

NEWTON on the MOOR & SWARLAND PARISH COUNCIL

DRAFT 1 Minutes of the meeting of the Parish Council held at 7.00pm
on **Wednesday 25th April 2018** in **Swarland Village Hall**.

1.	Public Question Time (Max 15 minutes in total) – No public present.	
2.	Present: Cllr S. Woolfrey (Acting Chairman), Cllr Mrs S. Stanley, Cllr G. Anderson, Cllr Mr D. Rixon, Cllr N. Mansfield. The Clerk was in attendance.	
3.	Apologies: Cllrs Francis, Gallico and Jones.	
4.	Declarations of Interest in items on the agenda: Cllr Woolfrey in connection with items 7d and 7h regarding excavation/road resurfacing in Kenmore Road and Swarland Village Hall.	
5.	Minutes of the meeting held on 28th March 2018 – These were agreed and signed as a true record.	
6.	<p>To consider matters arising from the meeting on 28th March 2018</p> <p>a. Speed Monitoring signs update (Clerk). – The Clerk reported that NCC said that traffic calming works in NotM were supposed to have begun on 23rd April. Clerk to ask for update on the position of bulk buying flashing speed monitoring signs.</p> <p>b. Problems with NCC planning update (Clerk) – An apology has been received from County Cllr Riddle for non response to the PC’s letter of complaint. He has sent assurances that a response will be sent soon.</p> <p>c. Sport England and Vyner Park (Cllr Gallico) – Cllr Stanley said that she and Cllrs Francis and Gallico met on 2nd April about the process that was being followed since Sport England (SE) were notified that the VPC had taken over the day to day running of Vyner Park. Cllr Stanley gave Cllr Gallico copies of two emails from SE which waiving any ‘clawback’ of original grant. Cllr Gallico has written to SE to advise that we accept the transfer of the grant to VPC and agree to being bound by existing conditions subject to the earlier agreement of no clawback conditions being imposed. It is expected that SE will agree with this.</p> <p>d. Coast View road condition and drainage issues – This was previously dealt with by Cllr Ryan. Cllr Woolfrey agreed to take over and will contact Graham Bucknall at NCC to keep pressure on.</p> <p>e. Planting of replacement tree by Northern Powergrid – location suggestion required – Cllr Woolfrey will contact Ken Waters to ask if the tree could go in Vyner Park.</p> <p>f. Bus Shelter (Swarland) condition and repair costs (Cllr Anderson) – Cllr Anderson said that most of the felt on the roof top is ok but splitting on edge. OSB board is starting to deteriorate but there is no urgent need to do the works. He suggested reboarding & refelting with replacement of 2 verge boards and estimated materials cost would be £350. Cllrs felt that Cllr Anderson should be paid to do repair at about £150. It was agreed that Cllr Anderson should go ahead with the job.</p> <p>g. Bus Shelter NotM – Cllr Rixon has taken pictures of the bus shelter. Clerk still to do letter to NCC Planning.</p> <p>h. Swarland Show Cttee – query about making VAT savings. Cllr Francis had looked at this and it would be in compliance with VAT legislation for PC to hire marquee and reclaim VAT. Show Committee can make donation to PC. Clerk said that the Show Cttee had been advised of this and wanted to express their thanks to PC for assistance.</p>	<p>Clerk</p> <p>Cllr Woolfrey</p> <p>Cllr Woolfrey</p> <p>Cllr Anderson</p> <p>Clerk</p>

