

## THE PARISH COUNCIL OF WHITTON AND TOSSON

### Minutes of the ANNUAL GENERAL MEETING and PARISH COUNCIL MEETING held on the 28<sup>th</sup> June 2018 at 7.30pm on the Green, the Parish Rooms, Rothbury

**Present:** Hilary Dunn (Chair), Katy Nickolls (Councillor), Val Burwood (Councillor), Peter Henry (newly co-opted Councillor) and Sarah Winlow (Clerk).

**1. Acceptance of office and appointment of Chair and Vice Chair.** Hilary Dunn was nominated as Chair by Val Burwood, seconded by Katy Nickolls. Alan Winlow was nominated as Vice Chair by Katy Nickolls, seconded by Hilary Dunn.

**2. APOLOGIES for absence:** Alan Winlow.

**3. MINUTES** of the meeting held on the 23<sup>rd</sup> of April 2018 were considered, approved by all and signed by the Chair.

#### **4. MATTERS ARISING FROM THE MINUTES**

i. Highways and Footways: A report has not been submitted to NCC Highways and Technical Maintenance since the last meeting in April as there have been no new significant issues. The PC note the verges have been cut by NCC without request. Works at Tosson Glebe and the top of Cemetery Brae, Whitton are awaiting scheduling by the Highways team. HD raised issue of water running down the road at Tosson Glebe and that this drainage issue would require fixing prior to the road repairs. *Following the meeting, AW confirmed the Highways team have the drainage issue programmed into the road repair.*

ii. Vacancies on the Parish Council: Peter Henry's co-option to the PC was proposed by Hilary Dunn and seconded by Katy Nickolls. HD welcomed Peter Henry to the Parish Council.

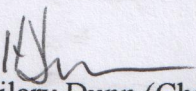
iii. Update on IT grant: £495.99 has been spent on a new laptop and software. See 6.viii in regard to the purchase of a scanner with the remainder of the £625 grant.

iv. Update on data protection measures: 17 individuals of a total of 30 responded to the Clerk's request for confirmation that they wished to remain on the Parish Council's email list. Email addresses of those who did not confirm have been removed from the contact list. *VB agreed to create a flyer about the beneficial work of the PC to be forwarded by post to all residents of the parish. This will include details of the website and how to join the email contact list.*

#### **5. MATTERS ARISING**

i. Adoption of Standing Orders: NALC's Model Standing Orders 2018 (England) were adopted by the PC. *SW to publish a copy on the website.*

ii. Joint Burial Committee: Hilary Dunn was nominated to represent the PC on the Joint Burial Committee by Val Burwood, seconded by Katy Nickolls. HD gave an update on the work of the JCB: A tree surgeon has been engaged and has surveyed the trees on site, coding them into Category A-C depending on work required. Approximately 25 trees have been identified as Category A and require removing. Timber from these trees will be sold with proceeds added to Cemetery funds. The Lodge is currently being decorated. The employment of a second person to help maintain the cemetery over the summer is working well and their contract may require extension into the Autumn. Christine Foggin and Vince Milburn are continuing to seek external funding for the Cemetery. *SW to confirm HD's nomination to the Clerk of the Joint Burial Committee.*

Signed –  Hilary Dunn (Chair)

Dated 13/8/18 .....

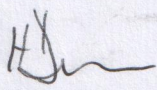
- iii. Review of Rothbury Parish Council Boundary: NCC have requested further information about the Rothbury PC's request for a boundary review. Discussion about the benefits of Jubilee Crescent remaining part of Whitton and Tosson parish ensued: without the residents of Jubilee Crescent, Whitton and Tosson parish would have roughly half the number of residents (c 200 to c 100); WTPC would not be able to levy as much funding; the number of councillors would likely be reduced and the question whether WTPC would remain viable for c 100 parishioners was raised. PH asked who would carry cost of boundary review and any subsequent changes. HD noted that if Jubilee Crescent is redrawn within Rothbury parish boundary, Jubilee Crescent residents will see an increase in their council tax.
- iv. Grass cutting around parish benches: David Smith has cut the grass around the five parish benches. He will continue to cut the grass when required throughout the summer. *SW to remind David Smith to submit an invoice for this work in October / November. PH to check the state of the benches.*
- v. Plaque on Sharp's Folly: A member of the public reported that the PC's information plaque on Sharp's Folly was about to fall off. VB has repaired the plaque and remounted it on the Folly. Thanks to Tom Burwood for his assistance in this repair.

