

Rennington Parish Council
Clerk - Joanne Wilson
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NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the meeting of the Parish Council on **Thursday 19th October at 7:30pm** in Rennington Village Hall for the purpose of transacting the following business. Members of the public and press are invited to attend.

1. Apologies for Absence

2. Declarations of Interest

Members to inform the Chairman of Committee of any Declarations of Interest for matters set out within this agenda.

3. Public Participation Time

In accordance with Section 3.5 of the Rennington Parish Council Standing Orders members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

4. Minutes of the Meeting of Council held on Thursday 7th September 2017

To approve the enclosed Minutes of the Meeting held on Thursday 7th September 2017, see appendix A.

5. Matters Arising from Previous Meetings

- a. Repairs and Condition of Footbridge over the Lonnen
- b. Village Hall Defective Boundary Wall
- c. Road Signs – Jingling Bridge
- d. Town and Country Planning Act 1990 – Use of Land at Stamford Cottages
- e. Longhoughton Ward Chairs Meeting – Available Grant Funding
- f. Any Other Business – Reinstatement of Path – Rennington to Stamford Cottages

6. Financial Matters

- a) Members are provided for approval with a list of income and expenditure since 7th September 2017, see appendix B.

- b) Members are asked to approve and accept the External Auditors report for the 2016/17 Annual Return, see appendix C.
- c) Members are asked to consider any future items of expenditure for inclusion in the draft budget for 2018/19.

7. Town and Country Planning Act 1990

There are no new planning applications to consider on this occasion.

a. 17/02126/FUL – The Grange, Church Road, Rennington

Members are advised that the above planning application has been granted planning permission.

8. County Councillor Updates

Members are provided with a report from County Councillor W Pattinson, see appendix D.

9. Standing Orders and Risk Assessments

Members are asked to approve the Standing Orders, see appendix E and Risk Assessment, see appendix F.

10. Parish Council Policy Checklist

Members are asked to consider which policies are appropriate for review and adoption by the Parish Council, previously circulated by email on 16th September 2017.

11. Highway Issues

Members are asked to consider any highways issues.

12. Consultation – B1340 – Introduction of 40mph Speed Limit

Members are asked to formulate a response to Northumberland County Council's proposal to reduce the speed limit on the B1340 to 40mph.

Members are also asked to consider feedback received from residents regarding a proposal to reduce the speed limit in the village to 20mph and traffic management on Church Road.

13. Stamford Farm – Traffic Concerns

Members are asked to consider concerns raised in relation to traffic issues in Stamford, see appendix G.

14. Broadband in Rennington

A verbal update will be given on the night.

15. Community Led Housing

A verbal update will be given on the night.

16. Correspondence

17. Future Meeting Dates

18. Any Other Urgent Business

Rennington Parish Council Meeting

Minutes of the Meeting held on Thursday 7th September 2017

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

Clerk - J Wilson

Apologies - C Barker

One member of the public and County Councillor Wendy Pattison were also in attendance.

43/17 Declarations of Interest

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

Cllr Watson – Matters Arising – Village Hall Defective Boundary Wall – (Personal: Member of the Village Hall Committee)

Cllr Kenway-Smith – Matters Arising – Village Hall Defective Boundary Wall – (Personal: Member of the Village Hall Committee)

44/17 Public Participation Time

One member of the public was in attendance, Bev Blythe, to address the committee with concerns regarding traffic in Stamford. Ms Blythe advised that there has been an increase of accidents and near misses due to speeding traffic, which is concerning now that there are eleven children living in Stamford. The Embleton Road junction is 60mph, however they would like to campaign to have the speed limit reduced to 30mph. Ms Blythe raised concerns regarding fly tipping at the allotments.

Cllr Burdett advised Ms Blythe that her concerns have been noted and Councillors will discuss the matter in more detail when considering the Local Transport Plan, he suggested that a speed limit of 20mph would be more appropriate.

County Councillor Pattison advised Ms Blythe that the matter of fly tipping needs to be reported to Northumberland County Council (NCC). She also advised that more than 20 houses are normally required to consider a speed reduction to 30mph, less than 20 houses ad a speed reduction to 40mph could be considered. However, an alternative 20mph limit within the village could be considered.

45/17 County Councillor Updates

Members unanimously agreed to bring forward item **8. County Councillor Updates.**

County Councillor Pattison provided an update to councillors.

- A job card had been raised for the reinstatement of the road marking SLOW signs on the Rock Road, however they have not been placed where expected.
- A joint Parish Chairman Council meeting was held on 1st September at the Thrunton Trout Fishery which was useful, the next one is due to be held in March where it is hoped a member of Rennington Parish Council can attend.
- The flooding/drainage at the Horseshoes has been resolved following repairs carried out by BT and the broken kerb stone has been replaced.
- A request for 30mph on the B1340 is not feasible, however a 40pmh limit has been provisionally agreed by NCC Traffic Management and a formal consultation will follow in due course.
- Faster Broadband should now be available to all Rennington Village residents.

Clr Watson advised that the work to refit the kerb stone has been completed but it does not look up to standard and would like this to be inspected by NCC.

RESOLVED

- (i) Information duly noted
- (ii) County Councillor Pattison to ask Mitch Young, NCC, to inspect the works carried out by BT to replace the kerb stone

46/17 Minutes of the Meeting of Council held on Tuesday 18th July 2017

RESOLVED

- (i) That the minutes of 18th July 2017, a copy of which had been previously circulated to each member, be approved and signed as a correct record by the Chair.

47/17 Matters Arising

a. Condition and Repair of Seats in the Parish

Members were asked to approve a quote for £460 for the installation of the new seats at the Lonnen. Members were advised that the four seats have been ordered, delivery to one site is to be agreed.

RESOLVED

- (i) Members agreed to the quote provided
- (ii) Delivery of all four seats to be made to the Estate Office in Rock

b. Repairs and Condition of the Footbridge over the Lonnen

Members were advised that NCC have confirmed that they are responsible for the Footbridge. They confirmed that works will be programmed to repair the damage.

RESOLVED

- (i) Information duly noted
- (ii) To request confirmation of when works will be complete

c. Village Hall Defective Boundary Wall

The Clerk advised members that she had spoken to an NCC Officer regarding the boundary wall. He advised that this was not an NCC issue and the only advice he could offer was to cordon off the wall to ensure public safety. He suggested contacting a structural engineer for advice and suggested that this was a legal matter and advice should be sought. Members discussed seeking legal advice, and whether it would be appropriate for a letter to be sent stating that the wall is the responsibility of the neighbouring property. Members discussed legal firms in the area and which would be the most appropriate firm to use.

RESOLVED

- (i) Information duly noted
- (ii) Cllr Watson to draft a letter of enquiry to a legal firm and circulate to all members prior to sending

d. Information Security

Members were advised that an order has been placed for the secondary hard drive and that a date is currently being arranged for the Clerk, Chairman and Vice-Chairman to receive the relevant training.

RESOLVED

- (i) Information duly noted

e. Annual Review of Standing Orders and Risk Assessments

Cllr K Anscombe requested that an addition be made to the Standing Orders to include the need to ensure any correspondence sent and left unanswered needs to be followed up. Discussion followed regarding a time frame to be included.

Cllr Burdett proposed three weeks, seconded by Cllr Tremlett.

A vote was taken: 7 For, 0 Against, 0 Abstention

RESOLVED

- (i) To include in section 9 of the Standing Orders, a reference to any correspondence being followed up if no response is received within three weeks.
- (ii) The Standing Orders and Risk Assessments to be brought to the next meeting for approval.

f. Road Signs – Jingling Bridge

Cllr K Anscombe advised members that the Road Signs at Jingling Bridge have been done, but those at the top of the hill at the entry to Rock Village are yet to be done.

RESOLVED

- (i) Information duly noted
- (ii) Cllr K Anscombe to contact NCC for an update

g. Tree Preservation Orders in Rennington

Members were advised that the TPO's requested in Rennington have all been granted.

RESOLVED

- (i) Information duly noted

h. Churchyard Maintenance

Members were advised that an email has been received from NCC confirming that they have taken on the maintenance of the Churchyard at All Saints Church in Rennington.

RESOLVED

- (i) Information duly noted

i. Highway Flooding

Members were advised that the flooding issues in the village have now been resolved. Works are scheduled to remove mud from drains on a six-monthly basis. Members were asked to monitor the situation and report any issues as they may arise.

RESOLVED

- (i) Information duly noted

j. Annual Return 2016/17

Members were advised that the Annual Return was submitted to BDO LLP, further information has since been requested and submitted regarding the variances in the year on year figures. No charges have been incurred from BDO LLP to supply the outstanding audit points.

RESOLVED

- (i) Information duly noted

k. County Councillor Update – Resurfacing on the Rock Road and Seats in the Parish

Members were advised that NCC have confirmed that it is proposed to include a surface dressing scheme for Rock Moor House to Rennington in the 2018/19 LTP Programme, and it is likely that structural patching in this area will be undertaken prior to the resurfacing. No date can be given for these works to be carried out. Members were also advised that a request made to County Councillor Pattison for a contribution from her small schemes budget for new seats in the parish was declined. Seats are not classed as a capital asset and the value is below £2000.

RESOLVED

- (i) Information duly noted

48/17 Financial Matters

- a. Members were advised that a VAT reclaim had been submitted for £633.04 for 2015/16 and £190.33 for 2016/17. Confirmation has been received from HMRC that both amounts will be refunded.
- b. Members were asked to approve three invoices submitted to Rennington Parish Council for services and/or goods received.

RESOLVED

- (i) Information duly noted
- (ii) To approve the following invoices –
1. Northumberland County Council – Annual Insurance - £175.07
 2. Sally Roberts – Internal Audit - £100.00
 3. PerITus Solutions – External Hard Drive - £105.00

49/17 Town and Country Planning Act 1990

Members were advised that the following applications have been granted permission –

1. 16/04562/FUL – FS Vickers and Son, South East Farm, Rennington, NE66 3RW
2. 17/01714/FUL – 19 Rock Home Farm, Rock, NE66 SJ

Members were asked to consider the following application.

- a. 17/02972/FUL – Jingly Hemmel, Pasturehill Plantation, Rock

Members briefly discussed this application as this has been before committee under a different application number.

Members raised concerns regarding the use of the land at Stamford which was refused permission for nine new homes. The site was cleared in preparation and is now being used for storage, an access point to the area has also been put in leading on to the main road on a bend which is dangerous.

RESOLVED

- (i) Information duly noted.
- (ii) Cllr Burdett to review the application in full and draft a response to be circulated to members for approval.
- (iii) The Clerk to report the concerns raised regarding access and change of use of land at Stamford.

