

## Rennington Parish Council Meeting

### Minutes of the Meeting held on Thursday 29<sup>th</sup> June 2017

**Councillors Present -** K Burdett - Chair  
K Anscombe  
C Barker  
L Bosanquet  
A Tremlett  
W Kenway-Smith  
J Watson

**Clerk -** J Wilson

**Apologies -** Cllr N Anscombe

#### **19/17 Declarations of Interest**

The Chairman received the following declaration of interest on this occasion.

Cllr Watson – Matters Arising – Village Hall defective boundary wall (Village Hall committee member)

#### **20/17 Public Participation Time**

There were no questions on this occasion.

#### **21/17 Minutes of the Meeting of Council held on Thursday 18<sup>th</sup> May 2017**

##### **RESOLVED**

- a. That the minutes of 18<sup>th</sup> May 2017, a copy of which had been previously circulated to each member, be approved with one minor typographical error, and signed as a correct record by the Chair.

#### **22/17 Matters Arising from Previous Meetings**

##### **1. Condition and Repair of Seats in the Parish**

Members were provided with a quote to supply and fit new seats in the parish. Members discussed where the seats would be sited in Rennington, it was also suggested that the seats in Rock Estate should be replaced. Cllr K Anscombe questioned why we would replace seats at Rock Estate when they were not installed by the parish originally. Discussion followed regarding public liability and maintenance of seats in Rock Estate and it was suggested that two seats are gifted to Rock Estate to install and provide Public Liability insurance cover.

Cllr Kenway-Smith proposed that regardless of the situation with the footbridge, both seats at the Lonnen are replaced and two seats are gifted to Rock.

A vote was taken – 6 for, 1 objection

**RESOLVED**

- a. To replace two seats and provide paved bases, sited at the Lonnen
- b. To gift two seats to Rock Estate with the agreement that Rock Estates are responsible for the maintenance and public liability insurance

2. Repair and Condition of Footbridge over the Lonnen

Members were provided with a quote to carry out repair to the footbridge, however as discussed, it is still in dispute as to who is responsible for the bridge, Northumberland County Council or the Parish Council. Cllr Burdett provided the history regarding ownership, although confirmation is still required. It was proposed that a map of the highways be sought for confirmation of ownership and a letter be sent to Highways to clarify the position once and for all.

**RESOLVED**

- a. Clerk to write to NCC Highways and request a map for clarification of ownership
- b. If it is confirmed the footbridge is the responsibility of the Parish then the works to repair the bridge will be funded by the Parish Council as per the quote provided

3. Village Hall Electricity Meter

Members noted that the Village Hall electricity meter is due to be moved on 27<sup>th</sup> July 2017.

4. Removal of Tree on the Village Green

Members noted the response from Northumberland Estates, which confirmed they were unaware of the action and were not responsible for the removal of the tree on the village green, councillors agreed that no further action would be taken.

5. Village Hall Defective Boundary Wall

Members noted the response from G.F White, which advised that he has no intention of carrying out any works to the wall. Members discussed the response and agreed that further action should be taken. Cllr Burdett read out a letter which he proposed sending to NCC.

**RESOLVED**

- a. To send a letter to NCC Business Compliance and Public Safety Unit to request that they inspect the wall

6. Information Security

Cllr Burdett advised members that quotes have been received for two options regarding information security. Option one is to have a secondary hard drive at the village hall and the Clerk will bring the laptop to each meeting where a back-up of information will be

taken. The second option would be for the Clerk to back-up on to a secure server, however there is no guarantee that this would be done as it would be the responsibility of the Clerk. The secondary hard drive would be the most cost effective as it would be a one-off cost, the back-up to a secure server would incur a monthly fee.

**RESOLVED**

- a. To purchase a secondary hard drive to hold at the Village Hall

*Cllr Watson declared a personal interest in this matter, see min19/17.*

**23/17 Annual Review of Standing Orders and Risk Assessments**

Members were asked to consider any amendments to the Standing Orders and Risk Assessments. A number of amendments were suggested for both documents. Members also commented that the parish do not have an Asset Register and it is important that we have one. It was noted that in light of the review of the Standing Orders, one more quote for new seats should be sought as the Standing Orders clearly state that any orders for values of £500 - £2000 require a minimum of two quotes.

**RESOLVED**

- a. Amendments to both documents be made and circulated to all members
- b. Standing Orders and Risk Assessments to be approved at the next meeting
- c. The Clerk will seek a further quote for seats and circulate to all members
- d. Cllr Kenway-Smith to provide a copy of the Village Hall insurance to the Parish Council to hold on file for information
- e. The Clerk to draft an Asset Register for approval

**24/17 Financial Matters**

Members were advised that there were no payments or receipts since the meeting on 18<sup>th</sup> May 2017.

Members were advised that the previous Clerk has now handed over all documentation, although a number of invoices are still missing. Cllr Kenway-Smith handed over all finance related documents to the Clerk to enable her to complete the Annual Return ready for handover to Sally Roberts to conduct the internal audit.

Members were advised that the external auditors have granted an extension for submission until 24<sup>th</sup> July, therefore a further meeting is required prior to this date for the council to approve the Annual Return.

**RESOLVED**

- a. Information duly noted
- b. A further meeting will take place on Tuesday 18<sup>th</sup> July at 7.30pm to approve the Annual Return
- c. The Clerk to book the Village Hall for the meeting

*RD*

## **25/17 Town and Country Planning Act 1990**

There were no new applications to consider on this occasion.

### a. 16/04562/FUL – South East Farm

Members noted the information in a letter from the Coal Authority in relation to the above application, which suggests that there might be a mine shaft on the land, although further investigation is required. Members agreed that no further comment from the Parish Council was required at this time.

