

**Whittingham Callaly & Alnham Parish Council**  
**Acting Clerk: Councillor Karen Armstrong, Sayer Cottage, Whittingham, NE66 4UP**  
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**ANNUAL PARISH COUNCIL MEETING**  
**MINUTES**

Minutes of the meeting of the Whittingham, Callaly & Alnham Parish Council held on Tuesday 17 May 2022, at 7.00pm at Whittingham Memorial Hall.

**Present**, B Wood (BW) Chair, C Durie (CD), A Whincup (AW), K Armstrong (KA), Elidh Gardner (EG), Prof. J Clark (Prof. JC), R Bateson (RB), K Turvey (KT), N Riordan (NR)

**In attendance:**

<b>ITEM</b>	<b>DISCUSSION</b>
<b>59/22 Apologies for Absence &amp; Declarations of Interest</b>	K Turvey (KT), A Young (AY), Richard Bateson (RB) There were no declarations of interest
<b>60/22 Public Participation</b>	No questions received
<b>61/22 Minutes of the Previous Meeting</b>	The Minutes of the meeting on 19 April 2022 were APPROVED as a true record.
<b>62/22 Chairman's report for 2021-2022</b>	The Chair (BW) read out the report for the Parish Council for the last 12 months. There were no questions. The acting clerk will upload the report to the Parish Council Website and send to the Vale News and Whittingham Village Facebook administrator.
<b>63/22 To appoint a Chair for 2022-23</b>	It was RESOLVED that Brian Wood (existing Chair) would continue in role to ensure continuity whilst we address clerk vacancy. Proposed KA, Seconded AW, AGREED by all.
<b>64/22 To appoint a Vice Chair for 2022-23</b>	It was RESOLVED that Chris Durie (existing Vice Chair) would continue in role to ensure continuity whilst we address clerk vacancy. Proposed KA, Seconded SG, AGREED by all.
<b>65/22 Representative On Village Hall Committee &amp; School Governors</b>	It was agreed that Chris Durie would continue as Village Hall representative & AW As a representative on the Board of Whittingham C of E Primary School Governors.
<b>66/22 Matters Arising</b>	<ul style="list-style-type: none"> <li>i. Tree <b>Risk Assessment</b> - Following receipt of tree survey AY has passed onto Tree Surgeon, Matthew Charleton to see if he can review and action next time he is in the village. To ensure works are actioned we have agreed a maximum budget of £250 <span style="float: right;"><b>ACTION - AY</b></span></li> <li>ii. <b>Quotes for Village Noticeboards</b>. AW proposed deferring the purchase for the time being as timber costs are extremely high owing to supply chain issues.</li> </ul>
<b>67/22 Neighbourhood Plan</b>	Following registration and approval from NCC to the Designation of the Neighbourhood Area Plan JC and CD are in the process of recruiting steering group members outside of the PC across the 3 Parishes to join them. This also means that they are able to apply for funding therefore in diary with Sarah Brannigan on 20 May to discuss next steps which will involve community consultation and publicity. Update at next meeting.

**ACTION - CD, JC & SB**

**68/22 Highways Matters**

- i. **NCC response to request for site meeting to review speed limits in the village and structural review of the bridge.** Highways Officer, Richard McKenzie (RM) from NCC confirmed that they would not be able to review unless speed surveys were conducted at all 3 approaches to the village and that he would organise the required survey. To-date not heard anything so will chase. NCC have also confirmed that the Bridge Survey is every 2 years but would only review earlier if we had a specific concern. AW and land owner confirmed he was able to assess recently (in a non professional capacity) and felt it looked extremely solid so propose to leave with NCC to action in line with current arrangements.

**ACTION - Acting Clerk KA**

- ii. Vehicle Activated Speed Sign for the village - NCC have placed a Purchase Order for an appropriate sign and will revert back regarding delivery.
- iii **Possible adoption of road between Whittingham Lane & Thrunton Woods** - It has Come to the attention of the PC that the road may have been adopted by the Local landowner. PC understand that the road/track is a designated BOAT so would like to understand any implications. AW has offered to take forward with NCC and update accordingly.

**ACTION - AW**

**69/22 Planning Applications**

- i. **21/04445/LBC South Lodge, Callaly - Permission Granted**  
**22/01319/LBC Lane Head, The Lane, Whittingham - Supported**  
**22/04445/LBC Lane Head, The Lane, Whittingham - Supported**

**ACTION - Acting Clerk KA**

**70/22 Finance**

- i. The monthly finance report for May was received.  
 ii. No transactions or payments to approve.  
 iii. Clerk's salary and expenses not required in May as per 57/22

**71/22 AGAR Return & End of Year Accounts**

AGAR Return and end of year accounts were presented to the PC

**72/22/a**

The Internal Audit Report was received and the appointment of Lucid Accountants as Internal auditor for 2022/23 was APPROVED

**73/22/b**

The Annual Governance Statement that there is a sound system of internal Controls was APPROVED

**74/22/c**

The Annual Accounts for 2021/22 were APPROVED

**75/22/d**

The AGAR Accounting Statement and the Explanation of Variances for the Financial year ending 31 March 2022 were APPROVED

**76/22/e**

The Certificate of Exemption was APPROVED

Clerk to upload all documents to the Parish Council website and send the Certificate of Exemption to PKF Littlejohn, External Auditor. Notices for the Period for the Exercise of Public Rights to be posted on all village noticeboards

**ACTION - Acting Clerk KA**

**77/22 Adoption of Phone Box**

PC actioned the contract in October 2021 but no further updates received since January 2022. Chaser E Mail sent 9 May but no response as yet.

**ACTION - Acting Clerk KA**

**78/22 Queens Platinum Jubilee June 2<sup>nd</sup> - 5<sup>th</sup>** The Parish is aware of a Whittingham Village Picnic event planned for 5 June on the Village Green which will now take place on the School Playing Field (weather permitting) with use of the Village Hall and Car Park agreed by relevant parties.

**79/22 Update on Parish Clerk** Acting Clerk KA confirmed that she would continue to fill the role free of charge Until a replacement was appointed. In discussions with interested party.

**80/22 Correspondence**

- i. **Unpaid Carers Week E Mail 6-12 June** — The Clerk had circulated an email to PC Members who may wish to be involved or forwarded to interested parties.
- ii. **Bedding Plants for Memorial Fountain** - Hilary Durie asked if the PC would be willing to make a donation to support the planting of summer flowers which she is happy to arrange. The PC was happy to approve a donation of £50.

**81/22 Any General Matters** None

**82/22 Time and Date of Next Meeting** Tuesday 21 June 2022 at 7.00pm. Whittingham Memorial Hall.

Signed as a True Record of the Meeting Chair \_\_\_\_\_ Date \_\_\_\_\_