



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 5th May 2015.

01-05-01 **Present** Cllrs EN Coulson (Chairman), SW Crone, 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** Cllr DRB Burn and County Cllr RM Gibson

01-05-05 **Declaration of Interest** Cllr SW Crone - **15/01190/FUL** Birtley Hall

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 3rd 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). 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.

Kielder First School consultation, NCC Area Committee West meeting, CAN Newsletter, CAN Spring Conference, RSN Affordable Rural Housing guide, Road Link (A69) Annual Report Consultation – Street Trading Policy, Tynedale Hospice at Home – Newslink

- **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** Zurich Municipal is insuring both mowers.

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

CIlr Robson proposed and CIlr 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 13th April to 26th April

Make records available to general public 27nd April to 26th May

Completed Audit to BDO LLP Audit by 27th May.

Approval of Accounts no later than 30th June and Publication of Audited Accounts no later than 30th September 2015

01-05-12 **Roads**

2015 Surface Dressing – Advance Notification

Ref W05 C213 Birtley to Cowden for a length of 4095 metres.

01-05-13 **Footpaths**

No issues.

01-05-14 **Planning**

15/01300/FUL The Water House Redesmouth NE48 2ER

Change of use from water pump house to dwelling with single storey extension and internal/external alterations.

The Council supports this application; the development will complement the existing structure in a sustainable way using natural materials. The Council are pleased to see this old building brought back into use and it will also help the rural housing shortage.

15/01190/FUL Birtley Hall NE48 3HL

Demolition of existing rear porch and construction of new rear porch.

The Council supports this application; the porch needs to be replaced

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 April Current £1811.09 Deposit £2746.32

Section 137 Expenditure 2014/15 is £7.36 per elector. x142 = £1045.12

Income NCC Half Precept £1450 and vat £621.94

Approved Payments

The following were agreed: Hire of Hall £40 (Full year), Clerk's salary £200, HMRC £50, Clerk's expenses £41.49 (vat £4.07), OneandOne Website £14.39 (vat £2.40), DVLA Road Tax £55, Wall Repairs £260, Zurich Municipal Council Insurance £243.80, Internal Audit fee £50 and Petrol (373) £53.00

01-05-18 **Next Meeting**

Tuesday 4th August 2015 at 8pm in the Supper Room of Birtley Parish Hall

There being no other business the meeting was closed at 9.15 pm.