

Annual Parish Meeting

Tuesday 31st May 2022

The 2022 Annual Matfen Parish Meeting will be held in Matfen Village Hall
at 19:00hrs on Tuesday 31st May 2022

ALL ELECTORS OF THE PARISH ARE INVITED TO ATTEND AND MAY SPEAK AND MAKE PROPOSALS ON ANY MATTER RELEVANT TO THE PARISH. RESOLUTIONS MAY BE CONSIDERED AND PASSED PROVIDING SUCH RESOLUTIONS ARE GIVEN TO THE CHAIRMAN OR THE UNDERSIDED AT LEAST THREE DAYS BEFORE THE MEETING.

AGENDA.

1. Apologies for Absence
2. To receive and approve the minutes of the 2021 Annual Meeting Held on 11th May 2021
3. Matters arising from the minutes
4. Chairman's Report
5. County Councillor's Report
6. Parish Council Accounts 2021/2022

It is expected that the following subjects may then be discussed:

- a) Reports by any local organisations
- b) Any other matter raised by an elector.

Keith Mavin
Chairman
12 May 2022

MATFEN PARISH COUNCIL
Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 - Matfen
Annual Parish Meeting

MINUTES OF THE ANNUAL PARISH MEETING HELD ON TUESDAY 11TH MAY 2021 AT 7.00PM

Present: Mr Stuart Mills, Chairman of the Council together with Mr Frank Robson, Justin Dempsey, Kevin George, Keith Mavin.

In attendance: Mrs Mandy Senior (Clerk)
2 Residents

1. **Apologies** – None
2. **Chairman’s Report 2020-2021**
Mr Mills presented his oral report on the work of the council during the last year. Mr Mills thanked the Councillors past and present and the County Councillor for their hard work over the 6 and a half years he had been on the Council. These included Keith Irving, Ann Gregory Smith, Hugh Murphy and Chris Austin. Mr Mills reflected on his time on the council where the following projects had been completed; refurbished public toilets, superfast broadband throughout the Parish; installation of a defibrillator, upgraded street lighting, new play areas for Matfen and Ingoe, new website and online banking facilities set up, support for the No 74 Bus service, numerous village tidy ups and dealing with the issues arising from the Travellers camping on the village green. The Parish Council is in a healthy position financially.
3. **Clerk’s Financial Report 2020-2021**
Mrs Senior presented her report on the statement of accounts for the year ended 31st March 2021. A copy was circulated to those present and is attached to this minute.
4. **Resolutions.** There were no resolutions to consider.

Meeting closed at 7.15pm.

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

INCOME & EXPENDITURE FOR FINANCIAL YEAR 1.4.2021 - 31.3.2022

EXPENDITURE		£	INCOME		£
Came & Co	General	536.87	Precept		10,500.00
NALC/SLCC		187.13	VAT Refund		0.00
NCC - Grass cutting		317.48	Bank A/C Interest		6.12
Website Maintenance		348.49	Grant		500.00
Play Areas/Highways		3,575.95	Refund		£658.68
Village Hall Rental		75.00			£0.00
Clerk salary - 6 hours per week		3,588.00	Total		£11,664.80
Public Toilets		387.50	Accounts Book		£
Annual audits/bank account charges		304.00	Brought forward 1.4.21		16,224.19
Admin/Stationery/Postages/Travel		386.61	Income		11,664.80
Training		45.80	Sub Total		27,888.99
Donations:			Expenditure		10,853.82
Citizens Advice Northumberland		50.00	Carried forward 31.3.22		17,035.17
Sport Tynedale		50.00	Bank reconciliation		£
Matfen PCC		450.00	Current Account		7,029.13
RBL Poppy Appeal Wreath		30.00	Deposit Account		10,006.04
Great North Air Ambulance		25.00	Sub Total		17,035.17
Tynedale Hospice at Home		100.00	Less outstanding chqs		0.00
VAT		395.99	Total		£17,035.17
Total		£10,853.22			

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the Annual Meeting of Matfen Parish Council to be held on Tuesday 31st May 2022 following the Annual Parish Meeting at 7.00 pm in Matfen Village Hall when the following items will be discussed:

**AGENDA for the Annual Meeting of Matfen Parish Council on
Tuesday 31st May 2022 following the Annual Parish Meeting at 19:00**

- 522.01 Election of Chairman.
- 522.02 To receive Chairman's Declaration of Acceptance of Office.
- 522.03 Election of Vice Chairman
- 522.04 To receive questions from residents in relation to Matfen Parish.
- 522.05 To receive apologies for absence.
- 522.06 To receive Declarations of Interest.
- 522.07 County Councillor's Report.
- 522.08 To approve and sign the minutes of the meetings held on **29 March 2022**.
- 522.09 Actions taken following the meetings held on 29 March 2022.
- 522.10 Finance/Administration
 - a) Accounts for payment – to approve items of expenditure.
- 522.11 Annual Governance and Accountability Report 2021-2022
 - a) To consider and agree any actions arising from the Internal Auditor's Report 2021-2022 [Copy attached]
 - b) To approve the Annual Governance Statement 2021-2022 [Copy attached]
 - c) To approve the draft annual accounts, bank reconciliation, Asset Register for 2021-2022 [Copy attached]
 - d) To approve the Accounting Statement and Explanation of Variances 2021-2022 [Draft copies attached]
 - e) To confirm and approve the Certificate of Exemption [Draft copy attached]
- 522.12 Correspondence [For information only]
- 522.13 Planning Applications
 - a) To receive decisions of submitted planning applications.
 - b) To consider responses to planning application received
- 522.14 Village Issues and Highways Matters
 - a) To discuss dog fouling on the Sports Field and consider actions
 - b) To receive update on improvements to Jubilee Garden
- 522.15 To receive update on improvements to the Sports Field and update on funding/planning
- 522.16 To consider replacement of seat outside village hall on grass verge
- 522.17 Any urgent business as allowed by the chairman/Agenda items for next meeting [For information only]
- 522.18 Date and time of next meeting – **26 July 2022**

Signed:



Clerk

Date: 12th May 2022

Correspondence received since the March meeting

Most of these have already been forwarded to councillors by email.

- Northumberland County Council –
- NALC – weekly eNews
- National Association of Local Councils – Chief Executive’s Monthly Bulletins
- Community Action Northumberland – monthly CAN eNews
- Northumbria Police – Northumbria Connected, Connecting to your community
- Northumberland County Council – Climate Action Northumberland Newsletter – May 2022
- Northumberland County Council – Temporary Road Closure Order C222 Ryal to Ingoe Junction

Accounts for payment on 31st May 2022

Payee	Details	Gross payment	VAT	Net Payment	Payment method
Mrs A Senior	Clerical Services	478.40		478.40	BACS
H M Revenue & Customs	PAYE	119.60		119.60	BACS
Mrs A Senior	Play area inspections	75.00		75.00	BACS
Mrs A Senior	Postages/travel	53.73		53.73	BACS
Matfen Village Hall	Hall rent – March	15.00		15.00	BACS
Northumberland Assoc of Local Councils	Subscription 2022	147.15		147.15	BACS
PortalPlanQuest Ltd	Planning appln fee – Matfen Cricket Club	956.20		956.20	BACS
L Paterson	Public toilet cleaning	112.50		112.50	BACS
Income					
Northumberland CC	Precept payment	5250.00		5250.00	08.04.22
HMRC VTR	VAT refund 2021-2022	395.99		395.99	21.04.22

Planning applications

Reference Number	Address	Description
22/00431/FUL	Matfen Hall, Matfen Hall Drive, Matfen	Enclose space within inner courtyards to northwest of building. Installation of fire exit staircase. Proposed internal alterations. Create additional bedrooms throughout the hotel including conversion of 2 outbuildings and a new single storey extension to the west of existing outbuilding. Re-roofing the buildings to the west of the upper courtyard. Alterations to the south elevation (new door opening, replacement of existing steps and handrails with new) Reconsultation (change of description)
22/01192/VARYCO	Land West of Rose Cottage, Kearsley Farm, Ingoe	Variation of condition 2 (approved plans) on approved application 21/00677/FUL in order substitute proposed site layout drawing no 213091-2-C for 3001 which includes the addition of an area of photovoltaic panels in the amenity areas to the north side