

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 5 DECEMBER 2017 IN STAKEFORD AND BOMARSUND SPORTS AND  
SOCIAL WELFARE CENTRE**

**THOSE ATTENDING:**

Cllr H Allsopp  
Cllr E A Barrell  
Cllr J Foster  
Cllr K Grimes  
Cllr A Iley  
Cllr J Rowell  
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**

**C043/17 1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr G Huntley (family commitment). Members accepted this apology, agreeing it was a proper reason for absence.

**C044/17 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND  
OTHER REGISTERABLE INTEREST(S)**

No declarations were received.

**C045/17 3. PUBLIC QUESTIONS.**

None received.

**C046/17 4. PLANNING MATTERS FOR CONSIDERATION.**

There were no planning matters requiring the attention of the Parish Council.

**C047/17 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.

**C048/17 6. ANY MATTERS ARISING.**

The Parish Clerk reported that the building plans for West Sleekburn Parish Hall were available for inspection.

**C049/17 7. TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE HELD ON 18 OCTOBER 2017.**

Members received these minutes and confirmed their accuracy.

**C050/17 8. TO RECEIVE THE MINUTES OF THE COMMUNITY DEVELOPMENT AND ENVIRONMENT COMMITTEE HELD ON 14 NOVEMBER 2017.**

Members received these minutes and confirmed their accuracy.

**C051/17 9. NORTHUMBRIA POLICE.**

The Chairman introduced Inspector Sue Fryer who gave a short report on police reorganisation and on her priorities for the deployment of officers. Inspector Fryer encouraged members to contact her directly.

The Chairman thanked Inspector Fryer for her attendance and suggested the Parish Clerk contact her to arrange a framework for future communication.

**C052/17 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 December.**

Members agreed that this item be considered by members as part of the budget process.

**10.3 Request for Support.** A request has been received from Doncaster Metropolitan Borough Council for the Parish Clerk to support their development of local partnerships.

**RESOLVED: Members agreed that the Parish Clerk be released for up to 4 days in response to the request.**

**10.4 Audit Checks.** The Parish Clerk indicated that members will be invited to undertake audit checks during February.

**10.5 Consideration of any financial approvals.** The following approvals were made:

- 1. Payment of salaries.** Members confirmed that salaries to be paid to members in respect of additional hours worked were subject to delegation to the Chairman of the Parish Council or by recognized deputy (Vice Chairman of the

Parish Council or Chairman of the CD&E Committee) and to be recorded by signature of worklog and salary intimation to NCC.

2. **Implications of GDPR.** The Parish Clerk detailed the need to take external advice in relation to GDPR and the appointment of a Data Protection Officer.
3. **PC Network.** The Parish Clerk sought and gained approval for expenditure of up to £2,500 for improvements to the Parish Council's IT network.
4. **Area signage.** Members approved expenditure of up to £9,000 to improve area signage.

**10.6 Parish Council's response to the Boundary Commission's proposals for the revision of Parliamentary boundaries.** Members were of the opinion that the Parish Council's boundaries should be respected and that any submission should seek to maintain the integrity of the parish.

**10.7 Churchyards and Burial Plots.** The Parish Clerk detailed the legal implications arising from acceptance by the Parish Council of closed churchyards/burial plots. Members confirmed the existing policy that the Parish Council will not be minded to accept responsibility for closed churchyards/burial plots.

**10.8 Residents Panel.** Members were advised on the main discussion points arising from the Residents Panel

**10.9 Parish Council Budget 2018/19.** Members endorsed the process for the consideration of the budget and required precept for 2018/19, agreeing to the formation of a budget working group comprised of all members of the Parish Council.

**10.10 Local Transport Plan Update.** The Parish Clerk detailed opportunities to develop local schemes within the LTP for 2018/19. Items highlighted included verge hardening, dropped kerbs, safety railing improvements and extensions to cycle networks.

## Agenda – Part 2

**Members agreed that in consideration of Standing Order 46a and because of their special and confidential nature, grant requests should be considered after the exclusion of press and public.**

C053/17      1.      **CONSIDERATION OF REQUESTS FOR GRANTS.**

Members agreed that a grant of £400 be paid to Bedlington  
Community High School youth services.

