**Minutes of the annual meeting of Edlingham Parish Council held at 8pm on Monday 17th May 2021 at Thrunton Fishery**

**Those Present:** Cllr C Blythe (Chairman), Cllr T Drummond, Cllr R Robson, Cllr J Herdman, Cllr G Herdman, Cllr N Hargreaves,

Cllr County Cllr W Pattison, C Miller (Clerk)

**2021/17 Apologies for Absence**

Cllr F Manners

**2021/18 Declaration of Interests**

There were no Declaration of Interests.

**2021/19 Election of Chairman and Vice Chairman**

Cllr Blythe proposed and seconded as Chairman and duly elected.

Cllr Drummond proposed and seconded as Vice Chairman and duly elected.

**2021/20 Co-Option Vacancies**

Due to a shortfall in person’s standing for election, there were currently three co-option vacancies.

**2021/21 Minutes of previous meeting held Tuesday 16th February 2021**

It was resolved that the minutes of the previous meeting held Tuesday 16th February 2021 be accepted as a true record.

**2021/22 Matters arising from previous meeting held Tuesday 16th February 2021**

**2021/22/01 Road maintenance and winter services within the parish**

Road repairs were scheduled for Lemmington Bank during this financial year. Roads were problematic county wide, and issues should be reported to [northernareahighways@northumberland.gov.uk](mailto:northernareahighways@northumberland.gov.uk). Clerk to contact Bob Hodgson and Mitch Young, County Council, regarding grit bin County Council had agreed to fund at Sandy Bank, and was not yet in position.

**2021/22/02 Problems due to off road vehicles within the parish**

Problems had eased with 4x4 vehicles in the parish.

**2021/23 County Cllr Update**

County Cllr was in favour of creation of car parking spaces near Edlingham church to which the Parish Council had requested through the Local Transport Plan 2021-2022, and County Cllr to request the project be considered. County Council would initially be required to carry out public consultation.

**2021/24 Planning**

**2021/24/01 Planning Applications received**

* 21/00682/FUL: Land North of The Old School Edlingham – proposed holiday chalet, access track and parking area – the Parish Council had objected to the proposals. It appeared several residents did not receive notification of the proposals from the County Council.
* 21/01025/FUL: Lemmington Mill, Change of use of land from agricultural (pasture) to use as outdoor riding arena for private use including erection of perimeter fences and gate – no objections.

**2021/24/02 Approval of Planning Application received**

* 21/00237/FUL: Land South of The Granary Overthwarts Farm – Garden outbuilding for use as home office, garden room and garden storage

**2021/24/03 Planning Applications relating to Lemmington Hall**

Nothing to report.

**2021/25 Finance**

**2021/25/01 To approve the following payment**

* Northumberland Association of Local Councils – annual membership fee - £71.53

It was resolved to approve the payment.

**2021/26 Neighbourhood Management**

**2021/26/01 Request for litter bin at Corby Crag**

It was resolved the Parish Council would not fund a litter bin at Corby Crag, historically litter does not seem to be collected regularly and bins can create further problems. Trees had recently been planted at Corby Crag.

**2021/27 Superfast broadband for rural communities**

Nothing to report.

**2021/28 Audit of Accounts year ending 31/3/21**

**2021/28/01 To consider and agree any actions arising from the report of the internal auditor**

There were no matters arising from the report of the internal auditor.

**2021/28/02 To approve the Governance Statement**

It was resolved to approve the Governance Statement.

**2021/28/03 To approve the draft annual accounts for 2020/2021**

It was resolved to approve the draft annual accounts for 2020/2021.

**2021/28/04 To approve the Accounting Statement and explanation of variances**

It was resolved to approve the Accounting Statement and explanation of variances.

**2021/28/05 To approve the Exemption Certificate**

It was resolved to approve the Exemption Certificate.

**2021/28/06 To approve public right of inspection dates**

It was resolved to approve the public right of inspection dates from 14 June to 23 July 2021.

**2021/29 Findings from Library Consultation** <https://northumberland.moderngov.co.uk/documents/s2141/Public%20Library%20Service%20Consultation.pdf>

<https://northumberland.moderngov.co.uk/documents/s2143/App%202.pdf>

**2021/30 Date of Next Meeting**

The next meeting of Edlingham Parish Council will be held on Tuesday 17th August 2021

Clerk signatory


Claire Miller

Parish Clerk

The meeting closed at 9pm.

[**www.parish-council.com/edlingham/links.asp**](http://www.parish-council.com/edlingham/links.asp)

**EDLINGHAM PARISH COUNCIL**

**RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS**

|  |  |  |
| --- | --- | --- |
| **Risk** | **Description of Risk** | **Mitigation Measures** |
| 1.Room Set up and Dismantling | Transmission from setting out the chairs to hold the meeting. | Chairs and surfaces, eg door handles to be sanitised after use – members to sanitise their own chairs; Clerk/Chairman to undertake sanitisation on other areas.  Chairs to be set out in horseshoe shape to avoid people facing each other. |
| 2. Entering and leaving meeting | Close proximity to other members and the public entering and leaving the meeting and contact with doors. | Members to enter the meeting and leave in an orderly socially distanced way.  Hands to be sanitised on arrival.  Controlled, socially distanced, one by one, entry by other attendees. |
| 3. Meeting Environment | Transmission through air and touch. | Socially distanced seating arrangement.  Windows and doors to be left open to facilitate the free flow of air though the meeting room. |
| 5. Conduct of Meeting | Transfer through touch and air | Members and public to remain socially distanced at all times.  Wearing of masks except when speaking.  Shouting to be avoided.  The circulation of paper documents to be suspended. |
| 6. Wider Issues | Members do not feel safe attending face to face meetings. | Members to stand when addressing the meeting so their voices will carry better.  Need to keep meeting “moving” so it does not last longer than necessary. |
|  | Track & trace | Contact details of any members of the public attending to be taken. |

Risk Assessment for Face to Face meetings

May 2021

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May 2021

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