## 6. FINANCE

- i. Approval of Audit 2017-18: The Audit for 2017-18 was agreed and signed. HD noted that the parish's assets were reduced from £250 to £180 in acknowledgement of the impact of the harsh winter on the benches and noticeboard. It was agreed that the parish accounts would in future be presented as a balance sheet rather than a series of three reports. The period of exercise of public rights to review the accounts was agreed to run from the 2<sup>nd</sup> July to the 10<sup>th</sup> August. *SW to forward the completed audit to auditors PKF Littlejohn LLP before extended deadline of 9<sup>th</sup> July. SW to publicise the audit and supporting balance sheet on the PC's website before the 2<sup>nd</sup> of July.*
- ii. Balance of Accounts: Community Account **£2517.20** and Savers Account **£401.71**. It was agreed that HD, KN and AW should remain signatories for the bank accounts.
- iii. Transfer of £800 from the Community Account to the Savers Account: HD and KN signed a letter requesting this transfer to begin to ensure the parish has sufficient funds in the event of a contested by-election.
- iv. NALC Subscription 2018/19: £70.91: Approved
- v. NALC Annual website fee 2018/19: £75: Approved
- vi. Hire of meeting room £12: Approved
- vii. Clerk's honorarium £60: Approved
- viii. Purchase of scanner: It was agreed that SW should purchase a scanner for the PC and that she will be reimbursed using the Transparency Grant. *SW to purchase scanner.*

## 7. PLANNING

- i. 18/01130/FLL New extension, Ryehill Farmhouse: PC submitted comments in support of the planning application. Planning permission granted.
- ii. 18/01161/FLL New house, land NW of East Newtown Cottages: PC submitted comments in support of the planning application. Planning permission granted.
- iii. NCC Local Plan consultation: Noted consultation period on the draft plan runs from the 4th July to 15th August. *HD to attend drop in event at the Jubilee Hall on the 26th July.*
- iv. Mid-Coquettale Neighbourhood Development Plan: Jan Deckers and Jeff Reynolds contacted the PC with an invitation to a meeting in regard to reviving the Steering Committee for the Neighbourhood Development Plan. This meeting was not attended. Rothbury PC has invited HD to attend a meeting about the Plan however the date is yet to be set for this meeting.

  
Signed – Hilary Dunn (Chair)

Dated..... 13/8/18

## 8. CORRESPONDENCE

- i. Invitation to open day at Rothbury United Reform Church 10th June: Noted
- ii. Email from Mr A Kell in regard to publishing documents related to the Joint Burial Committee: HD confirmed one set of minutes had been sent to the Rothbury Parish Council website administrator but had not been uploaded. The other issues raised were not due to be made public until after the following meeting of the JCB.
- iii. Road Hierarchy Survey: Noted, no response required.

## 9. ANY OTHER BUSINESS AND DATE FOR NEXT MEETING

- i. VB noted that the raised beds on the verge adjacent to Old Stables Cottage have been removed. The night light has been replaced with a more appropriate security light.
- ii. VB raised issue of PC supporting local charities and the reasoning behind why the PC supports some charities, but not others, with rate payers' money. She suggested the PC considers focusing on benefitting parishioners directly e.g. through a small grant scheme to meet local needs. HD responded that charities such as the Hospice Care, the Great North Air Ambulance and the Mountain Rescue may benefit parishioners and that such a grant system would be difficult to manage. VB requested HD investigate the rationale for the support of local charities further.
- iii. Next PC meeting: 7.30pm, Monday 13<sup>th</sup> August 2018 – Parish Hall, Rothbury.

There being no further business, the meeting closed at 8.35pm.



Signed – Hilary Dunn (Chair)

Dated 13/8/18