

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 5 DECEMBER 2018 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 G Huntley
Cllr A Iley
Cllr J Rowell
Cllr P S Vaughan

IN ATTENDANCE:

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

AGENDA PART 1

C040/18 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr L Watson (prior engagement). The meeting accepted that this was a proper reason for absence.

**C041/18 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND
OTHER REGISTERABLE INTEREST(S)**

None received.

C042/18 3. PUBLIC QUESTIONS.

None received.

C043/18 4. PLANNING MATTERS FOR CONSIDERATION.

The Chairman of the Planning Committee reported that there were no matters to refer to council.

**C044/18 5. TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING
OF THE PARISH COUNCIL HELD ON 16 OCTOBER 2018.**

The meeting received the minutes agreeing they are a true record of proceedings and authorising the Chairman to sign as such.

C045/18 6. MATTERS ARISING.

There were no matters arising.

**C046/18 7. TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE
COMMITTEE HELD ON 17 OCTOBER 2018.**

The minutes were received with Members agreeing that they could be placed in the public domain.

C047/18 8. TO RECEIVE AND NOTE THE MINUTES OF THE STAFFING AND POLICY DEVELOPMENT COMMITTEE HELD ON 24 OCTOBER 2018.

The minutes were received with Members agreeing that they could be placed in the public domain.

C048/18 9. TO RECEIVE AND NOTE THE MINUTES OF THE COMMUNITY DEVELOPMENT AND ENVIRONMENT COMMITTEE HELD ON 14 NOVEMBER 2018.

The minutes were received with Members agreeing that they could be placed in the public domain.

C049/18 10. TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENT COMMITTEE HELD ON 20 NOVEMBER 2018.

The minutes were received with Members agreeing that they could be placed in the public domain.

C050/18 11. PARISH CLERKS REPORT.

1. Finance Report

Members received a report from the PC/RFO on the expenditure made and income received since the last meeting of the Parish Council. The meeting agreed to place this information on the Parish Council website.

2. Financial Performance to the end of the financial quarter.

Members agreed that this report will be considered as part of the budget process.

3. Contractual obligation.

The Parish Clerk/Responsible Finance Officer advised members that he has been invited to undertake delegated responsibilities by a NHS Trust. This work will not impact on his duties as the authority's Proper Officer. As required by his contract of employment the Parish Clerk asked the Parish Council to support this appointment.

RESOLVED: Members supported this appointment.

4. Training Plan 2019/20.

The Parish Clerk presented a suggested framework to govern members training during the next council year. The framework suggested that training be sourced through the main local government providers (NALC, NAC, SLCC and the Durham and Cleveland Partnership) whenever possible and that other

larger local councils be approached to see if joint training could be developed.

RESOLVED: Members supported the suggested approach and agreed that each training event should be evaluated against the following criteria:

1. Learning achieved
2. Networking opportunities with other authorities
3. The development of shared objectives

5. Residents Panel.

The Parish Clerk reported on the key points arising from the Residents Panel and the direction given in relation to the budget for 2019/20.

Agenda – Part 2. Members, in consideration of Standing Order 46a and because of their special and confidential nature, decided the following items should be considered after the exclusion of press and public.

- C051/18** 1. **Consideration of any matters referred from Agenda Part 1.**
None to be considered.
- C052/18** 2. **GRANTS.** No requests for grants have been received.