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7.	<p>Requested agenda items</p> <p>a. Vyner Park update (Cllr Stanley) – Goalposts purchased and put up. Need to cut grass on sports field weekly which after investigation and costing decided to buy own mower. Cllr Stanley said she would shortly be meeting with Mr Blackshaw about the ongoing hedge reinstatement.</p> <p>b. Resignation of Councillor Bob Ryan – The PC formally recorded its thanks to Bob Ryan who had recently resigned as Cllr. Thanks to go in next issue of The Column. PC now has two vacancies.</p> <p>c. Parish Cemetery Double Charge Issue – Update (Clerk). Letter received from NCC advising the repayment from NCC for next three years is £123 per annum in recompense for ongoing double charge issue.</p> <p>d. Potholes (requested at meeting on 28th March 2018) – Clerk reported item done for Column on how residents can report potholes. A lot of potholes in Parish remain unrepaired. Cllr Rixon expressed his concern at condition of old A1 which is used as relief road by heavy traffic if A1 closed. Road north of NotM also badly affected with potholes. Footpath to Percy Wood affected by grit and gravel (and vegetation) after bad weather. Pothole still at school crossroads. Clerk to report to NCC. Kenmore Road, Swarland to be resurfaced 2nd June. Hopefully Coast View at the same time.</p> <p>e. Condition of animal shelters Percy Wood (matter raised by resident) – As Percy Wood liaison, Cllr Stanley will take up this matter with the new manager of the site for an update.</p> <p>f. Letter from Felton PC about problems being caused by parking on bridge –</p> <p>g. Love Northumberland Awards 2018 – Agreed to put poster up on Noticeboards.</p> <p>h. Swarland Village Hall – Cllr Woolfrey said beetle/worm had been discovered under the stage and wet rot under the boiler. Estimate for repairs is £8,500 and a grant application has been submitted. Works expected to go ahead in August so PC may need to use Jubilee Hall if works still in progress.</p> <p>i. New PC Audit process – Cllr Francis had asked the Clerk to provide a short update on the new audit process (see appendix 1). It was agreed – subject to next meeting with Cllr Francis – to opt for ‘Exemption’ status and not have formal review as it was done last year. The cost of the formal review would be £200 and thus, exemption status would save money. Could consider formal review in future years for transparency. Documentation to be approved at next PC meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Stanley</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
8.	Report by County Councillor and meetings attended by Councillors – None.	
9.	<p>Finance</p> <p>a. Bank statements – Lloyds Treasurers Account £7,457.23@27/3/2018 (not including precept payment) & Lloyds Instant Access £14,030.14 @9/3/2018 (included £1.70 quarterly interest).</p> <p>b. Clerk’s salary £341.00 + Expenses £7.20 = £348.20 HM Revenues & Customs PAYE = £68.20 Payment to Clerk = £348.20 - £68.20 = £280.00</p> <p>c. Other receipts and payments:</p> <p>i)Receipts: NCC Precept payment for 2018/19 (50%) - £9,500. NCC Repayment for Parish Cemetery Double Charge - £123. Grant payment for Swarland Village Hall 2018-19 - £2000.</p> <p>ii)Payments: Thomas Sheriff & Co £3,408.00 inc VAT (£1,700 from PC reserves, remainder from Vyner Park grant – ride on grasscutter). Andrew Ferguson £1,000 repayment for 2nd hand shipping container (from Vyner Park grant). Northumberland Community Enterprise Ltd Payment for the Column & Cllrs details insert – Total cost £171 including VAT.</p>	<p>Clerk</p>

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	d. Other – None.	
10.	<p>Planning</p> <p>a. To report on any planning decisions made by NCC: 18/00308/FUL Proposed single storey extension to side of existing cottage - East Cottage, Low Hazon Cottage, Acklington, Morpeth, Northumberland NE65 9AT. PC made no objections. Application GRANTED 22nd March 2018.</p> <p>18/00815/FELTPO Tree Preservation Order: T1 Fagus sylvatica (Beech tree) - Crown reduce tree by 2m crown thin by 15-20% and remove the lowest limb over the lawn, proposed deadwooded, T2 Lime - deadwood tree, remove 1 lower limb to re-address unbalanced crown, T3 Fagus sylvatica (Beech tree) - Crown reduce tree by 2metres, crown thin tree by 15-20%, remove 3 lowest limbs away from dwelling house and remove deadwood from crown, T4 - Populus nigra - remove tree - 4 The Orchard Swarland NE65 9NB. Tree works PERMITTED 12th April 2018.</p> <p>b. Applications pending decision by NCC 17/00500/OUT Change of use to residential (C3 use) by erecting approximately 10 no. detached dwellings. Land South West of the Old Tweed Mill, Springwood, Swarland. Northumberland. Parish Council objected.</p> <p>17/04160/FUL Proposed new detached dwelling on land to the rear of 8 Newton on the Moor - Land North Of 8 Newton On The Moor Newton-On-The-Moor, Morpeth, Northumberland, NE65 9JY. Comments invited until 8th December 2017. Cllr Rixon pointed out that this application was in a conservation area. Parish Cllrs objected for various reasons including concern at the narrowness of the access to the site for fire engines to attend.</p> <p>18/00481/FUL Proposed new detached dwelling (bungalow). Pinegarh 40A Park Road Swarland Morpeth Northumberland NE65 9JD. The Parish Council objected on the grounds of access.</p> <p>18/00569/COU Change of use from a stables outhouse to holiday let . Ryanleigh Newton-On-The-Moor NE65 9JZ.</p> <p>17/01936/OUT Outline planning application for two built to rent affordable homes and five open market dwellings (as amended 09/08/17) Land East Of Old Hall Farm, Old Swarland, Swarland NE65 9HU. This application was refused by NCC 25th August 2017 and an Appeal has now been lodged by the applicant with the Secretary of State. Additional comments were submitted by the PC in objection to this appeal.</p> <p>18/00590/FUL Construction of new dwelling house on the land adjacent to Quarry House and associated external works. Land South Of Quarry House Newton-On-The-Moor Northumberland. Parish Council objected.</p> <hr/> <p>c. Planning matters for Parish Council to consider 18/00730/FUL Change of use of land and the siting of two glamping pods - Land South Of Apple Tree Lodge, Old Swarland, Swarland, Northumberland. Comments invited until 12th April 2018.</p> <p>19/00995/FELTPO Tree Preservation Order application to remove one limb of T1 Oak tree and one limb of T2 Larch tree and to fell T3 Oak tree. - 3 The Orchard Swarland Morpeth Northumberland NE65 9NB. Comments invited until 12th April 2018.</p> <hr/>	
11.	<p>Correspondence:</p> <ul style="list-style-type: none"> • Clerk contacted by local resident with concerns about planning application 18/00481/FUL Proposed new detached dwelling (bungalow). Pinegarh 40A Park Road Swarland Morpeth Northumberland NE65 9JD. Clerk provided copy of application/comments and information on planning procedure. 	

