



Birtley Parish Council

Minutes of the Annual Meeting of Birtley Parish Council held in the Supper Room of Birtley Village Hall starting at 8.10 pm. on 6th May 2014.

01-05-01 **Present** Messrs EN Coulson (Chairman), DRB Burn, J Robson, A Lowes and WG White. Clerk: Robert Macfarlane

01-05-02 **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.

01-05-03 **Declaration of Office** Cllr EN Coulson signed the declaration of acceptance of office (LGA 1972 s83).

01-05-04 **Apologies** Mrs SW Crone.

01-05-05 **Declaration of Interest** None

01-05-06 **Election of Vice-Chairman**

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

01-05-07 **Representatives**

Village Hall Committee

DRB Burn

Birtley Parochial Church Council

DRB Burn and SW Crone

01-05-08 **Minutes** Minutes of the meeting held on 4th March were agreed and signed.

01-05-09 **Matters Arising**

- **Play Area** The Clerk to arrange for the yearly inspection from Tyne and Wear Play Association (RoSPA) at £150. The Chairman will contact NEAT Services to have the park bin replaced with a green one.
- **Dog Fouling** Cllr Robson made some signs and had them displayed at the top of the village but these signs soon disappeared. However the dog fouling problem seems to have gone away.

01-05-10 **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. Great North Air Ambulance and CAN thank you letters for grant aid.

- **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. Clerk was asked to see if planning permission is required for a steel storage unit to be sited on the playing field. This is to store the mowers. Permission will also be required from Northumberland Estates.

01-05-11 **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

Clr Robson proposed and Clr 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 2014.

01-05-12 **Roads**

The Chairman has had a meeting with NCC staff and other interested persons about the terrible state of the roads in and around Birtley especially out the top of the village going towards A68. The Clerk was asked to write to NCC NEAT Highways and enquire as to what their plans were to improve the situation.

01-05-13 **Footpaths**

No issues.

01-05-14 **Planning**

13/03584/FUL Proposed cover over existing silage pit, Steel Farm NE48 2EZ NCC Granted 16th January 2014

13/01655/CCM Extensions of operations at quarry for a further 10 years (As amended) Milknock Quarry Bellingham NE48 3JN NCC Granted 24th January 2014

01-05-15 **Reports**

Village Hall The Garden Walk About will take place on 29th June.

NCC No report

01-05-16 **Risk Management and Financial Procedures & Regulations Review**

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

01-05-17 **FINANCES**

Bank Statements 1st May Treasurer's Account £4648.99, BMM £2744.72

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

Income NCC Half Precept £1400 vat £4215.68

Approved Payments The following were agreed: Clerk's salary £250, Clerk's expenses £51.19 (vat £5.50), Hire of Hall £40 (Full year), Zurich Municipal Insurance £243.80, OneandOne Website £14.49 (£2.40 vat), Internal Audit (C Earnshaw) £50, Petrol £66 giving a total of £720.99

The following three payments were approved but were included in last year's financial period; John Deere 1435 Front Mower £15188 plus vat. registration £250 plus vat Tax First Fee Road Light Kit First Road Registration, Robson and Cowan Mower Service £357.43 and Border Counties (Mower) Insurance £333

01-05-18 **Next Meeting**

Tuesday 5th August 2014 at 8pm in the Supper Room of Birtley Parish Hall

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