

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 19 JULY 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 J Rowell
Cllr P Vaughan, Chairman
Cllr L Watson

IN ATTENDANCE:

Mr D L Nicholson JP, Parish Clerk/Responsible Finance Officer and Ms A Brindley,
Deputy Parish Clerk.

AGENDA PART 1

C023/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Foster (child care) and Cllr A Iley (illness). Members accepted that these were proper reasons for absence.

**C024/17 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND
OTHER REGISTERABLE INTEREST(S)**

None received.

C025/17 3. PUBLIC QUESTIONS.

None received.

C026/17 4. PLANNING MATTERS FOR CONSIDERATION.

No matters raised.

**C027/17 5. TO RECEIVE AND ADOPT THE MINUTES OF THE PARISH
COUNCIL HELD ON 21 JUNE 2017.**

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

C028/17 6. ANY MATTERS ARISING.

There were no matters arising.

C029/17 7. TO RECEIVE THE MINUTES OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 21 JUNE 2017.

Members received these minutes and confirmed their accuracy.

C030/17 8. REVIEW OF THE PARISH COUNCIL'S SCHEME FOR RESPONSIBILITY AND DELEGATION.

Members discussed the Parish Council's scheme defining responsibilities and delegated powers, noting that the scheme has been in place for several years and has stood up to the test of time. The Parish Council's governance and financial management are subject to both internal and external examination on an annual basis and have consistently gained approval.

The Parish Clerk reported that in addition to the safeguards adopted for financial monitoring it has become practice for the Chairman or another responsible member to examine monthly worklogs and authority for salaries. The Parish Clerk/Responsible Finance Officer requested the scheme be modified to contain the following delegation:

'Internal control measures relating to the recording of staff hours and deployment is undertaken by The Chairman or Vice Chairman of the Parish Council, or in their absence by one of the Parish Council signatories'.

RESOLVED: Members adopted the proposal for strengthened internal controls for recording staff hours and deployment and agreed that the scheme be regarded as a working document, which will be subject to regular review and amendment if required in the light of experience.

C031/17 9. PARISH CLERK'S REPORT.

9.1 Finance Report. The Parish Clerk/Responsible Finance Officer detailed all expenditure made and income received in the 1st quarter of financial year.

9.2 Financial performance to the end of June. Members received a report on financial performance for the period ending 30 June 2017. Members requested that training be given on performance review.

9.3 Public Toilet. Members received a verbal report on those problems being experienced that were delaying the opening of the public toilet in Guide Post and noted that the Parish Clerk was trying to engage with Active Northumberland to overcome their objections.

9.4 Local Area Councils. It was agreed that the Chairman

and Vice Chairman would attend meetings of the Local Area Councils (Morpeth LAC and Blyth and Ashington LAC) together with the Parish Clerk/Deputy Parish Clerk. Councillor K Grimes was authorised to attend these meetings when planning issues required representations.

9.5 Submission of planning applications. Members authorised the Parish Clerk to prepare planning applications in relation to West Sleekburn and Stakeford.

9.6 Annual Statement and Public Examination. Members received confirmation of the submission of the Parish Council's annual statement for external audit and public examination of accounts.

9.7 The Parish Council was advised that using delegated powers Cllr G Huntley and members of the Choppington Disability Group had been authorised to attend a networking event organized by Disability North.

9.8 Hedge Trimming and Legal Compliance. The Parish Clerk reported that the Parish Council will become responsible for hedge trimming at the Guide Post Fields from October. The current standard of maintenance receives annual criticism and members were advised that improved standards would be implemented for 2018/19. Discussions will take place with the RSPB to develop a protocol that will allow earlier cutting. There is a general restriction that does not allow hedge cutting before the summer school holidays. On Wansbeck Avenue and Stakeford Lane this has meant that pavement widths are drastically reduced by hedge growth. Any revised protocol will need to protect the Parish Council from prosecution under the Wildlife and Countryside Act.

Agenda – Part 2

Members gave consideration to Standing Order 46a and concluded that in view of the special and confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be excluded and asked to withdraw.

C032/17 1. CONSIDERATION OF ANY REQUESTS FOR GRANTS

A grant of up to £250 was made to Stakeford Bowling Club to host a senior bowls open event. Members agreed that this will become an annual award.

