GREENHEAD PARISH COUNCIL

Meeting on 22nd May 2023

Approved Minutes

Present	Cllr H Maxted Cllr B Mason Cllr E Switzer	Cllr M Wood	Cllr A Sharp -County Clerk -Susan Saunders 1 Member of the public
	Start 7.30pm		

34/23	**Election of Chair -** Cllr Bear Mason was nominated and accepted and signed the declaration of acceptance. **PROPOSED Cllr H Maxted SECONDED Cllr M Wood AGREED**
35/23	**Election of Vice Chair and Committee Representatives:** • Vice Chair – Cllr H Maxted was nominated and accepted the position. • Haltwhistle & District Joint Burial Committee - 1 member Deferred until next meeting. • Village Hall - 2 members – Cllr's M Wood and L Whitington were nominated again. **PROPOSED Cllr B Mason SECONDED Cllr E Switzer AGREED** • Co-option of councillors – There was one application from Mrs Sharon Mason. Members agreed to co-opt and Mrs Mason signed her declaration of acceptance and could then take part in the meeting. **PROPOSED Cllr Howard Maxted SECONDED Cllr M Wood AGREED**
36/23	**Apologies of Absence -** Cllr L Whitington
37/23	**Declarations of Interest** In accordance with Section 31 of the Localism Act 2011, members to declare any Pecuniary Interests in items on this agenda – None declared
38/23	**Minutes of the meetings to be approved held on** Monday 20th March 2023 **PROPOSED Cllr M Wood SECONDED Cllr H Maxted AGREED**
39/23	**Matters arising from previous Minutes not dealt with elsewhere in the current agenda** • The Environment Agency Flood wardens are in the process of drawing up a contingency plan. • The leg has been replaced on the broken signpost on Glen Whelt Bank. • The signs on A69 for the bridge in Gilsland will be implemented in the next few weeks. • EV points – the vicar has been asked for his thoughts on the position. The conservation Council have objected on the grounds it is too near the church. Cllr Sharp will progress this. *7.45pm Cllr Sharp left the meeting*
40/23	**Chairman's Report** The chair gave a report in the annual meeting and, it was agreed this item does not need to be included in the future as any reports from the chair will be covered elsewhere in an agenda.
41/23	**Correspondence received since the last council meeting.** The correspondence was noted. Cllr M Wood attended the Town & Parish meeting which was mainly concerned with planning and reported that Rob Murfin is now director of planning.
42/23	**Northumberland County Council –** matters covered in 39/23
43/23	**Greenhead Matters** **43/23.01** Milburn Terrace – It has been brought to the attention of the council that the licences granted for the use of the land by the residents of Milburn Terrace will expire in 2025. As part of the licence the residents were to form a residents group for the management of the land but that does not appear to have formed. Members discussed the options and agreed, in the first instance, to instruct their solicitor to write to the residents and ask if they would form a management company. If so, the council would then asset transfer the land to that company. **PROPOSED Cllr M Wood SECONDED Cllr S Mason AGREED** **43/23.02** Drinking Fountain Proposal – There are issues with opening this fountain up in terms of where the water comes from, the testing of the water, if the pipes feeding the water are old lead ones and whether it will have the use to warrant the spending of money. Members agreed this was not a viable project. **43/23.03** Oak Trees for The Coronation

	Members considered options for the tree and asked the clerk to contact NCC to see if a tree could be planted on the grassed area in front of Byron Terrace.
44/23	**Land at Tipalt – The Joicey Memorial Nature Reserve** Members have received a plan and specification for the site. As there are restrictions in the covenant in the asset transfer for any buildings and the Woodland Trust have advised that there should not be any more trees planted, the plan is therefore to create a boardwalk, over the wet areas and place a couple of willow hides. The school have already expressed an interest in helping with the hides. Members agreed to the specification, which can be used when the project goes out to tender later this year, once the transfer has been completed. **PROPOSED Cllr S Mason SECONDED Cllr H Maxted AGREED**
45/23	**Planning Applications** 23/00718/LBC – Consent for construction of external ramp at St Cuthberts -WITHDRAWN
46/23	**Reports on Financial Matters**: **46/23.01** Inc & Exp as at 30th April 2023 **46/23.02** Bank reconciliation & Accounts for payment at 22nd May 2023

