

Annual Parish Meeting

MINUTES OF THE ANNUAL PARISH MEETING HELD ON TUESDAY 7TH JULY 2015 AT 7.00PM

Present: Mr Robin Douglass, Chairman of the Council together with Mr John Telford and Mr Frank Robson
In attendance: Mrs M Senior (Clerk)

0619. Apologies – Mrs A Gregory-Smith, Stuart Mills

0620. Minutes of the AGM held on Monday 2 June 2014 were agreed and signed as an accurate record.
Proposed by Mr Robson and seconded by Mr Telford.

0621. Matters arising.

- a) **Ryal Issues.** Minute 0540 refers. Unfortunately, all of the issues at Ryal are still outstanding. NCC had still not acknowledged or responded to Mr and Mrs Kelly's letter although Richard Powell, NCC had advised Cllr J Telford that a draft response had been prepared. A meeting is to be held with officers from NCC and Matfen Estates on 8 July 2015.

0622. Chairman's Report 2014-2015

Mr Douglass presented his oral report on the work of the council during the last year stating that this had been an appalling year for the Council. Many issues are still outstanding with no hope of resolution in the near future. Communication continues to be difficult with Northumberland County Council. A copy of the report is attached to this minute.

0623. Clerk's Financial Report 2014-2015

Mrs Senior presented her oral report on the statement of accounts for the year ended 31st March 2015. 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 2015/2016. The provision of new play equipment in Ingoe and donations to the Village Hall will dramatically reduce this balance.

0624. Resolutions. There were no resolutions to consider.

Meeting closed at 7.20pm.

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MATFEN PARISH COUNCIL						
INCOME & EXPENDITURE FOR FINANCIAL YEAR 1.4.2014 - 31.3.2015						
EXPENDITURE				INCOME		
			£			£
Came & Co	General		405.09	Precept		8,000.00
NALC/SLCC			114.09	VAT Refund		292.76
NCC - Grass cutting			270.95	Bank A/C Interest		9.04
Website Maintenance			80.00	Misc		0
Play Areas/Highways			1,175.42	Total		£8,301.80
Village Hall Rental			90.00			
Clerk salary - 4.5 hours per week			2,240.49			
Cleaner/cleaning supplies			496.00	Accounts Book		£
Annual audits			20.00	Brought forward 1.		25,285.18
Stationery/Postages/Travel			306.54	Income		8,301.80
Maintenance			0.00	Sub Total		33,586.98
				Expenditure		7,529.21
				Carried forward 31.		26,057.77
Donations:				Bank reconciliation		£
Matfen & Ryal PCC			400.00			
RBL Wreath			30.00	Current Account		8,918.77
Community Action Northumberland			25.00	Deposit Account		18,217.93
Matfen Village Hall			1,500.00	Sub Total		27,136.70
Great North Air Ambulance			200.00	Less outstanding chqs		1,078.93
				Total		£26,057.77
VAT			175.63			
Total			£7,529.21			

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Minutes of the Annual Meeting of the Council held in Matfen Village Hall on Tuesday 7th July 2015 at 7.00pm

Present: Mr Robin Douglass, Chairman of the Council together with Mr Frank Robson and Mr John Telford.

In Attendance: Mrs Veronica Jones, County Councillor
Mrs Mandy Senior (Clerk)

- 0625. ELECTION OF CHAIRMAN.** It was proposed by Cllr J Telford, seconded by Cllr F Robson and AGREED to re-elect Cllr R B Douglass as Chairman, Cllr R B Douglass accepted.
- 0626. ELECTION OF VICE CHAIRMAN.** It was proposed by Cllr J Telford, seconded by Cllr F Robson and AGREED to elect Cllr Stuart Mills as Vice Chairman. Cllr S Mills was unable to attend the meeting.
- 0627. APOLOGIES FOR ABSENCE –** Cllrs Ann Gregory Smith and Stuart Mills.
- 0628. DECLARATION OF INTEREST.** None
- 0629. MINUTES OF THE MEETING HELD ON 31st March 2015.** It was proposed by Cllr J Telford, seconded by Mr Frank Robson and AGREED to accept the minutes as an accurate record.
- 0630. COUNTY COUNCILLOR'S REPORT.** Cllr Mrs V Jones gave a verbal update on matters relating to Northumberland County Council.
- a) **SUPPORTED BUS SERVICES.** It was noted that the No 74 Service had been retained. A full review of contracts is to be undertaken in September. Subsidies are now weighted towards the rural areas. Where subsidies are particularly low, NCC is trying to pass the service on as a commercial service.
 - b) **CYCLONE FESTIVAL OF CYCLING.** This event had been held on 19-21 June 2015 and appeared to have passed with no problems reported.
 - c) **BROADBAND.** A briefing is to be held in Matfen Village Hall on what happens next. The clerk will obtain available dates for a meeting to be held in early September.
 - d) **PLANNING REVIEW.** Following the planning review, there are now only 2 planning committees. NCC had advised that Parish Council views would still be taken into consideration however there is now no automatic trigger to committee when a Parish Council objects. Planning committee meetings will now be held at 2.00pm instead of 6.00pm which would prove difficult for councillors who work to attend. The Area Committees have also changed and Matfen Parish now comes under the Central Area Committee. Cllr Richard Dodd continues to be chairman and Cllr Mrs V Jones, vice chair.
 - e) **MATFEN PIERS JUNCTION.** Cllr Mrs Jones advised that following the accident recently NCC is to revisit the safety issue at the junction. It was noted that this is included in the LTP Programme and is currently being investigated.
 - f) **GRASS CUTTING.** It was noted that NCC are no longer cutting the grass verges, only those around junctions and to improve sight lines. Many road signs are disappearing in the long grass. Cllr Mrs Jones advised that this is to be an agenda item at the next Area Committee meeting.
- 0631. MATTERS ARISING**
- a) **BRIDGE.** Minute 617d refers. It was noted that the white bridge across Matfen Village Green was in need of painting. Cllr Douglass had obtained a quote from Philip Urwin to carry out this work. No response had been received from Northumbrian Water. Cllr R Douglass is to contact the Chief Executive of NWL. **Action: RD to contact NWL.**
 - b) **PLAY AREA EQUIPMENT.** Minute 605c refers. Cllr R B Douglass had obtained details from Caledonian Play for a new piece of play equipment in Ingoe. The views of the residents in Ingoe are still awaited.
 - c) **PARKING ON THE PAVEMENT.** Minute 608d refers. A further letter will be written to the resident who parks on the bend on the Ryal road advising that the police will be contacted to remove the obstruction if necessary.
 - d) **TREE WORKS. Matfen Village Green.** Minute 608e refers. NCC is to deal with this once a bat survey has been carried out and the tree checked for nesting birds. This will be done in the autumn.
 - e) **MATFEN VILLAGE HALL.** Minute 617b refers. An enquiry had been made from the Village Hall as to how much the Parish Council would be contributing to the new replacement windows. It was agreed that plans, costs and design of the windows would be required before a contribution is made.
 - f) **VILLAGE INSPECTION.** Minute 617e refers. The work had been carried out at a cost of £500. Cllr J Telford is to enquiry as to whether the weed killing had been carried out. It was agreed that the bushes/branches between Paddock Close and the Cricket Ground need cutting back. Cllr J Telford will arrange for this work to be carried out.
- 0632. RESIDENTS –** None in attendance
- 0633. FINANCE**
- a) **ACCOUNTS FOR PAYMENT.** It was proposed by Mr John Telford, seconded by Mrs Ann Gregory-Smith and AGREED accounts on the list attached be paid.
 - b) **TO RECEIVE ACCOUNTS UP TO 31ST MARCH 2015.** It was proposed by Cllr J Telford, seconded by Cllr F Robson and AGREED to accept the accounts up to 31st March 2015.

