**Heddon on the Wall Parish Council**

Minutes of the Annual Meeting of the Heddon on the Wall Parish Council

on **Wednesday 9th May 2018 @ 18.30** in Heddon Library

 *Louise* Pringle

 Clerk to the Council

# AGENDA

1. **APPOINTMENT OF THE CHAIRMAN OF THE PARISH COUNCIL –** Dr. Gardner-Medwin was proposed, seconded and appointed as chairman of the Parish Council.
2. **APPOINTMENT OF THE DEPUTY CHAIRMAN OF THE PARISH COUNCIL –** Mr Richard Adams was proposed, seconded and appointed as deputy chairman of the Parish Council.
3. **DECLARATIONS OF ACCEPTANCE OF OFFICE and Declarations of Interest –** All declarations of office were signed and returned to the clerk. The councillors were asked if they needed to change their declarations of interest held by the county all agreed that there were no changes.
4. **PRESENT & APOLOGIES FOR ABSENCE -** Present **: Dr** Gardner-Medwin (chair), Mr Adams,, Mr Armstrong, Mr Young, Mrs Thompson, Mr Stewart, Mrs Cruickshank, Mr Pyle, Clerk (Mrs Pringle). Apologies Councillor Jackson, Mr Avery.
5. **APPOINTMENT OF COMMITTEE MEMBERS**
* **Planning Committee –** Dr. Gardner–Medwin, Mr Adams, Mr Young.
* **Finance Committee -** Dr. Gardner–Medwin, Mr Pyle, Mr Young, Mr Stewart.

Mr Armstrong announced his retirement from the Parish Council with July being the last meeting he will be attending. He has agreed to be a contact for the planning committee when information of historical planning is needed.

1. **REVIEW OF STANDING ORDERS –** It was agreed to adopt the new standing orders provided by NALC, these have been circulated to Councillors and any changes needed will be discussed at the next meeting in June.
2. **MINUTES OF THE MEETING HELD ON 12th APRIL 2018 – T**he minutes were agreed and signed off.
3. **MATTERS ARISING FROM THE MINUTES**

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| **Owner** | **Action** | **Status** |
| R Young | Cancel hedge trimming East Heddon | **Completed** |
| I Armstrong | Arrange Butterfly volunteers | **Ongoing** |
| L Pringle | Prices wall Welfare Field | **Ongoing** |
| L Pringle | Collect and collate paperwork from solicitors | **Ongoing** |
| L Pringle | Letters re tenants payment terms | **Ongoing** |
| L Pringle | Organise Asset Officer Increment | **Completed** |
| I Armstrong | Name of Stone Mason, Houghton Farm  | **Ongoing** |
| R Young | Price for fencing – sports field | **Ongoing** |
| L Pringle | Dog sign Selman Park plus rubbish sign | **Completed** |
| L pringle | Donation GNAA, check situation CAB | **Ongoing** |
| K Pearson | Order seats for Selman Park and plank for Gorse hill | **Completed** |
| K Pearson | Inform volunteers re library doors and identify new technician | **Completed** |
| R Adams | Organise carpark work Selman Park | **Completed** |
| G Pyle | Get wording for letter supporting Archaeology | **Ongoing** |
| L pringle  | Send agreement to HJFC and arrange meeting | **Completed** |
| A Gardner Medwin | Send letter supporting Archaeology | **Ongoing** |
| L Pringle | To get wall contractors to look at Welfare Field wall | **Completed** |
| L Pringle | Push the county re flashing signs | **Completed** |
| A Avery | To speak to resident re vegetation on bus shelter | **Ongoing** |
| K Pearson  | To order bin for Butterfly garden | **Completed** |
| L Pringle  | Report fence Butterfly garden | **Completed** |
| K Pearson | To get work done on seats Military and slip roads | **Completed** |
| A Gardner-Medwin | Letter re Prime Ministers Visit | **Completed** |
| A Gardner-Medwin | Letter to resident re gritting | **Completed** |

Taberna Close Sculpture – it was agreed that the Branches team liase directly with the tree surgeon to get the tree to the correct height for the sculptor. Fundraising will start soon.

The price for the fence in the Welfare field was very expensive and it was agreed to get some other quotes.

9) **ACCOUNTS**

Sign off April/May Accounts – The accounts were agreed and signed off except for the rates for Selman Park which will not be paid until more is found out about rate relief. Small business rate relief is not available as it is already claimed for the library.

Sign off annual direct debits and regular payments – The list was agreed and signed off.

NALC annual salary rise was agreed for both employees.

10) **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2017/2018**

10.1 To consider and agree any actions arising from the report of the internal auditor-No action was required.

10.2 To approve the Annual Governance Statement (draft copy attached)- The statement was agreed and signed off.

10.3 To approve the draft annual accounts for 2017/2018 (draft copy attached) – the accounts were agreed and signed off

10.4 To approve the Accounting Statement and Explanation of Variances (draft copies attached) – The accounting statement and variances were agreed and signed off.

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| **Owner** | **Action** | **Status** |
| I Armstrong | Arrange Butterfly volunteers | **Ongoing** |
| L Pringle | Prices wall Welfare Field | **Ongoing** |
| L Pringle | Collect and collate paperwork from solicitors | **Ongoing** |
| L Pringle | Letters re tenants payment terms | **Ongoing** |
| L Pringle | Organise NALC pay award |  |
| I Armstrong | Name of Stone Mason, Houghton Farm  | **Ongoing** |
| R Young | Price for fencing – sports field | **Ongoing** |
| L Pringle | Provide number of tree surgeon to Branches group |  |
| L pringle | Donation GNAA, check situation CAB | **Ongoing** |
| K Pearson | Get bin and sign erected in Butterfly Garden |  |
| K Pearson | Get seat fixed Gorse Hill |  |
| G Pyle | Get wording for letter supporting Archaeology | **Ongoing** |
| A Gardner Medwin | Send letter supporting Archaeology | **Ongoing** |
| L Pringle | Get another price for Welfare Field wall |  |
| L Pringle | Send completed audit documentation |  |
| A Avery | To speak to resident re vegetation on bus shelter | **Ongoing** |
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