

To: All Members of Hauxley Parish Council

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3 November 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **Hauxley Parish Council** to be held online on **Monday 9 November 2020** at 6.30pm.

Join Zoom Meeting

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#### **OPEN SESSION**

Open Session at the invitation of the Chairperson to consider any questions from members of the public prior to the commencement of business limited to 15 minutes and to 3 minutes per person.

#### **AGENDA**

##### **C054/20 Apologies for absence**

To approve any apologies

##### **C055/20 Declarations of interest in items on the Agenda and the granting of any dispensations**

Members are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.

##### **C056/20 - Minutes of previous meeting**

To approve as a correct record the minutes of the Ordinary meeting held on 14<sup>th</sup> September 2020

##### **C057/20 – Clerks Report**

To note for information a report on actions taken since the previous meeting.

##### **C058/20 - Standing item – Report by County Councillor**

To receive a report from County Councillor

#### **C059/20 – Finance**

- i. To note receipt of bank reconciliation at 31<sup>st</sup> October 2020**
- ii. To note receipt of budget monitoring document at 31<sup>st</sup> October 2020**
- iii. To authorise payments:**

21.09.2020	721	Phillips Designs	Neighbourhood Plan Consultation - printing	£480.00
22.09.2020	722	Phillips Designs	VAT on printing	£96.00
24.09.2020	723	Amble Development Trust	Newspage	£84.00
03.11.2020	724	Poppy Appeal	Wreath	£25.00
03.11.2020	725	Amble Development Trust	Newspage	£60.00
03.11.2020	726	Clerk	Wages/expenses	£240.40
03.11.2020	727	HMRC	PAYE	£57.60

#### **iv. To note receipts:**

03.09.2020	NCC	Precept	£2000.00
07.09.2020	Barclays	Interest	£0.34

#### **C060/20 – Planning**

To report on planning decisions - None  
To consider planning matters

#### **C061/20 – Neighbourhood Plan**

To receive an update on progress to date and the next steps

#### **C062/20 Bird Trail**

To receive an update and consider the installation of artwork in the bus shelter at Low Hauxley

#### **C063/20 – Draft budget**

To consider the draft budget and any future projects for costing - budget will be formally put to Council at January meeting.

#### **C064/20 Exclusion of press and public**

**RECOMMENDED** that pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.

#### **C065/20 Land under ownership of Parish Council**

To discuss the land under the ownership of the Parish Council.

**NEXT MEETING:** Ordinary meeting of Hauxley Parish Council Monday 11<sup>th</sup> January 2020 at 6.30pm

Elaine Brown PSLCC CILCA  
Parish Clerk & Responsible Financial Officer

**Minutes of the Ordinary Meeting of Hauxley Parish Council held 6.30pm on Monday 14<sup>th</sup> September 2020 via Zoom.**

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

1 Member of Public was present.

**OPEN SESSION**

The Chair asked the public if they had any questions they wished to raise with the Parish Council – there were no questions.

**C038/20 Election of Chairperson**

Cllr Callender had notified of her intention to stand down as Chairman with immediate effect and remain as a member of the Parish Council. She proposed Cllr Howell be elected to the Chair, this was seconded by Cllr Graham and agreed unanimously. Cllr Dickon stepped up to preside over the meeting.

**C039/20 Apologies for absence –** Apologies were received from Cllr W Appleby.  
**RESOLVED** that the apologies be accepted.

**C040/20 Declarations of interest in items on the Agenda and the granting of any dispensations**

No interests were declared.

**C041/20 - Minutes of previous meeting held 13<sup>th</sup> July 2020**

**RESOLVED** that the minutes of the Ordinary Meeting of the Council held 13<sup>th</sup> July 2020 be agreed as a true record.

**C042/20 – Clerks Report**

The Clerk informed of the following actions from the previous meeting:

**C033/20 – Local Anti-dog fouling scheme** - Costing for supply installation and replenishing of dog bag dispenser requested from NCC.

**C034/20 – Purchase of IT equipment** – no progress.

**C037/20 – Socially distanced litter pick** - The litter pick took place on Saturday 8<sup>th</sup> August. Cllrs Brown, Nichol, and the Clerk were present along with 4 volunteers from the community. 7 bags were collected in total which Northumberland County Council collected.

The Clerk informed of the following actions taken out of meeting:

**Parking in Village Square** - Following issues with traffic at Low Hauxley, with the help of County Councillor Clark, temp signage was installed stating 'local access only' – Cllr Clark suggested this could be permanently addressed through a submission under the Local Transport Programme for 2021/22.

**Land under Parish Council Ownership** - A letter had been sent to a resident regarding a fence on Parish Council land.

**C043/20 - Standing item – Report by County Councillor**

County Councillor Clark had sent his apologies but would circulate a report.