There being no further business the meeting closed at 20.45

Chairman

Date

**Transactions October to December
2018**

Expenditure

| Transaction Detail | Date Paid | Amount | Payee Name |
|---|------------|-----------|---|
| Room hire | 03/10/2018 | 175.00 | Stakeford & Bomarsund Welfare |
| Hedge maintenance | 04/10/2018 | 3,000.00 | Tyne Valley Woodlands Consulta |
| Photocopying | 04/10/2018 | 62.76 | United Carlton Office Systems |
| Stationery/office goods | 04/10/2018 | 36.68 | Coastline |
| West Sleekburn Village Hall | 04/10/2018 | 2,400.00 | Greenacre Electrical Services |
| West Sleekburn Village Hall final account | 05/10/2018 | 11,284.50 | G & B Civil Engineering |
| Youth/community sports /mobile court | 05/10/2018 | 1,583.50 | PFC |
| Staff training | 08/10/2018 | 496.13 | PC/RFO |
| Allotment water | 09/10/2018 | 498.46 | Northumbrian Water |
| Telephone/broadband | 09/10/2018 | 78.92 | British Telecom |
| IT/Functional Support | 10/10/2018 | 393.75 | Members |
| IT/telecoms | 10/10/2018 | 20.99 | PC/RFO |
| Older persons Activities | 10/10/2018 | 100.00 | Heather Dixon Fitness Instruct |
| Response services | 10/10/2018 | 117.38 | Royal Mail |
| Small Grant Scheme | 11/10/2018 | 300.00 | Blyth Star Enterprises |
| CPD (Clerk/Deputy Clerk) | 11/10/2018 | 360.00 | Soc of Local Council Clerks Stakeford & Bomarsund Welfare |
| Rent of offices | 15/10/2018 | 3,391.50 | Welfare |
| Research/reference | 16/10/2018 | 108.79 | Soc of Local Council Clerks |
| External Audit fees | 16/10/2018 | 1,200.00 | PKF Littlejohn LLC |
| Room hire | 17/10/2018 | 390.00 | Choppington Primary School |
| Playground repairs | 17/10/2018 | 300.00 | J Smith & Sons |
| Subscriptions | 23/10/2018 | 308.00 | Soc of Local Council Clerks Stakeford & Bomarsund Welfare |
| Grant for hire of room | 23/10/2018 | 100.00 | Northumberland County Council |
| Payroll | 23/10/2018 | 25,665.20 | DB Computer Support Services |
| IT support | 23/10/2018 | 80.00 | Services |
| Subscriptions | 26/10/2018 | 258.00 | Soc of Local Council Clerks |

| | | | |
|---------------------------------------|------------|-----------|--|
| Wreaths | 31/10/2018 | 306.00 | Royal British Legion |
| Website hosting | 01/11/2018 | 24.00 | Energy 365 |
| Gustharts inv 102537 reimburse | 06/11/2018 | 1,504.64 | PC/RFO Stakeford & Bomarsund |
| Room hire | 06/11/2018 | 325.00 | Welfare |
| CPD PC/DPC | 06/11/2018 | 1,116.00 | Soc of Local Council Clerks |
| Older persons Activities | 06/11/2018 | 125.00 | Heather Dixon Fitness Instruct |
| Youth/community sports /mobile court | 06/11/2018 | 1,583.50 | PFC |
| Holiday youth activities | 06/11/2018 | 407.40 | Bad Apples NE |
| Reimburse licences | 07/11/2018 | 100.30 | CDO |
| Reimburse youth supplies | 07/11/2018 | 60.88 | CDO |
| Photocopying | 07/11/2018 | 33.95 | United Carlton Office Systems |
| Telephone/broadband | 08/11/2018 | 84.99 | British Telecom |
| IT/Functional Support | 10/11/2018 | 393.75 | Members |
| IT/telecom | 10/11/2018 | 20.99 | PC/RFO |
| Youth services at holy family | 12/11/2018 | 240.00 | Andy Allman |
| NALC finance training | 13/11/2018 | 20.00 | DPC |
| Fabrication of angle brackets | 13/11/2018 | 456.00 | Morpeth Welding Ltd Northumberland County |
| Payroll | 13/11/2018 | 13,705.66 | Council |
| Insurance | 15/11/2018 | 2,034.34 | Came & Company |
| Specialist sports surface maintenance | 15/11/2018 | 1,770.00 | Turfcare Specialists Ltd |
| Travel Expenses | 16/11/2018 | 250.20 | PC/RFO |
| Grass topping | 19/11/2018 | 480.00 | M & D Burkinshaw |
| Newsletter | 19/11/2018 | 815.00 | Potts Print Ltd |
| Fit plaques to stones | 19/11/2018 | 411.60 | D W Sutton |
| Photocopying | 20/11/2018 | 15.83 | Total Business Group |
| WS insurance | 20/11/2018 | 925.86 | Came & Company |
| Travel expenses | 21/11/2018 | 59.40 | FAO |
| Grant Hall hire for MIND | 22/11/2018 | | Stakeford & Bomarsund |

