

# Broomley and Stocksfield Parish Council

## Minutes of the Annual Meeting of the Parish Council held on Monday 15 May 2017 at Stocksfield Community Centre

**Present:** Ms M Hunt (Chair), Mrs J Furniss, Mr C Liddle, Mr M Parker, Mrs K Pollock.  
Mr N Spencer (Clerk to the Council).

**Apologies:** Mr D Parke, Mrs J Robson, Professor R Thompson, Dr P Vickers.

**Also present:** Mrs A Dale (County Councillor), Ms K Moore (Hexham Courant)

The Chair opened the meeting at 7.43pm and welcomed those present.

### **17/51 Election of Chair of the Parish Council**

Ms Hunt was elected as Chair (proposed M Parker, seconded Mrs Furniss) and it was AGREED, for a period of twelve months, to suspend paragraph 3.3 of Standing Orders relating to the term of office of the Chair.

### **17/52 Election of Vice Chair of the Parish Council**

Dr Vickers was elected as Vice Chair (proposed Mrs Pollock, seconded Mr Parker)

### **17/53 Declarations of Interest**

There were no declarations of interest.

### **17/54 Public Participation**

*Development at Burnside, Stocksfield*

Mrs Pollock had been asked whether any trees that have been felled at the above location were subject of Tree Preservation Orders. Mrs Dale said that all work has been completed in accordance with the relevant planning permissions.

### **17/55 County Councillor Update**

Mrs Dale gave a general update about her role as County Councillor and said that various reports would be put before the Council in due course. Mr Liddle asked a question relating to traffic surveys on New Ridley Road.

### **17/56 Advisory Groups: Review of Roles and Membership**

Members discussed the terms of reference of Advisory Groups and AGREED that they should remain unchanged. In view of the absence of a number of councillors, members expressed interest in a number of groups and it was AGREED to consider the matter at a future meeting.

### **17/57 Review of existing arrangements for Internal Audit**

Members considered a report of the Clerk that described the existing arrangements for internal audit and AGREED that those arrangements are suitable.

### **17/58 Appointment of Internal Auditor 2017/18**

Members AGREED to appoint Mr Peter Basnett as internal auditor for the financial year 2017/18.

### **17/59 Schedule of Parish Council Meetings 2017/18**

Members AGREED to approve the previously circulated schedule of Parish Council meetings for 2017/18.

### **17/60 Management of land adjacent to 15 Branch End Terrace**

Members noted that during the financial year 2016/17, the Parish Council has maintained the land adjacent to Branch End Terrace by cutting the grass and appropriate planting of the flower beds.

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## **17/61 Minutes of the Meeting held on 3 April 2017**

It was AGREED that the minutes of the meeting held on 3 April 2017 were a true and accurate record (proposed Mrs Pollock, seconded Mrs Furniss).

## **17/62 Matters Arising**

### ***Multi Use Games Area - Ownership***

The Clerk reported that Allendale Estates are conducting a review of their property holdings and are unwilling to consider sale of the land at this moment in time. **DISCHARGED**

## **17/63 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 Parker, seconded Mrs Furniss) and the summary of receipts and payments was noted.

### ***b) Review of Financial Regulations***

Members considered the current Financial Regulations and AGREED (proposed Chair, seconded Mrs Pollock) to approve the regulations unamended and review in 12 months.

### ***c) Report of the Internal Auditor 2016/17***

Members received the report of the internal audit 2016/17 and noted its content including its reference to the robust systems of financial and administrative management that exist.

### ***d) Approval of annual governance statement 2016/17***

After discussion, members AGREED (proposed Mr Parker, seconded Mrs Furniss) to approve the previously circulated annual governance statement 2016/17.

### ***e) Approval of annual accounting statement 2016/17***

After discussion, members AGREED (proposed Mrs Furniss, seconded Mrs Pollock) to approve the previously circulated annual accounting statement 2016/17.

### ***f) Significant variances 2016/17***

Members noted the previously circulated explanation of significant variances between 2016/17 and 2015/16.

### ***g) Approval of statement of receipts and payments 2016/17***

Members AGREED (proposed Mrs Furniss, seconded Mrs Pollock) to approve the previously circulated statement of receipts and payments for 2016/17.

## **17/64 Advisory Groups**

### ***a) General Governance Advisory Group (GGAG)***

#### ***i) Notes of GGAG meeting 24/04/17***

Members noted the previously circulated notes.

