

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 16 OCTOBER 2018 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 L Watson

**IN ATTENDANCE:**

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

In the absence of Cllr P S Vaughan, Cllr E A Barrell took the chair.

**AGENDA PART 1**

**C028/18 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Foster (NCC commitment), Cllr J Rowell (external meeting) and Cllr P S Vaughan (work commitment). The meeting accepted that these were proper reasons for absence.

**C029/18 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND  
OTHER REGISTERABLE INTEREST(S)**

None received.

**C030/18 3. PUBLIC QUESTIONS.**

None received.

**C031/18 4. PLANNING MATTERS FOR CONSIDERATION.**

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

**C032/18 5. TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING  
OF THE PARISH COUNCIL HELD ON 24 JULY 2018.**

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

**C033/18 6. MATTERS ARISING.**

1. The Parish Clerk updated members on minute **C023/18** (review of the Parish Council's scheme for the delegation of

responsibilities), reporting that a draft document has been prepared, which takes account of comments made by members since the document was last reviewed in 2017. This will be presented to the Chairman and Vice Chairman for comments prior to it being considered by members of the Staffing and Policy Committee. The Parish Clerk will also present a report to the same committee on those rules governing the awarding of grants to be considered alongside the delegation scheme.

The Parish Clerk invited any member who wished to discuss either of these issues to contact him after the meeting.

2. In response to a question the Parish Clerk updated members on minute **C024/18 4.** (Riversdale House), detailing the legal process embarked on by Northumberland County Council.

**C034/18 7. TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE COMMITTEE HELD ON 24 JULY 2018.**

The minutes were received.

**C035/18 8. TO RECEIVE AND NOTE THE MINUTES OF THE COMMUNITY DEVELOPMENT AND ENVIRONMENT COMMITTEE HELD ON 26 SEPTEMBER 2018.**

The minutes were received by members. **Minute 013/18** detailed the problems caused by Bedlington Academy's unilateral decision to make redundant community staff engaged on the delivery of youth clubs in Guide Post. Cllr K Grimes, who also serves as an East Bedlington Parish Councillor explained that East Bedlington Parish Council had been similarly disadvantaged. Members were concerned that Bedlington Academy had made its decision to withdraw their commitment to partnership services with local councils without any consultation.

**RESOLVED: Members proposed that the Chairman and Parish Clerk together with their counterparts in East Bedlington Parish Council meet with Head of Bedlington Academy to seek explanation for the Academy's conduct.**

**C036/18 9. 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 received the report and agreed that there were no matters to be referred to the Finance Committee.

**3. External Audit 2017/18.**

The Parish Clerk confirmed that PKF Littlejohn LLP have written to him to confirm that they have completed their audit and on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) have expressed their opinion that the information contained is in accordance with proper practices and that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. They also report that there are no other matters affecting their opinion to draw to the attention of the authority.

The Parish Clerk reported that the preparatory work for the audit and the supervision of accounts during 2017/18 had been largely within the responsibility of the Deputy Parish Clerk who was recognised as the Responsible Finance Officer (Designate) from the beginning of this financial year. He thanked the DPC for her work and advised that there were no performance barriers to prevent her from being appointed as DPC/RFO.

**RESOLVED: Members considered the letter from the external auditor, agreeing that there were no matters requiring further consideration.**

**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.

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|----------------|-----------|---|
| <b>C037/18</b> | <b>1.</b> | <b>Consideration of any matters referred from Agenda Part 1.</b><br>None to be considered.  |
| <b>C038/18</b> | <b>2.</b> | <b>Parish Clerk’s Retirement.</b> Members discussed the Parish Clerks intention to retire and gave guidance on the process to be employed for the appointment of his successor. |
| <b>C039/18</b> | <b>3.</b> | <b>GRANTS.</b> No requests for grants have been received.   |