| | | | |
|--------------------------------------|------------|----------|-----------------------------------|
| | | 60.00 | Welfare |
| Grant community events MIND | 22/11/2018 | 375.00 | MIND Active |
| Training members reimburse | 23/11/2018 | 305.00 | PC/RFO |
| Training staff reimburse | 23/11/2018 | 152.50 | PC/RFO |
| Allotment materials | 26/11/2018 | 1,000.00 | Castle Scaffold (Northern) Ltd |
| Allotment materials | 26/11/2018 | 200.00 | Castle Scaffold (Northern) Ltd |
| Photocopying | 27/11/2018 | 113.64 | United Carlton Office Systems |
| Older persons Activities | 28/11/2018 | 100.00 | Heather Dixon Fitness Instruct |
| Photocopying | 28/11/2018 | 10.13 | Total Business Group |
| local council admin book | 30/11/2018 | 108.79 | Soc of Local Council Clerks |
| Christmas trees | 05/12/2018 | 921.60 | Plantscape Ltd |
| PT Mapper tech support | 05/12/2018 | 270.00 | Pear Technology Services Limit |
| Repairs | 05/12/2018 | 567.18 | Queensbury Shelters |
| West Sleekburn Village Hall | 05/12/2018 | 60.50 | British Gas |
| Youth Club room hire | 05/12/2018 | 720.00 | Choppington Parochial Church |
| Youth/community sports /mobile court | 06/12/2018 | 1,583.50 | PFC |
| Youth club coach hire | 06/12/2018 | 185.00 | Gardiners NMC Ltd |
| IT/Functional Support | 10/12/2018 | 393.75 | Members |
| IT/telecoms | 10/12/2018 | 20.99 | PC/RFO |
| Telephone/broadband | 10/12/2018 | 93.78 | British Telecom |
| IT equipment purchase - reimburse | 11/12/2018 | 3,562.93 | PC/RFO |
| Room hire for parish meetings | 11/12/2018 | 315.00 | Stakeford & Bomarsund Welfare |
| Alarm activations | 12/12/2018 | 150.00 | Delta One Security Services Lt |
| Travel expenses staff | 18/12/2018 | 52.20 | FAO |
| Travel expenses cllr | 18/12/2018 | 59.00 | Members |
| Printing | 18/12/2018 | 380.40 | Potts Print Ltd |
| West Sleekburn Village Hall | 18/12/2018 | 44.42 | Northumbrian Water |
| West Sleekburn Village Hall | 18/12/2018 | 230.00 | Firepoint Services Ltd |

| | | | |
|-----------------------------------|------------|-------------------|-------------------------|
| Leaflet delivery | 18/12/2018 | 360.00 | Thruyardoor |
| Equipment service and maintenance | 18/12/2018 | 3,250.12 | Greenlay Ltd |
| Youth activities holiday play | 19/12/2018 | 302.80 | Bad Apples NE |
| Office construction works | 19/12/2018 | 23,314.26 | G & B Civil Engineering |
| Bank charges & handling charge | 31/12/2018 | 32.85 | bank |
| Total | | 119,275.19 | |

Income

| | |
|------------------------------------|------------------|
| investment interest | 51.86 |
| Refund of shared expense | 249.00 |
| Refund of memorial seat and plaque | 602.90 |
| Youth club return of grant | 2,998.53 |
| investment interest | 63.38 |
| refund memorial wreaths | 51.00 |
| investment interest | 59.55 |
| refund VAT | 18,867.98 |
| Total | 22,944.20 |