#### ***ii) Bank reconciliation to 31/03/17***

Members noted the completed bank reconciliation to 31/01/17.

#### ***iii) Branch End Play Area – report of the working group***

The Chair referred to the small working group of councillors and to a previously circulated report which included options for new equipment at Branch End Play Area. The proposed equipment consisted of a piece of play equipment and three items of fitness equipment. After discussion it was AGREED (proposed Chair, seconded Mr Parker) to

- select Sutcliffe Play as the preferred supplier as described within the previously circulated quote,
- authorise the Clerk to negotiate with Sutcliffe Play to ensure installation and receipt of invoice will be before 31 July 2017 and to place an order if such an undertaking is given
- authorise the Clerk to apply to Northumberland County Council's (NCC) Housing Developer Fund for an award to fund the project and not provide any specific match funding beyond the annual and weekly checks and maintenance, and
- pursue the second option with HAGS SMP should Sutcliffe Play be unable to meet the requirements described above.

**Action: Clerk**

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## *iv) Consultation – Newcastle Airport and Approach Procedure*

The Chair described the proposed standardisation of approach procedure for aircraft arriving at Newcastle Airport and members AGREED to support the proposal with no objection.

**Action: Clerk DISCHARGED**

## *v) Review of Complaints Procedure*

After discussion members AGREED to retain the previously circulated complaints procedure and review it in May 2019.

**Action: Clerk DISCHARGED**

## **b) Planning Advisory Group (PAG)**

### *Planning report*

Members noted the previously circulated planning report, the delegated powers used as outlined below.

<b>17/00803/FUL</b> <b>Bywell</b> <b>New Ridley</b>	Remove front wall and drop kerb to allow off street parking.	No comment
<b>17/01385/FUL</b> <b>Land west of 12 Batt</b> <b>House Road</b>	Proposed detached 2.5 storey 4 bedroomed dwelling detached garage (permission previously granted)	No comment

## **17/65 Parish Council Representatives**

### *East Tynedale Town and Parish Councils' Forum*

The Chair reminded members that she had been unable to attend this meeting however the minutes would be circulated by the Clerk. The main item related to the funding of the forum and a proposal that members would be charged an annual fee to cover costs. A further report will be brought to the Council in due course.

## **17/66 Northumberland County Show**

The Clerk said that members have been invited to lunch at Allendale Estates' marquee at the County Show on 29 May 2017. Members present were unable to attend and the Clerk was asked to contact those members who were absent.

**Action: Clerk DISCHARGED**

## **17/67 Northumberland Day**

The Chair referred to correspondence about Northumberland Day which is planned for 28 May 2017 although it includes two weeks of celebrations. After discussion, members AGREED that the proximity of the Northumberland County Show on 29 May militates against separate activity.

**DISCHARGED**

## **17/68 Office equipment – desktop computer**

The Clerk referred to the potential need to replace the Council's computer due to an intermittent fault. After discussion it was AGREED (proposed Mrs Furniss, seconded Mr Liddle) that the existing office equipment budget for 2017/18 is uncommitted and the Clerk and Chair are able to use their delegated authorities to replace the equipment if necessary.

**Action: Clerk DISCHARGED**

## **17/69 Any other urgent business**

### *Acceptance of office forms*

Members AGREED to defer the deadline for completion of acceptance of office forms from those councillors listed as absent to 5 June 2017.

### *Damage at Kate's Plain*

The Chair and Mr Parker updated members in respect of damage to seats at Kate's Plain Play Area. The Clerk said that the police were informed by residents and an update is awaited from the officer concerned.

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## *Intruder Alarm*

The Clerk and Chair have previously discussed the security of the Council's office and, using delegated powers, are looking at installing an alarm to minimise potential disruption and ensure business continuity. The matter has been discussed by the Community Association Board although permission has not yet been granted. Members will be updated in due course.

## *Speed surveys*

The Clerk reminded members that two traffic surveys had been undertaken by NCC on New Ridley Road and that the results of the surveys, once known, were to be considered by the neighbourhood policing team. NCC has advised the Council that both surveys recorded vehicle speeds that were high enough to have prompted referral to Northumbria Police for enforcement activity. The neighbourhood policing inspector at East Tynedale has been contacted and her response is awaited.

## **17/70 Date of next meeting**

Monday 5 June 2017

The Chair thanked members for attending and closed the meeting at 9.18pm.