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	<ul style="list-style-type: none"> Local resident contacted Clerk about bus not turning up in Newton on the Moor. PCA contacted and advice given – issue not yet resolved. Bus to be checked. NCC Neighbourhood Services letter about Weed Control in the County. 	Clerk
12.	Urgent items: a. Reports are needed for the May meeting from the Cemetery Cttee, Swarland Village Hall, Vyner Park and Jubilee Hall.	Cllrs Anderson, Woolfrey and Stanley.
13.	Requests for next agenda: a. PC Insurance – Clerk is obtaining quotes for renewal of the PC/VP insurance which will need to be agreed at the next meeting.	Clerk
14.	Date of Next Meeting - 27/6/2018 SVH, 25/7/2018 JH, 22/8/2018 SVH (or JH) tbc.	

Meeting finished at 20.22

APPENDIX 1

New Audit process Update 2018-19

From 2018/19 and for the next 5 years, the Parish Councils new auditors (replacing BDO) are PKF Littlejohn LLP. From this year onwards, access to the Annual Governance and Accountability Returns (AGAR) and instructions is being provided through email links and I have printed off this information. The Clerk will be attending a training course provided by NALC on 10th May to go through the procedure in detail. There are THREE deadlines which have to be met; The deadline for sending in the completed AGAR and all applicable supporting documents OR Exemption Certificate must be submitted by **Monday 11th June 2018**. There is a statutory period for all smaller authorities like NotM & S for the exercise of public rights over 30 working days which **MUST** include **Monday 2 July to Friday 13th July 2018**. The AGAR and signed auditor report must be published by the PC (including on its website) together with the Notice of Conclusion of Audit by **Sunday 30th September 2018**. There are three different sections to the AGAR form and the PC will need to decide which one is most appropriate. PART 1 is for exempt authorities with no accounts. PART 2 to be completed AND published by exempt authorities with financial transactions during the year. PART 3 is to be completed, approved AND published by all smaller authorities subject to a limited assurance review. If Parts 2 or 3 apply, an independent internal auditor is needed to complete the internal audit report. Also, sections 1 and 2 have to be completed and approved by the PC and then submitted to Littlejohn by the 11th June deadline. Section 1 which is the Annual Governance Statement **MUST** be approved before the Accounting Statement is considered and approved, but this can be done at the same meeting as long as the correct order of business is used. As in previous years, these documents have to be signed by the Clerk of the PC, and by the Chairman of the meeting at which the documents are approved. Smaller authorities can exempt themselves from review. Exempt authorities still have to complete an AGAR and provide for public rights but only need to submit a copy of the exemption certificate (presumably instead of other documentation).

Exemption criteria (which NotM & S PC meets) are;

- Total gross income and expenditure are below £25K.
- No public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by external auditor in 2017/18.
- Been in existence since 1st April 2014.

Fee for where income/exp is below £25K is £0. If you want a limited assurance review the cost is £200. There is nothing allowed in the PC budget for 2018/19 for this.

£25,001 - £50,000 is £200.

There is a £40 charge plus VAT if there is any additional correspondence.

As an exempt authority, not requesting a limited assurance review the PC will need to send in

1. Completed and signed AGAR Part 2 exemption certificate
2. Completed contact details form.