

## **Corsenside Parish Council Meeting**

Minutes of the Annual General Meeting held on Monday 13<sup>th</sup> May 2019

At Corsenside Parish Hall, West Woodburn at 7.30pm

Present: - **Councillors:** C. Hamilton (Chair), D. Carrington (Vice Chair), C. Currie, A. Harding, R. Robson & G. Scott **Clerk:** K. Traill **Members of the Public:** None

1) Apologies for absence: - Cllr C. Hawman

2) Election of Chair & Vice Chair :- Councillor C. Hamilton handed over to Councillor D. Carrington to conduct the election of the Chair. Cllr G. Scott proposed Cllr C. Hamilton for the position of Chair and Cllr R. Robson seconded the proposal. Cllr C. Hamilton accepted the proposal and signed a 'Declaration of Acceptance into Office' for the position of Chair.

Cllr D. Carrington then passed control of the meeting over to Cllr C. Hamilton. Cllr C. Hamilton announced that the position of Vice Chair would now need filling. Cllr C. Hamilton explained that Cllr D. Carrington would like to step down from her current position of Vice Chair. Cllrs discussed what the role entailed such as chairing the meeting in the absence of the Chair and commenting on draft agenda's and minutes. No Councillors felt that they would be able to take on this role. This matter will need further discussion at the June meeting.

3) Declarations of interest: - Cllrs D. Carrington in respect of the Ridsdale Juniors & Seniors & the Green Rig Wind Farm Steering Group, C. Currie in respect of The Corsenside Parish Show & Cllr A. Harding in respect of the Ray Wind CIC.

4) Opportunities for members of the public to raise issues: None raised.

5) Minutes of the Corsenside Parish Council Meeting held on Monday 1<sup>st</sup> April 2019: Cllr A. Harding asked that an amendment be made to page 3, point 12, half-way down. The sentence now reads – 'Cllr A Harding stated that B4NTR would benefit all 6 parishes as well as small parts of neighbouring parishes which fell on the boundary of the 6 parishes, within a 10km radius. Signed as a true & accurate record.

6) Matters arising from the minutes not dealt with elsewhere on the agenda: - KT explained to all that she had heard back from Parkend Electricals regarding the missing bulbs from the Ridsdale southern speed sign and the defective West Woodburn speed sign at the northern end of the village. KT informed all that Parkend had been unable to gain access into the Ridsdale speed sign as it appeared a specialist key was needed. Cllrs discussed this and felt that the missing bulbs was a minor fault and not worth paying the large cost involved to call out the original fitters SWARCO. CPC will have the missing bulbs replaced in the future when it is necessary to call SWARCO out for other reasons. KT will however contact SWARCO to see if it is possible to acquire an access key.

KT informed all that Parkend had been unable to find a fault with the West Woodburn sign as initial readings had shown that the battery and wattage were ok. Parkend would need to remove the sign for further investigation and had queried the cost effectiveness of this. KT explained that as part of the traffic calming measures, NCC had installed a post opposite the defected sign in which to erect their own Vehicle Activated Sign as part of new Government rules regarding the location of schools. Cllrs agreed to see if this sign would do the same job as the defected sign.

7) County Councillors Report: - None

8) Notification of any other business for discussion, at the chairman's discretion, under item 21 below: - Cllrs C.

Signed : .....

Date: .....

Currie & Cllr C. Hamilton had matters to discuss.

09) Update on adopting & signing of new policies, regulations & risk assessments: - None

10) Action point list: - 80. Armstrong St & Whiteacre – KT informed all that work to remove the gravel around the junction had been carried out and that NCC were currently working on the drain at the same location.

91. West Woodburn Traffic Calming Measures –KT explained that she had emailed A. Olive of NCC stating that we were still awaiting the school speed signs, branches to be cleared, redundant posts to be removed, a hard standing for the police camera van and that there appeared to be a patch of blank red tarmac. KT stated that speeding traffic was one of the main complaints that CPC received and that CPC had repeatedly promised parishioners that we would fight for traffic calming measures. KT explained that CPC were made to look ineffectual due to NCC. KT informed NCC that traffic was still speeding and that we felt the only measure that would work, would be the build out features. Cllr C. Hamilton explained that himself and KT at met with A. Olive on the 7<sup>th</sup> of May to discuss the issues regarding the traffic calming measures. AO was not aware that the built-out features had previously been agreed by CPC and then removed from the design. AO stated that he would look at the reasons for this. AO would also look at branch removal, a hard-standing area for the police van and once all traffic calming measures are in place, he would organise for a speed survey to be conducted. Work to remove redundant posts and install the VAS are currently being carried out.

93. Shaw Lonnen Mud-slide – Nothing further to report.

94. Shaw Lonnen Passing spaces – KT reported that 5 passing spaces had now been installed at various points on Shaw Lonnen. Corsenside Parish Council would like to thank Border Stone Quarries and Hutton Stone for the construction of these passing spaces.