50/17 Parish Council Vacancy

Members were advised that, following the vacancies being advertised, nobody has come forward to fill the vacancies.

RESOLVED

- (i) Information duly noted.

51/17 Local Transport Priorities 2018/19

Members were asked to consider the Local Transport Priorities for 2018/19.

RESOLVED

To request the following -

- (i) Introduction of a 20mph speed limit from the entrance of Rennington, leading down towards Church Road and out the village,
- (ii) Reinstatement of road markings on the entrance to Rennington and Rock – speed limit in red band,
- (iii) Introduction of a 20mph speed limit at Stamford.

52/17 Parish Council Policy Checklist

Members were provided with a list of policies to consider for review and adoption by the Parish Council.

RESOLVED

- (i) The Clerk to send out draft policies for consideration and review prior to the next meeting.

53/17 Longhoughton Ward Chair's Meeting

Members were advised that the above meeting had taken place on Friday 1st September, there was no representative from Rennington available to attend. Members discussed the grant funding available from the EDF-ER Barmoor Wind Farm Community Benefit Fund, and whether an application could be made from Rennington as it is not clear who can apply.

RESOLVED

- (i) Information duly noted
- (ii) Cllr Bosanquet to establish who can apply for grant funding

54/17 4th Annual Town and Parish Council Conference

Members were advised that the 4th Annual Town and Parish Council Conference is due to take place at County Hall on Thursday 5th October 2017, and were asked who would be available to attend.

RESOLVED

- (i) Information duly noted
- (ii) Cllr Burdett to attend

55/17 Community Led Housing

Cllr Burdett advised that himself and Cllr's Watson and Kenway-Smith responded collectively to the survey on Community Led Housing as the village is in need of small scale housing as there are now a number of young families in the Village. A meeting regarding this issue is being held on 19th September, Cllr's Burdett, Watson and Bosanquet will attend.

RESOLVED

- (i) Information duly noted

56/17 Councillor Roles and Training Opportunities

Cllr Burdett advised members that a complaint had been received regarding a councillor acting on behalf of the Parish Council when in fact it was the opinion of the individual rather than the council as a whole. Councillors were reminded that they should only use their councillor title when acting on behalf of the Parish Council and it is agreed at committee to the action required by that individual.

Members were advised that NALC are running an 'Introduction to Local Councils' course for all new councillors to attend.

RESOLVED

- (i) Information duly noted
- (ii) A copy of the Good Councillor Guide 2017 to be circulated to Cllr's K Anscombe, N Anscombe and Bosanquet as they are unable to attend the training.

57/17 Transparency Code Training 2017/18

Members were advised that NALC are planning to run a number of courses in relation to the Transparency Code.

RESOLVED

- (i) Information duly noted
- (ii) A link to the new website to be forwarded to all councillors

58/17 Salary and Pension Arrangements

Members were advised that the Declaration of Compliance has been submitted to the Pensions Regulator and acknowledgement of this has been received. Members were also advised that at the meeting on 29th June it was agreed to use the services of NCC for salaries and the hourly rate had been agreed. NCC have since advised that the rate agreed was for 2016 and a new rate applied for 2017, an increase of .104p per hour. Members unanimously agreed to the increase.

RESOLVED

- (iii) Information duly noted
- (iv) To contact NCC and advise that the increase has been approved

59/17 Correspondence

Members were advised that a letter had been received from Highways England regarding the preferred route announcement for the A1 in Northumberland, a copy of which has been circulated via email. Members were also advised that a letter has been received from NCC regarding the Local Area Council meetings and the importance of representative from the Council attending. The next meeting of the North Northumberland area meeting is Thursday 19th October.

RESOLVED

- (i) Information duly noted

60/17 Date of Future Meetings

Members noted that the next meeting of the Council will be Thursday 19th October 2017.

Councillors Kenway-Smith and Burdett both gave their apologies for the next meeting.

61/17 Any Other Urgent Business

Cllr Watson asked if a request can be made to NCC to have the public Right of Way footpath, in between Rennington Village and Stamford Cottages, restored as it is now overgrown, and also ask if it is possible to have the stile replaced with a gate.

Cllr Tremlett raised concerns regarding the hire of the village hall for weddings, members agreed that this should be raised at the Village Hall committee meeting. Cllr Kenway-Smith advised that the Village Hall committee are due to review the lettings policy at their annual meeting in January.

RESOLVED

- (i) Information duly noted
- (ii) To contact NCC regarding reinstating the path from Rennington to Stamford Cottages and request a stile in place of the gate.

The meeting concluded at 9.10pm.

Appendix B

Expenditure

Supplier	Invoice Number	Description	Amount
Marmax Recycled Products	INV026901	4 x Seats	£1,438.08
Brian Connolly	4.10.17	Base preparation and installation of seats in Rennington	£460.00
Northumberland County Council	Sep-17	Initial set up fees and back dated salary from April 2017	£1,086.06

Income

Source	Reference	Description	Amount
Northumberland County Council	2017/18 Precept Sep 17	2 nd Precept payment for 2017/18	£2,000.00



ISSUES ARISING REPORT FOR
Rennington Parish Council
Audit for the year ended 31 March 2017

Introduction

The following matters have been raised to draw items to the attention of Rennington Parish Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Accounting Statements not approved by 30 June
 - Inspection period for the exercise of Electors' rights
 - Internal Auditor's recommendations
-

The following issues have resulted in the annual return being qualified. They indicate either a breach of proper practices or legislation and they require the smaller authority to take immediate action to rectify these issues.

