

## Capheaton Parish Council

### Minutes of the Annual Parish Council Meeting held on Monday 12 May 2025

- 1) **Present:** Mr W Browne-Swinburne, Mr RD Patterson, Mr RW Irving
- 2) **In attendance:** Mr P Ware (Clerk)
- 3) **Election of Chairman:** Mr W Browne-Swinburne was proposed by Cllr Irving and seconded by Cllr Patterson and was unanimously elected.
- 4) **Election of Vice Chairman:** Mr RW Irving was proposed by Cllr Patterson and seconded by Cllr Browne-Swinburne.
- 5) **Apologies for absence:** Ms Coe, Mrs E Moffat, County Councillor R Dodd
- 6) **Public Questions & Participation:** Two residents attended the meeting, Laura Anson and Sarah Proudlock, to discuss the Kirkheaton parking consultation, see item 11 below.
- 7) **Annual Governance and Accountability Return for 2024/25**
  - a) **Internal Audit Report:** No substantial issues were raised, comments about members responsibility to complete 'Declaration of Interests' forms fully, were noted and will be actioned.
  - b) **The Annual Governance Statement (Section 1) for 2024/25:** Members considered each of the questions that was to be sent to the external auditor and, having answered 'yes' to each point, authorised the Chairman and Clerk (& RFO) to sign Section 1 of AGAR form.
  - c) **The Accounting Statement (Section 2) for 2024/25:** The statement of accounts for the year ending 31<sup>st</sup> March 2025, for submission to the external auditor, was approved by members and authorised the Chairman and Clerk (& RFO) to sign Section 2 of AGAR form.
  - d) **The Certificate of Exemption – AGAR 2024/25 Part 2:** confirming Council gross income or gross expenditure did not exceed £25,000 was approved by members and authorised the Chairman and Clerk (& RFO) to sign the form.
  - e) **Analysis of Explanation of Variances:** The receipts and payments for the year ending 31<sup>st</sup> March 2025, and comparison with the previous financial year, was approved by all members.
  - f) **Bank Reconciliation as at 31<sup>st</sup> March 2025:** was noted and accepted by members.
- 8) **Minutes of the Meeting held on 10 February 2024,** having been circulated, were approved and signed. There were no matters arising.
- 9) **Planning:**
  - a) 25/0063/03/DECOM Kirkheaton Wind Farm - details were previously circulated electronically to members and no objections were raised. The clerk responded on 3 March 2025.
  - b) 25/01902/FUL 3 North Side - details were previously circulated electronically to members and no objections were raised. The clerk responded on 16 April 2025.
- 10) **Highways:** none
- 11) **Kirkheaton car parking & EV community charger:**
  - a) A consultation letter was sent out on 17 March 2025 to 28 households with a Kirkheaton postal address and there were 6 replies, a 21% response rate. Nobody objected to the principle of using part of the village green as a community parking area. There was a recognition that many households have more than one vehicle and visitors sometimes struggle to find suitable parking. Several alternative parking areas have been suggested and members agreed to a site visit to assess. Chair, Cllr Irving & clerk to follow up.
  - b) 5 of the 6 letters supported the principle of a community EV charger (the other did not object, just not mentioned). Clerk reported that Northumberland County Council's Climate Change team's current funding stream has now closed and they are working with the North East Combined Authority to secure further funding to procure installers. Clerk to monitor and to consider other options.
  - c) The Chair stated that, generally, any resident could approach the Council and their suggestion /application would be considered on its merits, in conjunction with any permissions that may be required from NCC's Highway Authority and Planning Authority. The aim is to achieve a consensus on some suitable parking locations for Kirkheaton so that when funding does become available again the Council are ready to act.

**12) Correspondence & information items:** all noted

**13) Finance for 2025/26**

- a) **Report and bank balance:** The clerk gave a report of this year's spend to date, with a Finance Summary and latest banking statement circulated to members, showing a balance of £3,869.39 not including today's payments.
- b) **Payments authorised:** Payments for Clerk's salary and expenses, the NALC subscription and an invoice for the Internal Auditor were authorised at a cost of £487.52
- c) **Donations:** – members agreed to defer to the next meeting.
- d) **Review of Parish Charges & Financial Risk Assessment** – members reviewed the documents and agreed to adopt them with no change. Updated copies to be put on website.
- e) **The Asset Register** - Kirkheaton Village Green was added to the register with a nominal value of £1.00.

**14) Any other business:**

- a) **Woodland creation proposal at Capheaton:** Cllr Patterson applauded the sensitive design put forward by Chollerton Estates.

Date and time of next meeting: Monday 4<sup>th</sup> August 2025 at 7.00pm

\_\_\_\_\_ **Chairman**

\_\_\_\_\_ **Date**