

BYWELL PARISH COUNCIL

Minutes of AGM and Council Meeting held on Wednesday 15th May 2023 at Newton & Bywell Community Hall following the APM

Present: Cllrs Richardson, Harrison, Wright, Gallagher and Jessop. Also in attendance - Monica Anderton, Clerk and County Councillor Waddell for part of the meeting. Cllr Brown attended via Zoom.

1. **Apologies received:** None
2. **Approval of Standing Orders:** Agreed unanimously
3. **Election of Chair and Vice-Chair:** Cllr Jessop was proposed by Cllr Richardson and seconded by Cllr Gallagher. He agreed to continue as Chairman. Cllr Gallagher proposed that Cllr Wright continue as Vice-Chair, seconded by Cllr Harrison; and she agreed to continue in the role.
4. **Declarations of Interest:** None
5. **Minutes from meeting of 20th March 2023:** These were agreed as a true record.
6. **Matters arising:** ~ Water on road: Northumbria Water (NWL) have been and looked at the situation; have tested the water in several places and do not think there is a leak. They are going to remove the tank and will assess if this makes a difference. It is possible the problems arise from a large aquifer. Drains are also being checked and the Highways staff have been kept in the loop on what is going on. NWL cannot find broken drains at the moment. Mowden Hall also have flooding issues. It was agreed that after the tank had been removed and inspected, the Parish Council should consider hiring a Geologist and/or and engineer to make a detailed survey. Within reason, there are sufficient funds to cover a preliminary analysis. Cllr Brown will continue to lead on this and will continue liaising with NWL as well;
~ Memorial Bench: Quotes are need for this and for the work to fix it in place in accordance with Health & Safety requirements. Cllr Jessop will continue to lead on this.
7. **Conduct of Parish Councillors:** Cllr Wright had asked for this to be on the Agenda as it is important to stress that Councillors must always be objective on any matters discussed at meetings, or in casual conversations with residents so that no confidential information is given out; nor should a Councillor swayed by local opinions. It was agreed that the Clerk would put a copy of the Code of Conduct on the website as well as a Complaints procedure, in case it should be needed.
8. **Reports: County Councillor report:** Cllr Waddell had little to report at this time. The most significant matter related to a large planning application in Prudhoe which was now having to go to appeal because Councillors voted without one member being present and also voted against the application. Consequently, much time and funding was tied up.
Chair's Report: Nothing additional to that reported in the previous APM.

9. **Planning:** 23/00715/COU : Change of use of house to residential institutional use:

This application has been withdrawn;

23/000673/FUL: Garden room and steps at rear of Old Post Office: Discussion centred around the design and materials of the proposed development in a Conservation area. Whilst not objecting to the extension in principle, it was agreed that the materials and the design were not in keeping with the Conservation area and should be changed or reconsidered.

10. **Correspondence:** E-mails from NCC, NALC and CAN on various topics.; and on kerbstones from a resident.

11. **Finance:**

- a) The Balance on the account at 31st March 2023 was £7137.37
- b) The Exemption Certificate for Audit was approved;
- c) The Governance Statement was approved;
- d) The revised Risk Assessment was noted;
- e) Receipt of the completed Internal Audit was noted. There were no matters to draw to the Council's attention;
- f) The Accounting statement for 2022/23 was approved;
- g) The receipt of the first tranche of precept of £5250 was noted;
- h) The following payments were authorised:

Clerk, Salary, May 2023	£304.98
Clerk, Salary, June 2023	£304.98
NALC, Annual subs and website	£185.86
NBCT, room	£16.00
PB Basnett, Auditor	£70.80
Insurance for 2023/24	£677.43
Donation to NBCT re Coronation event	£400.00

12. **Information received:** CPRE Spring edition

13. **AOB:**~ A damaged footpath will be reported to the NCC Footpaths Officer;

~ The issue around South Lodge at Mowden Hall would be followed up again.

11. **Date of next meeting:** Monday 17th July 2023 at 7.00pm

Chair:

Date: