

Haltwhistle Town Council Meeting

3rd April 2023

APPROVED MINUTES

71/23	<p>Police in Haltwhistle A public meeting was held on Wednesday 29th March with over 100 people in attendance. The clerk will send thanks to Inspector Kate Benson for turning up and answering questions and a suggestion to a quarterly meeting moving forward. <i>8.00pm Cllr J Clark left the meeting.</i></p>
72/23	<p>Neighbourhood Plan The clerk was asked to contact NCC to find out what the next stage is.</p>
73/23	<p>Granting of Honorary Freedom of the Town Members discussed the policy and were in agreement but, a minimum of 8 members have to be present to approve the policy. This item will remain on the agenda until approval is granted.</p>
74/23	<p>The King's Coronation The council has been granted £480 for the Picnic in the Park event to be held on 7th May 2023. Brochures are to be placed around the town and some large posters will be displayed. Members agreed to ask Blake Printers to print them. The mugs have been ordered for the school and other parishes have re-imbursed the council with their share. It was agreed to increase the Coronation budget to £3000 (£2520 plus £480 grant). PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED The final meeting is to be arranged before the Coronation weekend.</p>
75/23	<p>Warm Spaces Cllr Hunter reported that this venture had been very successful with 35 people on average attending. The Methodist Church Committee have agreed to have a monthly lunch over the summer on a Tuesday. Sainsbury's have been very supportive in giving food to the lunches. The clerk is to email Ellen and thank her and her volunteers for all the work they have done towards this.</p>
76/23	<p>Planning Applications. 23/01027 Land south of 1Tyne View Road – conversion of former baker to residential No objection was agreed to the application. PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p> <p>Other Planning Matters 23/00530/FUL 21 Fair Hill – single storey extension – GRANTED 22/03696 Woodstock, Mill Lane – Appeal Process in place.</p>
77/23	<p>Grant Requests A request was received from the Haltwhistle Boardwalkers for support with the Pantomime and equipment that is required. Members agreed to a donation of £500 and to include on the list of payments. PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p>

