

BELSAY PARISH COUNCIL

Chair: Councillor Roe

Clerk: Annie Howliston

Email: belsayparishcouncil@hotmail.co.uk

You are hereby summoned to attend a meeting of Belsay Parish Council in the Sir Stephen Middleton Memorial Hall, Belsay First School, on **Wednesday 24 September 2025 at 7:00 pm** for the purpose of transacting the following business:

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Members are requested to advise the Council of any Declarations of Interest appertaining to the following agenda items.

3. Declarations of Acceptance of Office as Parish Councillor and Circulation of Register of Members Interests

- a) Clerk to receive signed Declaration of Acceptance of Office from Cllr Storey
- b) Clerk to receive signed Register of members Disclosable Pecuniary Interests and Other Registerable Interests from Cllr Storey

4. Public Questions (Maximum 5 minutes per person)

Members of the public present may address the Council at this point on the agenda. The Council reserves the right to respond to or debate the issue at a later date. Members of the public seeing the agenda and wanting to speak about an item on that agenda should contact the Clerk by Tuesday of the week before the meeting.

There are no public questions at this point.

5. Minutes of Previous Meeting

To approve the minutes of the meeting of Belsay Parish Council held on **21 May 2025**.

6. Matters Arising from the Previous Meeting

(The first two items will be discussed to allow guests to leave).

Welcome from Chair:

- Craig Shaw (Headteacher - Belsay First School)
- Anna Revell (Climate Action Officer – Community Action Northumberland Energy Team)

a) Defibrillator (School holidays)

- Emergency contact
- Maintenance
- Location signage
- Access to school – provision of key code

b) Emergency Resilience Base and Generator (formerly referred to as Storm Hub)

- Use of school and installation of a generator
- Availability of grants (Climate Action in Rural North East/Ray Estates/Northern Power Grid)

7. Highways Matters

- a) **Gateways** – update from Cllr Dodd (if present)
- b) **Overhanging Branches and Hedges** – update from Cllr Dodd (if present)
- c) **School Parking** – update if school have been approached regarding alternative parking options and Risk Assessment.

8. Planning Matters

- a) To consider/note the following:

Reference	Detail	Parish Council	Decision by NCC
25/01707/LBC	Old School House, Belsay (Conversion of existing garage to provide secure storage)	Previously circulated by Clerk – no observations received	Observations by 25 June

- b) Any late applications.

9. Financial Matters

a) Members are asked to approve and sign the following payments:

Payee	Detail	£
Tynedale Hospice	Donation agreed on 21 May 2025	200.00
Hall Hire	Mar 2025	20.00
HMRC	Jun	43.50
HMRC	July - £43.20 Aug - £43.40 Sep - £43.40	130.00
Clerks Pay Slips	Jun - £173.31 Jul - £173.51 Aug - £173.31 Sep - £173.31	693.44

b) Monthly Bank Reconciliation Report - previously circulated (Clerks new Agenda item)

c) Update Signatories for Bank Account (Clerk)

d) Grant applications to consider

- Northumberland Citizens Advice
- Bolam Church

10. Correspondence Received

a) **Removal of Belsay Village Playground** – email from Chair to Cllr Dodd

b) **Parish Website**

- Current website update (Clerk)
- Council approval to move to NALC's website provider Hugo Fox (see briefing note)

c) **Parish .gov.uk Email Address**

- Council approval to apply for a .gov.uk domain name (see briefing note)

11. Any Other Business

To consider any other business which is for information only.

a) **Clerk Qualifications Update (Clerk)**

- Introduction to Local Council Administration (ILCA)
- Financial Introduction to Local Council Administration (FILCA)

b) **Grants and Donations Policy**

- Circulation of Draft Policy to be considered and approved at the November meeting.

c) **Budget and Precept setting at November meeting**

- Council Priorities

12. Date of Next Meeting

- Wednesday 26 November 2025