

GREENHEAD PARISH COUNCIL MEETING
21ST MAY 2018
APPROVED MINUTES

Present	Cllr E Rimmer Cllr M Wood Cllr A Graham Cllr H Maxted	Cllr A Sharp - County Clerk - Mrs Susan Saunders
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Interests	19.20	ACTION BY
	<p>16/18 Election of Chairman Cllr E Rimmer was nominated. PROPOSED Cllr A Graham SECONDED Cllr M Wood AGREED Cllr Rimmer signed the declaration of acceptance.</p>	
	<p>17/18 Election of Vice Chairman and Committee Representatives: Cllr J Robson was nominated PROPOSED Cllr E Rimmer SECONDED Cllr A Graham AGREED</p> <ul style="list-style-type: none"> • Haltwhistle & District Joint Burial Committee - 1 member <p>It was agreed that Cllr E Rimmer should continue as the representative. Cllr Sharp thank Cllr Rimmer for his contribution over the last year. PROPOSED Cllr A Graham SECONDED Cllr M Wood AGREED</p> <ul style="list-style-type: none"> • Village Hall - 2 members <p>Cllr Rimmer proposed to keep the same two members; Cllr Wood and Cllr Whittington. PROPOSED Cllr E Rimmer SECONDED Cllr A Graham AGREED</p> <p>Cllr Rimmer proposed to bring item no. 18/18 forward at this stage. PROPOSED Cllr E Rimmer SECONDED Cllr M Wood AGREED</p> <ul style="list-style-type: none"> • Millennium Green • Play Area <p>It was agreed to combine the Millenium Green and Play Area. Cllr H Maxted and Cllr Robson were nominated. PROPOSED Cllr E Rimmer SECONDED Cllr M Wood AGREED</p> <ul style="list-style-type: none"> • School Governing Board. This item was deferred. 	
	<p>18/18 Co-option of Councillor Cllr Rimmer introduced Howard Maxted, who has applied for one of the vacant positions on the council. It was agreed that he should be co-opted. The declaration of acceptance was signed and Cllr Maxted joined the council. PROPOSED Cllr E Rimmer SECONDED Cllr M Wood AGREED</p>	

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19/18	<p>Apologies for Absence Cllr L Whittington (Holiday) Cllr J Robson (Holiday)</p>	
20/18	<p>Declarations of Interest In accordance with Section 31 of the Localism Act 2011, members to declare any Pecuniary Interests in items on this agenda – None declared</p>	
21/18	<p>Minutes of the meeting held on: Monday 15th January 2018 - the minutes were approved PROPOSED Cllr A Graham SECONDED E Rimmer AGREED</p>	
22/18	<p>Matters arising from previous Minutes not dealt with elsewhere in the current agenda Cllr Sharp reported that the bin next to the bus stop on Featherstone Rd has been fitted. However, Roadlink will not agree to painting a bus sign on the A69 as requested.</p>	
23/18	<p>Chairman's Report Cllr Rimmer reported:</p> <ul style="list-style-type: none"> • John Dixon is happy to continue with the grass cutting. • There is a new Flood Environment officer Louise Blaire • The request for cleaning the war memorial is still on going. 	
24/18	<p>Correspondence received since the last council meeting A list of correspondence is available from the clerk.</p>	
25/18	<p>General Data Protection Regulations - GDPR 25/18.01 <u>GDPR Report</u> - The clerk answered questions and the report was noted. 25/18.02 To adopt the draft policies mentioned in the report. It was agreed to adopt the policies and put them on the website PROPOSED Cllr M Wood SECONDED Cllr E Rimmer AGREED</p>	
26/18	<p>Code of Conduct To adopt the Code of Conduct 2012 It was agreed to adopt the Code of Conduct again for clarity and put it on the website. PROPOSED Cllr M Wood SECONDED Cllr E Rimmer AGREED</p>	
27/18	<p>Grounds Maintenance 27/18.01 <u>Grounds jobs and play area inspection/maintenance</u> - to agree to instruct cemetery staff. There are number of small jobs that need undertaking on The Millenium Green and the play area. A quote has been received from the Burial Committee of £15 per hour for the cemetery staff. It was agreed to use the cemetery staff for small jobs. PROPOSED Cllr E Rimmer SECONDED Cllr A Graham AGREED The Clerk was instructed to email a list of jobs to the clerk and councillors (in charge of staff) on the burial committee and Michael Glenwright.</p>	