There being no further business the meeting closed at 21.10

Chairman

Date

**Transactions July - September 2018****Expenditure**

Transaction Detail	Date Paid	Amount	Payee Name
Childrens Play at Northumberland Live	05/07/2018	1,000.00	East Bedlington Parish Council
Lock repair allotments	05/07/2018	73.70	Bradleys Master Locksmith Ltd
Play area repairs	05/07/2018	402.00	J Smith & Sons
Mower service	05/07/2018	224.67	Greenlay Ltd
Village Hall construction - balance	05/07/2018	29,109.60	Nixon Hire
Bus shelter repair	05/07/2018	1,060.18	Queensbury Shelters
Photocopying	05/07/2018	37.42	United Carlton Office Systems
Youth/community sports /mobile court	06/07/2018	1,583.50	PFC
Telephone/broadband	09/07/2018	96.68	British Telecom
Grant activities for older persons reimburse	10/07/2018	250.00	PC/RFO
Stationery/office goods	10/07/2018	140.01	Coastline
Older persons Activities	10/07/2018	100.00	Heather Dixon Fitness Instructor Northumberland Assoc of Local councils
Subscriptions	10/07/2018	1,217.69	
Stationery/office goods	10/07/2018	12.45	Coastline
Older persons Activities	10/07/2018	50.00	Heather Dixon Fitness Instructor
IT/Functional Support	10/07/2018	393.75	Members
Microsoft Office licences	10/07/2018	20.99	PC/RFO
Subscription	12/07/2018	78.00	National Association Of Councillors
Training contract	12/07/2018	4,171.20	National Association Of Councillors
Allotment water	12/07/2018	117.71	Northumbrian Water
Older persons Activities	17/07/2018	1,025.00	Stakeford & Bomarsund Welfare
Small Grant Scheme CO22/17	19/07/2018	100.00	ADMVC
Small Grant Scheme CO22/17	19/07/2018	150.00	Toddle In
IT support	19/07/2018	65.00	DB Computer Support Services
Small Grant Scheme	19/07/2018	500.00	Wansbeck Valley Foodbank
Subscription	30/07/2018	100.00	Community Action North'land
Travel expenses staff	31/07/2018		FAO

		51.30	
Travel expenses staff	31/07/2018	119.70	PC/RFO
<b>Total</b>		<b>42,250.55</b>	
Allotment track repairs	08/08/2018	3,500.00	D A Johnstone
Response services	01/08/2018	33.46	Royal Mail
Photocopying	02/08/2018	75.97	United Carlton Office Systems
Room Hire Burlesque, Holiday play, meetings	02/08/2018	510.00	Stakeford & Bomarsund Welfare
West Sleekburn Village Hall	04/08/2018	4,261.88	Howdens Joinery
Sport In The Community	06/08/2018	1,410.17	PFC
Sport In The Community	06/08/2018	173.33	PFC
Landscaping	08/08/2018	480.00	WL Straughan & Sons Ltd
IT Support	08/08/2018	50.00	DB Computer Support Services
Golden B Burlesque	08/08/2018	125.00	Heather Dixon Fitness Instruct
Golden B Burlesque	08/08/2018	50.00	Heather Dixon Fitness Instruct
Fees & Charges	08/08/2018	8.00	bank
Telephone/broadband	08/08/2018	83.78	British Telecom
IT/Functional Support	10/08/2018	393.75	Members
IT/telecoms	10/08/2018	20.99	PC/RFO
Holiday Play	14/08/2018	1,610.80	Bad Apples NE
Play area repairs	16/08/2018	456.00	J Smith & Sons
Alarm Contract & Call outs	16/08/2018	498.00	Delta One Security Services Ltd
Youth Provision	31/08/2018	93.33	Reimburse CDO
Community Services	31/08/2018	134.94	Reimburse CDO
<b>Total</b>		<b>13,969.40</b>	
Payroll	05/09/2018	12,832.60	Northumberland County Council
Photocopying and printing	06/09/2018	85.22	United Carlton Office Systems
Room Hire	06/09/2018	672.50	Stakeford & Bomarsund Welfare
Photocopying	06/09/2018		Total Business Group

		16.55	
Muga hire for wildcats	06/09/2018	420.00	Stakeford & Bomarsund Welfare
Mobile sports court deployment	06/09/2018	173.33	PFC
School sports programme	06/09/2018	1,410.17	PFC
Return of payment made in error	10/09/2018	480.00	North East Learning Trust
Skip Hire	10/09/2018	240.00	PS Services
IT/Functional Support	10/09/2018	393.75	Members
IT/telecoms	10/09/2018	20.99	PC/RFO
Telephone/broadband	10/09/2018	80.11	British Telecom
NAC Management Group	11/09/2018	333.50	PC/RFO
Groundwork for memorial seat	11/09/2018	144.00	Stakeford & Bomarsund Welfare
Travel Expenses	14/09/2018	27.10	Members
Kitchen (West Sleekburn Village Hall)	20/09/2018	1,000.00	Floors2adoor
Staff/members training	24/09/2018	192.00	Soc of Local Council Clerks
IT support	24/09/2018	80.00	DB Computer Support Services
Training - members	24/09/2018	723.95	PC/RFO
Staff training	26/09/2018	30.00	Soc of Local Council Clerks
Research/reference materials	27/09/2018	47.70	Soc of Local Council Clerks
Service charge	30/09/2018	34.05	bank
<b>Total</b>		<b>19,437.52</b>	
Income			
investment interest	03/07/2018	28.31	
NE Learning Trust youth club refund	04/07/2018	480.00	
Shared service income	25/07/2018	273.99	
Interest received	02/08/2018	47.74	
Interest received	04/09/2018	54.30	
Precept received	05/09/2018	191,542.00	
<b>Total</b>		<b>192,426.34</b>	