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- c) **TO ACCEPT AND APPROVE SECTION 1 AND SECTION 2 OF THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARH 2015.** Section 1 and 2 of the Annual Return for the year ended 31st March 2014 was accepted and approved by the Parish Council. This was proposed by Cllr J Telford, seconded by Cllr F Robson and AGREED. The internal audit had been completed and there were no items to note.
- d) **TO CONSIDER REQUESTS FOR GRANT AID.** It was proposed by Cllr J Telford, seconded by Cllr F Robson and AGREED to grant the following requests for grant aid:-
- **Community Action Northumberland** £25.00
 - **Great North Air Ambulance** £200.00
 - **Stampers Playgroup, Stamfordham.** A copy of the last 3 years accounts to be requested from Stampers and how many children from the Matfen Parish attend their sessions. A decision will be made once this information has been received.

Payee	Detail	Cheque Issued	VAT	Net of VAT	Cheque Number
Mrs A Senior	Clerical Services	287.27		287.27	100839
H M Revenue and Customs	PAYE	71.80		71.80	100840
Matfen Village Hall	Village Hall rental	10.00		10.00	100841
Mrs A Senior	Play area inspections	75.00		75.00	100842
Mrs A Senior	Expenses	43.49		43.49	100843
NALC	Subscription 2015-2016	119.46		119.46	100844
Mel's Cleaning Co	Public toilets	32.00		32.00	100845
Mrs A Senior	Clerical services	287.27		287.27	100846
HM Revenue and Customs	PAYE	71.80		71.80	100847
Mrs A Senior	Play Area Inspections	75.00		75.00	100848
Income					
Northumberland CC	Precept	5250.00		5250.00	10.04.15
HMRC	VAT refund	175.63		175.63	10.06.15
Barclays Bank	Interest	2.45		2.45	08.06.15

0634. **CORRESPONDENCE.** All correspondence received since the March meeting had been listed on the agenda and circulated to all councillors.
0635. **LOVE NORTHUMBERLAND AWARDS 2015.** Nominations are invited for projects that are enriching the lives of the people of Northumberland. Closing date for application forms is Friday 31st July 2015. The award event itself will be held at The Alnwick Garden on Thursday 17th September at 7pm. Further information and applications forms can be found at www.northumberland.gov.uk/love.
0636. **SECOND ANNUAL TOWN AND PARISH COUNCIL CONFERENCE** will take place on Thursday 24th September 2015 at West Hartford Fire Station, Cramlington. The conference programme will be circulated in July together with a call for bookings. There will be a choice of daytime and evening sessions.
0637. **CONSULTATION ON DRAFT PRIVATE SECTOR HOUSING STRATEGY FOR NORTHUMBERLAND.** Northumberland County Council are developing a Private Sector Housing Strategy which outlines the Council's plans to meet peoples housing needs by maintaining and improving the existing private housing stock across Northumberland. It was noted that the consultation runs until 2nd July 2015 and the Council would make no comment.
0638. **LOVE NORTHUMBERLAND HATE LITTER CAMPAIGN 2015.** On 11th May 2015 NCC launched its first county wide campaign to help reduce littering. There will be the largest scale programme of littering enforcement ever implemented in Northumberland with targeted enforcement patrols across the County.
0639. **REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2015.** It was noted that a review of the polling districts and polling places was being undertaken by Northumberland County Council. The consultation ends on 28th July 2015 and the Parish Council would make no comment.
0640. **POST OFFICE LOCAL PUBLIC CONSULTATION.** The Post Office is restoring Post Office services to Matfen with the introduction of a Mobile service. The mobile van will visit Matfen every Wednesday from 14:45 – 16:45 outside the Village Hall.
0641. **TRAINING SESSIONS – PLANNING.** A number of training sessions for Town and Parish Councils has been arranged on the Development Management process. The training sessions will take a very practical hand on approach and will be delivered using a number of case examples and other practical exercises to help improve understanding of the planning application process. An event is to be held on 9th July 2015 from 6-9pm at the Hexham Mart.
0642. **LOCAL TRANSPORT PLAN PROGRAMME 2016-2017.** Priorities requested from NCC for inclusion in the Local Transport Plan Programme 2016-17. It was noted that there is only one priority for Matfen Parish –

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Matfen Piers Junction. This is included in the LTP Programme and is currently being investigated by NCC. It was agreed to put forward this again as the priority.