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78/23	Reports on Financial Matters	<p>Financial Matters:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;"></th> <th style="width: 10%; text-align: right;">£</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>78/23.01</td> <td>Bank and cash balances as at 28th March 2023</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Current Account</td> <td style="text-align: right;">35,817.20</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td style="text-align: right;">35,817.20</td> <td></td> </tr> <tr> <td>78/23.02</td> <td>HDJBC</td> <td style="text-align: right;">865.08</td> <td>Pay, pension, payroll reimbursement</td> </tr> <tr> <td></td> <td>HMRC VAT</td> <td style="text-align: right;">3,434.10</td> <td>Not received but claim sent</td> </tr> <tr> <td></td> <td>HDJBC</td> <td style="text-align: right;">206</td> <td>NCC HR Recharge</td> </tr> <tr> <td></td> <td>Henshaw/Greenhead/Whitfield/Bardon Mill</td> <td style="text-align: right;">1310.76</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">5,815.94</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Not Included above</td> </tr> <tr> <td>78/23.03</td> <td>Accounts for payment 3rd April 2023</td> <td style="text-align: right;">£</td> <td>Included in Balance Above</td> </tr> <tr> <td></td> <td>P Axcell</td> <td style="text-align: right;">162.00</td> <td>Payroll</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td style="text-align: right;">162.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Not Included Above</td> </tr> <tr> <td></td> <td>SMS Exp</td> <td style="text-align: right;">135.36</td> <td>Microsoft Office 365 subscription</td> </tr> <tr> <td></td> <td>H&DJBC</td> <td style="text-align: right;">110.10</td> <td>Est March play Inspection</td> </tr> <tr> <td></td> <td>Impact China</td> <td style="text-align: right;">3,456.43</td> <td>Recharge from other parishes £</td> </tr> <tr> <td></td> <td>HS&LC</td> <td style="text-align: right;">10,270.75</td> <td>1st Tranche</td> </tr> <tr> <td></td> <td>SMS</td> <td style="text-align: right;">238.68</td> <td>Increase in SCP back pay</td> </tr> <tr> <td></td> <td>Haltwhistle Boardwalkers</td> <td style="text-align: right;">500.00</td> <td>Donation</td> </tr> <tr> <td></td> <td>Monthly Amounts</td> <td style="text-align: right;">3,900.31</td> <td>See below</td> </tr> <tr> <td></td> <td>Total</td> <td style="text-align: right;">18,611.63</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td style="text-align: right;">18,773.63</td> <td></td> </tr> </tbody> </table> <p>The payments of £18773.63 were approved. PROPOSED Cllr M Ridley SECONDED Cllr J Elliott AGREED</p> <p>78/23.04 Bank Reconciliation/Income & Expenditure as at 27th March 2023– noted.</p>			£		78/23.01	Bank and cash balances as at 28th March 2023				Current Account	35,817.20			TOTAL	35,817.20		78/23.02	HDJBC	865.08	Pay, pension, payroll reimbursement		HMRC VAT	3,434.10	Not received but claim sent		HDJBC	206	NCC HR Recharge		Henshaw/Greenhead/Whitfield/Bardon Mill	1310.76				5,815.94					Not Included above	78/23.03	Accounts for payment 3rd April 2023	£	Included in Balance Above		P Axcell	162.00	Payroll						Total	162.00					Not Included Above		SMS Exp	135.36	Microsoft Office 365 subscription		H&DJBC	110.10	Est March play Inspection		Impact China	3,456.43	Recharge from other parishes £		HS&LC	10,270.75	1st Tranche		SMS	238.68	Increase in SCP back pay		Haltwhistle Boardwalkers	500.00	Donation		Monthly Amounts	3,900.31	See below		Total	18,611.63			TOTAL	18,773.63	
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	Other Financial Matters	<p>78/23.04 Internal Audit to agree on Mr J Lill to perform the audit for 2023-2024 PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p> <p>78/23.06 Council office and library room hire. A discussion was undertaken, Cllr Jeff Watson has been down to the library and agreed it is underused. No firm decision will be made on the offices until NCC make a decision.</p> <p>78/23.06 Email Costs – notification that the email charge is to increase to £3 per month excluding VAT. This amount also includes the domain name haltwhistle town council.org. PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p> <p>78/23.06 Northumberland County Council HR Services – <i>to approve subscription for 2023-2024</i> PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p>																																																																																																
79/23	Haltwhistle & District Joint Burial Committee	<p>The clerk has been undertaking an audit of the burial books whilst transferring information to a spreadsheet. It had been agreed the Burial Committee will be invoiced if the clerk's time goes over the weekly hours. To date there have been 8 hours extra worked. Members agreed to charge JBC £18 per hour to include NI, holiday and pension and ask for JBC to approve the rate. The clerk will have the 8 hours added to the salary at the end of April. PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p>																																																																																																
80/23	Correspondence received since last Council Meeting	<p>The correspondence was noted.</p>																																																																																																
81/23	Staffing Committee	<p>81/23.01 Meeting minutes to receive from 2nd October 2019 and 20th March 2023 - noted 81/23.02 Reviewed Terms of Reference to approve. There were a couple of amendments put forward and with those included, the terms were approved. Resolution to Exclude Press and Public To consider a resolution to exclude the public and accredited representatives of newspapers from the following item relevant to a subject which affects the Council's area.</p> <p>Resolution</p>																																																																																																

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	<p>"That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and, they are instructed to withdraw."</p> <p>This resolution is moved under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <p>PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p> <p>81/23.03 Staffing Committee –Clerk’s Appraisal</p> <p>Members discussed the appraisal which was undertaken in June 2021. It was proposed, in the appraisal, to raise the SCP point by 1 to SCP 21 and backdate it from April 2022.</p> <p>PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED</p>
82/23	<p>Dates and times of next meetings</p> <p>Annual Town Meeting Tuesday 2nd May 2023, 7.00pm in the library, first floor. Town Council Meeting – Monday 15th May 2023 – 6.30pm in the library, first floor Grounds Meeting –Monday 22nd May – 10.00am The meeting closed at 21.00</p>