**Minutes of meeting of Kirkwhelpington Parish Council held at the Memorial Hall, Kirkwhelpington on Tuesday 5th March 2019 at 7.30pm**

**Those Present:** R Thornton (Chairman), A Purves, E Rogerson, P Senior, J Brown, C Miller (Clerk), one member of the public

**2019/13 Apologies for Absence**

K Fortune

**2019/14 Declarations of Interest**

There were no Declarations of Interest.

**2019/15 Public questions**

Parishioner from Meadowlands present to give thanks to the Parish Council and contractor’s for the drainage/fencing works carried out at the playing field. The Parish Council would now be maintaining the grassed areas.

**2019/16 Minutes of previous meeting held Tuesday 8th January 2019**

The minutes of the previous meeting held on Tuesday 8th January 2019 were accepted as a true record.

**2019/17 Matters arising from previous meeting held Tuesday 8th January 2019**

* **Meadowlands Wall:** Insurance broker had confirmed the insurance company had referred the claim to their underwriters due to issues regarding the allegations the Parish Council were responsible for the damage to the wall, however the company had been forwarded the resident’s correspondence regarding the allegations several months ago.
* **Trees:** Planning permission had been granted for work to trees at school yard; tree behind Orchard House to be inspected. Clerk to chase up trees reported in need of attention at Walk Mill road.
* **St Oswald’s Way signpost:** Nothing to report.
* **Proposed path between Kirkwhelpington and Knowesgate:** Parish Council had invited comments if parishioners felt an upgraded footpath would be necessary, but had received no feedback. R Thornton had not been able to contact the land owner/agent to ask if they would support such a proposal. Walkers do use the path as part of St Oswald’s Way, however it was thought parishioners would not use it to visit Knowesgate shop. At the present moment, the Parish Council’s opinion being the project was not feasible.
* **Village web-site:** A parishioner had offered to set up a village web-site, and it was agreed this would be discussed further at the Annual Parish Meeting May 2019.
* **Seat repair:** K Fortune had inspected seat at Walk Mill road, advised the metal frame is beyond repair and a new seat is required – a commemorative World War One seat could be installed with E Rogerson having details of such seating and would seek cost details. A bench from near the village hall to be relocated to area at Walk Mill road.
* **Purchase of goalposts:** Lateral drains to be installed before goalposts could be installed, Clerk to contact contractor to confirm when work would be completed. Inspection of play area had been carried out by A Purves and K Fortune with the following points raised: Memorial seat required maintenance in better weather; basketball tarmac – sharp edges on the pin kerbs which require levelling; birds nest needs to be replaced and a rubber mat added; spinner – two covers on the bolts missing, but not a hazard; climbing frame – one cover cap loose, K Fortune to repair; young children’s swing – stainless steel shackles and rubber protectors need replacing – Clerk to forward photographic evidence of the swing to Produlic, the play area installer for advice/clarification of warranty on equipment.

**2019/18 Correspondence**

* Northumberland Draft Local Plan – Consultation regarding the soundness of the plan 30/1 to 13/3/19
* CPRE newsletter
* City & County newsletter
* Request from parishioner regarding the Parish Council Disability (Inclusion) Policy – Clerk had replied to state there was no requirement for Parish Council’s to have such a document, and the remit for assisting disabled person’s lies with the County Council/Social Services. It was agreed to reply to state if the Parish Council carry out works within the parish, they are completed to be proactively inclusive of all users, and advising the parishioner contacts Citizens Advice Bureau for advice on organisations who would be able to assist.
* Marie Curie – notice of charity walk 19/5/19 to follow the same circular path as last year along farm tracks and the Old Coach Road, starting and finishing at Kirkharle Courtyard, with the support of landowners – Clerk to acknowledge correspondence, and it was agreed to discuss giving a donation to the organisation at the May meeting.

