PLENMELLER WITH WHITFIELD
PARISH COUNCIL MEETING
22nd May 2019
DRAFT MINUTES

Present	Cllr J H Blackett-Ord Cllr A Johnston Cllr O Norris	Cllr J Cousin Cllr J Johnston Cllr M Sowler	Clerk - Mrs Susan Saunders 6 Members of the public

19.30	
01/19	**Election of Chairman** Cllr Blackett-Ord was nominated and was accepted. Cllr Blackett-Ord signed the declaration of acceptance. **PROPOSED Cllr A Johnston SECONDED Cllr M Sowler AGREED**
02/19	**Election of Vice Chairman and Committee Representatives:** • Vice Chair Cllr A Johnston was nominated and accepted. **PROPOSED Cllr M Sowler SECONDED Cllr J Cousin AGREED** Haltwhistle & District Joint Burial Committee - 1 member and volunteers for Haltwhistle Staffing Committee Cllr Sowler stated that she no longer wished to be the representative. No other Councillor present wished to volunteer so, it was proposed that Cllr Dale was asked and if she did not want to then Cllr Cousin would volunteer in the short term. **PROPOSED Cllr M Sowler SECONDED Cllr J Johnston AGREED**
03/19	**Apologies for Absence -** Cllr A Dale
04/19	**Declarations of Interest** The chair reminded councillors to declare their interests at the appropriate time and declared an interest himself in the planning application and any Whitfield Estate matters that may arise.
05/19	**Public Questions** To note any questions submitted by the Public. Questions to the Council should be received by the Clerk by the Wednesday preceding an ordinary Parish Council meeting the following Monday. Participation in a Council meeting by members of the Public other than during the time set for Public Questions can only be authorised by the Council.
06/19	**Approval of the Minutes of the meeting held on:** Monday 11th February 2019 **PROPOSED Cllr J Cousin SECONDED Cllr O Norris AGREED** Monday 12th November **PROPOSED Cllr J Johnston SECONDED Cllr O Norris AGREED**
07/19	**Matters arising from previous Minutes not dealt with elsewhere in the current agenda** • The potholes on Dodd Bank have not been filled and water is lying at the top of Todds Burn Bank. • Cllr Hutchinson showed the Portfolio Holder for Highways the problems with the narrow road. It was suggested that photos are taken as a record of how it originally looked. • The signs of 20mph for the school are to be fitted in front of all Northumberland schools. • The rubbish reported at the last meeting has now been cleared but there is still graffiti. Cllr A Johnston thanked the gamekeeping staff for their effort in tidying away the rubbish. • The notice board at Plenmeller has been repaired but it was proposed to try and get a better back for the pins. **PROPOSED Cllr M Sowler SECONDED Cllr J Cousin AGREED**
08/19	**Matters arising from the Annual Parish Meeting** *Resolutions arising* No matters needed resolutions.
09/19	**Correspondence received since the last council meeting** A list correspondence is available on the website. NCC – Climate Change consultation – the Council did not wish to make a comment. Wind Farm Consultation – Council agreed they were not in support of the development. **PROPOSED Cllr J Cousin SECONDED Cllr O Norris AGREED**
10/19	**Statutory Policies:** **10/19.01** <u>To approve and adopt the following:</u> Code of Conduct, General Data Protection Regulations, Standing Orders, Financial Regulations, FOI Scheme.

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The above policies were approved and adopted.
PROPOSED Cllr J Cousin **SECONDED Cllr O Norris** **AGREED**
10/19.02 Staffing Issues to approve the contract of employment.
It was proposed to nominate two councillors to form a staffing working group and to write a draft contract for the August meeting. Cllrs Johnston and Norris volunteered.
PROPOSED Cllr J Cousin **SECONDED Cllr J Johnston** **AGREED**

11/19 **Planning Applications**

Town & Country Planning Act 1990 applications can be viewed on-line at:
publicaccess.northumberland.gov.uk/online-applications
19/00488/LBC – Laying of fibre optic cable Bear's Bridge
Cllr JBO declared an interest and took no part in the voting.
The Council had no objection.
PROPOSED Cllr J Cousin **SECONDED Cllr O Norris** **AGREED**

Haltwhistle & District Burial Committee
12/19.01 Letter received from Northumberland County Council approving Haltwhistle Town Council as the Host Authority.
The Council noted the letter. The clerk reported that the 'with Whitfield' had been missed off but she had informed Liam Henry and he would get amended copies sent out.
12/19.02 Budget Levy - to approve the budget request.
The Council agreed to pay the same amount as last year and wait to hear what the committee decides the revised system of calculation will be. It is hoped that their 25% reduction will be included.
PROPOSED Cllr J Johnston **SECONDED Cllr O Norris** **AGREED**
12/19.02 To receive minutes – The minutes from 30th January were noted.

06/19 **Reports on Financial and Administration Matters**

13/19.01 Insurance – *to consider quotes and agree insurer*
The Council approved BHIB as the insurer.
PROPOSED Cllr J Johnston **SECONDED Cllr J Cousin** **AGREED**
13/19.02 Bank Balances & Income and expenditure as at 15th April 20219 *Noted.*
13/19.03 Bank Reconciliation and Accounts for Payment 22nd May 2019

Appendix 3	**Plenmeller with Whitfield**				
Bank Reconciliation	**For Current Account**				
Bank Balance as at		**31-Mar-19**			**1877.62**
Plus	o/s Lodgements				
Less	o/s Payments				0
					1877.62
	Bal b/f 31st March 2018			1877.62	
	Receipts in the year				
	Payments in the year				
	Balance at	31-Mar-19			**1877.62**
	Payments For Approval at 22 May 2019				
	NALC	Website & Subs	141.68		
	H&DJBC	Notice Board	75.71		
	Insurance		328.86		
	H&DJBC	Budget Levy	661.19		
			1207.44		

The accounts were approved for payment**.**
PROPOSED Cllr O Norris **SECONDED Cllr J Cousin** **AGREED**
13/19.04 Bank Mandate – to agree to amend authority for banking to Mrs Susan Saunders.
There will be three signatories from the councillors with one from PLenmeller, one from

	Whitfield and one other. The Clerk will not be a signatory. **PROPOSED Cllr A Johnston** **SECONDED Cllr J Johnston** **AGREED** **13/19.03** Audit Requirements **13/19.03.01** To consider and agree any actions arising from the report of the internal auditor **13/19.03.02** To approve the Annual Governance Statement **13/19.03.03** To approve the draft annual accounts for 2018/2019 **13/19.03.04** To approve the Accounting Statement and Explanation of Variances **13/19.03.05** To confirm and approve the Certification of Exemption The Council approved the points and the certificate of Exemption. **PROPOSED Cllr A Johnston** **SECONDED Cllr M Sowler** **AGREED**
14/19	**Any Other Business** The hedge at The Blacksmith shop needs trimming.
15/19	**Dates and times of next meetings** Parish Council Meeting: Monday 12th August 7.30pm at Unthank Hall, Plenmeller. The meeting closed at 20.05.

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