There being no further business the meeting closed at 21.30

Chairman

Date

Reported Income and Expenditure

Issued	Reference	Transaction	Debit	Sept to Dec 2017 Credit
18/10/2017	inc	Stakeford Primary School hiring		143.00
01/10/2017	SO	PFC School sports programme	1110.00	
04/10/2017	301260	External Audit BDO	1200.00	
04/10/2017	301261	PC/RFO reimburse training	719.60	
09/10/2017	301262	COF - stationery requisites	119.40	
09/10/2017	DD633	Royal Mail reponses	114.47	
09/10/2017	DD647	British Telecom	73.59	
10/10/2017	SO	Members functional support	175.00	
11/10/2017	301263	PFC Grant replacement nets	674.96	
11/10/2017	301264	Bad apples holiday play	930.00	
11/10/2017	301265	Annual fees Cilca	250.00	
11/10/2017	301266	Welfare reimburse chq paid to CPC	50.00	
13/10/2017	SO	Computer software licences	20.99	
23/10/2017		xfer to alto account	8.00	
23/10/2017	301267	RBS facilities booking system and training	1036.80	
23/10/2017	301268	D Boad IT services	65.00	
26/10/2017	301269	Came & Company insurance reissued chq	890.25	Recharge
26/10/2017	301270	Came & Company insurance reissued chq	1877.70	
26/10/2017	301271	Kompan replacement play equip	533.10	
26/10/2017	301272	PFC holiday play	540.00	
26/10/2017	301273	NCC salaries	13037.17	
26/10/2017	DD634	Bank charges	16.00	
30/10/2017	301274	Royal British Legion wreaths	255.00	Recharge
30/10/2017	SO	Members functional support	131.25	
31/10/2017	301275	Bad Apples after school activities	770.00	
31/10/2017	301285	M Burkinshaw grass topping	480.00	
01/11/2017	301276	J Nixon deposit building W Sleekburn	30000.00	
02/11/2017	301277	Community Action N/land subscription	100.00	
20/10/2017	301278	PC/RFO reimburse training	586.30	
07/11/2017	301279	Welfare office rent, room hire etc apr-sep	12911.00	
07/11/2017	301280	Readypay bus hire	500.00	
07/11/2017	301281	United Carlton photocopying	73.52	
03/11/2017	301282	Energy 365 - website	24.00	
03/11/2017	301283	D Boad IT support	64.99	
07/11/2017	301284	NWG allotment water	240.05	
14/11/2017	301286	PC/RFO reimburse training	181.51	
14/11/2017	301287	Staff travel expenses	46.80	
15/11/2017	301289	Gisoter grant	50.00	
14/11/2017	301290	NCC salaries Oct	11061.00	
17/11/2017	301293	NCC Road widening scheme	10000	
08/11/2017	301294	Came & Co insurance top up	61.65	
29/11/2017	301295	United Carlton photocopying	22.39	
29/11/2017	301296	H Dixon fitness older person activity	175.00	
29/11/2017	301297	P Basnett internal audit	50.00	
08/11/2017	DD659	British Telecom	228.02	
13/11/2017		Members functional support	612.5	
01/11/2017	SO	PFC school sports	1110.00	
13/11/2017	SO	Microsoft licences	20.99	
01/12/2017	Std Ord	PFC school sports	1110	
07/12/2017	301298	BCHS grant for youth club xmas activities	400	
07/12/2017	301299	Bad Apples NE school holiday play	690	
07/12/2017	301300	Staff travel expenses	63	
07/12/2017	301301	United Carlton Office Systems photocopying	33.73	
07/12/2017	301302	Coastline Office Furniture Ltd stationery	12.95	
10/12/2017	Std Ord	Members functional support	350	
11/12/2017	DD673	British Telecom	100.65	
12/12/2017	301303	Pear Technology Services mapping licence	270	
13/12/2017	Std Ord	Microsoft licences	20.99	
18/12/2017	301304	Heather Dixon Fitness older persons activities	75	
19/12/2017	301308	Microsoft licences backdated	79.99	
19/12/2017	301305	Tyne Valley Woodlands hedging GP field	3480	
19/12/2017	301306	Debmat Surfacing Ltd pathways	13018.8	Contribution St Pauls
31/12/2017	DD672ST106	bank service charge	29.55	
19/12/2017		Coastline Office Furniture Ltd trolley	119.99	
		CDG grant transfer for seating		4700.00
		reimburse 2 x wreaths		34.00