

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 11 OCTOBER 2017 IN STAKEFORD AND BOMARSUND SPORTS
AND SOCIAL WELFARE CENTRE**

THOSE ATTENDING:

Cllr H Allsopp
Cllr E A Barrell
Cllr K Grimes
Cllr G Huntley
Cllr A Iley
Cllr P Vaughan, Chairman
Cllr L Watson

IN ATTENDANCE:

Mr D L Nicholson JP, Parish Clerk/Responsible Finance Officer, Ms A Brindley,
Deputy Parish Clerk and 2 members of the public.

AGENDA PART 1

C033/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Foster (illness) and Cllr J Rowell (family commitment). Members accepted that these were proper reasons for absence.

C034/17 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTERABLE INTEREST(s)

No declarations were received.

C035/17 3. PUBLIC QUESTIONS.

A member of the public asked if progress was being made towards the installation of a residents building at West Sleekburn and the dedication of a memorial gardens in West Sleekburn and Guide Post. The Parish Clerk confirmed that demolition of the existing building at West Sleekburn was scheduled for the beginning of November and contracted groundworks include the preparation of the memorial garden. The garden at Guide Post was planted last season and Memorial seating will be in place in 2018 to commemorate the end of the Great War.

C036/17 4. PLANNING MATTERS FOR CONSIDERATION.

Cllr K Grimes the Chairman of the Planning Committee reported that he had attended a meeting to discuss the preparation of a framework for the preparation of a neighbourhood plan. This will be discussed at a future meeting.

C037/17 5. TO RECEIVE AND ADOPT THE MINUTES OF THE PARISH COUNCIL HELD ON 19 JULY 2017.

The minutes were received and accepted as being a true record of proceedings and the Chairman was authorised to sign as such.

C038/17 6. ANY MATTERS ARISING.

There were no matters arising.

C039/17 7. TO RECEIVE THE MINUTES OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 20 SEPTEMBER 2017.

Members received these minutes and confirmed their accuracy.

C040/17 8. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE HELD ON 26 SEPTEMBER 2017.

Members received these minutes and confirmed their accuracy.

C041/17 9. POLICIES FOR CONSIDERATION.

The Deputy Parish Clerk presented the following policies for consideration by members (attached as Appendices 1, 2 and 3):

1. Equality and Diversity
2. Health and Safety
3. Social Media

The Deputy Parish Clerk explained that when established the Parish Council adopted Northumberland County Council's HR policies. The Parish Council is now reviewing those policies and will present policies for consideration by members each year.

RESOLVED:

1. Members thanked the Deputy Clerk for her presentation, agreeing to adopt the Equality and Diversity Policy and the Social Media Policy.
2. In consideration of the adoption of the Health and Safety Policy members asked that the section on lone working be extended to contain advice for members.

C042/17 10. PARISH CLERK'S REPORT.

10.1 Finance Report. The Parish Clerk/Responsible Finance Officer detailed all expenditure made and income received in the 2nd quarter of financial year.

10.2 Financial performance to the end of June. Members received a report on financial performance for the period ending 30 September 2017. Members considered there were no matters requiring detailed examination.

10.3 West Sleekburn Community Trust. West Sleekburn Community Trust although not a registered charity is a charity by nature. The governing constitution was revised during 2016 when the trust determined they should reconstitute in 2017 when the Choppington Parish Council would be asked to appoint 3 trustees and provide administrative and financial management for the Trust. A new community building will be opened in 2018. That building will be owned by Choppington Parish Council and will be a hub for community activities in West Sleekburn

RESOLVED: Members agreed to appoint Cllr K Grimes as a trustee and delegated the responsibility for the appointment of 2 additional trustees to the Parish Clerk in consultation with the Chairman and Vice Chairman.

10.4 External Audit. The Parish Clerk reported that the documentation and supporting statements, prepared by the Deputy Parish Clerk have now been considered by BDO the Parish Council's external auditor. BDO have written to the Parish Council and have confirmed that following their examination of the Parish Council's financial statements and governance statements an unqualified report has been issued with no issues to report to the Parish Council. The Parish Clerk reported that this was the final year that BDO will provide external audit services to the authority and that in 2018 the Parish Council will face a revised audit procedure with additional supporting information being required to satisfy new requirements of examination.

RESOLVED: Members expressed their appreciation for all of the work undertaken in relation to external audit.

10.5 Submission of planning applications. Members received confirmation that the planning application submitted by the Parish Council for the replacement community building in West Sleekburn had been approved by Northumberland County Council. The Parish Council is aware that following a review of accommodation requirements an all options appraisal has been undertaken. That appraisal has resulted in 2 options which will be presented to members for consideration in November:

1. The development of a standalone facility utilising business space on to provide office, print and meeting space together with secure storage for equipment and vehicles used to support local service provision.
2. The development of a shared facility to meet Parish Council needs and those of a community partner.

Both options will require consideration of both planning and building regulations. Any necessary planning applications will be submitted in January 2018. The Parish Clerk suggested that all members be invited to participate in a working group to consider the facilities required by the Parish Council with final approvals by the Parish Council in December.

RESOLVED: Members agreed to establish a working group to consider future accommodation requirements.

10.6 Audit Checks. The Parish Clerk suggested that in consideration of Members governance responsibilities a rota for members examination of the Parish Councils financial transactions and documentation. Such examination will strengthen assurance that the Parish Council is conducting its financial responsibilities in a proper manner and contribute to members annual statement for external audit.