11) Play Area – West Woodburn: Cllr C. Hamilton informed all that he had carried out an inspection and all appeared in working order. KT explained that both seats had now been replaced, one being donated by The Ladies Fellowship. CPC would like to thank The Ladies Fellowship for this community gift and would like to give thanks to Mel Charlton for erecting and installing both seats. KT also went on to explain that the play area fence appeared to have been damaged by a vehicle. KT explained that the damaged had altered the fencing allowing children to squeeze through. KT informed all that a school parent had been able to manipulate the fence enough to close the gap and that the fence still appeared structurally sound and was still fit for purpose. KT explained that she had received word that ROSPA would be carrying out their annual inspection sometime in June. Cllr C. Hamilton explained that CPC had previously been advised that the small gap between the safety matting and the wooden boundary, needed filling. Cllr C. Hamilton explained the difficulty previously faced when this was carried out by himself in the past. Cllrs discussed having all safety matting replaced professionally as it was all over 15 years old. KT to enquire about prices for this. KT informed all that she had asked C. Mowatt to once again build up the grass area around the small swings.

12) Wind Power Stations - Cllr A. Harding informed all that the CIC would be coming to the end of it's official year in July. They have been communicating with Vattenfall to let them know how they are doing. Cllr A. Harding explained that the funding for next year was likely to be approximately £286,000. Cllr A. Harding also informed all that there would be an open public meeting on the 6<sup>th</sup> of June at Kirkwhelpington

Memorial Hall at 7pm. The CIC hoped to use this meeting to give feedback on how things were going, what they had been up to, grants which had been awarded and to listen to any suggestions put forward.

13) B4NTR – Broadband for North Tyne & Redesdale: - Cllr C. Hamilton explained to all that himself, Cllr A. Harding & Cllr C. Hawman had all attended the B4NTR meeting on the 9<sup>th</sup> of May. Cllr C. Hamilton briefly explained who the BARN group were and how the company were formed. If BARN did install the ultrafast fibre broadband then this would go to all households, (up to the outskirts of the property), within the parish no matter how far out a property was. Cllrs discussed how 50% of households within the parish needed to sign an 'Expression of Interest', (which can be done online), before BARN would consider going any further. If surrounding parishes reach 50% and Corsenside fails to, then the works will go ahead without our parish. Cllrs discussed the fact that BARN offered the fastest broadband speed in the world. Cllrs discussed how by signing an 'Expression of Interest' this did not tie anyone into a contract, it is not even necessary to give a name or address. For those that would prefer, paper copies of these can be obtained and dropped off at West Woodburn Shop. Cllr A. Harding explained that if the B4NTR group were successful in getting 50% expressions of interest, then the Community Interest Chest would be covering the cost of installation within the 10km Ray Wind Farm radius. Those wanting to sign up to BARN would then just need to pay the £30 monthly internet charges.

14) Parish Hall: KT stated that she had sent a letter to the Parish Hall Committee nominating J. Clyde as a committee member who would be responsible for communications with Corsenside Parish Council. This would be discussed at the Parish Hall AGM on Monday the 20<sup>th</sup> of May.

15) Anti-Social Behaviour: - KT explained that herself and Cllr C. Hawman had met with Sam Kellie and Gemma Nixon from North Tyne Youth and Cllr Gemma Cook from Otterburn PC, to discuss ideas around a feasibility study to improve the provision for young people. KT explained the role NTY currently play in running youth groups in Otterburn, Bellingham and assisting at Kirkwhelpington. KT discussed with CPC the ideas put forward for ways to engage and consult the youth in order to improve what was currently available to them. Ideally all 6 parishes which fall within the Ray Wind Farm radius would come onboard so that a joint grant application could be submitted. KT explained that she had received word from most of the parishes stating that they would be happy to be included. G. Nixon & S. Kellie have now provided a draft outline of the costs involved in carrying out the feasibility study which would be the initial part of the application. Hopefully a second application would then be made based on implementing the results of the study. Cllrs discussed this and are all happy for Cllr C. Hawman and KT to progress this to the next step once word has been received back from the remaining parishes.

16) Community Spending :- KT explained that she had not yet ordered the new noticeboard as due to the delivery times it needed to be when someone would be home from 8.30am-5.30pm. KT will look at alternative solutions. KT informed all that she had not yet heard from the Parish Hall Committee regarding the Boccia set however she thought they may discuss this at their AGM on the 20<sup>th</sup>. Cllrs looked at picnic benches with wheelchair access and instructed KT to order a wooden one. Cllr C. Currie explained that one of the planters in Ridsdale had lost the metal band keeping it together. Cllrs asked KT to look at replacing this. As discussed under point 11, KT to also get quotes for replacing the play area safety matting.

17) Revitalising Redesdale:- Nothing to report.