**2019/19 Finance**

**2019/19/01 Bank Balance:** £26211.92 as at 28/02/19

**2019/19/02 The following accounts require authorisation:**

* Kirkwhelpington Memorial Hall – W/C maintenance - £255.50;
* C Miller – January, February salary and expenses – £ 259.13
* HMRC - PAYE on above - £55.40

**2019/19/03 Request for grant received from North East War Memorials Project; Northumberland Theatre Company**

* North East War Memorials Project are seeking funding to create their new web-site, at a total cost of £45,000, and it was agreed to request further details regarding the high cost of this.
* Northumberland Theatre Company – J Brown proposed £50 be granted, A Purves seconded, all in agreement.

**2019/19/04 To approve amendments to bank signatories and on-line banking**

J Brown to be removed as signatory due to impeding retirement and Clerk suggested she be added as a signatory to alleviate problems when cheque signatories are absent from meetings, and which was duly approved, however at the present time it was agreed on-line banking would not be applied for. Existing signatories would need to sign form and provide identification before it could be submitted to Santander.

**2019/20 Planning Matters**

**2019/20/01 Planning Applications received**

* 19/00312/FUL and 19/00313/LBC – Kirkharle Hall, single storey extension – no objections

**2019/20/02 Approval of Planning Application**

* 18/04333/PRUTPO: TPO, St Bartholomew’s Church.
* 18/04299/FUL: Wanneylaw, replacement of part roof/construction of dormer provide bedroom, bathroom and dressing room on first floor.
* 18/04199/FUL: Land North West of Horncastle Cottage, create new farm access road, erect shed, replacement of general purpose building.

**2019/21 Update on Ray Fell Wind Farm/Community Interest Company**

**Underground heating proposals:**

Article had been placed in Hexham Courant requesting grant applications as there were few large project proposals being submitted, and it could be some of these funds would be transferred to the Community Foundation fund for small schemes. Community Action Northumberland had supplied details of an energy advisor who could aid with underground heating proposal and it was agreed to invite representation to the Annual meeting.

**2019/22 Review of Internal Auditor/internal controls; Asset Register; Risk Assessment and Insurance Policy**

Clerk to arrange internal audit with a retired Parish Clerk; the current system of internal controls was agreed as acceptable for the needs of the Parish Council – payments are only authorised at PC meetings and financial statements circulated to Cllr’s twice a year; sentence stating the Clerk is not a signatory under item’s 2 and 3 to be deleted from the Risk Assessment; Asset Register reviewed and agreed as acceptable for the present needs of the Parish Council; Assets included in insurance policy and it was agreed to raise the figures for mowers and machinery and play area equipment to match those in the Asset Register, with street furniture to remain at the current insurance value, along with standard cover including Employee’s; Public Liability and Fidelity Guarantee,

**2019/23 To confirm grasscutting arrangements 2019/2020**

Current grasscutting personnel to carry on with duties for 2019/2020.

**2019/24 Urgent Business**

* E Rogerson reported dog fouling prevalent within the parish, and it was agreed the Parish Council would put an open letter into Chimes newsletter to state the Parish Council had received complaints about dog fouling within the parish and would like to remind all dog owners they have a legal obligation to clean up after their animals and if anybody is discovered to be allowing dogs to foul in a public place, action would be taken.
* Request had been made for replacement reflective posts on entrances to road ends – Clerk to initially ask if these could be replaced by County Council, and if not, the Parish Council would seek permission to replace.
* County Council currently actioning works to alleviate water running on road near to East White Hill.
* R Thornton questioned how successful the County Council roadside litter campaign had been, as recently a bin wagon had not been secured correctly with refuse strewn onto the main road.
* Fallen tree trunk reported on A68, very close to the carriageway, on North side near to Beukely Farm, which could result in a serious accident – Clerk to report to County Council.

**2019/26 Date of next Meeting**

The next meeting of Kirkwhelpington Parish Council will be held on Tuesday 7th May 2019 commencing after the Annual Parish Meeting at 7pm.



Claire Miller, Parish Clerk

The meeting closed at 910pm