46/23.02		**Appendix 2**			
	Bank Reconciliation				
	For Current Account				
Bank Balance as at		**30 April 2023**			**8781.67**
Plus	o/s Lodgements				
	o/s Payments	D Boardley from 22-23	CQ returned, SMS paid direct	750.00	
		HTC		11.00	
Less				761.00	
				8020.67	
	Bal b/f 1st April 2023		3403.34		
	Receipts in the year		4637.33		
	Payments in the year		20.00		
	Balance at	**30 April 2023**			**8020.67**
Payments to approve	as at 22 May 2023				Included in balance at 30 April
	S M Saunders	D Boardley	750.00		*Paid D Boardley as cheque was returned*
	HTC	CQ	350.64		*Coronation Mugs*
			1100.64		
	PPH	SMS Paid	192.00		*Bark*
	NALC	SMS To Pay	170.23		*Subs £95.23 & Website £75*
	Insurance	SMS	473.39		*Approx tbc*
	HDJBC	CQ	1183.24		
	HDJBC	CQ	39.40		*April Play Inspection*
	ICO	DDR in June	35.00		
	HSBC		27.00		*June-July plus CQs*
	M Yeats	CQ	10.50		*Varnish*
	Mugs	SMS to deduct	-10.00		*Coronation mugs sold*
Total unpaid invoices			2120.76		
Income received					
	NCC	Precept	4400.00		
	NNPA	Grant	1781.00		
	HMRC	VAT	237.33		
			6418.33		Included in balance at 30 April
	Total Payments for Approval		**3221.40**		

The invoice of £10.50, for varnish was agreed and included. Coronation mugs were sold for cash which is deducted off the clerk's expenses.

	Therefore, payments of £3221.40 were approved. **PROPOSED Cllr M Wood** **SECONDED Cllr E Switzer** **AGREED** **46/23.03** Audit Requirements **46/23.03.01** To consider and agree any actions arising from the report of the internal auditor **46/23.03.02** To approve the Annual Governance Statement **46/23.03.03** To approve the draft annual accounts for 2022-2023 **46/23.03.04** To approve the Accounting Statement and Explanation of Variances **46/23.03.05** To confirm and approve the Certification of Exemption Members approved the above and the clerk and chair signed the AGAR **PROPOSED Cllr M Wood** **SECONDED Cllr E Switzer** **AGREED** **46/23.04** Internal Auditor – To approve auditor for 2022-2023 and 2023-2024 **PROPOSED Cllr M Wood** **SECONDED Cllr B Mason** **AGREED**
47/23	**Matters Arising from the Annual Parish Meeting** There were many matters raised at the meeting so, it was agreed that any decision will be deferred to the July meeting once the minutes have been written.
48/23	**Reports:** **48/23.01 H&DJBC -** Accounts for 2023 and scale of fees were noted. The solicitor at NCC has emailed the committee to say that a cabinet meeting will be held to determine of Melkridge Parish Council can leave the committee. **48/23.02 Village Hall -** Painting is to begin on the outside. There is an increase in booked events. Cllr M Wood will be stepping down as secretary at the committee's AGM. **48/23.03 Millennium Green –** no matters **48/23.04 Play Area -** Members are not sure when the play inspections are taking place and have asked that the cemetery keeper informs them when he is going to undertake an inspection and one of the members will meet with him. The next one will be sometime in July. In the meantime, the Rospa inspection is due in June. Members agreed that someone should meet with the inspector which can be arranged at a cost of £42 plus VAT. **48/23.05 Footpaths –** No matters **48/23.06 Greenhead School –** No Matters
49/23	**Dates and times of next meetings** Council Meeting, Monday 17th July 2023 from 7.00pm in the Village Hall. The meeting closed at 8.55pm