10.7 Financial Approvals:

- i. The Parish Clerk sought approval for expenditure under miscellaneous provisions to introduce a closed and secure wired network to cover 4 workstations and associated peripheral equipment. This will require the upgrading of the host computer and the purchase of an additional desk top computer. Members authorised the Parish Clerk to obtain quotations for consideration under delegated approval by the Parish Clerk in consultation with the Chair and Vice Chair of the Parish Council and the Vice Chair of the Finance Committee.
- ii. Preliminary payment in respect of West Sleekburn Community Building. The Parish Clerk sought authority for the establishment of a members working group to consider the final design for the WSCB and to give authority for preliminary payments anticipated as being in the region of £35,000. Members agreed to give delegated authority as requested.

Agenda – Part 2 No items for consideration

There being no further business the meeting closed at 21.30

Chairman

Date 5 December 2017

Reported Income and Expenditure

July to Sept 2017

| Issued | Reference | Transaction | Debit | Credit |
|------------|-----------|--|----------|----------------|
| 16/05/2017 | 301199 | Staff reimbursement travel | 34.08 | |
| 27/06/2017 | 301211 | PFC - mobile court deployment | 900.00 | |
| 28/06/2017 | 301217 | Grant - Snooker Veterans | 150.00 | |
| 01/07/2017 | SO | PFC School sports programme | 1110.00 | |
| 05/07/2017 | DD580 | Royal Mail response mail | 1.40 | |
| 10/07/2017 | SO | Members functional support | 175.00 | |
| 12/07/2017 | 301221 | NCC Salaries | 9369.84 | |
| 12/07/2017 | 301222 | Queensbury - repair bus shelters | 433.78 | |
| 12/07/2017 | 301223 | Bad Apples - holiday play | 5100.00 | |
| 12/07/2017 | 301224 | Architectural Services - shutter repair | 697.20 | Recharge |
| 12/07/2017 | 301225 | Greenlay - grass cutter repairs | 1351.60 | |
| 13/07/2017 | SO | Computer software licences | 20.99 | |
| 19/07/2017 | 301226 | Youll - fencing GP roundabout | 3063.60 | |
| 19/07/2017 | 301227 | PFC - mobile court deployment | 3060.00 | |
| 19/07/2017 | 301228 | SLCC - training | 165.60 | |
| 19/07/2017 | 301229 | COF - stationary requisites | 8.39 | |
| 19/07/2017 | DD581 | BT correction to DD560 | 0.03 | |
| 21/07/2017 | 301230 | Northern Polytunnels - purchase | 7981.42 | |
| 21/07/2017 | 301231 | Greenlay - replacement mower | 7310.52 | |
| 26/07/2017 | 301232 | D Boad - repair PC computer | 65.00 | 0 |
| 27/07/2017 | 301233 | Grant bowling club open day | 250.00 | |
| 14/08/2017 | income | Recharge building clearance Scotts Field | | 2208.00 |
| 15/08/2017 | income | Accommodation fee received to reimburse | | 50.00 Recharge |
| 01/08/2017 | 301236 | RIBS - Finance system licence/support | 739.20 | |
| 01/08/2017 | 301238 | TBG - photocopying charges | 17.34 | |
| 01/08/2017 | 301239 | COF - replacement paper folder | 2640.00 | |
| 01/08/2017 | 301240 | Phillip's Designe - signs/banners | 1027.20 | |
| 01/08/2017 | 301237 | Ellis Whittam - legal support | 2424.88 | Recharge |
| 01/08/2017 | 301234 | Grant MS research local group | 200.00 | |
| 01/08/2017 | 301235 | Grant Wansbeck Valley Food Bank | 500.00 | |
| 01/08/2017 | SO | PFC School sports programme | 1110.00 | |
| 07/08/2017 | 301241 | NWVG - Allotment water Jan-Jul | 260.13 | |
| 07/08/2017 | 301242 | NCC salaries July | 10956.61 | |
| 10/08/2017 | 301242 | NCC salaries May | 9369.84 | |
| 10/08/2017 | 301243 | NCC - planning fees | 770.00 | |
| 10/08/2017 | SO | Members functional support | 175.00 | |
| 11/08/2017 | 31244 | Photocopying charges - June | 192.30 | |
| 11/08/2017 | 301245 | Travel expenses - staff training | 40.05 | |
| 13/08/2017 | SO | Computer software licences | 20.99 | |
| 16/08/2017 | DD600 | Member Travel expenses out of area | 7.20 | |
| 16/08/2017 | DD601 | Telephone/Broadband | 72.90 | |
| 13/09/2017 | inc | Transfer balance from CAP (absorption) | | 1288.00 |
| 15/09/2017 | inc | Precept 2nd payment | | 186506.00 |
| 01/09/2017 | SO | PFC School sports programme | 1110.00 | |
| 10/09/2017 | SO | Members functional support | 306.25 | |
| 12/09/2017 | 301253 | PC/RFO NAC National Committee/network | 349.69 | |
| 12/09/2017 | 301249 | Bradley's - Replacement cylinder lock | 92.90 | |
| 12/09/2017 | 301246 | J Smith and Sons - repair play areas | 588.00 | |
| 12/09/2017 | 301247 | NCC salaries | 9766.54 | |
| 12/09/2017 | 301250 | COF - Stationery | 11.39 | |
| 12/09/2017 | 301252 | H Dixon - older persons activities | 125.00 | |
| 13/09/2017 | 301248 | NAC Development contract | 4171.20 | |
| 13/09/2017 | SO | Computer software licences | 20.99 | |
| 15/09/2017 | 301254 | Energy 365 - website uploads | 100.80 | |
| 15/09/2017 | 301255 | Bad Apples - afterschool activities | 660.00 | |
| 15/09/2017 | 301257 | TBG - photocopying contract | 34.27 | |
| 18/09/2017 | 301257 | D Boad - IT repair | 50.00 | |
| 30/09/2017 | DD616 | Telephone Broadband August | 91.04 | |
| 30/09/2017 | DD617 | Bank Charges | 28.35 | |