

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 16 May 2023, at 7.00pm at Whittingham Memorial Hall.

Present, In attendance B Wood (BW) Chair, K Armstrong (KA), Prof. J Clark (JC), A Whincup (AW), K Turvey (KT), A Young (AY), Jamie Bolton (JB), J Renner (JR), E Gardiner (EG)

ITEM	DISCUSSION
56/23 Apologies for Absence & Declarations of Interest	R Bateson (RB), Stu Gray (SG) Declarations of interest - None
057/23 Public Participation/ Questions	Linda Pullan, To be new Parish Clerk
058/23 Minutes of the Previous Meeting	The Minutes of the meeting on 18 April 2023 were APPROVED as a true record.
059/23 Chairman's Report for 2022 - 2023	Brian Wood read his Chairman's Report to the Parish Councillors. There were no questions. The Acting Clerk will upload the report to the Parish Council Website and send to the Vale News.
060/23 To appoint a Chairman for 2023 - 2024	It was RESOLVED that Brian Wood (existing chair) would continue in role. Proposed JC, Seconded KT, AGEED by all.
061/23 To appoint a Vice Chair for 2023 - 2024	It was RESOLVED that Andrew Whincup (existing Vice Chair) would continue in role. Proposed KT, Seconded AY, AGREED by all.
062/23 To appoint a representative on the Village Hall Committee	Following the resignation of Councillor Chris Durie, Elidh Gardner volunteered to take over the position. Proposed KT, Seconded by JC, AGREED by all.
063/23 To appoint a representative to the Board of the W C of E School Governors	It was agreed that Andrew Whincup would continue as Whittingham Church of England, Primary School Governor. Proposed by BW, Seconded by KA, AGREED by all
064/23 Resignation of Councillor	Following confirmation from NCC Elections Office to advertise the role agreement was given to co-opt a new Councillor to replace Nick Riordan. This role will be advertised in the Vale News and on Whittingham Notice Boards.
065/23 New Councillor introduction	Introduction and welcome to new Councillor Jamie Bolton of Whittingham.

066/23

Neighbourhood Plan

A monthly update was given by JC on the Neighbourhood Plan.

Following the responses from the Public Meeting the Neighbourhood Plan Team are in the process of preparing a draft as to what may go into the NP proposal. Whilst they will be unable to solve every problem - there is limited ability to change certain issues such as traffic, they will look at other areas.

The draft will be undertaken in conjunction with a Professional Consultant and Sarah Brannigan at NCC. This will then be presented to the Parish Council for comments, revision and then potential referendum.

AY wanted further information on the process to understand the next steps which he will take up with JC and the Steering Group directly.

<https://northumberlandparishes.uk/whittingham>

067/23 Highways Matters

Vehicle Activated Speed Sign - Ongoing monthly Agenda item.

White Railings in Village - Acting Clerk has been chasing NCC to ask them to paint the white safety railings on the Church side of the Village.

Action Ongoing - Acting Clerk

068/23 Planning Applications

22/04679/FUL - Hill Top Cottage, Alnham Main Road, Alnham - **Withdrawn by Client**

To consider applications received since the agenda was prepared.

23/01191/LBC - Garden Wing 3 Callaly Castle Callaly - **Withdrawn by Client**

069/23 Finance

- i.* To receive the monthly finance report for May (*Circulated with the agenda*)
- ii.* To approve invoices and expense claims received prior to, or during the meeting.
- iii.* Annual Audit - Additional cost of £25 for additional hour Approval required to pay invoice for £100 which ended up at 4 hours @ £25 per hour - **Approval given by PC**
- iv.* Agreement requested from the Parish to Appoint Claire Miller as Internal Auditor @ £25 per hour for 2023 - 2024 - **Approval given by PC**
- v.* Clerk's salary and expenses not required in May 2023 as per 57/22

070/23 AGAR Return and End of Year Accounts

AGAR return and End of Year Accounts were presented to the PC

071/23a

The Internal Audit Report was received and the appointment of Claire Miller as Internal Auditor for 2023 - 2024 was APPROVED

072/23B The Annual Governance Statement that there is a sound system of Internal Controls was APPROVED

073/23c The Annual Accounts for 2022/22 were APPROVED.

074/23d The AGAR Accounting Statement and the Explanation of Variances for the Financial year ending 31 March 2023 were APPROVED

075/23e The Certificate of Exemption was APPROVED

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

ACTION - Acting Clerk KA

076/23 Matters Arising

- i. **Parish Clerk Vacancy** - Excellent news as the vacancy is now filled. Linda Pullan of Whittingham, who attended the meeting, is to take on the role around August/September.

077/23 Notice Board for Callaly

There is ongoing discussion around Notice Boards for both Callaly and Alnham.

Callaly - RB has confirmed that this is in hand for H1 2023

Alnham - KT has confirmed that this is also in hand H1 2023

A budget of 2 x £500 has been set aside.

Action Ongoing - RB & KT

078/23 Boundary Changes

Following consultation of an Electoral review in Northumberland we received a draft proposal from the Boundaries Commission suggesting that Whittingham be moved from Rothbury Ward to Wooler. Following feedback from the Parish Council and local residents, a new draft received in May 2023 now shows Whittingham staying in the Rothbury Ward.

079/23 Correspondence Northumberland County Council confirmed the Order below on 5 May 2023.

Wildlife and Countryside Act 1981 Section 53.

Definitive Map Modification Order (No 7) 2022 BOAT No 28 (Parish of Whittingham)

080/23 Any General Matters

The Acting Clerk confirmed that following an administration error between the Parish Council and NCC the PC has only received a precept of £600 in the 2023 - 24 Financial Year. In order to operate NCC have offered a loan to be repaid in 2024 which is currently being investigated.

081/23 Time and Date Tuesday 20 June 2022 at 7.00pm. Whittingham Memorial Hall.
of Next Meeting

Signed as a True Record of the Meeting Chair _____ Date _____