### b. 17/01714/FUL – 19 Rock Village

Members noted the response from NCC which confirmed that the above application relates to the ongoing development at Rock Home Farm rather than Rock Village.

### c. 17/00396/FUL – Land East of The Masons Arms, Stamford Cottages

Members noted that the above application was refused permission.

*Cllr Watson left the meeting at 8.45pm*

## **26/17 Parish Council Website**

Members were advised that the website is now up and running and the address was given out, northumberlandparishes.uk/rennington. The Clerk advised that she has added a couple of items already and will work through what is required and add as appropriate. Members were asked to review the website and advise if there are any further documents or information which should be added.

### **RESOLVED**

- a. Information duly noted
- b. Members to review the website, suggesting any additions if required

## **27/17 County Councillor Updates**

Members were provided with a report from County Councillor Pattison. Members noted that Cllr Pattison advised that she is hopeful that resurfacing of the Rock Road will be done, although no date can be give, but it should be added to the 2017/18 Local Transport Plan requests.

Members also suggested contacting Cllr Pattison to request a donation form her small schemes budget to assist with the cost to replace seats in the Parish.

### **RESOLVED**

- a. Information duly noted

- b. Clerk to contact NCC to add the resurfacing of Rock Road to the 2017/18 Local Transport Plan
- c. Clerk to write to Cllr Pattison and request a donation from her small schemes budget for the replacement of the seats in the Parish

#### **28/17 Parish Council Vacancy**

Members were advised that the two councillor vacancies are now advertised and that NCC have confirmed that the vacancies will be open until 14<sup>th</sup> July, at which point if nobody has come forward the council can co-opt to fill the positions.

#### **RESOLVED**

- a. Information duly noted

#### **29/17 Salary and Pension Arrangements**

Cllr Burdett advised members that the Parish Council can use the services of Northumberland County Council for a one off set up fee of £250 and an annual administration fee of £150. This will negate the need for the Parish Council to deal with the Tax and National Insurance contributions for their employees. Cllr Burdett also advised members that a pension scheme would only need to be set up if the Clerk wished to join, a letter will be sent to the Clerk to confirm. The Parish Council will need to set up a standing order to pay NCC a set amount each month which will cover the Clerk for three hours per week, any hours over this amount will be brought to council for approval.

*A vote was taken – 6 for*

#### **RESOLVED**

- a. The Clerk to contact NCC to confirm that the Council wish to use their salary service
- b. The Clerk to set up the Standing Order, a copy of which will be brought to the next meeting
- c. A letter to be sent to the Clerk to ask if she wishes to be part of a pension scheme

#### **30/17 Neighbourhood Planning Grant**

Cllr Burdett advised members that a grant is available for any parish who wishes to produce a Neighbourhood Plan and asked if any councillors would wish to take the project on. Members discussed the worth of a Neighbourhood Plan and agreed that a number of councils have benefited from having one. However, given the work involved and the type of planning applications received it was agreed by members that it was not appropriate for the council to move forward with this for the time being.

#### **RESOLVED**

- a. To review the success of other parishes and bring back for further discussion if it is deemed to be appropriate

RS

### **31/17 Road Signs**

Cllr K Anscombe advised members that no further action has taken place regarding the 'slow' sign on the road at Jingling Bridge and that it may be more appropriate for there to be a road sign.

#### **RESOLVED**

- a. Cllr K Anscombe to contact NCC to establish when the works will be carried out to re paint the 'slow' sign on the road.

### **32/17 Flooding**

Cllr K Anscombe advised members that he is concerned that the road is still flooding outside the pub in the village and this is affecting the cottages at the side of the pub. Members discussed the situation and agreed that nothing has been done to resolve the situation since contactors put a camera down to see if there was a blockage. It was also noted that the wire baskets over the drains have been removed which is not helping the situation. Cllr Burdett advised that he had taken picture just this week and suggested sending them on to NCC.

#### **RESOLVED**

- a. Cllr Burdett to forward the pictures to the Clerk so they can be sent with an accompanying letter to Mitch Young, NCC, requesting clarification as to what will be done to resolve the issue
- b. A copy of the letter to be sent to County Councillor Pattison for information

### **33/17 Correspondence**

Cllr K Anscombe asked if it could be added to Standing Orders that if no response has been received to a letter sent from the Parish Council within ten days the Clerk should automatically be chasing a response. Cllr Burdett pointed out that this should have been raised earlier in the meeting when the Standing Orders were being discussed.

The Clerk advised members that a letter has been received from NCC regarding the Green Dog Walkers Responsible Dog Ownership Campaign asking the Parish Council to display posters encouraging good behaviour, Cllr Bosanquet agreed to display posters in Rock.

Cllr Burdett advised members that a letter had been received from Rennington and Rock PCC regarding the Maintenance Order for a Closed Churchyard being served to the Parish Council with affect from 25<sup>th</sup> June 2017.

#### **RESOLVED**

- a. To bring the matter of an addition to Standing Orders to the meeting in September for discussion
- b. The Clerk to request a campaign pack and forward to Cllr Bosanquet for her to display the posters in Rock

- c. The Clerk to acknowledge receipt of the letter from the Parish of Rennington and Rock
- d. The Clerk to forward a copy of the letter to NCC

**34/17 Date of Future Meetings**

Members were advised that, following the meeting on 18<sup>th</sup> July, the next meeting of the Council will be Thursday 7<sup>th</sup> September 2017.

**RESOLVED**

- a. Information duly noted

**35/17 Any Other Urgent Business**

There was no other urgent business to be discussed on this occasion.

The meeting concluded at 9.15pm.

*Kevin Smith*

