

## Annual Parish Meeting

### MINUTES OF THE ANNUAL PARISH MEETING HELD ON TUESDAY 31<sup>ST</sup> MAY 2016 AT 7.00PM

**Present:** Mr Robin Douglass, Chairman of the Council together with Mr Stuart Mills, Mr Frank Robson, Mr Keith Irving, Mrs Anne Gregory-Smith & Mr Chris Austin

**In attendance:** Miss Jo Bramley (Clerk)  
Mr C Kelly (Ryal resident)

**0727. Apologies – None.**

**0728. Minutes of the AGM held on Monday 7<sup>th</sup> July 2015 were** agreed and signed as an accurate record. Proposed by Mr R Douglass and seconded by Mr Stuart Mills.

**0729. Matters arising.**

a) **Ryal Issues.** Minute 0621 refers. Unfortunately, the issues at Ryal are still outstanding.

**0730. Chairman's Report 2015-2016**

Mr Douglass presented his oral report on the work of the council during the last year stating he will be resigning from the parish council, Mr J Telford resigned and we have had a new clerk. Northumbrian Water has offered as a gesture of good will to paint the bridge in the village however they do not accept liability that it is their responsibility. A copy of the report is attached to this minute.

**0731. Clerk's Financial Report 2015-2016**

Miss Bramley presented her report on the statement of accounts for the year ended 31<sup>st</sup> March 2016. A copy was circulated to those present and is attached to this minute. It was noted that the Parish Council were carrying over a significant balance to 2016/2017. The provision of new play equipment in Ingoe and donations to the Village Hall will dramatically reduce this balance.

**0732. Resolutions.** There were no resolutions to consider.

**0733. Floor open to members of the public: Charles Kelly, Ryal**

Charles presented an oral report to the parish council stating that he has had on-going issues for a number of years. He has met with Robin Douglass and Jo Bramley (Clerk) to hand over the mantle to the Clerk to the parish council to undertake to deal with issues directly and each one individually. Charles handed over his files with all the correspondence he has accumulated to Jo Bramley. Charles mentioned if in the future there was any legal action that he would help as much as he can and has identified a solicitor in Carlisle if needed. Charles thanked Robin Douglass for all his efforts over the years. Matfen Estates to rectify the track with matting for grass to grow through in front of their cottage within the next couple of weeks. There seemed to be some confusion of the width of the track to be laid. It was agreed that Mr K Irving and Mr S Mills will contact Mr Hugh Blackett to get sight of his plans to see what he planning to do and make a decision on behalf and with the authority of the parish council to avoid waiting another two months.

Meeting closed at 7.50pm.

Matfen Parish Council  
Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 – Matfen

**MATFEN PARISH COUNCIL**  
**INCOME & EXPENDITURE FOR FINANCIAL YEAR 1.4.2015 - 31.3.2016**

<b>EXPENDITURE</b>		<b>£</b>	<b>INCOME</b>		<b>£</b>
Came & Co	General	438.10	Precept		10,500.00
NALC/SLCC		119.46	VAT Refund		175.63
NCC - Grass cutting		270.95	Bank A/C Interest		7.03
Website Maintenance		0.00	Misc.		0
Play Areas/Highways		505.00	<b>Total</b>		<b>£10,682.66</b>
Village Hall Rental		70.00			
Clerk salary - 4.5 hours per week		2,154.42			
Cleaner/cleaning supplies		423.77	<b>Accounts Book</b>		<b>£</b>
Annual audits		20.00	<b>Brought forward</b>		
Stationery/Postages/Travel		334.52	<b>1.4.15</b>		<b>26,057.77</b>
Maintenance		818.00	Income		10,682.66
Job Advert		125.80	<b>Sub</b>		
Donations:			<b>Total</b>		<b>36,740.43</b>
Subsidy of No. 74 bus		600.00	Expenditure		6,259.12
Community Action			<b>Carried forward</b>		
Northumberland		25.00	<b>31.3.16</b>		<b>30,481.31</b>
Great North Air Ambulance		200.00			
RBL Poppy Appeal Wreath		30.00	<b>Bank reconciliation</b>		<b>£</b>
VAT		124.10	Current Account		13,181.79
<b>Total</b>		<b>£6,259.12</b>	Deposit Account		18,400.59
			<b>Sub</b>		
			<b>Total</b>		<b>31,582.38</b>
			Less outstanding chqs		1,101.07
			<b>Total</b>		<b>£30,481.31</b>

## Matfen Parish Council

### Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 – Matfen

#### Minutes of the Annual Meeting of the Council held in Matfen Village Hall on Tuesday 31<sup>st</sup> May 2016 at 7.00pm

**Present:** Mr Stuart Mills, Chairman of the Council together with Mr Robin Douglass, Mr Frank Robson, Mr Keith Irving, Mrs Anne Gregory-Smith & Mr Chris Austin

**In attendance:** Miss Jo Bramley (Clerk)  
County Cllr Veronica Jones

- 0734. ELECTION OF CHAIRMAN.** Cllr R Douglass announced his retirement from the Parish Council with immediate effect. It was proposed by Cllr R Douglass, seconded by Cllr A Gregory-Smith and AGREED to elect Cllr S Mills as Chairman, Cllr S Mills accepted. Cllr S Mills wanted to thank Cllr R Douglass for all his time and work for Matfen Parish Council. County Cllr Veronica Jones thanked Cllr R Douglass for his help and always making her feel welcome.
- 0735. ELECTION OF VICE CHAIRMAN.** It was deferred until the next meeting to elect a vice chairman to let members think about if they wish to put themselves forward.
- 0736. APOLOGIES FOR ABSENCE –** None.
- 0737. DECLARATION OF INTEREST.** None.
- 0738. RESIDENTS.** None in attendance.
- 0739. MINUTES OF THE MEETING HELD ON 21<sup>st</sup> March 2016.** It was proposed by Cllr S Mills, seconded by Cllr F Robson and AGREED to accept the minutes as an accurate record.
- 0740. COUNTY COUNCILLOR'S REPORT.** Cllr Mrs V Jones gave a verbal update on matters relating to Northumberland County Council.
- a) School Partnership – the consultation took eight weeks and the bulk of response wanted to stay with three tier but the council has waited and have taken responses from the teachers first, the governors then the parents. Out for formal consultation. It may be worth the parish council writing a letter on behalf of the parishioners of the long-term viability of these new primary schools and have they taken this fully into consideration. Chris Austin will draft the letter on behalf of the Parish Council to be submitted by the 23 June 2016.
  - b) Church Road – there have been some repairs done to this road. It was noticed that heavy vehicles such as fuel deliveries lorries (which cannot be avoided) and the bin lorries have been going down this road, which may be causing the deterioration of the road. The road is not made for this type of traffic and so Cllr V Jones has suggested that the residents take their bins to the end of the road to avoid the bin lorries having to use it.
  - c) Matfen Piers Junction – the sign at the end of the Matfen road before going on to the military road is a give way sign, it was suggested that this may be better as a stop sign. S. Mills felt that the highways authority came and would have done a thorough check and if they felt it should be a stop sign they would have done it.
  - d) Ingoe Speed Limit – it cannot go from a no speed limit to a 20mph limit as requested by the residents but having looked at it they think it should be set at 30mph limit. This will come out of the 2016/17 budget, they are drawing up the plans and will be implemented in this financial year. We will be updated when the work will be done.
  - e) Broadband – BT have said the work is imminent and they can see no problems with this.
- 0741. MATTERS ARISING**
- a) **RYAL ISSUES.** Minute 724a refers. Mr Thirwell seems to be storing kindling on the common land and there is a hole in the wall that looks like access to the wood. Mr Thirwell has not responded to the previous letter sent him asking him to rectify this issue. **Action: Clerk to send Mr Thirwell a polite reminder.**
  - b) **PLAY AREA – INGOE.** A final letter and layout of the proposed play area were sent to all Ingoe residents asking for their final feedback. We received a large positive response and a couple of objections. The cost will be £12,054.02 Excl. VAT. A vote was taken to go ahead with the project with all in favour. The play area needs adding to the insurance, annual inspection list and asset list. Thanks were given to Anne Gregory-Smith for all the hard work she has done on this project. **Action: Clerk to check insurance etc. & place the order with Komplan.**
  - c) **HIGH HOUSE FARM BREWERY.** There have been a significant number of complaints about the noise from the brewery. Licensing department at NCC has been contacted but we have no reply as yet. K Irving suggested that we have a duty of care to speak to them directly. Cllr V Jones made a declaration of interest as she is involved in the licensing department. **Action: Clerk to chase up information regarding license in time for next meeting.**
  - d) **MATFEN VILLAGE TIDY UP.** Minute 724e refers. Philip Dixon Landscaping has done the work to tidy up the bus shelter, clear paths and kerbs. K Irving said he has also done the seats around the



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- R Douglass raised the issue of the Grain Store application from a couple of years ago regarding whether passing places were included in the approval. **Action: C Austin will look into this for discussion at the next meeting.**

Reference No	Location	Description	Decision
16/00989/VAR YCO	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
16/01379/VAR YCO	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

- 0745. VILLAGE ISSUES.** None.
- 0746. RISK ASSESSMENT.** Approved.
- 0747. ANY OTHER BUSINESS.** K Irving raised the issue of the paper copies of any planning applications. Currently they go to the clerk and are forwarded to R Douglass. Since R Douglass has retired the clerk will send the hard copy to K Irving and an electronic link to other councillors.
- 0748. DATE OF NEXT MEETING.** The next meeting is to be held on **Tuesday 26<sup>th</sup> July 2016 at 7.00pm** in the Village Hall.

Signed as an accurate record \_\_\_\_\_ Chairman