

MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON TUESDAY 24 JULY 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 P S Vaughan

IN ATTENDANCE:

Mr D L Nicholson JP, Parish Clerk/Responsible Finance Officer and Ms A Brindley, Deputy Parish Clerk and 3 members of the public.

AGENDA PART 1

C013/18 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Rowell (family illness) and Cllr L Watson (LoA).

C014/18 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTERABLE INTEREST(S)

None received.

C015/18 3. PUBLIC QUESTIONS.

Members of the public asked if there was any intention to create a cycle path between Guide Post and Morpeth. The Parish Clerk reported that this was an issue raised by the Parish Council for inclusion in a future Northumberland County Council local transport plan.

C016/18 4. PLANNING MATTERS FOR CONSIDERATION.

The Chairman of the Planning Committee reported that a response had been made in relation to a planning application submitted to Northumberland County Council by Remondis JBT.

C017/18 5. TO NOTE THE MINUTES OF THE PARISH COUNCIL ANNUAL MEETING.

The meeting received the minutes of the Parish Council Annual Meeting and confirmed them as a true record of proceedings.

C018/18 6. TO RECEIVE AND ADOPT THE MINUTES OF THE PARISH COUNCIL HELD ON 11 JUNE 2018.

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

C019/18 7. MATTERS ARISING.

No matters arising.

C020/18 8. TO RECEIVE AND NOTE THE MINUTES OF THE PARISH COUNCIL STAFFING COMMITTEE HELD ON 15 MAY 2018.

The minutes were received and noted by the meeting.

C021/18 9. TO RECEIVE AND NOTE THE MINUTES OF THE PARISH COUNCIL STAFFING COMMITTEE HELD ON 13 JUNE 2018.

The minutes were received and noted by the meeting.

C022/18 10. TO RECEIVE AND NOTE THE MINUTES OF THE PARISH COUNCIL COMMUNITY AND DEVELOPMENT COMMITTEE HELD ON 3 JULY 2018.

The minutes were received and noted by the meeting.

C023/18 11. REVIEW OF THE PARISH COUNCIL'S SCHEME FOR THE DELEGATION OF RESPONSIBILITIES RELATING TO FINANCIAL MATTERS AND DECISION MAKING.

The Parish Clerk explained the Parish Council's legal responsibility to ensure that its financial management is adequate and effective and that the authority has a sound system of financial control. The Parish Council discharges this responsibility through its financial regulations, adopted assurance process and its decision making and reporting procedures.

The Parish Clerk/Responsible Finance Officer reported that the current scheme for the delegation of authority had served the Parish Council well. This scheme identifies members responsibilities in terms of decision making and on those matters members delegate to the Parish Clerk as the council's Proper Officer and to the Responsible Finance Officer. It was further reported that the Finance Committee has considered the review of delegations as far as they relate to financial matters, suggesting that the scheme should be reviewed both financial delegations and committee responsibilities for decision making.

Members were invited to give guidance on how such a review should be conducted.

RESOLVED: Members instructed the Parish Clerk to prepare a review document in consultation with the Chair and Vice-Chair of the Parish Council for future consideration by members at a joint meeting of the Finance Committee and Staffing and Policy Committee.

C024/18 12. PARISH CLERK'S 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 were advised that this item had previously been considered by the Finance Committee where the Responsible Finance Officer and the Deputy Parish Clerk had reported on expenditure and income undertaken during the first financial quarter. No items were highlighted by officers as requiring particular attention. Members of the Finance Committee had been given details of contracts concluded since the budget was adopted in January. There were no significant cost variations against budget estimates and the RFO confirmed that the relevant budgets had been amended and that no supplementary allocations were required.

RESOLVED: Members accepted the report and the view of the Finance Committee that no additional actions were required.

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

There were no matters to be drawn to the attention of the Parish Council.

4. Riversdale House.

The Parish Clerk and County Councillor Julie Foster reported on a meeting of Northumberland County Council's Local Area Committee where Mrs M Glass had presented local residents concerns concerning the poor housing management of tenancies and the resultant anti-social behaviours being suffered by local people. The committee were impressed by the presentation and Cllr Foster reported that it would remain a standing item on the area committee's agenda until matters were resolved.

RESOLVED:

1. **Members thanked Cllr Foster for the support she was giving to residents.**
2. **The Parish Clerk was asked to continue to support Cllr Foster and local residents and to represent the Parish Council at future meetings.**

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.

- C025/18** 1. **Consideration of any matters referred from Agenda Part 1.**
None to be considered
- C026/18** 2. **Final Financial Approval.** Members agreed a funding framework to develop increased community space within The Welfare building and to accommodate growth requirements by the Parish Council. Members noted that independent VAT advice had been sought and that an independent external review of the funding framework had been undertaken.
- C027/18** 3. **GRANTS.** Cllr G Huntley declared an interest and left the meeting.
- RESOLVED:** Members agreed a grant of £300 be made to Blyth Star to support their 'next steps' project.