0643. INFORMATION ITEMS. All information items had been circulated to Parish councillors by email, where appropriate.

- **Community Action Northumberland News** – Summer Issue, June 2015
- **NALC eNews** – July 2015, Issue 41
- **Campaign to Protect Rural England** – AGM Saturday 25th July 12.30pm, Corbridge
- **Clerks and Councils Direct** – May 2015 Issue 99 and July 2015 Issue 100
- **Came and Company** – Council Matters Spring 2015

0644. PLANNING APPLICATIONS.

All outstanding planning applications are listed on each agenda.

Reference No	Location	Description	Decision
14/03900/MRV EIA	Mootlaw Quarry Matfen	Review of Old Minerals Permissions (ROMP) under the provision of the Environment Act 1995 in respect of application C/91/D/514 (Proposed extension to existing limestone quarry with restoration to agriculture woodland and wildlife areas on 152 ha of land.	. Decision awaited
15/00614/FUL	Percy House, Ingoe	Proposed ground floor sun room extension	GRANTED
14/04012/LBC	Farm Buildings, Fenwick	Listed building consent for proposed conversion of farm building to dwelling and extension	GRANTED
15/01041/FUL	Land west of driving range, Matfen Hall	Removal of existing antenna and spine frame installed on existing 24.5m lattice. Installation of 3 no replacement antennas mounted on a new 5m parallel section to replace existing tapered section; 2 no additional 300mm transmission dishes; removal of 1 no existing equipment cabinet; installation of 1 no replacement and 1 no additional equipment cabinet and ancillary development including the installation of 3 no remote radio units	GRANTED
15/01144/FUL	Mootlaw Farm Cottage, Ryal	Proposed extension of the existing bungalow to provide improved accommodation	GRANTED
15/00733/FUL	Land north east of Kearsley Farm	Proposed free range poultry building	Decision awaited
15/01110/FUL	Land at Lynup Hill	Retention o the existing poultry shed previously granted temporary consent	GRANTED
15/01388/FUL	Land north east off Kearsley Farm	Proposed free range poultry building Phase 2	Decision awaited
15/01425/FUL	Land north east of Kearsley Farm	Proposed free range poultry building Phase 3	Decision awaited
15/01417/REN E	Land west off Harrogate Hill, Matfen	Erection of single Tozzi Nord Victory 24-60 (60kw) wind turbine off 34m to blade tip and associated infrastructure	Decision awaited
15/01442/FUL	Land north east of Kearsley Farm	Proposed free range poultry building Phase 4	Decision awaited
15/01464/FUL	Land north east of Kearsley Farm	Proposed free range poultry building Phase 5	Decision awaited

0645. VILLAGE ISSUES

- b) **WEBSITE.** Cllr S Mills now has control over the website and makes all necessary amendments. This is working well.
- c) **DEFIBRILLATOR.** It was noted that Matfen Golf Club had a defibrillator. Cllr R B Douglass to contact them to establish if they would allow village use. Details had been obtained information from Tynedale Heart Safe regarding Public Access Defibrillators. They are simple and safe to use and the machine gives clear instructions and no training is required to use one. Once in position, the defibrillator detects the heart's rhythm. It will not deliver a shock unless one is needed. The cost of each unit is approximately £1800. This will be looked into further once Cllr Douglass has spoken to the Golf Club. **Action: RD to contact Matfen Golf Club.**
- d) **WASP NEST.** There is a wasp's nest in the old bus stop in Ingoe which needs to be removed. The clerk will attend to this. **Action: MS to action.**

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e) **HIGH HOUSE BREWERY.** Complaints had been received from the neighbouring residents over the amount of noise coming from the brewery at weekends and late into the night. Obstruction of the highway is also becoming a problem. This will be reported to NCC. **Action: MS to contact NCC.**

0646. RISK ASSESSMENT. This is to be deferred until the next meeting.

0647. INSURANCE RENEWAL. The insurance policy is due for renewal on 23rd August 2015 and Came and Company had provided 3 quotations. After discussion, it was agreed to renew the policy with Hiscox's at a premium of £438.10.

0648. DATE OF NEXT MEETING. The next meeting is to be held on Monday 27th July 2015 at 7.00pm in the Village Hall.

Signed as an accurate record _____ Chairman

DRAFT