

Minutes of the Ordinary Meeting of Hauxley Parish Council held 6.30pm on Monday 13th July 2020 via Zoom.

Present: Cllrs R Callender (Chair), A Brown, K Graham, D Howell and P Nichols. The Parish Clerk Miss E Brown.

1 Member of Public was present.

C024/20 Apologies for absence – Apologies were received from Cllr W Appleby.
RESOLVED that the apologies be accepted.

C025/20 Declarations of interest in items on the Agenda and the granting of any dispensations
No interests were declared.

C026/20 - Minutes of previous meeting held 11th May 2020

RESOLVED that the minutes of the Annual Meeting of the Council held 11th May 2020 be agreed as a true record.

C027/20 – Clerks Report

RESOLVED that the following report be noted for information.

Audit Update (C013/20) – The Accounts were submitted to the Internal Auditor and his work is now complete.

Road repairs C109 (C017/20) – The Highways Inspector conducted a site visit and could not find any issues. He has requested that photographs be submitted clarifying the issues. – If issue identified this could be submitted under the Local Transport Programme requests for 2021/22.

20mph Speed limit (C018/20)– The Highways Senior Programmes Officer confirmed he is waiting for the developer to come back with a drawing for him to approve for the speed limit extension. Once he has it, he can work out the extents of the proposed 20mph section. He will run the plan past the Parish Council for comment and has confirmed that there is funding available to implement the scheme this financial year.

Measures to deter dog fouling incidents (C019/20) – County Councillor Clark will consider funding a dog bag dispenser depending on what funding remains in his Members Small Schemes – this may need to roll over to next financial year.

Purchase of IT equipment (C020/20)

Quotation requested for Laptop -
External Hard drive purchased.

Neighbourhood Planning Consultant Tenders (C022/20)

Jo-Anne Garrick Appointed as Neighbourhood Planning Consultant

Funding Application submitted to Locality and approved to the initial amount of £2,400

C028/20 - Standing item – Report by County Councillor

County Councillor Clark was not present.

C029/20 – Annual Governance and Accountability Return for 2019/20

- i. **RESOLVED that** the Council accept and agree actions arising from the report of the Internal Auditor.
- ii. **RESOLVED that** the Council approve the Annual Governance Statement for 2019/20 which the Chairman signed during the meeting.
- iii. **RESOLVED that** the Council approve the Accounting Statement and Explanation of Variances which the Chairman signed during the meeting
- iv. **RESOLVED that** the Council confirm and approve the Certificate of Exemption for 2019/20 which the Chairman signed during the meeting.
- v. **RESOLVED that** the Council agree the notice of public rights as commencing on Monday 17th July to Friday 28th August.

C030/20 – Finance

- i. **Bank reconciliation as of 30th June 2020** – the accounts to 30th June did not reconcile by an amount of £100. The Clerk had not received the April and May bank statements although the mandate had now been updated with the change of address.
RESOLVED that the reconciliation be circulated out of meeting once the copy statements had been received.
- ii. **Budget monitoring document on 30th June 2020**
RESOLVED that the budget monitoring report be circulated one the discrepancy in the bank reconciliation had been corrected.
- iii. **Payments – RESOLVED that** the following payment be made.

19/05/2020	712	Widescope	External Hard drive	£53.99
26/05/2020	713	Staintons	Planting	£314.00
13/07/2020	714	Clerk	Wages & Expenses	£264.38
13/07/2020	715	HMRC	PAYE	£56.00
13/07/2020	716	J A Ainsworth	Internal Audit	£120.00

- iv. **The following receipts were noted for information:**

08/06/2020	Barclays	Interest	£0.52
12/06/2020	HMRC	VAT	£515.69

- v. **Allocation of balances – deferred from May meeting**

RESOLVED that the balances be allocated as per the Clerks recommendation below:

Commuter hardware	£499.15
Village Square	£200
Allotment Footpaths	£189.59
Community Events	£150
Street Furniture	£400
Information Panels Plinths	£100
Election Costs	£100
Ground maintenance	£500
Contingency	£600
Total	£2738.74

C031/20 – Planning

Report on planning decisions

20/01628/FUL Demolition of existing garage & conservatory and construction of a rear single storey extension together with rendering of existing house at 9 Kirkwell Cottages had been approved.

Consideration of planning matters – None.

C032/20 – Neighbourhood Plan

i. Report from planning consultant on the 'next steps'

RESOLVED that the report and recommendations be agreed.

ii. Steering Group Terms of Reference

RESOLVED that the Neighbourhood Planning Steering Group Terms of Reference be approved with the rewording of 3.1 as following:

The Steering Group will comprise of the following members:

- Northumberland County Council Ward Member
- Chair of Hauxley Parish Council and any additional Members
- Relevant groups/organisations
- Residents

iii. Steering Group meeting date

RESOLVED that a meeting of the Steering Group would be scheduled to take place on Monday 10th August at 6.30pm.

C033/20 – Local Anti-dog fouling scheme – Cllr Howell

Deferred from the May meeting Cllr Howell updated on his proposals for a anti dog fouling scheme noting that children would be asked to design anti-fouling images over the summer which could be made into signage. He would co-ordinate and bring designs back to the September meeting.

The Clerk would bring quotations for dog bag dispensers to the next meeting.

C034/20 – Purchase of IT equipment – Clerk

RESOLVED that the Clerk be delegated to spend £500 to purchase a laptop for Parish Council work.

C035/20 – Risk Management Scheme

RESOLVED that the Financial Risk Management Scheme for 2020/21 be deferred pending the consideration of updating policies.

C036/20 –Disciplinary and Grievance Procedure

RESOLVED that the Disciplinary and Grievance Procedure for 2020/21 be adopted.

C037/20 – Socially distanced litter pick – Cllr Brown

RESOLVED that a socially distanced litter pick be arranged to take place at 9.30am on Saturday 8th August.

The Clerk would arrange risk assessment, publicity and equipment.

NEXT MEETING:

Ordinary meeting of Hauxley Parish Council Monday 14th September 2020 at 6.30pm at 6.30 pm in Hauxley Village Hall or remotely – subject to Covid-19 restrictions.

The meeting closed at 7.46pm