Accounting Statements not approved by 30 June

What is the issue?

The smaller authority failed to approve Section 2 of the Annual Return ("the accounting statements") by the deadline of the 30 June, as specified on the Annual Return and stated in Governance and Accountability for Local Councils - The Practitioners' Guide and implied in the Accounts and Audit Regulations 2015.

Why has this issue been raised?

This is a breach of proper practices as set out in the Practitioners' Guide. By approving the annual return after the 30 June, the smaller authority prevented the RFO from discharging their obligations under the Accounts and Audit Regulations 2015 in respect of commencing the period for the exercise of electors' rights. This period must include the first 10 working days of July, meaning that for the 2016/17 annual return, the last possible date for approval was 30 June.

What do we recommend you do?

The smaller authority must ensure in future years that the accounting statements are signed by the RFO and then reviewed and signed as approved by the smaller authority meeting as a whole, by the latest date in order to comply with the electors rights dates, which must include the first 10 working days of July.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015 - legislation.gov.uk website
Governance and Accountability for Local Councils - The Practitioners' Guide - NALC/SLCC/ADA

The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Inspection period for the exercise of Electors' rights

What is the issue?

The inspection period for the exercise of electors' rights did not include the first 10 working days of July as specified in the Accounts and Audit Regulations 2015, which this year is from the 3rd to the 14th July 2017.

Why has this issue been raised?

The Accounts and Audit Regulations 2015 para 15(b) state that the inspection period for the exercise of electors rights must include the first 10 working days of July. The smaller authority has not complied with the Accounts and Audit Regulations 2015.

What do we recommend you do?

The smaller authority must ensure that the inspection period for the exercise of electors' rights includes the first 10 working days of July next year in accordance with the regulations in force. The smaller authority must also consider how they answer the electors rights question in the annual governance statement next year due to this non compliance.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015

Internal Auditor's recommendations

What is the issue?

The internal auditor has made a few recommendations in respect to the internal controls/financial systems of the smaller authority.

Why has this issue been raised?

The smaller authority is exposed to the risks associated with these weaknesses.

What do we recommend you do?

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 18 September 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

RENNINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓

This annual governance statement is approved by this smaller authority on:

18/07/2017

Signed by Chair at meeting where approval is given:

Kevin Smith

and recorded as minute reference:

39/17

Clerk:

[Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

RENNINGTON PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	9,621	7,742	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	4,000	4,000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	884	911	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	1,170	1,358	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	N/A	N/A	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	5,593	2,231	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	7,742	9,064	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	7,742	9,064	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	N/A	N/A	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	N/A	N/A	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td>✓</td> </tr> </table>	Yes	No		✓	<p>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</p> <p>N.B The figures in the accounting statements above do not include any Trust transactions.</p>
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

18/07/2017

I confirm that these accounting statements were approved by this smaller authority on:

18/07/2017

and recorded as minute reference:

39/17

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

RENNINGTON PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (~~delete as appropriate~~).

There is a breach of Proper Practices, regulations or legislation which we have noted in our opinion - please see enclosed report.

(continue on

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

(continue

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

~~* We do not certify completion because:~~

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

18/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

RENNINGTON PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

PLEASE SEE CORRESPONDENCE DATED 13/7/17 AND 16/7/17

Name of person who carried out the internal audit

SALLY ROBERTS

Signature of person who carried out the internal audit

Sally Roberts

Date

16/7/17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

COUNTY COUNCILLOR REPORT

COUNTY COUNCILLOR WENDY PATTISON

wendy.pattison@northumberland.gov.uk – Tel. 07779 983072

RENNINGTON PARISH



Left to right, County Councillor Wendy Pattison, Chairman of Hedgeley/Powburn Parish Council, Robbie Burn, Chairman of Edlingham Parish Council Chris Blythe, Chairman of Craster Parish Council, Bryn Owen, Chairman of Embleton Parish Council, Terry Howells, Chairman of Newton by the Sea Parish Council, John Roper, Autumn Rabbits, Longhoughton Parish Council and Chairman of Eglingham Parish Council, David Alston.

Working together to Inspire great ideas - 7 Representatives from the 9 Parishes located within the Longhoughton Ward. On Friday, September 1st at the Thrunton Trout Fishery, an informal meeting took place with 7 Parish Council Chairmen/representatives, from, Craster, Newton by the Sea, Eglingham, Embleton, Edlingham, Hedgeley/Powburn, Longhoughton. Unfortunately, slight confusion regarding the date of the meeting led to the absence of Rennington PC. Their input on this occasion was very much missed, Ellingham Parish Council were not represented. The meeting was extremely successful and new contacts were made and everyone will meet again next year on **Friday March 9th 2018**. Mr Bob Hodgson, NCC Area Manager for Neighbourhood Services will attend this meeting and will be able to look at any

issues Parish Councils may have in regard to Refuse, Litter Bins, Hedges, Grass Cutting etc.

Rennington - Flooding outside the Horseshoes Pub – Following a request from a Rennington Parish Councillor, Mr Mitch Young, NCC Maintenance Engineer (North) attended the site and cleaned out the water course opposite the Horseshoes, this took place on 18/8/17. During this work, NCC found that the stone culvert has collapsed on the private side of the wall. The Parish Councilor who requested this work advised Mr Young that he would address this at the next parish meeting (possibly already done so). This damaged culvert is not within the highway corridor and must be repaired by the landowner.