**C044/20 – Finance**

**i. Bank reconciliation on 31<sup>st</sup> August 2020**

**RESOLVED** that the bank reconciliation be noted for information.

**ii. Budget monitoring document on 31<sup>st</sup> August 2020**

**RESOLVED** that the budget monitoring document be noted for information. A Member queried how the Neighbourhood Planning funding was recorded within the Parish Council accounts; it was noted that the funding must be administered within the Parish Council accounts as the Council is the qualifying body and that a separate record of income and expenditure was being recorded for the purposes of being accountable to the grant awarding body.

**iii. Authorisation of payments:**

**RESOLVED** that the following payments be agreed.

22/07/2020	717	Jo-Anne Garrick Ltd	Planning Consultancy Fees	£660.00
26/07/2020	718	Staintons	Weeding/grass cutting	£174.00
14/09/2020	719	Clerk	Wages & Expenses	£267.00
14/09/2020	720	HMRC	PAYE	£59.80

**iv. Receipts**

The receipts for the month were noted as received.

08/06/2020	Barclays	Interest	£0.52
12/06/2020	HMRC	VAT	£515.69
10/07/2020	Groundwork UK	Neighbourhood Planning Grant	£2400.00
22/07/2020	Northern Electric	Wayleave Agreement	£2.30

**v. External Audit 2020/21 – The External Auditor had notified of exempt status** for the year ended 31 March 2020 for the accounts submitted by Hauxley Parish Council. Subsequently there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, to be issued by the External Auditor for this reporting year.

**vi. National Pay award** - The National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. This was noted for information and had been applied to the September payment of wages.

#### **C045/20 – Planning**

No planning applications had been received. The Clerk notified of the 'Planning for the Future' White Paper issued by the Ministry of Housing Communities and Local Government consulting on potential changes to the planning regime in England.

Northumberland Association of Local Council would be collating thoughts from member councils to submit their response by 29<sup>th</sup> October.

The Clerk would circulate by email the briefing and discussion note with any comments from Members to be returned to the Clerk.

#### **C046/20 – Neighbourhood Plan**

The minutes of the Steering Group meeting held 2<sup>nd</sup> September 2020 were received for information. The next meeting would be scheduled to take place in October.

Accessibility of the Village Hall or Wildlife Centre were to be investigated for a consultation event. The consultation document had been updated following requested amendments by the Steering Group. It was agreed to change the return address to a local Hauxley address to encourage more responses without the need for postage. The document would be circulated to Members prior to being sent to the printer and should be available for distribution by Friday. There was a closing date of 23<sup>rd</sup> October for comments. The print costs were £480 for 300 x 6 colour pages.

Members agreed to liaise to make distribution arrangements.

#### **C047/20 – Local Anti-dog fouling scheme – Cllr Howell**

Cllr Howell had been unable to progress the signage over the summer and was delegated to look at the requirements for the signage with the Clerk.

Dog Bag dispensers had been costed at between £79 to £150 per station excluding post and bags. Northumberland County Council will not take responsibility for replenishing the dispenser with bags. Bags cost £59.50 for 2500 or £26 for 800. The dispenser unit could be installed to an existing post or wall.

It was felt that 4 x dispensers may be required and again this would be looked at with the Clerk to establish project costs and potential for funding.

#### **C048/20 – Risk Management Scheme**

The Clerk had updated the Financial Risk Management Scheme for 2020/21 removing items that referred to policies that the Council did not have in place at this stage.

Members requested a meeting with the Clerk to go through the document which would be arranged out of meeting.

#### **C049/20 Local Transport Plan 2021-22**

The Parish Council were invited to submit the three top highways and transport priorities for 2021/22.

**RESOLVED** that the priorities be:

- The introduction of a lower speed limit/traffic calming for the entire extent of Highway between High Hauxley and Low Hauxley,
- The introduction of a safe and formal pedestrian route between High Hauxley and Low Hauxley, and
- Improvements to access via the introduction of parking restrictions at Links Road, Low Hauxley.

#### **C050/20 Arrangements for Christmas Tree and Decorations**

**RESOLVED** that a 16ft tree be ordered mirroring the arrangements for the seasonal decorations for winter 2019 with installation to take place in the first week of December at High Hauxley.

**RESOLVED** that a wreath be purchased for laying at the Radcliffe Memorial on behalf of the community of Hauxley at the Amble Service of Remembrance.

#### **C051/20 Community Governance Review – Amble**

The outcome of the Community Governance Review was noted with the Hauxley boundary to be altered. This would come into effect from May 2021. The decision of the County Council was queried with the County Legal Officer as to whether the County Councillor who also sits as a member on Amble Town Council should have abstained from voting; no response had been received. There is no route of appeal to the outcome and the only way to look to overturn the decision would be via a judicial review which is unaffordable.

The Neighbourhood Plan Steering Group would work with the Planning Consultant and NCC Planning Officer to look at altering the designated neighbourhood area to reflect the altered civil parish boundary.