18) Planning Matters: - a) For decision – Order made by NCC - i. Ref: BM/013707 Public Path Diversion Order

Public Bridleway No:2 & 6. Cllrs have previously discussed this order at the meeting held on the 4<sup>th</sup> of February. The decision of 'No Objection' still stands.

b) Decisions from NCC – i. Planning ref: 19/00358/LBC Listed building consent for replacement windows & doors, 6 Low Park – GRANTED,

19) Other correspondence: Other correspondence – i. Seafarers UK – reminder of Merchant Navy Day, 3<sup>rd</sup> September ii. GNAA Letter of thanks for donation made, iii. Tynedale Hospice at Home letter of thanks for donation made, iv. ROSPA play area inspection notification for June, v. Ray Wind Funds – KT read out the letter which gave information regarding the Ray Windfarm Fund CIC and the first public meeting to be held at Kirkwhelpington Memorial Hall on the 6<sup>th</sup> of June 7pm, vi. Kielder event's guide of up & coming events, vii. Email from J & L Charlton regarding advice on updating the tree survey and carrying out remedial work early next year. Cllrs all agreed that this should be carried out. KT to inform F. Charlton.

20) Finances: - a) Invoices for Payment – i. Clerks wages £290.18 & expenses £15.92 (including play area bench £178.50 BAC's paid) ii. NALC annual subscriptions - £116.78, iii. J & F Charlton - £180, iv. Tenter House £234, v. Chris Mowatt - £282, vi. Parkend Electricals - £151.20.

b) Bank Balance - £14,663.58

c) Monies Received - None

d) Requests for Assistance - None

e) Banking signatory form – KT explained the new process that Unity Trust Bank have for adding extra internet users onto the account. Cllrs discussed this and felt that it would be unnecessary to add a further internet banking user to the account.

f) Review of financial procedures – KT read out all the measures CPC have in place regarding any financial actions carried out by CPC. Cllrs discussed the procedures in place and felt that these were more than adequate and that CPC followed procedures correctly.

g) Annual Governance and Accountability Return for 2018/2019

i. To consider and agree any actions arising from the report of the internal auditor in 2018 – N/A, no actions arose either from the 2017- 2018 audit or from internal audits carried out on the 2018-2019 accounts.

ii. To approve the Annual Governance Statement – Cllr C. Hamilton read through all points within the Governance Statement and KT discussed what was needed in order to give a 'yes' answer. All Cllrs agreed on 'yes' answers. KT (the RFO), and Cllr C. Hamilton (Chair), signed page 5 the Governance Statement.

iii. To approve the draft annual accounts for 2018/2019 – KT discussed the accounts for 2018-2019 and the figures entered onto the Accounting Statement for 2018-2019.

vi. To approve the Accounting Statement and Explanation of Variances – KT read out the explanations given for any significant variances between the 2017-2018 accounts and the 2018-2019 accounts. Cllr C. Hamilton suggested the rewording of a paragraph under 'Staff Costs' all agreed, KT to apply these changes. Cllr C. Hamilton (Chair) signed page 6 – Accounting Statements. KT had signed this in advance of the meeting once she had entered the figures and checked that they were all correct.

v. To confirm and approve the Certification of Exemption – KT read out the criteria in which a Parish Council can certify itself as exempt from the need of an external audit. CPC must still follow the correct audit procedures however have the capacity to certify themselves as exempt should they meet the criteria. Cllrs discussed this and all agreed that CPC met the exempt criteria. The main exemption being that gross income and expenditure was below £25,000. KT (the RFO) and Cllr C. Hamilton (Chair) signed the Certificate of Exemption.

Please note these minutes are in draft format and may be subject to change.

KT to submit the relevant documents to the external auditor and follow all audit guidelines which include uploading all relevant documents onto CPC website by the 1<sup>st</sup> of July.

21 Matters for discussion at the Chairman's discretion: Cllr C. Currie formally asked CPC for permission to hold 'The Corsenside Show', in September, on the village green. All agreed that the village green in West Woodburn could be used for the show. Cllr C. Currie went on to inform all that she had received word of a burst pipe on the road to Bellingham by the glass bins. KT to report the leak to Northumbria Water.

Cllr C. Hamilton informed all that CPC had received a complaint regarding the location of the newly erected bin which is located down Armstrong Street between the end of the houses and the first cattle grid. Cllr C. Hamilton explained that CPC believed they had considered all issues before agreeing on the bin location. The owners of the fields immediately behind the bin however feel that it will interfere with the work they carry out. Cllr C. Hamilton explained that it was not CPC intention to upset anyone and in the interests of this will have the bin relocated. KT to arrange this.

22) Next Meeting: - Monday 10<sup>th</sup> June 2019, 7.30pm - Corsenside Parish Hall, West Woodburn.

Karen Traill, Corsenside Parish Clerk, 01434 270 722 [corsensideparishclerk@hotmail.com](mailto:corsensideparishclerk@hotmail.com) Page 5 of 5

Signed : .....

Date: .....