40mph Speed Limit on the B1340 going past Rennington – NCC are currently accessing feedback received from residents and will advise their findings shortly.

The Grange Church Road Rennington Northumberland NE66 3RR - Ref. No: 17/02126/FUL – Proposals to reconfigure existing accommodation; New accommodation to the south-east of the existing building is proposed with two new rooms with en-suite bathroom provision, this block will also include a laundry; to the North West a modest extension to the existing day room is proposed, this will link to an outdoor terrace with new ramped access to existing facilities; a new link corridor will connect the existing house to the new two-bedroom extension.

- This planning application was brought to Area Council at the Northumberland Hall, Alnwick on September 21st 2017. I considered this planning application very carefully and decided to approve it because I believe there is a local need for older residents to live in an area they are familiar with and feel comfortable. No matter how frail or physically disabled they are, there is a need to continue friendships and take part in community life and enjoy living in a secure environment near to their previous home and within easy reach of loved ones. This application was agreed.

Traffic and parking concerns along Church Road which were mentioned by Cllr Kevin Burdett at the meeting are of long term and date back many years. All County Councillors at the Area Council meeting took Rennington Parish Council's access/parking concerns extremely seriously and recommended that a traffic management survey at Church Road should be undertaken as a matter of urgency and this was agreed by all. Mr Richard McKenzie, NCC Senior Programmes Officer will look at traffic management/parking concerns very shortly.

Rock Village - On Tuesday, September 19th I met with Mitch Young, Maintenance Engineer (North), Highways and Technical Services and Cllr Lalage Bosanquet. We met on the top of the hill in Rock which is a blind summit and has lacked SLOW road signage for 5 years. Traces of the original white paint were found on the road for the previous SLOW signage and Mr Young spray painted in yellow the location for the Highways Lining Team to reinstate which hopefully be done in the near future.

Stamford - I have spoken with traffic management and they will consider 40mph through Stamford, but, not 30mph as there are not enough houses on the roadside. I would be interested to know Parish Councillors thoughts on the current four-way junction at Stamford for roads leading to Embleton, Craster, Rock and Rennington which is somewhat confusing especially for visitors. I have also reported the poor condition/potholes on the road heading towards Stamford which is located just over the bridge on the B1340.

Post 16 Home to School Transport – I am a member of the Committee discussing Post 16 Home to School Transport which is chaired by County Councillor Glen Sanderson. Discussions are going well and I will report back to the Parish Council once a final decision has been made.

Construction and building sites – This can cause problems to local residents.

Permitted hours of work will normally be:

- **Monday to Friday - 0800 - 18.00**
- **Saturday 0800 - 1300**
- **Sundays & Bank Holidays - No Working**

If a company wishes to work outside of these hours (on a Construction Site) they will normally be required to submit an application for prior consent.

NOISE

Noise from construction sites is controlled by the Control of Pollution Act (COPA) 1974. Construction companies and contractors are required to take all reasonable steps to control noise and to demonstrate that they are applying 'Best Practicable Means'.

DUST

Dust from construction sites is controlled by the Environmental Protection Act (EPA) and can often be minimised by:

- carefully siting transport routes
- providing hard-surfaced roadways
- imposing speed limits on site
- damping stockpiles of materials and roadways with water
- keeping roadways clear
- adjusting working methods e.g. to minimise demolition or crushing dust
- storing fine material under cover.

It is important to note that the environmental legislation controlling dust is for the protection of human health and the environment in general. If dust only affects your property or possessions, Environmental Health will not be able to help.

If a company wishes to work outside of these hours (on a Construction Site) they will normally be required to submit an application for prior consent.

BURNING

It is an offence under Section II of the Clean Air Act 1993 to burn anything on an industrial or trade premises which is likely to cause dark smoke. A person found guilty under this section can be liable to a fine on summary conviction not exceeding £20,000. In addition, under the Environmental Protection Act 1990, Part III, nuisance legislation applies where a nuisance is defined as something which unreasonably interferes with someone else's enjoyment of their home or garden. If we confirm that a nuisance does exist, we are able to serve a legal document called an Abatement Notice on the person responsible, requiring that the nuisance is stopped. If the Abatement Notice is ignored, then any further nuisance will be an offence which, on conviction in the magistrate's Court, could result in fines of up to £20,000 and £2,000 per day for each day the offence continues. The Environment Agency also have powers to deal with the burning of waste on trade premises. Under Part II of the Environmental Protection Act 1990, you have a duty of care concerning the disposal of trade waste. Section 33 of this Act states that a person shall not dispose of controlled waste in a manner likely to cause pollution of the environment or harm to human health. The maximum penalty under this section is £20,000. Any burning of waste is therefore an offence under this legislation. Exemptions from the Environment Agency powers relate to the burning of wood, bark and plant material at the site of production provided fires do not cause persistent problems to neighbours. These fires still have to be registered with the [Environment Agency](#) and it is an offence not to do so. Action can still be taken by the Council under the Clean Air Act or Nuisance legislation. Officers to contact if any concerns are –
Enforcement officer Liz.OBrien@northumberland.gov.uk
Environment officer rosemary.ayre@northumberland.gov.uk

A1 dualling – Highways England have announced the route(s) they have chosen, enabling the project to move on to the planning phase, and the works to remain on schedule.

