



Birtley Parish Council

Minutes of the Meeting of Birtley Parish Council held in the Supper Room of Birtley Village Hall starting at 8.00 pm. on 5th August 2014.

02-08-01 **Present** Messrs EN Coulson (Chairman), DRB Burn, J Robson, SW Crone, A Lowes and WG White. Clerk: Robert Macfarlane

02-08-02 **Apologies** Cllr RM Gibson

02-08-03 **Declaration of Interest** None

02-08-04 **Minutes** Minutes of the meeting held on 6th May were agreed and signed.

02-08-05 **Matters Arising**

- **Play Area** The yearly inspection from Tyne and Wear Play Association (RoSPA) has been carried out and a report produced. The Clerk was asked to contact RSS Play and Boyd Sport & Play Ltd.) for their observations and to ascertain what work is covered by warrantee and any estimates for repairs.
- **Secure Storage for Grass Mower** Cllr Robson conducted a site meeting with Mrs J Robson from Northumberland Estates. The latter has no objection to siting the storage cabin on the playing field as long as it blends in with the environment. The Estates Office also altered the agreement for the playing field lease to include a strip of land behind the goal posts, formerly allotments. It was established that planning permission would not be required. The Town and Country Planning (General Permitted Development) Order 1995 (as amended) makes reference to development which can be undertaken by Local Authorities, including Parish Councils, without them needing to obtain planning permission within Class A of Part 12 of Schedule 2. In this, the erection by a local authority of any small ancillary buildings on land belonging to, or maintained by, them required for the purposes of any function exercised by them on that land would constitute permitted development and would therefore not require planning permission.
- **Playing Field Boundary Wall** The wall is in need of pointing and other repair. Cllr Robson will enquire about the availability of builders.

02-08-06 **Correspondence** All councillors were circulated with a full list of correspondence. Community Foundation Monitoring Form 140076, Lloyds Bank Account Name Change, CAB Update and Northumberland Adviceline, AgeUK Advice Service, Road Link (A69) Limited Annual Report 2013-14, CPRE, Garden Waste Collection, BDO Audit pack, Community Foundation feedback, Tynedale Hospice NewLink, CAN thank you letter, Electoral Register – registration.

- **Insurance Quotes** Quotes for the parish insurance were received from Aon (Allianz) and Zurich Municipal. The latter being cheaper and also giving better cover.
- **Grass Mowers** Border Counties is insuring both mowers.

02-08-07 **Audit**

Accounts and Audit Arrangements

Internal Audit

This has taken place and the auditor had no issues arising. The Clerk was asked to thank the Internal Auditor, C Earnshaw.

Annual Statement of Accounts

Cllr Robson proposed and Cllr White seconded that the annual financial return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve the Accounting Statement, Annual Governance Statement and the Annual Internal Audit Report.

Exercise of Electors' Rights

Display the Audit Notice in Parish Notice Board from 8th April to 21st April

Make records available to general public 22nd April to 20th May

Completed Audit to BDO LLP Audit by 21st May.

Approval of Accounts no later than 30th June and Publication of Audited Accounts no later than 30th September 2014.

External Audit

BDO requirements and in line with Accounts and Audit (England) Regulations 2011 (Regulations 12-16) A minor issue of a misprint was mentioned and noted that it had no affect on the balance carried forward into the current year. No other matters arising.

Conclusion of Audit

In accordance with Section 14 of the Audit Commission Act 1998 the accounts are now available for inspection by local electors and the Notice of Conclusion of Audit publically displayed for at least 14 days.

02-08-08 **Roads**

Local Transport Plan Programme 2015-2016

The Council is requested to identify top three priorities to include in the NCC draft programme.

The Clerk was asked to resubmit the previous priorities:-

Non-Principal Road Maintenance for Birtley Parish Council

03459 8/8/13 Action to resolve flooding on C213 Catreen Fell Top near Grave's Wood

03460 8/8/13 Road repairs Birtley Road to High Countess Park

05568 8/8/13 Action to resolve flooding on C213 Warkshaugh Bank near the railway bridge

05569 8/8/13 Action to resolve flooding on C214 just east of Middle Cowden

02-08-09 **Footpaths**

No issues.

02-08-10 **Planning**

Application 14-01774-FUL Proposed orangery and 2 furlong horse gallop Buteland NE48 2EX
As a statutory consultee, the Council offered no objection to this application.

02-08-11 **Reports**

Village Hall The new caretaker is Linda Plater. The Chairman commented on the good clean appearance of the hall and the nice presentation of the meeting room. The play equipment insurance is due and the Council agreed to reimburse the Village Hall Committee. The hall windows need replacing and funding is being planned.

Wark Bridge Newsletter Nine has been issued. There is some concern over unfinished work at the Bridge. The Chairman will inspect its condition and arrange a meeting with Cllr Gibson if required.

02-08-12 **Risk Management and Financial Procedures & Regulations Review**

With regard to Financial Regulations Documentation & Risk Management there were no suggested amendments or alterations.

02-08-13 **FINANCES**

Bank Statements 1st August Treasurer's Account £981.69, BMM £3245.25

Income NCC Half Precept £1400 vat £4215.68

Approved Payments The following were agreed: Clerk's salary £250, Clerk's expenses £42.88 (vat £4.50), Nalc Annual Subscription £47.34, Tyne & Wear Play Association £150, A Lowes Plants £125, Play Equipment Insurance £135.89, Chollerford Car Sales Petrol £70.

02-08-14 **Next Meeting**

Tuesday 2nd December 2014 at 8pm in the Supper Room of Birtley Parish Hall

There being no other business the meeting was closed at 9.05 pm.