



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 8th May 2018

01-05-01 Present

Cllrs EN Coulson (Chairman), SW Crone, DRB Burn, A Lowes and AR Brotherton. Clerk: Robert Macfarlane and County Cllr RM Gibson

01-05-02 Election of Chairman

Cllr Crone proposed and Cllr Burn seconded **Cllr EN Coulson** as Chairman and all agreed. At this point in the meeting Cllr Coulson took the Chair. The Chairman welcomed everyone to the meeting and thanked members of the Council for their support throughout the year. He thanked County Councillor Gibson for attending meetings and thanked the Clerk for his support and advice to the Council throughout the year.

01-05-03 Declaration of Office

Cllr EN Coulson signed the declaration of acceptance of office (LGA 1972 s83). All Councillors signed the appropriate declaration of acceptance of office.

01-05-04 Apologies

Cllr WG White

01-05-05 Declaration of Interest

Cllr Crone on matters relating to Wark CofE First School

01-05-06 Election of Vice-Chairman

Cllr EN Coulson proposed and Cllr SW Crone 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 6th March were agreed and signed.

01-05-09 **Matters Arising**

None

01-05-10 **Correspondence**

All councillors were circulated with a full list of correspondence.

CAN Newsletter, CAN Spring Conference, Love Northumberland Awards 2018, War Memorials Trust bulletin, Tynedale Hospice at Home.

- **Insurance Quotes** Quotes for the parish insurance were received from Aon (Allianz) and Zurich Municipal. The latter being cheaper and also giving better cover. The policy premium for the year is £257.60 including taxes.
- **Grass Mowers** Zurich Municipal insures both mowers.
- **Playsafety Limited RoSPA** Annual Inspection scheduled for June.

01-05-11 **Footpaths**

Cllr Brotherton reported obstructions on Path 21 from Percy Arms to Dinley Hill

01-05-12 **Roads**

Still some concern over the number of pot-holes in local roads.

01-05-13 **Reports**

Village Hall Cllr Burn provided a verbal report.

NCC Cllr Gibson gave a verbal report on County Hall activities.

01-05-14 **Audit**

Internal Audit

The Internal Audit has taken place and there were no matters arising. The Clerk was asked to thank the Internal Auditor GD Scorer and make appropriate arrangements for next year. GD Scorer has stated that he will donate his fee to "Teenage Cancer Trust".

External Audit to 31st March 2018

The External Auditors PKF Littlejohn LLP requirements are in line with the Audit Commission and comply with the Accounts and Audit (England) Regulations 2016 (Regulations 12-16)

Annual Statement of Accounts

Cllr Crone proposed and Cllr Burn seconded that the annual Financial Return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve (in sequence) the Annual Governance Statement, the Accounting Statement, and the Annual Internal Audit Report.

Exercise of Electors' Rights

The notice of appointment of date for the exercise of electors' rights must be displayed for 14 days. The Audit Notice will be displayed in Parish Notice Board and the 30 Working Day Period for the Exercise of Public Rights commences on 4th June and will end on 13th July. The Council will submit the annual return and supporting documentation presented at this meeting to PKF Littlejohn LLP by the agreed audit date of 11th June. Approval of Accounts should be no later than 11th June and Publication of Audited Accounts no later than 30th September 2018.

Assets Practitioners' Guide guidance regarding asset valuation. The Council's consistent policy is: Council's asset register is brought up to date at 31 March. It includes all capital acquisition and disposal transactions recorded in the cash-book during the year. The reasonable approach to be applied for the method of asset valuation adopted is set out in the policy approved by the Council and recorded in the asset register. The Council, follows an appropriate and commonly used method of fixed asset valuation for first registration on the asset register at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year until disposal. For reporting purposes therefore, the original value of fixed assets will stay constant throughout their life until disposal.

01-05-15 **Planning**

NCC Application **16/04626/FUL** Hall View, which was refused has not been appealed.

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. Nalc Model Standing Orders – The Council will appraise these when they are published. The Assets Register remains the same. All the appropriate documents are published on the Council's website.

01-05-17 **FINANCES**

Bank Statements 1st April 2018 Current £767.30 and Deposit £1299.76

Section 137 Expenditure: Limit for 2018/19 The Department for Communities and Local Government (DCLG) has confirmed that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2018/19 is £7.86. Birtley has 141 Electors so maximum allowance is £1,108.26

Income NCC Half Precept £1650 and vat £89.93

Clerk's Salary It was agreed to increase this in line with the National Joint Council for Local Government Services National Salary Award from 1st April.

Approved Payments The following were agreed: Clerk's Salary £276, HMRC £69, Council's Expenses £34.25 (vat £0.50), Zurich Municipal Council Insurance £257.60, G Scorer Internal Audit £50, Village Hall Committee (Annual Rent) £40 and OneandOne Council Website £55.28 (£9.21vat) Payments expected SLCC £35, Nalc and CAN. It was also agreed to purchase some metal jerry cans, ear muffs and fuel from Bishop's Corbridge.

01-05-18 **Next Meeting**

Tuesday 7th August 2018 at 8pm in the Supper Room of Birtley Parish Hall

There being no other business the meeting was closed at 9.20 pm.