

**Minutes of the Annual General Meeting held on Thursday 10<sup>th</sup> May 2018  
in the Chatton Village Hall Chatton Commencing at 19.00**

**Present:** Chairman M Strother Vice-Chairman R Tebay,  
Parish Councillors: A Wrangham, T Hume, H Prytherch, B Stimpson. & J Railton.  
4 members of the public  
Clerk I Hunter

**Public Question time:** - None

**Min 1340 – Chairman’s Annual report-** The Chairman gave the following report for 2017/18:

The Parish Council is the grass roots with the local knowledge and intelligence, however, in responding to some planning applications the Parish Council have gone against the community.

It is disappointing that we have missed out on taking a Neighbourhood Plan forward, however, we need to flag up the stone and slate etc. on planning applications so we can take forward the Tillside brand.

The Parish Council struggles to recruit Parish Councillors.

There are community projects which the Parish Council have supported, such as the community speed watch and the keep Chatton tidy initiatives.

A Planning Officer should be invited to a future meeting to explain how the Parish Council can influence planning applications.

The Chairman concluded by saying he was unsure how much longer he would remain as a Parish Councillor.

**Min 1341 -Election of Chairman for 2018/19-** Parish Councillor R Tebay proposed & Parish Councillor B Stimpson seconded Parish Councillor M Strother as Chairman for the forthcoming year. This was agreed. Parish Councillor M Strother accepted the position and signed the Declaration of Acceptance.

The Chairman thanked Parish Councillor J Railton for his Chairmanship over the last few years, saying he is an asset with local knowledge and hoped he would remain as a Parish Councillor.

The Chairman also stated that the Neighbourhood Plan is not progressing, however, there are positives which have come from the consultation work, and the Parish Councillors should work together to achieve the outcomes.

**Min 1342- Election of Vice-Chairman for 2018/19-** The Chairman proposed & Parish Councillor A Wrangham seconded Parish Councillor R Tebay as Vice-Chairman for the forthcoming year. This was agreed. Parish Councillor R Tebay accepted the position

**Apologies for Absence:** Parish Councillors T Faa-Thompson, P Dodds, S Dodds, M Govett & M Hunter

Parish Councillors granted T Faa-Thompson leave of absence.

Parish Councillors agreed in future Parish Councillors need to give a genuine reason why they are unable to attend Parish Council meetings within a 6-month period.

Parish Councillors acknowledged the letter of resignation from S Coulson and agreed to thank S Coulson for her input to the Parish Council. The Clerk agreed to organise the vacancy notice.

**Declaration of Interest:** The Clerk declared a Personal & Prejudicial Interest in the annual review of the Clerk's Salary.

**Request for Dispensation:** None

**Min 1343 - Standing Orders-** Parish Councillors undertook an annual review of the Standing Orders and agreed to adopt them.

**Min 1344- Complaints Procedure-** Parish Councillors undertook an annual review of the Complaints Procedure and agreed to adopt it.

**Community Police:** - No report

**Minutes-** The Minutes of the Parish Council Meeting held on 12<sup>th</sup> April 2018 previously circulated were agreed and signed by the Chairman.

Parish Councillors suspended Standing Orders to allow members of the public speak

**Min 1345 (Min 1322)- Weetwood Hall-** The members of the public referred to the letter which had already been sent to the Parish Council raising concerns that 4-months on and there is still no action regarding enforcement or a retrospective planning application. The members of the public asked if they were able to have sight of the letter the Parish Council received from the applicant. They concluded by saying they are going to write to the senior members of Northumberland County Council and hoped the Parish Council will give them some support.

Standing Orders re-instated.

Parish Councillors asked the Clerk to obtain advice from NALC about the circulation of the letter from the applicant.

Parish Councillors raised concerns that the situation is still on-going and on 16<sup>th</sup> April the Enforcement Officer e-mailed to say a retrospective planning application was due in 7-10 days, to date there is still no planning application. Parish Councillors agreed the Parish Council send a letter to the Leader, the Chief Executive and the Acting Head of Planning at Northumberland County Council, the Clerk to draft the letter for Parish Councillors to agree.

2 members of the public left the meeting at that point

#### **Min 1346- Annual Governance and Accountability Return for 2017/2018**

- Parish Councillors noted that no actions were raised from the report of the Internal Auditor
- Parish Councillors approved the Annual Governance Statement
- Parish Councillors approved the Annual Accounts for 2017/2018
- Parish Councillors approved the Accounting Statement and Explanation of Variances
- Parish Councillors confirmed and approved the Certification of Exemption.

- Parish Councillors agreed to pay the Internal Auditor £50 for undertaking the Internal Audit.

**Min 1347 (Min 1321)- Village Hall BBQ Area-** Parish Councillor H Prytherch tabled a draft grant application form for the James Knott Trust. Parish Councillors agreed to move forward jointly with the Village Hall Committee, who will be the organisation to submit the application as they are a registered charity. Parish Councillors asked the Clerk to obtain clarity for reclaiming VAT from NALC as this is a joint project. Parish Councillor H Prytherch advised the meeting that if the whole area is to be concreted the cost would be £2400 and there has been a suggestion that there should be lighting in the area. Parish Councillor J Railton proposed and the Chairman seconded that the Parish Council donate £2k to the project. Parish Councillors agreed insurance and maintenance of the area including if play equipment is installed on the grass area will need to be considered. Parish Councillors agreed Parish Councillors H Prytherch, T Hume and the Vice-Chairman continue to work on this project. Parish Councillors agreed a group will need to be setup if grant applications are to be submitted to purchase play equipment. Parish Councillors H Prytherch, T Hume, & A Wrangham agreed to join together with the residents already working on this project and Parish Councillor T Faa-Thompson could be included if she was interested.