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	<p>27/18.02 <u>Play Equipment Quotes</u> - to agree on items and supplier. Three quotes have been received and a supplier (Kompan) was agreed. The members agreed to purchase two items and to remove the existing stepping stones. The matting under the swings is to be removed to prevent a tripping hazard and more bark ordered to spread around. This is subject to S106 funding which the clerk was instructed to look into. The Council agreed to put £500 towards the costs.</p> <p>PROPOSED Cllr E Rimmer SECONDED Cllr A Graham AGREED</p> <p>27/18.02 <u>Bus Shelter on A69</u> - to agree on repair. The manufacturer has been approached for a new panel but has not responded with a quote to date. It was agreed that if the quote was reasonable the clerk should instruct the repair after consultation with members.</p> <p>27/18.02 <u>Hanging Baskets</u> - to discuss It was agreed to purchase three smaller, ready-made hanging baskets. The clerk will get prices and authorise the purchase. Cllr A Graham offered to help put them up.</p>	
<p style="text-align: center;">28/18</p>	<p>Planning Applications Town & Country Planning Act 1990 Town & Country Planning (Development Management Procedure) (England) Order 2010 <i>Town & Country Planning Act 1990 applications can be viewed on-line at publicaccess.northumberland.gov.uk/online-applications</i> 17/03223/COU Measling Cottage, Bank Foot - GRANTED</p>	
<p style="text-align: center;">29/18</p>	<p>Northumberland National Park Planning Application 18NP0042 - Permanent sitting of a portable building and larch timber cladding of the building at Walltown Quarry. The members had no objection.</p>	
<p style="text-align: center;">30/18</p>	<p>Reports on Financial Matters Reports on Financial Matters 30/18.01 <u>To retrospectively approve the following due to cancellation of the March meeting:</u> 30/18.01.01 <u>Accounts for payment at 19th March 2018</u> The accounts were approved for payment. PROPOSED Cllr A Graham SECONDED Cllr E Rimmer AGREED</p> <p>30/18.01.02 <u>Risk Assessment</u> - The risk assessment was approved. PROPOSED Cllr A Graham SECONDED Cllr E Rimmer AGREED</p> <p>30/18.01.03 <u>Internal Auditor</u> - <i>to give the clerk delegated authority to appoint an internal auditor.</i> This was approved and the audit has since been completed by Mrs M Nixon. It was agreed to purchase a gift to thank her.</p> <p>30/18.02 <u>Bank Balances and Reconciliation</u> as at 30th April 2018 Noted</p>	

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30/18.02 H&DJBC - to approve the budget request received

The budget request was approved.

PROPOSED Cllr E Rimmer

SECONDED Cllr A Graham

AGREED

30/18.03 Audit Requirements

30/18.03.01 To consider and agree any actions arising from the report of the internal auditor.

There were no issues arising.

30/18.03.02 To approve the Annual Governance Statement

The Councillors considered the statement and approved it.

30/18.03.03 To approve the draft annual accounts for 2017/2018

The draft Final accounts were approved.

30/18.03.04 To approve the Accounting Statement and Explanation of Variances

The accounting statement and variances were approved.

30/18.03.05 To confirm and approve the Certification of Exemption

It was agreed to apply for exemption from audit.

The above were all approved.

PROPOSED Cllr E Rimmer

SECONDED Cllr A Graham

AGREED

30/18.04 To agree grant for Greenhead Youth Club

The amount of £300 was agreed.

PROPOSED Cllr E Rimmer

SECONDED Cllr A Graham

AGREED

30/18.05 Accounts for Payment 21st May 2018

It was agreed that the Village Hall room hire was paid in full for the year.

The NALC invoice has not arrived so it was agreed this could be paid upon receipt.

Village Hall			12.00
H&DJBC			909.04
Zurich Insurance			723.67
NALC	Subscription/Website		162.74
Susan Sauders	Travel & Training Exp		67.70
Greenhead Youth Club	Donation		300.00
			2175.15

PROPOSED Cllr E Rimmer

SECONDED Cllr M Wood

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31/18	<p>31/18.01 <u>H&DJBC</u> - A letter has been received from Haltwhistle Town Council with the advice received from NALC with regard to choosing a host council. As one parish out of the seven did not agree to a host council. NALC advise that the matter could be taken up with Northumberland County Council as they would have the power to make a final decision. Haltwhistle Council have approached NCC and are awaiting feedback. At the Burial Meeting it was suggested that each Council should write to NCC also. However, Cllr Rimmer suggested to wait for NCC to request a letter if required. If NCC would like a letter the clerk has delegated authority to write it.</p> <p>PROPOSED Cllr A Graham SECONDED Cllr E Rimmer AGREED</p> <p>The minutes for 8th November 2017 and 21st March 2018 were noted.</p> <p>31/18.02 <u>Village Hall</u> - Cllr Wood reported that the village hall is needing the outside painted. He asked that this is formally put on the next agenda for approval. In the meantime quotes for the work will be obtained.</p> <p>13/18.03 <u>Millennium Green</u> - nothing to report</p> <p>13/18.04 <u>Play Area</u> - Nothing more to report.</p> <p>13/18.05 <u>Footpaths</u></p> <p>13/18.06 <u>Greenhead School</u> - nothing to report.</p>
32/18	<p>Any Other Business Cllr Graham asked that NCC were written to with a complaint about the roads and potholes in and around Greenhead. There are some lights not working which Cllr Sharp will chase up.</p>
33/18	<p>Dates and times of next meetings Parish Council Meeting - Monday 16th July 2018 Monthly Council meeting from 7.00pm in Greenhead Village Hall. The meeting closed at 22.00.</p>