

LONGHIRST PARISH COUNCIL
PARISH COUNCIL EXTRAORDINARY MEETING
Longhirst Village Hall

7PM on THURSDAY, 13 JUNE 2019

Draft MINUTES

PRESENT:

Chair: Cllr Catherine Farrell
Parish Councillors: Cllr Peter Coates, Cllr Mark Davies, Cllr Glen Fahy, Cllr Maureen Lowes, Cllr Chris Marr

APOLOGIES:

Councillors: Cllr Richard Tordoff

IN ATTENDANCE:

Clerk: Helyn Douglas

1 APOLOGIES FOR ABSENCE

Apologies were given as above.

2 DISCLOSURE OF INTEREST

There were no interests disclosed.

3 FUTURE MEETINGS - REVISED WORKING PRACTICES

3.1 Set up of room and layout

Councillors agreed to help out setting up the room just prior to the meeting (Cllr Lowes is exempted). The layout will remain as it has been: that is a u-shape for Councillors to sit together and face out into the room, with public seating facing in.

ACTION: ALL

3.2 Notification of agenda

The Clerk will send the agenda to the Councillors, and put it online via the new Parish Council website (generally 5 full days in advance, but no less than 3 full days).

ACTION: CLERK

There is still a requirement to put a paper agenda on a notice board for those without internet access. Councillors agreed to divide up this task as follows:

- War Memorial & Bus Stop - ask Cllr Richard Tordoff
- Micklewood - ask Janet Quinn
- Colliery - Cllr Glen Fahy

ACTION: CLLR P COATES

Minutes signed by Chair
Longhirst Parish Council

Catherine Farrell

Date

04-JUL-19

Minutes of meeting 13 June 2019

3.3 Meeting format & public involvement

In line with regulations and good practice For running meetings (as advised by the Northumberland Association of Local Councils) the following changes were agreed:

- Re-introduce a section for an open public forum at the start of the meeting (to last 10 minutes). Once this is concluded members of the public cannot speak during the remainder of the meeting (unless by invitation of the Chair).
- Make it clear that residents can request an item be added to the agenda by contacting the Clerk 3 full days before the meeting; urgent matters can be added later than this at the discretion of the Chair.
- Use a list of standard headings on the agenda.

ACTION: CLERK**3.4 New Parish Council website**

The Clerk confirmed she now has access to update the website and is happy to continue doing this. Cllr Marr asked if information on Planning applications could be added to the site.

ACTION: CLERK**4 FINANCES****4.1 Expenditure**

Councillors agreed to reimburse Mike Elphick for the recent purchase of litter picking equipment.

ACTION: CLERK**4.2 NALC Salaries**

The Clerk's salary is aligned with the amount set by the National Joint Council, figures provided via the National Association of Local Councils. This year that equates to £19,945 fte, pro rata 3 hours per week, at £10.37 per hour. (This is SCP 19, in future this will be re-classified as SCP8.) This was agreed by the Councillors and signed by the Chair.

4.3 Bank Mandate

Councillors agreed that they will maintain the current arrangements that any two individuals on the mandate can authorise payments (one of these to be the Clerk). Councillors also decided that the Chair and Vice Chair would be sufficient to sign the mandate (in addition to the Clerk). The Chair is already on the mandate; the Vice Chair and Clerk are to complete the relevant paperwork to be added to the mandate. The Clerk is also to remove all previous signatories from the mandate (specifically Bob Jackson and Ian Thompson).

ACTION: CLERK / CLLR P COATES**4.4 Asset Register / Street Furniture / War Memorial**

The Clerk is to contact Ian Thompson for a full asset register (to clarify specifically what 'street furniture' items are covered by the current insurance policy, and who owns / insures the war memorial).

ACTION: CLERK**4.5 Budget Projections**

The Clerk handed round a basic budget, listing items of potential income and expenditure from previous years for consideration. This list is to be considered by

all Councillors and reviewed as the year progresses. A more definitive budget will be put to the Nov and Jan Parish Council meetings (to inform the level of Precept).

ACTION: ALL CLLRS / CLERK

4.6 Future Plans

Councillors had an initial discussion about the need for some form of longer-term planning - identifying key activities and the financial implications. This is to be considered at a future meeting.

ACTION: ALL

4.7 Letter confirming change of Clerk details

The Chair signed a letter "to whom it may concern" confirming the change of Clerk and their contact details; it is to be used by the new Clerk if needed for updating contact details with the Bank, HMRC and any other organisation as required.

ACTION: CLERK

5 ANY OTHER BUSINESS

5.1 Anaerobic Digester Environment Agency - 18/04533/FUL

The Chair reported that she had sourced and passed along the information requested by a resident regarding potential problems at other digester sites.

6 DATE OF THE NEXT MEETING

- 7PM, 04 JULY 2019 (VILLAGE HALL)

CLOSE OF MEETING @ 8.45PM