**Min 1348- Financial Statement**

- Bank Balance                      £ 21747.37

**Min 1349- Accounts for Payment**

- B Stimpson                              £ 10.00              Audit briefing – entry fee
- E I Hunter                                £ 96.00              Clerk’s Salary
- HMRC                                      £ 24.00              PAYE
- E Rathbone                                £ 50.00              Internal Auditor
- Zurich Municipal                        £ 369.49             Annual Insurance premium

**Min 1350- Annual Insurance premium** – Parish Councillors considered the previously circulated quotes:  
 Came & Co – recommending Inspire £379.17  
 Zurich Municipal 3-year agreement £369.49 per year.  
 Parish Councillors agreed to accept the quote from Zurich for a 3-year agreement.

**Min 1351-Planning Applications**

18/01279/FUL- Siting of static caravan on scrub land just off farm track, screened by scrub. Caravan will be clad in wood 2 blend in with its surroundings. – Land on North side of Amersidelaw Hill Plantation, Chatton, Northumberland.  
*Parish Councillors agreed to support the application*

### **Min 1352- Planning Approval-**

18/00609/FUL- Construction of single storey rear extension -15 Church Hill, Chatton.  
NE66 5PY

### **Min 1353 - Correspondence-**

1. **NCC-** Love Northumberland information
2. **NCC-** Gathering your views on our road hierarchy
3. **CPRE** – Spring newsletter
4. **Clerks & Councils Direct** - Newsletter

**Min 1354- Data Protection-** Parish Councillors adopted the following previously circulated policies and forms supplied by National Association of Local Councils

- The role of Data Protection Officers.
- DPIA Assessment Checklist.
- Subject access policy and template response letters.
- Privacy Policy Checklist.
- Checklist of what to include in a security incident response policy.
- Cybersecurity checklist.
- Council's internal register of processing activities.
- To give delegated authority to the Chairman and Clerk to work through the previously circulated
  - Personal Data Audit Questionnaire
  - Action Plan.

The Vice-Chairman suggested the Parish Councillors arrive early for the June meeting to review the information received during the consultation period of the Neighbourhood Plan.

The Clerk declared a Personal & Prejudicial Interest in the next Agenda item. Parish Councillors agreed the Clerk remain in the meeting.

**Min 1355- Annual review of the Clerk's Salary** - Parish Councillors considered the 2018/19 National Salary Award.

The Clerk informed the meeting that in 2016 that Parish Council agreed the Clerk should be on SPC 22 which equated to £10.632 per hour and if at the end of the year the number of hours worked meant the Clerk's salary was below the agreed figure a bonus would be paid to bring the Clerk up to £10.632 per hour. She advised the meeting that she had worked 117.5 hours in 2017/18 which equates to £12.25.

Parish Councillors agreed the Clerk remain on SPC 22, which now equates to £10.953 per hour, and if at the end of 2018/19 the Clerk's salary is below the agreed figure a bonus will be paid to ensure the Clerk receives £10.953 per hour.

**Min 1356 – Remembrance Day 2018** – Parish Councillors considered the information received from the PCC and agreed to support the events on Remembrance Day. Parish Councillors agreed to make a final decision at the June meeting as to who would attend the events. Parish Councillors agreed that the Clerk reply to the PCC explaining confirmation will be received in June.

**Min 1357 – Parish Council meeting dates for 2018/19** – Parish Councillors agreed the previously circulated dates for Parish Council meetings for 2018/19.

**Min 1358- Chatton News-** Parish Councillors agreed Parish Councillor J Railton prepare the following updates for the Chatton News:

- a) New Chairman
- b) Chatton walkabout.
- c) BBQ area update, and Parish Council donation.
- d) Chatton bridge

**Any Other Urgent Business.**

**Min 1359- Chatton bridge-** Parish Councillors agreed the Clerk write again to Northumberland County Council raising concerns about the repairs to the bridge, as the volume of traffic is increasing, and the Parish Council needs an update asap as well as the bridge repaired asap. Parish Councillors agreed the Clerk c.c. County Councillor A Murray.

**Min 1360- Local Transport Plan** – Parish Councillors agreed the Clerk contact County Councillor A Murray and ask for action and support on the Parish Council's 3 priorities submitted in 2017.

**Min 1361 – Recognition** – Parish Councillors agreed the Chairman organise a thank you gift up to £75 for Ian Catchpole as he keeps the Parish Council website update to date foc.  
Parish Councillors agreed to consider a thank you gift for M Rathbone for the drawing up plans etc for the BBQ area at a later date.

**Date of the next Parish Council Meetings:** Thursday 14<sup>th</sup> June at 7pm

Agenda Items for June meeting must be received by 5<sup>th</sup> June 2018

Chairman \_\_\_\_\_ Date \_\_\_\_\_