

Corsenside Parish Council Meeting

Minutes of the meeting held on Monday 6th of July 2015

At The Parish Hall, West Woodburn at 7.30pm

Present:- Councillors: C. Hamilton (Chair), A. Pender (Vice Chair), G. Scott, C. Currie, P. Saunders, D. Carrington
Clerk: K. Traill

1) Apologies for absence:- Cllr P. Bilton

2) Declarations of interest:- C. Hamilton in respect of West Woodburn First School, A. Pender & P. Saunders in respect of the Parish Hall.

3) Opportunities for members of the public to raise issues :- None raised

4) Minutes of the Corsenside Parish Council Meeting and the Annual Parish Meeting, held on Monday 8th of June 2015 :- All minutes signed as a true & accurate record.

5) Matters arising from the minutes not dealt with elsewhere on the agenda:- K. Traill explained that she had e-mailed K. Westerby regarding 'Children Playing' signs for East Woodburn and was awaiting a response. K. Traill also stated that she had e-mailed R. Wealleans twice and a G. Cairns regarding the litter problem on Shaw Lane however had still not had any response. K. Traill informed the Councillors that she had looked into SITA funding, unfortunately our area did not qualify. K. Traill had tried to contact J. Riddle regarding Landfill funding however had not heard anything back.

6) County Councillor's Report :- None

7) Notification of any other business for discussion, at the Chairman's discretion, under item 19 below :- K. Traill & Cllrs G. Scott & C. Hamilton had items to discuss.

8) Action point list:-

12. Ridsdale Speed Signs and Roundels – Cllr C. Hamilton explained that the roundel's had actually been repositioned on the 9th of June 2015, despite NCC previously stating that they would be repositioned at a later date when further work would be carried out on the A68. Action completed.

28. Jubilee Stones – Cllr D. Carrington explained that she had spoken with S. Boam whom apologised for not getting in touch however he had been very busy. He would find out where the stones were currently located and get in contact. D & S Carrington had received a quote regarding engraving work , however were currently seeking other quotes.

53. Defects on Road at Little Ridsdale – Nothing further to report, awaiting input from K. Westerby.

74. Sharp bend at Sarelaw – Nothing further to report.

78. Overflowing Drain at East Woodburn - Cllr P. Bilton to monitor.

80. Armstrong St & Whitearce – Nothing further to report.

84. Dark Skies Initiative, energy efficient street lighting - Nothing further to report, to be removed from the action list.

86. Community Asset Transfer, The Green, West Woodburn – K. Traill explained that she had queried why the school field could not be included in the transfer given that CPC were happy to sign documents stating it's protection for the school. N. Easton replied stating that it is Northumberland County Council's practice not to dispose of operational school land, a decision which is supported by legislation which requires written consent from the secretary of state to dispose of any school land. On an operational basis, the Council seeks to maintain ownership of all operational school land and buildings to ensure that current and future educational needs can be accommodated without the need to liaise with 3rd parties. If at any point the school ceases to be an operational educational

establishment, the parish council can apply to Northumberland County Council to transfer the school playing field. All Councillor's agreed to still go ahead with the transfer excluding the school field, however K. Traill to enquire if NCC are prepared to record in a legal document, that should the school ever close in the future, the school field be automatically offered to CPC.

87. Whiteacre and Westmacott Street signs – K. Traill explained that she had e-mailed K. Westerby several times requesting an update as the signs were originally reported on the 19th of March 2015. As of yet there has been no response.

88. Ridsdale Speed Signs – Cllr C. Hamilton explained that he had spoken with N. Snowdon who confirmed that it was himself that would help and authorise the speed sign location. He will contact Cllr C. Hamilton with a time and date for a site visit.

9) Adopting & signing of new policies & regulations – Financial Regulation & Information Security Policy :- Cllr C. Hamilton explained that K. Traill and himself had gone over the Financial Regulations Policy, and after seeking advice from D. Francis of NALC, made some minor changes to the wording of the document so that it was more in line with a smaller Parish Council. Cllr C. Hamilton read through changes that had been proposed and all Councillor's were happy to put the changes in place. In keeping with point 2.2 of the Financial Regulation Policy, Cllr D. Carrington will become responsible for verifying bank reconciliations produced by the RFO, signing bank statements and reporting back to all Councillor's at quarterly intervals. Cllr C. Hamilton went on to explain that point 4.4 of the Financial Regulation Policy stated that a Salary Budget Review should take place and this was also in accordance with the clerks contract and recommendations from the NJC (National Joint Council for Local Government Services) . Cllr C. Hamilton proposed that a finance sub-committee of 3 Councillor's be formed to discuss such matters. Cllr C. Hamilton, D. Carrington & P. Bilton to form this sub-committee. The sub-committee would meet soon in order to facilitate the clerk's appraisal etc within the month of July. All Councillor's gave their consent to follow any recommendations which may be produced by this sub-committee. K. Traill to clarify with D. Francis of NALC, the meaning of point 17.1. CPC will adopt the Financial Regulation Policy at the next meeting in September pending satisfactory clarification of this point. K. Traill explained that she would prepare an Information Security Policy in time for the September meeting.

10) Parish Hall :- Cllr P. Saunders stated that he had received a phone call from M. Parr on the 1st of July and that M. Parr would look at the information he had on the following day, however Cllr P. Saunders has not heard back. Cllr P. Saunders to seek advice from L. Currie of NALC.

11) Play Area – West Woodburn :- Cllr C. Hamilton stated that weekly checks continue and that the play area inspection had been carried out. Cllr C. Hamilton explained that the play area had been rated as 'low risk', however there had been a small issue regarding the wooden border around the cradle swings posing as a trip hazard. K. Traill to ask C. Mowatt to raise the grass on 2 sides and Cllr C. Hamilton to look at trying to raise the wet pour to meet the wooden border.

12) Wind Power Stations :- Nothing further to report.

13) Sheep Dog Memorial :- Councillor's looked over the scaled plan of the sheep dog memorial and all were happy for the memorial to go ahead as long as the total final height does not exceed the stated 1150mm. K. Traill also confirmed with Councillor's that once we accept the 'gifted' memorial, that CPC would be responsible for it indefinitely. K. Traill to contact C. Chater to let her know.

14) Review of Polling Districts & Polling Places :- Cllr C. Hamilton read out the letter sent from NCC regarding it's reviewing of Polling Districts and Polling Places. Councillor's felt that there had been no great changes within the local population and that polling places were therefore adequate. K. Traill to send in Councillor's response.

15) Renewal of Annual Insurance Policy :- Councillor's discussed the new policy. K. Traill to enquire about

adding an extra bus shelter as currently there appears to just be one shelter on the policy. K. Traill to also enquire about the cost of adding on 2 extra speed signs in preparation for Ridsdale's. K. Traill to organise payment once a price has been confirmed.

16) Planning Matters

a) For Decisions – Planning Ref: 15/01805/VARYCO – Variation of condition 2 from app 13/03002/FUL – Shawm House West Woodburn. Cllr A. Pender declared an interest and therefore did not take part in the discussions. A decision of – No Objection was reached.

b) Decisions from Northumberland - None

17) Other Correspondence :-

a) CPRE Newsletter – Handed out

b) NCC – Local Transport Plan 2016-2017 – K. Traill read out the letter, deadline is the 25th of September. K. Traill to add it onto Septembers Agenda.

c) Bellingham School removal of NPLP – Letter read out to Councillor's regarding an extension of the consultation period.

18) Finances :-

a) Invoices for Payment – i. K. Traill Wages - £231.25 & Expenses - £17.95

ii. C. Mowatt - Landscaping & jet washing - £865

iii. Playsafety Ltd – Play area inspection £85.20

b) Bank Balance - £11913.43

c) Monies Receive - £3.07 Bank interest

d) Requests for Assistance - None

e) Insurance renewal – £494.26 As above, point 15

19) Matters for discussion at the Chairman's discretion:- Cllr G. Scott mentioned that in places the grass verges were overgrown making the view at road junctions very limited. K. Traill to contact NCC stating the Health & Safety risk. Cllr G. Scott also stated that a few residents had complained about the 'Hogg Roast' sign obstructing the view at the C201 junction. Cllr C. Hamilton to mention this to the Bar manager. K. Traill suggested that the litter bin, located on the A68 next to the bridge, actually be moved across to the other side of the road where the pedestrian path is as there seems to be more need for it there. K. Traill to look into this. Cllr C. Hamilton wanted to record CPC's formal thanks to Cllr A. Pender for her 15 years of outstanding service covering various positions within the Parish Council including acting clerk, vice chair & chair. Cllr A. Pender will step down at the end of August and we all wish her well.

20) Next Meeting:- Monday the 7th of September 2015, 7.30pm at The Parish Hall West Woodburn.