They have declared that their Green route option will be the preferred route between Morpeth and Felton, and the Orange route option will be the preferred route between Alnwick and Ellingham. For Morpeth to Felton, this involves constructing a new stretch of dualled carriageway to the west, and for the section between Alnwick and Ellingham, the existing road will be widened. In both cases the choices represented the favourite option among local residents who took part in the extensive consultation events. The next step is for Highways England to complete the design, survey and environmental impact work ahead of submitting their application for a Development Consent Order to the Planning Inspectorate in 2018.

Rennington Parish Council – Standing Orders

(revised and adopted 19th October 2017)

1. Councillors

- 1.1. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance at the next scheduled meeting of the council following election.
- 1.2. All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.
- 1.3. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity.

2. Annual Meetings

- 2.1. If the Annual Meeting is in an election year it must be held within 14 days after that election, the first day being the first Monday following the elections. If it is not an election year then the annual meeting will take place on an appropriate day in May.
- 2.2. If the outgoing Chairman is available then he/she will preside until a new Chairman has been elected. The first business of the Annual Meeting will be the election of the Chairman (and Vice Chairman, if appropriate) and to receive their acceptance of office.
- 2.3. The retiring Chairman will report on the activities of the Council for the preceding year.

3. Meetings

- 3.1. Meetings will be held in appropriate, accessible accommodation, normally Rennington Village Hall. Unless no other accommodation is available the meetings will not be held in premises used for the supply of alcohol.
- 3.2. An agreed frequency of meetings will be decided at the Annual Meeting, currently approximately every six weeks. Councillors will be advised of the meetings by the issue of a summons and agenda delivered by email. The agenda must be issued at least three clear business days before the meeting.
- 3.3. Public notices will be posted in conspicuous places, currently the noticeboards situated in Rennington and Rock villages, informing members of the public of the venue, time, date and business to be transacted at the meeting. The notice will be posted at least three clear working days before the meeting.

Standing Orders for Rennington Parish Council

- 3.4. Meetings will be open to the public and press but they may be temporarily excluded from the meeting if the business is regarded as confidential.
- 3.5. Members of the public may speak at Council meetings at the discretion of the Chairman of the meeting.
- 3.6. The agenda for the meeting will be agreed by the Clerk and either Chairman or Vice Chairman as appropriate. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions will be made available immediately before the commencement of each meeting.
- 3.7. The Council may only take decisions on items clearly specified on the agenda; if agreed by the chairman, any urgent items which are not on the agenda may be discussed, but no decision may be made, at that meeting.
- 3.8. The Chairman of the Council will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present then the Vice Chairman will preside. If they are not present then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting. Whoever chairs the meeting will assume the duties of the Chairman for the meeting.
- 3.9. The quorum for the Council will be one third of the total Councillor places but in any case not fewer than 4. If there be insufficient members present then no business will be transacted and a fresh notice will be issued to reconvene the meeting at a later date.
- 3.10. If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened.
- 3.11. Voting at the meeting shall be by a show of hands unless a majority of Councillors wants a ballot. Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next business.
- 3.12. In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote.
- 3.13. A minute of the meeting will be kept by the Clerk or other nominated person in the Clerk's absence. The minutes will record any decisions made by the Council. Draft minutes will be circulated to Councillors by email as soon as practicable, at the latest within three weeks after the meeting. Councillors will supply any suggested amendments to the Clerk within seven days after the circulation date after which the amended unapproved draft minutes will be made available to the public. The minutes will then be approved at the following meeting and signed by the person presiding at that meeting.

Standing Orders for Rennington Parish Council

4. Planning Applications

4.1 On receipt of a Planning Application from NCC inviting PC comment, the Clerk will email a link to this information to enable all councillors to view the application online. The hard copy, if there is one, will also be circulated to act as a reminder should the email process have been missed. Signing this circular indicates response action has been taken as detailed below.

4.2 All councillors to advise the clerk (and the councillor on the distribution list before themselves) when they will be on holiday to prevent any planning literature being posted through the letter box in their absence.

4.3 All councillors are to respond within 14 days by email to the Clerk with copy to the chairman, (vice in his/her absence) with objections / no objections and comments to support this as appropriate **OR** with a note of abstention or declaration of interest. Any councillor not responding is deemed to be abstaining. Regular abstention will not be acceptable without good reasons.

4.4 Should the application be for a significant development, then, at the request of 2 Councillors, consideration should be given to arrange an extraordinary PC Meeting to discuss in full as the only agenda item.

4.5 The majority decision of councillors responding will form the basis of the response to NCC with appropriate comments and **all** councillors are to accept this as a collective view.

4.6 The draft response by the Clerk will be approved by the Chairman (Vice in his/her absence) and submitted to NCC online. A copy of the letter, once approved, together with a breakdown of individual councillor's voting decisions to be sent to all councillors.

4.7 In the event the Chairman has made a declaration of interest, the Vice Chair will assume the role of Chair throughout that particular application process.

5. Finance

5.1. Responsible Finance Office (RFO)

5.1.1. The Responsible Finance Officer is a statutory office and appointed by the Council. The Clerk of the Council will take on this role of managing the Council's financial affairs in accordance with Proper Practices.

5.2. Estimates and Precept

5.2.1. The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget not later than the

Standing Orders for Rennington Parish Council

end of December in preparation for the precept being agreed, and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and changes minuted.