There being no further business the meeting closed at 21.10

Chairman

Date

Transactions April to June 2018

Expenditure

| Cost Centre Description | Date Paid | Amount | Payee Name |
|--|------------|------------|----------------------------------|
| Youth/community sports /mobile court | 06/04/2018 | 1,583.50 | PFC |
| Telephone/internet | 09/04/2018 | 82.20 | British Telecom |
| IT/Functional Support | 10/04/2018 | 393.75 | members |
| Microsoft Office monthly licences | 10/04/2018 | 20.99 | PC/RFO |
| Youth/community sports /mobile court | 06/05/2018 | 1,583.50 | PFC |
| Public Use of toilet at Foresters Arms | 08/05/2018 | 600.00 | Foresters Arms |
| IT support | 08/05/2018 | 50.00 | DB Computer Support Services |
| Internal Audit | 08/05/2018 | 464.40 | P B Basnett |
| IT support | 08/05/2018 | 80.00 | DB Computer Support Services |
| Accountancy | 08/05/2018 | 750.00 | Community Accounting North East |
| Playground Inspection training | 08/05/2018 | 250.00 | Tyne & Wear Play Ltd |
| Older persons activities | 08/05/2018 | 100.00 | Heather Dixon Fitness Instruct |
| Sports programme – accessibility | 08/05/2018 | 292.00 | Mick Whitfield Building Services |
| Telephone/broadband | 09/05/2018 | 95.49 | British Telecom |
| Motion Picture Licence reimbursement | 10/05/2018 | 192.00 | PC/RFO |
| Allotment water | 10/05/2018 | 71.01 | Northumbrian Water |
| Photocopying | 10/05/2018 | 144.45 | United Carlton Office Systems |
| Finance accountancy licence(s) | 10/05/2018 | 756.00 | Rialtas Business Solutions Ltd |
| Website design and support | 10/05/2018 | 100.80 | Energy 365 |
| Bus shelter repairs | 10/05/2018 | 3,358.45 | Queensbury Shelters |
| IT/Functional Support | 10/05/2018 | 393.75 | Members |
| Microsoft Office monthly licences | 10/05/2018 | 20.99 | PC/RFO |
| Youth sporting support | 15/05/2018 | 96.00 | Northumberland County Council |
| Deposit fund transfer | 24/05/2018 | 100,000.00 | Public Sector Deposit Fund |
| Photocopying | 24/05/2018 | 17.94 | United Carlton Office Systems |
| Staff training | 24/05/2018 | 762.00 | Soc of Local Council Clerks |

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|--------------------------------------|------------|-----------|-----------------------------------|
| West Sleekburn Community Trust | 24/05/2018 | 127.89 | Northumbrian Water - recharge |
| Holiday youth activities | 29/05/2018 | 1,010.00 | Bad Apples NE |
| Travel expenses staff reimburse | 30/05/2018 | 85.50 | FAO |
| Travel expenses staff reimburse | 30/05/2018 | 365.30 | PC/RFO |
| Local services contracts | 30/05/2018 | 43,673.28 | Northumberland County Council |
| Grass cutting equipment | 30/05/2018 | 27,519.00 | Greenlay Ltd |
| Health & Safety IOSH training | 30/05/2018 | 2,425.36 | Ellis Whittam Ltd - part recharge |
| Stationery requisites | 30/05/2018 | 3.72 | Coastline |
| Secure storage – reimbursement | 06/06/2018 | 92.68 | PC/RFO |
| Collaborative working reimburse | 06/06/2018 | 284.70 | PC/RFO |
| Youth/community sports /mobile court | 06/06/2018 | 1,583.50 | PFC |
| Telephone/internet | 08/06/2018 | 88.98 | British Telecom |
| IT/Functional Support | 10/06/2018 | 393.75 | members |
| Microsoft Office monthly licences | 10/06/2018 | 20.99 | PC/RFO |
| First Aid Training | 13/06/2018 | 50.00 | Michael Featherstone |
| Research and reference materials | 13/06/2018 | 38.82 | Soc of Local Council Clerks |
| Photocopying | 13/06/2018 | 13.08 | Total Business Group |
| Prepaid mail | 13/06/2018 | 1.45 | Royal Mail |
| Renovation of office space | 17/06/2018 | 6,445.44 | G & B Civil Engineering |
| Bodycam speed watch reimbursement | 20/06/2018 | 395.98 | PC/RFO - part recharge |
| Staff Training – reimbursement | 20/06/2018 | 805.23 | PC/RFO |
| GDPR safety equipment reimbursement | 20/06/2018 | 9.58 | DPC |
| IOSH safety course staff | 20/06/2018 | 228.00 | Ellis Whittam Ltd |
| Machinery (Grass cutter No2) service | 20/06/2018 | 2,224.25 | Greenlay Ltd |
| Community small grant scheme | 20/06/2018 | 150.00 | Stakeford snooker A |
| Community small grant scheme | 20/06/2018 | 150.00 | Stakeford snooker B |
| Community small grant scheme | 20/06/2018 | 150.00 | Choppington Snooker |
| Photocopying | 26/06/2018 | 86.49 | United Carlton Office Systems |

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|----------------------------------|--------------|-------------------|-------------------------------|
| Website hosting | 26/06/2018 | 24.00 | Energy 365 |
| Payroll mth 1-3 | 26/06/2018 | 40,139.10 | Northumberland County Council |
| Community small grant scheme | 28/06/2018 | 150.00 | Snooker veterans |
| Fees & Charges | 30/06/2018 | 30.30 | bank |
| Staff Training – reimbursement | 29/06/2018 | 283.50 | PC/RFO |
| | Total | 241,309.09 | |
| Income | | - | |
| Precept | 11/04/2018 | 191,542.00 | |
| Allotment rent | 03/05/2018 | 3,640.00 | |
| partnership contribution | 14/05/2018 | 15,000.00 | |
| Vat Refund | 07/06/2018 | 7,599.75 | |
| Allotment rent | 08/06/2018 | 32.50 | |
| West Bedlington Bodycam recharge | 28/06/2018 | 197.99 | |
| IOSH course recharge | 28/06/2018 | 76.00 | |
| | Total | 202,340.76 | |