

**I HEREBY GIVE YOU NOTICE THAT the Annual Parish Meeting of the Council will be held in Matfen Village Hall on Tuesday 31<sup>st</sup> May 2016 at 7.00pm when the following items will be discussed:-**

## Annual Parish Meeting

### AGENDA

1. Apologies for absence
2. Minutes of the previous meeting held on 7<sup>th</sup> July 2015
3. Chairman's Report for the year 2015/2016
4. Clerk's Finance Report for the year 2015/2016 [Copy attached]
5. To consider any resolutions[s] of which due notice has been given
5. Questions by members of the public within the Parish

Miss J Bramley  
Clerk to the Parish Council  
24 May 2016

I HEREBY GIVE YOU NOTICE THAT the Annual meeting of the Parish Council will be held in Matfen Village Hall on Tuesday 31<sup>st</sup> May 2016 following the Annual Parish Meeting at 7.00pm when the following items will be discussed:-

## AGENDA

1. Election of Parish Council Chairman
2. Election of Vice Chairman
3. Apologies for Absence
4. Declarations of interest
5. The Council will hear residents on any matter they wish to raise
6. County Councillor's Report
7. Minutes of the meeting held on 21<sup>st</sup> March 2016 [Copy attached]
8. Matters arising
9. Finance
  - a) Accounts for payment
  - b) To receive accounts up to 31<sup>st</sup> March 2016 [See copy attached]
  - c) To accept and approve the Section 1 and Section 2 of the Annual Return for the Year Ended 31<sup>st</sup> March 2016
  - d) To consider requests for Grant Aid
10. Correspondence – listed
11. Planning Applications
  - a) Planning applications/decisions
  - b) Issues arising
12. Village Issues
  - a) Defibrillator
  - b) Outstanding issues
13. To consider any matters requiring Council action that may arise from the preceding Annual Parish Meeting
14. Risk Assessment [See copy attached]
15. To agree date for progress meeting
16. Additional correspondence/information
17. Any urgent business allowed by the Chairman
18. Date and time of next meeting

Signed: ..... Clerk Date: 31.5.2016

### **Declarations of Interest**

**“Members and the Clerk are reminded that if they have a disclosable interest in any item on the Agenda for this Council meeting, the existence of that interest must be declared at the commencement of the meeting or when the interest becomes apparent.**

**A member with a personal interest can still take part in the meeting and vote unless the personal interest is also a prejudicial interest in which case the member must leave the room.**

**A member with a prejudicial interest cannot take part in discussions on the matter in question and must not try to improperly influence anyone's decision on the matter. “**

### **Apologies for Absence**

**If a councillor is unable to attend the meeting they must inform the Clerk or Chairman of the Council on receipt of the agenda or as soon as possible before the meeting.**

**Members of the public and press are welcome to attend the meeting.**

**MATFEN PARISH COUNCIL**  
**Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 - Matfen**

**Correspondence received since March meeting**

<b>SENDER</b>	<b>MOST OF THESE HAVE ALREADY BEEN FORWARDED TO COUNCILLORS BY EMAIL</b>
Sport Tynedale	Request for financial support
NWG Living Water	Acknowledgement of our letter dated 29/2/16
Cllr Veronica Jones	Matfen U9019 – email to Mr Miller requesting a meeting
Mel's Cleaning	Informing us of 50p increase to hourly rate due to Minimum Wage increase
Community Foundation	EDF-ER Green Rigg Wind Farm Community Benefit Fund deadline
Northumberland County Council	Joint Area Committee & Parish/Town Council Meetings – 12 May 2016
NCC – Service Query	Highways Inspector & Cllr V Jones – programme of works scheduled
Northumberland County Council	Community Chest Scheme
NCC – Service Query	Highways operatives have repaired the road sign
RoSPA Play Safety Team	Notification of play area inspection
NWG Living Water	Matfen Village Green Footbridge
Northumberland County Council	2016 Surface Dressing – Advance Notification
Ruth Miller email	Railings at village bridge
The Pensions Regulator	Workplace pensions staging date 1 May 2017
Sally Lawson email	Parish Council Minutes
Northumberland County Council	Street Lighting costs for additional items
John Telford email	Matfen & Fenwick broadband
Centenary Fields	The Centenary Fields programme – protecting green space across the country
Tynedale Hospice at Home	Spring Newslink & donation request
NALC & SLCC Salary Scales	2016-2018 National Salary Award
NCC – Andrew Ward	Household Waste Recovery Centres
Northumberland County Council	Northumberland Local Plan Core Strategy
Grass cutting requests	Grass cutting for Cyclone Bike Ride, Ryal 18 June & Matfen Fete, 2 July
Ingoe Play Area	Response emails
<b>INFORMATION ITEMS</b>	
Northumberland CAN News	Spring Issue
Citizens Advice Northumberland	Key contacts list
Came & Company	Spring Council Matters
NALC eNews	April 2016
NCC Funding eBulletin	April 2016
NALC	Transparency Fund 2016/17
Northumberland County Council	Love Northumberland Hate Litter campaign
Clerks & Councils Direct	May 2016 issue
Great North Air Ambulance	eNewsletter – May 2016
Northumberland CVA	VCS Support Service eBulletin – issue 50
CRAG Press Update	Caring for Rothbury
NALC eNews	May 2016
Northumberland CVA	VCS Support Service eBulletin – issue 51

**ACCOUNTS FOR PAYMENT ON 31 MAY 2016**

<b>Payee</b>	<b>Detail</b>	<b>Cheque Issued</b>	<b>VAT</b>	<b>Net of VAT</b>	<b>Cheque Number</b>
Philip Dixon Landscapes	Village tidy up	385.00		385.00	100892
Mel's Cleaning	Public toilets	32.00		32.00	100893
Miss J Bramley	Expenses	183.68		183.68	100894
Miss J Bramley	Clerical Services	359.07		359.07	100895
NALC	Subscription 2016-17	124.61		124.61	100896
Matfen Village Hall	Rental	10.00		10.00	100897
Philip Dixon Landscapes	Bus shelter	500.00		500.00	100898
<b>Income</b>					
Northumberland County Council	Precept	5250.00		5250.00	27.4.16
HMRC	VAT refund 2015-2016	124.10		124.10	11.5.16

**MATFEN PARISH COUNCIL**  
**Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 - Matfen**

<b>Planning Application Reports</b>				
<b>Reference</b>	<b>Applicant</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
16/00989/VARY CO	Mr Bill Hewison	West Fenwick Farm Fenwick	Variation of condition 2 (approved plans) pursuant to planning permission CM/20090477 in order to accommodate minor amendments to windows and addition of glazed link between garage and main building of Unit 5	GRANTED 25 May 2016
16/01379/VARY CO	Mrs Amy Muir	Land East of Fenwick Cottages, Fenwick	Removal of conditions 6 (Surface Water), 11 (Contamination), 12 (Remediation) and 13 (Protective Measures) pursuant to planning permission 14/02736/FUL as provisions have been made to address condition 6 & conditions 11,12 & 13 are no longer relevant	Comments by 24 May 2016