5.3. Income and Expenditure

5.3.1. The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspending or overspending will be brought to the attention of the Council and action taken to address any discrepancies. Revenue not spent will be identified and earmarked to reserves by a Council resolution.

5.4. Accounting and Audit

5.4.1. The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.

5.4.2. The RFO will complete the annual financial statements of the Council including the annual return as soon as practicable after the end of the financial year and will submit and report on them to the Council. The Council will review each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice.

5.4.3. An Internal Auditor will be appointed by the Council to carry out the work required to comply with the Proper Practice. The person appointed will be competent and independent of the operation of the Council.

5.4.4. The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.

5.5. Banking Arrangements and Cheques

5.5.1. The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Council. They will be regularly reviewed for efficiency.

5.5.2. A resolution of the Council will nominate at least three members to be authorised by the Council to sign cheques.

5.5.3. All items of expenditure will be authorised by the Council and the payments approved. The RFO will examine invoices and verify and certify the expenditure. Cheques will be completed for all transactions and signed by two authorised Councillors. Cheque stubs and the actual invoice are to be initialled at the same time.

5.5.4. Any utility bill may be paid by Direct Debit provided that the instructions are signed by two authorised Councillors.

5.6. Loans and Investments

5.6.1. All loans and investments will be negotiated in the name of the Council and will be set for a period approved by the Council.

5.6.2. All borrowings will be in the name of the Council and will not be entered into until necessary approvals have been given. Any application will be approved by Council, especially the terms and purpose. These terms must be reviewed annually.

Standing Orders for Rennington Parish Council

5.6.3. All investments of money under the control of the Council will be in the name of the Council and all certificates or other documents will be retained by the RFO.

5.7. Contracts and Purchase Orders

5.7.1. An official order or letter will be issued for all work or service paid for by the Council. All Councillors and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.

5.7.2. Orders for values £500 to £2000 require a minimum of two quotations; for values above £2000 three quotations are required. Contracts exceeding £50,000 require additional safeguards and will follow Proper Practice.

5.7.3. All estimates will be approved by the Council; while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded.

5.8. Assets

5.8.1. The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate.

5.9. VAT

5.9.1. The RFO will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually coinciding with the financial year.

6. Insurance

6.1. Following the annual risk assessment the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

7. Risk Assessment

7.1. A risk assessment will be undertaken annually of all the activities of the Council and a report approved by the Council. This assessment will also cover the appropriateness of the internal audit arrangements. The Risk Assessment will be reviewed annually.

7.2. If the Council undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences.

8. Freedom of Information

8.1. The Council is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents.

Standing Orders for Rennington Parish Council

9. Clerk to the Council

- 9.1. The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Clerk to the Council which will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.
- 9.2. The Clerk will act as the Proper Officer of the Council, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council; and also advise the bank of changes to mandates with the bank.
- 9.3. The Clerk will act as Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the Council.
- 9.4. As an employee of the Council the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council.
- 9.5. The Clerk will carry out a backup from the laptop to a secondary hard drive, held at the Village Hall, at each meeting.
- 9.6. The Clerk will ensure any correspondence sent by the Parish Council, left un answered for three weeks, will be chased for a response.

10. Committees and task and finish groups

- 10.1. The Council from time to time may set up committees and task-and-finish groups to undertake work on behalf of the Council. The Council will set their Terms of reference, and they will report periodically to the Council.

11. Emergency Business

- 11.1. Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported by email to all Councillors within 48 hours of the matter arising and/or action being decided.

12. Alteration or Reversal of previous decisions

- 12.1. Decisions of the Council will not be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council.

13. Standing Orders

- 13.1. These and any other standing orders will be reviewed annually by the Clerk and the Chairman, and any amendments will be decided by the Council.
- 13.2. During the course of meetings of the Council, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Council will seek the advice of the Northumberland Association of Local Councils.

Standing Orders for Rennington Parish Council

- 13.3. The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited.

These Standing Orders were adopted by Rennington Parish Council at the Meeting of the Council held on 19th October 2017

Signed

Chairman

Date

Register of assets of Rennington Parish Council

Lloyds Bank plc current account

Lloyds Bank plc deposit account

26 year lease for Rennington Village Hall, dated 4th February 2015 between the Parish Council and Northumberland Estates, commenced on 29th September 2013

Asset	Date Acquired	Purchase Value
1 x Noticeboard at Horse Shoes Public House, Rennington	2008	
1 x Noticeboard opposite the Church, Rock	2008	
2 x Seats at the Village Green	2013	
2 x Seats at Rennington/Broxfield Lonnen	14.09.17	538.20
Laptop	2016	499.97
Printer/Scanner	2016	

Liabilities

Responsibility and liability for Rent payments and all other liabilities together with obligations undertaken with 26 year lease of Rennington Village Hall

Rennington Parish Council Risk Assessment 2016/17

Risk	Mitigations	Overall Assessment of risk after mitigations (low, medium, high)
1. Loss or theft of public monies under the Council's control	<ol style="list-style-type: none"> 1. The Council precept is relatively small in value 2. No cash is held and all cheques require two of four authorised signatures none of whom is the Clerk. 	Low
2. The Clerk is unwell or absent for a significant period of time	<ol style="list-style-type: none"> 1. The Clerk will backup information from the laptop to a secondary hard drive at each Parish meeting. 2. A Councillor could take minutes of PC meetings until cover for Clerk is found. 	Medium
3. Loss of key Council records or a lack of access to such records due to, for example, the illness or absence of the Clerk or a Councillor or fire or disaster at personal property where the records are held.	<ol style="list-style-type: none"> 1. The Clerk has a computer and email address dedicated to PC business. 2. Back-up copies of data are on the secondary Hard Drive held in the Village Hall. 3. All minutes and agendas are available on PC website. 	Medium

