|-------------------------------|------------|--------------|-------------------------|--------|------|--------|------------|---------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 09/04/2018 | Northumberland County Council | DD | 2,535.69 | | 2.05 | 4000 | 101 | 2,370.34 | March Payroll |
| | | | | | | 4001 | 101 | 153.05 | March Payroll |
| | | | | | | 4072 | 101 | 10.25 | March Payroll |
| 09/04/2018 | Nest Pensions | DD | 222.22 | | | 4002 | 101 | 123.46 | March Pensions |
| | | | | | | 4000 | 101 | 98.76 | March Pensions |
| 09/04/2018 | Groundwork North East | DD | 344.42 | | | 4100 | 105 | 164.04 | April Rent/ServiceCharge |
| | | | | | | 4170 | 105 | 180.38 | April Rent/ServiceCharge |
| 09/04/2018 | All Seasons | DD | 605.83 | | | 4702 | 205 | 375.00 | April Grounds Maintenance |
| | | | | | | 4702 | 201 | 230.83 | April Grounds Maintenance |
| 09/04/2018 | All Seasons | 90406192 | 16.36 | | | 4702 | 205 | 10.00 | RPI uplift April |
| | | | | | | 4702 | 201 | 6.36 | RPI uplift April |
| 09/04/2018 | Lloyds Bank plc | DD | 3.00 | | | 4550 | 111 | 3.00 | April Card Fee |
| 09/04/2018 | ITC Services Ltd | DD | 60.00 | | 10.00 | 4481 | 108 | 50.00 | Domain Renewal |
| 09/04/2018 | ITC Services Ltd | DD | 43.20 | | 7.20 | 4481 | 108 | 36.00 | Hosted Exchange April |
| 09/04/2018 | ITC Services Ltd | DD | 63.60 | | 10.60 | 4481 | 108 | 53.00 | March IT Support |
| 09/04/2018 | Wansbeck Valley Food Bank | 22844181 | 800.00 | | | 4900 | 401 | 800.00 | Subsidy 2018 |
| 09/04/2018 | 4th Morpeth Scouts Group | 21268308 | 825.00 | | | 4900 | 401 | 825.00 | Subsidy 2018 |
| 10/04/2018 | Pegswood with Bothal WI | 243501902 | 800.00 | | | 4900 | 401 | 800.00 | Subsidy 2018 |
| 10/04/2018 | Pegswood Community Hub | 629092914 | 1,000.00 | | | 4900 | 401 | 1,000.00 | Subsidy 2018 |
| 18/04/2018 | Pegswood Primary School | 357792719 | 3,000.00 | | | 4900 | 401 | 3,000.00 | Grant for 2018 |
| 18/04/2018 | All Seasons | 98850614 | 416.80 | | | 4708 | 205 | 416.80 | gates and fence repairs |
| 18/04/2018 | All Seasons | 141807987 | 380.00 | | | 4708 | 205 | 380.00 | Tree stump removal |
| | | | | | | 319 | 0 | -380.00 | Tree stump removal |
| | | | | | | 6000 | 205 | 380.00 | Tree stump removal |
| 25/04/2018 | Fairbairn Marquees | AUDIT CORR | 1,458.80 | | 243.13 | 4189 | 503 | 1,215.67 | Marquee hire |
| 25/04/2018 | Fairbairn Marquees | AUDIT CORR | -1,215.67 | | | 4189 | 503 | -1,215.67 | Vat recoup |
| 25/04/2018 | J A Ainsworth | 400686137 | 300.00 | | | 4570 | 111 | 300.00 | Internal audit fee |
| 25/04/2018 | Fairbairn Marquees | VAT RECOUP | -243.13 | | | 4189 | 503 | -243.13 | Fairbairn Marquees |
| 30/04/2018 | S Anderson | 866272577 | 26.00 | | | 4150 | 105 | 26.00 | April Cleaning |
| 01/05/2018 | Total Business Group | 529887497 | 93.57 | | 15.60 | 4160 | 111 | 77.97 | Copier usage |
| 01/05/2018 | Jo-Anne Garrick Ltd | 439203629 | 350.00 | | | 4643 | 502 | 350.00 | Consultancy fee |
| Total Payments for Month | | | 11,885.69 | 0.00 | 288.58 | | | 11,597.11 | |
| Balance Carried Fwd | | | 191,890.82 | | | | | | |
| Cashbook Totals | | | 203,776.51 | 0.00 | 288.58 | | | 203,487.93 | |

Date: 02/05/2018

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Cashbook 3

User: KC

Petty Cash

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd : | | 49.28 | | | | | 49.28 | |
| PC18/001 | Banked:30/04/2018 | 0.40 | | | | | | |
| PC18/001 | cash | 0.40 | | | 1800 | 808 | 0.40 | Photocopying charges |
| Total Receipts for Month | | 0.40 | 0.00 | 0.00 | | | 0.40 | |
| Cashbook Totals | | 49.68 | 0.00 | 0.00 | | | 49.68 | |

Date: 02/05/2018

Pegswood Parish Council R&P 2018/2019 Current Year

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Cashbook 3

User: KC

Petty Cash

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| Total Payments for Month | | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Balance Carried Fwd | | | 49.68 | | | | | | |
| Cashbook Totals | | | 49.68 | 0.00 | 0.00 | | | 49.68 | |