#### **C052/20 Exclusion of press and public**

**RESOLVED** that pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be excluded, and they were instructed to withdraw from the meeting.

#### **C053/20 Land under ownership of Parish Council**

The land under the ownership of the Parish Council was discussed, to date no written response had been received from the resident.

**RESOLVED** that:

- a further letter be sent to the resident requesting a written response by 30<sup>th</sup> September and informing that the Council are considering options of what to do with the situation,
- legal advice be requested from Northumberland Association of Local Councils on the steps required to escalate this should escalation be required.

**NEXT MEETING:**

Ordinary meeting of Hauxley Parish Council Monday 9<sup>th</sup> November 2020 at 6.30pm

The meeting closed at 7.46pm

**HAUXLEY PARISH COUNCIL**  
**Financial Position at 31st October 2020**  
**Including bank reconciliation**

	Budget 2020/21	Total 2020/21
<b>BALANCE B/F @ 1 April 2020</b>		3,968.05
<b>INCOME:</b>		
Precept	4,000	4,000.00
Interest received	2	0.86
VAT Refunds	-	515.69
Donations	-	2,400.00
Miscellaneous	3	2.30
<b>Total Income</b>	<b>4,005</b>	<b>6,918.85</b>
<b>EXPENDITURE:</b>		
Clerks Fees	1,900	860.04
Stationery/post etc	80	96.44
Insurance	250	-
Audit Fees	100	120.00
Subscriptions/Training	120	114.17
Village Hall Rent	120	-
Village Square (gravel)	400	-
Street Furniture	300	-
Grit bins	100	-
Christmas Tree/Lights	200	-
Miscellaneous	50	44.99
Webpage	75	-
Legal Advice	100	-
Neighbourhood Plan Consultation	200	1,140.00
Footpaths	200	-
Newspage	300	70.00
Planters/Grass Cutting	1,200	690.00
Election Costs	0	-
Noticeboard	50	-
Contingency	0	-
Recoverable VAT	-	119.00
<b>Total Expenditure</b>	<b>5,745</b>	<b>3,254.64</b>
<b>BALANCE C/F</b>		<b>7,632.26</b>
<b>Balances per Bank Accounts:</b>		
Current / Community Account		2,170.24
Business Saver Account		5,462.02
		<b>7,632.26</b>
		Unpresented cheques Nil
<b>Earmarked Funds</b>		
B/F	2,223.05	
Transfers	515.69	(VAT)
Expenditure to date	-	
<b>Working Balance</b>		<b>4,893.52</b>

**Schedule 2  
Financial Summary at 31/10/2020**

Fund	At 01.04.20	Grants & Other Donations	Income	Transfers	Expenditure	Balance
Transparency Fund	299.15			200.00		499.15
Village Square				200.00		200.00
Allotment Footpaths				189.59		189.59
Community Events				150.00		150.00
Street Furniture				400.00		400.00
Info Panel Plyths				100.00		100.00
Election Costs				100.00		100.00
Ground maintenance				500.00		500.00
Contingency				600.00		600.00
<b>TO BE ALLOCATED</b>	<b>1,923.90</b>					<b>2,738.74</b>
VAT RECLAIMED	515.69					
Total Earmarked funds	2,738.74			2,439.59		2,738.74
Working Balance	2,409.23	-				4,893.52
General fund	5,490.80	-				7,632.26
Debtors						
Creditors						
<b>BANK BALANCE</b>	<b>5,646.81</b>	-				<b>7,632.26</b>

3968.05 Carried over  
-1745 Transferred to budget  
2223.05 Balances

## Draft Budget Version 1

	Actual	Forecast	Proposed
	2020-21	2020-21	2021-22
<b>INCOME:</b>			
Precept	4000	4000	5600
Interest received	0.86	1.5	4
Donations	2400	2400	2400
Miscellaneous	2.3	2.3	2.3
<b>Total Income</b>	<b>6403.16</b>		<b>8006.3</b>
<b>EXPENDITURE:</b>			
Clerks Fees	860.04	1760	1900
Stationery/post etc	96.44	130	130
Insurance		250	250
Audit Fees	120	120	120
Subscriptions/Training	114.17	114.17	200
Village Hall Rent	0	0	120
Village Square (gravel)	0	0	200
Street Furniture	0	300	200
Grit bins	0	0	100
Miscellaneous	44.99		100
Christmas Trees and Lights	0	100	100
Webpage	0	75	75
Legal Advice	0	0	100
Neighbourhood Plan Consultation	1140	2400	2400
Footpaths	0	0	200
Newspage	70	250	300
Planters/Grass Cutting	690	1100	1200
Election Costs	0	0	100
Noticeboard	0	0	50
Contingency	0		100
<b>Total Expenditure</b>	<b>3135.64</b>	<b>6599.17</b>	<b>7945</b>