Rennington Parish Council Risk Assessment 2016/17

<p>4. Risks arising from the Village Hall lease:</p> <ul style="list-style-type: none"> a. Insufficient funds to meet lease responsibilities. Under the lease there is a responsibility to ensure the property is maintained b. Unexpected major repair c. Public liability eg due to an accident or injury sustained by someone using the facilities 	<ul style="list-style-type: none"> 1. The VH committee is responsible for funding and maintaining VH. 2. The PC is represented on the Committee by at least one Parish Councillor who is responsible for: <ul style="list-style-type: none"> a) reporting back to PC on financial and other issues relating to the Hall; and b) alerting the PC to any significant or materialising risks. 3. The Village Hall Committee obtains insurance cover for the building, public liability etc and the PC holds a copy of the policy schedule confirming cover each year. 	<p>Medium</p>
<p>5. Public liability, fidelity guarantee, personal accident</p>	<ul style="list-style-type: none"> 1. Parish Council holds insurance cover under the County Council's arrangements and the Clerk obtains a copy of the County Council's policy annually to confirm cover. 	<p>Low</p>
<p>6. A legal or procedural error is made by the Council in undertaking its business which results in challenge by, for example, a member of the public</p>	<ul style="list-style-type: none"> 1. The Clerk has access to advice from the County Council's legal department and Northumberland Association of local councils (Monitoring Officer Community Action and PC toolkit) 	<p>Low</p>
<p>7. Assets held by the PC are not maintained properly</p>	<ul style="list-style-type: none"> 1. Four benches/seats are inspected annually. 	<p>Low</p>
<p>8. Employers risks in relation to the Clerk</p>	<ul style="list-style-type: none"> 1. Clerk appointed through a proper process 2. Employers liability insurance cover held through CC policy. 	<p>Low</p>

Dear Members of the Parish Council

On behalf of the farm and residents of Stamford I am writing to ask for Traffic Management at Stamford to be added to the Agenda at the next meeting with the aim of developing a Traffic management Scheme for the hamlet and surrounding area.. The speed limit through Stamford and its surrounding area is currently the national speed limit ;there is limited signage.

There are 17 properties at Stamford mostly 3/ 4 bedroom family houses housing 45 residents of which 13 are children that live at Stamford permanently plus friends and extended family members. Stamford Farm has 4 staff ,a secretary and the two partners employed plus additional staff during lambing and calving. It regularly employs contractors for repairs , building works and verge mowing that access the farm and properties generating traffic onto the main road. The Farm Stead had 4 entrances leading onto the main road and one at the back road . It is a traditional mixed farm that is active at all times of the year with machinery during harvest, silage, there are 130 cattle plus followers and 300 sheep plus followers on the farm generating vehicle and livestock movement from the fields onto the highways.. The livestock is gathered from the fields to the sheep and cattle pens regularly . The sheep pens are on one side of the road and the cattle pens are at sheds . One of the roadside sheds has three gates that open onto the road and are full from November to May with cattle. The nature of the farm is such that cattle and sheep have to cross several roads to get to the outlying fields and livestock have to be driven along the road at times.

You are aware that we put in a parking scheme last year at The Short Row ,enlarged the Long Row parking area and altered the Farmhouse entrance at to make the residents safer so that families can park off road and access their homes safely.

In the last month there have been several traffic incidents around the farm that we know of;

- 1) A car went off the road en route to Christon Bank hitting the hedge at the railway bridge on the left hand side taking out the fence
- 2) Sheep were being moved across the road at the T junction towards the Stamford Cottages with sheep dogs and a car hit one of the dogs leaving it with a limp
- 3) The sheep were being moved across the road on the corner by the farm house from the sheep pens to the farm yard when a car hit one of the sheep dogs requiring it to be treated by the vet overnight. This is a blind corner and traffic regularly cut the corner onto the opposite side of the road .
- 4) A car went off the road to en route to Christon Bank on the right side of the road before the water hydrant and ended up boot first in the hedge
- 5) A residents cat was killed at the crossroads at the Long Road

There have been more incidents of traffic going through the hedges/walls over the past few years but the frequency of accidents is increasing.

We have purchased high visibility jackets for staff safety when moving stock on the roads and have changed practice to arrange more people to be involved in any stock movement. We are concerned for general safety as the number of road traffic incidents/ accidents in August was startling . During August I wrote to Mitch Young of the Highways regarding road safety at Stamford expressing concerns for road safety and I understand that a Traffic Management Scheme would required in order for any change to happen. Ideally we are looking for a reduction to the speed limit at the hamlet to 40 mph /30 mph and have more signs on the outlying roads to warn the speeding traffic of farming activity.

Please would the Parish Council support the development of a traffic management Scheme at Stamford and the surrounding roads to include reducing the speed limit, putting additional signs on the road to identify livestock .

I could not see the date of the next meeting on the website but Iain and I are happy to attend and discuss this further with you .My mobile number is 07972271146/ home 01665 579248. Iains mobile 0797271146

Many thanks and Kind Regards,

Katie Robertson

Robertson of Stamford