

Broomley and Stocksfield Parish Council

Minutes of the Annual Meeting of the Parish Council held on Monday 9 May 2016 at Stocksfield Community Centre

Present: Ms M Hunt (Chair), Mr J Davison, Mrs J Furniss, Mr P Newman, Mr D Parke, Mr M Parker, Mrs K Pollock, Professor R Thompson, Dr P Vickers.

Mr N Spencer (Clerk to the Council)

Apologies: Mrs J Robson, Mr J Roy

Also present: Mrs A Dale (County Councillor for part of the meeting) Ms A Hawes (resident)

The Chair opened the meeting at 7.30pm and welcomed those present. She reminded members of the recent sad death of Peter Askew who had been a parish councillor for many years, Chair of the Council and an active member of the Rights of Way Group.

16/53 Election of Chair of Parish Council

Ms Hunt was elected as Chair of the Parish Council (proposed Mr Davison, seconded Mrs Pollock) and it was AGREED to suspend Section 5(f) of Standing Orders (relating to the Chair's term of office).

16/54 Election of Vice Chair of Parish Council

Dr Vickers was elected as Vice Chair of the Parish Council (proposed Mrs Pollock, seconded Prof Thompson).

16/55 Declarations of Interest

The following declarations of interest were made: Chair and Dr Vickers - Stocksfield Community Association; Mrs Pollock – Stocksfield Cricket Club.

16/56 Public Participation

Birches Nook Cottages

Ms Hawes explained that her problems referred to at paragraph 16/43 of the last meeting continue although there has been no sign of rats for nearly nine weeks. At 7.45 pm Mrs Dale joined the meeting and said that although her enquiries were not complete, a meeting is planned for the following day and she hoped to be able to report to the next meeting of the Council.

A695 east of junction with Guessburn

Dr Vickers reported that during the hours of darkness a defect in the road surface at this location causes vehicles approaching from the east to appear to flash their headlights. Whilst not an appropriate response, some drivers waiting to exit Guessburn have assumed that priority is being relinquished and have pulled out in front of the approaching vehicle. There have been no reported collisions but a few 'near misses'. Mrs Dale AGREED to look at the matter.

Action: Mrs Dale

16/57 County Councillor Update

Mrs Dale asked if she could attend the next meeting of the General Governance Advisory Group (GGAG) to discuss the imposition of a 20mph speed restriction outside Broomley First School and to report on the Play Area Regeneration Group. At 7.58pm Mrs Dale left the meeting.

Action: Clerk

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16/58 Advisory Groups: Review of Roles and Responsibilities

After discussions the representation on the Council's various advisory and other groups was AGREED as follows:

GGAG: Chair, Mr Davison, Mr Parke, Mrs Pollock (but all members are invited to attend any meeting)

Planning Advisory Group (PAG): Mr Parker, Prof Thompson, Dr Vickers

Communications Advisory Group: Clerk, Mr Parke, Dr Vickers

Rights of Way and Environment Advisory Group: Mr Roy, Mr Newman

Sports Field User Group: Mr Davison, Mr Newman, Mrs Pollock, Prof Thompson

16/59 Review of Existing Arrangements for Internal Audit

Members considered a previously circulated paper and AGREED that the existing arrangements for internal audit are effective.

16/60 Appointment of Internal Auditor

It was AGREED to appoint Mr Peter Basnett as the Parish Council's internal auditor for 2016/17.

16/61 Schedule of Parish Council Meetings for 2016/17

Members AGREED the schedule of meetings for 2016/17 as previously circulated.

16/62 Management of land adjacent to 15 Branch End Terrace

Members noted that during 2015/16 the Parish Council has managed the area of land adjacent to 15 Branch End Terrace by cutting the grass, planting shrubs and maintaining the area accordingly.

16/63 Minutes of the Meeting held on 4 April 2016

It was AGREED that the minutes of the meeting held on 4 April 2016 were a true and accurate record (proposed Dr Vickers, seconded Mr Parke).

16/64 Matters Arising

a) Birches Nook Cottages

Previously discussed at paragraph 16/56.

b) Queen's 90th Birthday Celebrations

The Clerk said that Stocksfield Cricket Club is arranging a family picnic on 12 June to mark the above occasion. The club is using the western field under the terms of the existing Licence and its own public liability insurance. After discussion members AGREED that the eastern field could also be used for that purpose should it be necessary, noting that the club's insurance provided the appropriate cover.

Action: Clerk DISCHARGED

c) Fence adjacent to Ayton Close

The Clerk said that the fence had been repaired by the Parish Groundsman. **DISCHARGED**

d) Vehicle Activated Traffic Calming Signs

The Clerk reported that Unipart had not amended their maintenance offer and that the two signs would be monitored. Any issues would be addressed if and when they occur. **DISCHARGED**

16/65 Finance

a) Approval of April Payments

It was AGREED that the payments for April be approved as detailed in the previously circulated schedule (proposed Mr Parke, seconded Mr Davison) and the summary of receipts and payments was noted.

b) Report of the Internal Auditor

Members noted the report of the Internal Auditor. There were no matters to bring to the attention of the Council.