There being no further business the meeting closed at 21.30

Chairman

Date 11 October 2017

Reported Income and Expenditure

Reported Income and Expenditure			April to June 2017	
Issued	Reference	Transaction	Debit	Credit
05/04/2017	income	J Robinson - Memorial Seat		539.50
13/04/2017	income	Precept		186506.00
19/04/2017	income	NCC		15000.00
30/04/2017	income	Welfare recharges		14155.25
01/04/2017	Standing Order	Members functional support	350.00	
01/04/2017	Standing Order	PFC School sports programme	1110.00	
05/04/2017	301180	Bad Apples half term play	690.00	
05/04/2017	301180	Bad Apples after school activities	550.00	
05/04/2017	301180	Bad Apples under 12's	280.00	
22/02/2017	301184	United Carlton photocopying	144.92	
10/04/2017	DD528	BT Telephone/broadband	87.31	
11/04/2017	301185	Greenlay - grass cutting equipment	5788.56	
12/04/2017	301182	Total Business Group - photocopier	1139.99	
12/04/2017	301183	NCC -salaries x 2 months	19215.19	
12/04/2017	301188	CANE - Year End Accounting	750.00	
13/04/2017	Standing Order	Computer software licences	20.99	
18/04/2017	301186	C Bache - planter contribution	225.00	
19/04/2017	301189	Cibes lift - Service	288.00	
24/05/2017	income	Allotment rent		3118.50
30/03/2017	301194	Queensbury - bus shelter repairs	649.75	
30/03/2017	301194	Queensbury - railings maintenance	3060.00	
01/04/2017	Standing Order	PFC School sports programme	1110.00	
01/05/2017	301192	Youll - Amenity land restoration	2208.00	Recharge
01/05/2017	301195	Foresters Arms - Community Convenience	600.00	
04/05/2017	301190	D Boad - Computer support	129.84	
09/05/2017	DD546	BT Telephone/broadband	94.27	
10/05/2017	Standing Order	Members functional support	175.00	
10/05/2017	301193	COS - stationary requisites	168.83	
12/05/2017	301191	NCC Salaries - April	10545.07	
12/05/2017	301197	NCC - youth cricket indoor hire	180.00	
12/05/2017	301198	United Carlton photocopying	39.67	
13/05/2017	Standing Order	Computer software licenses	20.99	
16/05/2017	301199	NAC - Training	484.95	
24/05/2017	DD545	Royal Mail response mail	5.15	
25/05/2017	301205	Amazon - badminton net	5.99	
25/05/2017	301205	Amazon - stationery	49.57	
25/05/2017	301200	Bad Apples after school activities	770.00	
25/05/2017	301200	Bad Apples under 12's	320.00	
25/05/2017	301201	Replacement cheque - NAC	708.00	
25/05/2017	301202	NALC fees	1194.33	
25/05/2017	301203	COF - Stationary requisites	32.60	
25/05/2017	301204	Mr P Basnett - Internal Audit fees	401.80	
31/05/2017	income	VAT refund		4118.03
31/05/2017	income	Allotment rent		63.00
31/05/2017	income	Memorial seat donation		200.00
31/05/2017	income	Stakeford Primary School - hiring		2087.00
01/05/2017	Standing Order	PFC School sports programme	1110.00	
05/06/2017	301206	NAC - Training	438.30	
08/06/2017	DD560	BT Telephone/broadband June	73.30	
08/06/2017	DD560	BT Telephone/broadband May	73.12	
10/6.17	Standing Order	Members functional support	175.00	
13/06/2017	Standing Order	Computer software licenses	20.99	
20/06/2017	301207	Watbus hiring	75.00	
20/06/2017	301208	Watbus hiring	75.00	
20/06/2017	301217	United Carlton photocopying	80.58	
25/06/2017	301071	Credit NAC	-708.00	
28/06/2017	301212	Toddle In' - community grant	150.00	
28/06/2017	301213	Wansbeck Tea Dance - community grant	500.00	
28/06/2017	301214	ADMVC - community grant	100.00	
28/06/2017	301215	Circuits 4 Everyone - community grant	100.00	
28/06/2017	301215	Snooker A Stakeford - community grant	150.00	
28/06/2017	301218	Snooker A Choppington - community grant	150.00	
28/06/2017	301219	Snooker B Choppington - community grant	150.00	
28/06/2017	301217	Snooker B Stakeford - community grant	150.00	
28/06/2017	301220	Art Scene - community grant	200.00	
28/06/2017	301209	PS Services Skip hire allotments	220.00	
28/06/2017	DD561	Bank services	28.20	