

# LONGFRAMLINGTON PARISH COUNCIL

## A MEETING OF LONGFRAMLINGTON PARISH COUNCIL WILL BE HELD ON

Wednesday 8<sup>th</sup> May 2024

Immediately after the Longframlington Annual Village Meeting (7.00 p.m.) & Annual Meeting of the Longframlington Parish Council  
in the Memorial Hall, Longframlington

### A G E N D A

- 1) **Apologies for Absence** - Notification from councillors who are absent from this meeting.
- 2) **Table Urgent Business to be discussed in 24 below** – only urgent items councillors have become aware of since the publication of the agenda will be discussed at the end.
- 3) **Declaration of Interests** - Declaration from councillors of a personal interest they may have in any matters on the agenda.
- 4) **Gifts & Hospitality** - Declaration from councillors if any received.
- 5) **Community Police Report**- To receive a report from the Community Police representative.
- 6) **County Councillors Report** - To receive a report from the County Councillor including issues with respect to the replacement of trees and tidying of verges on A697, South of village.
- 7) **Minutes of Previous Meeting** - To approve the minutes of the meeting held on 5<sup>th</sup> April 2024

**Housekeeping Issues** – These issues should take no longer than 60 minutes.

- 8) **Matters Arising out of Minutes** - To receive updates on the following matters not appearing elsewhere on the agenda:
    - a) Website:
      - i) Longframlington Welcome Booklet.
      - ii) Community Engagement.
    - b) Ongoing Issues with Northumberland County Council(NCC) departments: Report from the meeting with Cllr Glen Sanderson and Rob Murfin:
      - i) Planning & Enforcement.
      - ii) Highways.
      - iii) Ecology.
      - iv) School Community Project.
    - c) Longframlington Parish Map.
    - d) Review Risk Assessments for Parish Council and Cemetery; Members to propose any changes.
  - 9) **Finance**
    - a) Notification of receipts in the months of April
    - b) Approval of Clerk's salary, expenses, PAYE & NI and approval of Other Payments in the months of April.
    - c) Requests for donations.
    - d) Bank Reconciliation to 30<sup>th</sup> April 2024.
    - e) VAT Return 2023-24
    - f) Insurance 2024/25.
    - g) Annual Governance and Accountability Return for 2023/24:
      - i) To consider and agree any actions arising from the Annual Internal Audit Report 2023/24;
      - ii) To approve and sign 2023/24 – Statement of Control;
      - iii) To approve and sign Section 1 - Annual Governance Statement 2023/24;
      - iv) To approve and sign Section 2 - Accounting Statements 2023/2024;
      - v) To approve & Explanation of Variances, Final End of Year Bank Reconciliation to be submitted with AGAR;
      - vi) To approve and sign the Certificate of Exemption -AGAR 2023/24 Form 2;
      - vii) To agree the Period for the Exercise of Public Rights.
  - 10) **Allotments**
    - a) Management.
    - b) Maintenance.
  - 11) **King George V Playing Field** including:
    - a) Clerk's weekly/monthly Inspection report.
    - b) Sports Courts and Playground – Inspection report in preparation for RoSPA inspection.
    - c) Possible replacement of bark chippings around play equipment.
    - d) Pruning of hedging around tank turn.
  - 12) **Planning**
    - a) To note any planning issues since previous meeting.
  - 13) **Cemetery issues:**
    - a) Burials/Ashes internments.
    - b) Memorial applications.
    - c) Maintenance.
    - d) Cemetery Extension.
  - 14) **Action Plan – May 2023:**
    - a) Agree roles and responsibilities for clerk and councillors.
    - b) FramNews Report – identify councillor to write it. Include one-line reminder regarding the LEAP.
- Main Issues** – These issues are allocated a longer time for discussion.
- 15) **Biodiversity and Climate Change Committee**
    - a) Committee Report.
    - b) Tree planting update.

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- c) Preparation of cemetery extension land.
- d) Seeding of Wild Flower areas.
- 16) Request for permission for bouncy castle for end of school year 2024 party
- 17) NCC Planning application requirements - consultation
- 18) Any Urgent Business - To hear any other urgent matters councillors have raised in 2 above.
- 19) Agenda Items for, and Date of Next Meeting: **TUESDAY 6<sup>th</sup> JUNE at 7.00 p.m.**

*The public may only observe the proceedings of the meeting. Public questions must be submitted to the Clerk at least 48 hours in advance of the meeting. Such questions will be dealt with, at the chairman's discretion, prior to the commencement of the meeting.*

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