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c) Approval of Annual Governance Statement 2015/16

Members considered and APPROVED (proposed Mr Parke, seconded Mrs Pollock) the previously circulated annual governance statement 2015/16.

d) Approval of Annual Accounting Statement 2015/16

Members considered and APPROVED (proposed Dr Vickers, seconded Prof Thompson) the previously circulated annual accounting statement 2015/16.

e) Approval of Audited accounts 2015/16

Members considered and APPROVED (proposed Mr Davison, seconded Mrs Pollock) the previously circulated internally audited accounts 2015/16.

16/66 Advisory Groups

a) General Governance Advisory Group (GGAG)

i) Notes of GGAG meeting 25/04/16

Members noted the previously circulated notes.

ii) Rebate request – Prudhoe Youth Club FC

Members acknowledged that all clubs had suffered during the poor weather through loss of use but that the Council cannot be responsible for the weather. Any rebate would set a precedent and it was AGREED not to offer a rebate to any of the clubs affected.

Action: Clerk DISCHARGED

iii) Bank Reconciliation to 31 March 2016

Members noted that the Bank Reconciliation to 31 March 2016 had been checked and duly signed by Mr Parke.

DISCHARGED

iv) St Margaret's Burial Board, Hindley

Members considered a request from Rev Rigby to continue the Council's support of the Burial Board whose costs exceeded its receipts. After discussion it was AGREED to donate £1,000 to the Burial Board.

Action: Clerk DISCHARGED

v) Photocopier

Members considered a previously circulated report outlining the savings that can be achieved by replacing the existing photocopier with a newer model, as well as efficiency savings within the Council office. After discussion it was AGREED to upgrade the copier and proceed with the new contract which would last for five years.

vi) Annual Parish Meeting (APM)

The Chair reported that the guest speaker at the APM, Colin Doig, had provided an informative and interesting presentation which was well received by residents and was subsequently reported in the Hexham Courant. It was AGREED that the Clerk would write a letter of thanks to Dr Doig.

Action: Clerk

Members expressed concern at the number of residents who attend APMs and questioned whether the existing arrangements were appropriate. After discussion it was AGREED to hold future APMs immediately before the Annual Meeting of the Parish Council in May and that a guest speaker would not be invited. Instead the reports of the Chair and County Councillor together with the most recent accounts and budget for the current financial year would be discussed.

Action: Clerk DISCHARGED

vii) Co-option Policy

Members considered a previously circulated draft Co-option Policy and AGREED to implement the policy immediately, with subsequent review in May 2019.

Action: Clerk DISCHARGED

viii) Email and Internet Policy

Members AGREED that the existing policy was satisfactory but in view of the potential for change in this area, the policy should be reviewed annually.

ix) Donation: Sport Tynedale

Members AGREED to donate £50 to Sport Tynedale under Sec 137 Local Government Act 1972.

Action: Clerk DISCHARGED

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b) Planning Advisory Group (PAG)

i) Planning Report

Members noted the contents of the planning schedule and endorsed the PAG decisions as follows:

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| 16/01185/FUL West Oak Farm Broomley | Dismantle front porch and existing garage. Construct new porch and two storey build to provide additional 2 no. bedrooms. | No comment. |
| 16/01132/FUL Stocksfield Cricket Club | Proposal for removal of part of existing building. Construction of two storey extension and extension of existing single storey building with internal alterations to form new changing rooms, multi-purpose room, snooker club and office/meeting room accommodation. | Supported. The proposal complements the Council's plans for enhancements to sports facilities. |
| 16/01176/FUL Middle Cottage Broomley | Single storey extension to dwelling to provide additional living accommodation. | No comment. |
| 16/01350/FUL 40 Painshawfield Rd | Single storey extension | No comment. |

Note: Mrs Pollock did not comment or vote in relation to Stocksfield Cricket Club's application.

16/67 Parish Council Representatives

Campaign to Protect Rural England (CPRE) Northumberland Branch Executive Committee

Prof Thompson attended this meeting, the draft notes of which have been received and will be circulated.

East Tynedale Parish and Town Council Forum

The Chair attended this forum and reported:

- Tyne Rivers Trust meeting was held and work has been identified to develop a holistic approach to the control of invasive species across the area.
- Greg Gavin, Northumberland County Council's (NCC) Divisional Manager for Neighbourhood Services is promoting 'enhanced service agreements' where parish councils can work alone or in partnership with neighbouring councils to access additional services from NCC.
- The constitution has been reviewed and there is more opportunity to work in partnership, as we have already done with Riding Mill.
- The next meeting is on 13 July 2016 but the Chair is unable to attend.

SCA Community Consultation Forum

Mrs Pollock had attended this meeting. She updated members with particular reference to the potential to enlist the help of SCA's apprentice staff in local projects.

Members approved a motion to suspend paragraph 3 (u) of Standing Orders (relating to length of a meeting).

16/68 Any Other Urgent Business

There was no other business.

16/69 Date of Next Meeting

Monday 6 June 2016

The meeting closed at 9.31pm.