



Birtley Parish Council

Minutes of the Annual Meeting of Birtley Parish Council held in the Supper Room of Birtley Village Hall starting at 8.15 pm. on 7th May 2013.

Present Messrs EN Coulson (Chairman), J Robson, A Lowes and WG White. Clerk: Robert Macfarlane and Unitary Councillor Rupert M Gibson

Election of Chairman

Cllr White proposed and Cllr Robson seconded **Cllr EN Coulson** as Chairman and all agreed. At this point in the Meeting Cllr Coulson took the Chair.

Declaration of Office Cllr EN Coulson signed the declaration of acceptance of office (LGA 1972 s83).

Apologies DRB Burn and Mrs SW Crone.

Declaration of Interest None

Election of Vice-Chairman

Cllr EN Coulson proposed and Cllr J Robson seconded **Cllr David R B Burn** as Vice-Chairman.

Representatives

Village Hall Committee	<i>DRB Burn</i>
Birtley Parochial Church Council	<i>DRB Burn</i>
Birtley Parochial Church Council	<i>SW Crone</i>

Minutes Minutes of the meeting held on 5th March were agreed and signed by the Chairman.

Matters Arising

- **Weeds – especially Broadleaved Dockweed, *Rumex crispus***, The Clerk was asked to explore options for clearance of dock and to contact Complete Weed Control.
- **Play Area** The Phase Two Artificial Surface is now complete.

Correspondence All councillors were circulated with a full list of correspondence. Love Northumberland Awards 2013, Northumberland Healthcare NHS, Housing Developer Funds, CAN Newsletter, “Don’t stand for it” Public Health Protection, Letter of Thanks CAN, Council Insurance Municipal Mutual, BDO LLD Audit Arrangements, NCC Results of Uncontested Election,

- **CDCF Grant Aid Request** A reference for the Council was completed by Colin Earnshaw, previously with MTCT and NNPA and our present Internal Auditor.
- **Internal Audit** – this was completed by Colin Earnshaw
- **Insurance Quotes** Quotes for the parish insurance were received from Aon (Allianz) and Zurich Municipal. The latter being cheaper and also giving better cover.

Audit

Accounts and Audit Arrangements

Internal Audit

This has taken place and the auditor had some queries about the maintenance and running of the lawn mower. The Clerk was asked to thank the Internal Auditor.

Annual Statement of Accounts

CIr Robson proposed and CIr 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.

External Audit

BDO requirements and in line with Accounts and Audit (England) Regulations 2011 (Regulations 12-16) **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 2013.

Roads

Advance notification of 2013 Surface Dressing at Buteland Fell on u5026 for a length of 2336. The roadsweeper visited the village recently and did an outstanding job. Clerk to thank NCC.

Footpaths

No issues.

Planning

Planning Applications from NCC for consultation.

12/02072/FUL Construction of two holiday chalets and septic tank Blindburn Hall NE48 3HE

12/03186/RENE Installation of a single wind turbine (40m to hub and 63.5m to tip) Land south east of Buteland House NE48 2EX

Reports

Village Hall Some of the guttering has been damaged by recent winds; the repairs will be carried out soon.

Risk Management and Financial Procedures & Regulations Review

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

FINANCES

Income

NCC Members Local Improvement Schemes 2012/13 Grant aid of £2200 and Big Lottery Fund AFE/1/010440439 Grant Aid of £3000 (both for Play Park surfacing)

NCC Members Local Improvement Schemes 2012/13 Grant aid of £4000 (Grass Mower) 2013 vat £167.17 Half precept £1312.50,

Bank Statements 1st April 2013 Treasurer's Account £411.14, BMM £9140.08

Section 137 Expenditure 2013/14 to £6.98 per elector. x147 = £1026.06

Clerk's Salary It was agreed to increase this by £100 p.a. to compensate for the extra work involved with the introduction of PAYE-RTI.

Approved Payments The following were agreed: Clerk's salary £225, Clerk's expenses £49.70, NCC Hire of Hall £10 (May), Insurance Zurich Municipal £243.80, Boyd Sport and Play Ltd £5940 (£4950 plus £990 vat), Border Counties Lawn Mower Insurance £35, Internal Audit (C Earnshaw) £50, OneandOne Website £11.99 Robson and Cowan (Battery) £67.20 (£11.20 vat)

Next Meeting

Tuesday 6th August 2013 at 8pm in the Supper Room of Birtley Parish Hall
There being no other business the meeting was closed at 9.50 pm.