

SIMONBURN PARISH COUNCIL

Minutes of the Annual Parish Assembly Meeting held on Thursday 17th May 2018 in Simonburn Village Hall

Cllr Mrs V Allgood opened the meeting at 6.30 pm.

Present

Mrs V Allgood (Chairman), NA Ridley and
Also Clerk R Macfarlane and County Councillor RM Gibson

Apologies for absence

Cllrs P Rowcroft, AW Langford and S Tilson.

Election of Chairman

Cllr Ridley proposed **Cllr VS Allgood** and this was seconded by Cllr D Bulman - all agreed.

Minutes

The minutes taken at the Annual Assembly on 17th May 2017, were read out approved by the Council and signed by the Chairman.

Any matters arising from last meeting

None

Chairman's Report

The Chairman (Mrs VS Allgood) welcomed everyone to the meeting. She reported that the parish council had held four meetings throughout the year; in May, September, December and March all in Simonburn Village Hall (grateful thanks to the Hall Committee)

She thanked the Council for their support throughout the year and County Councillor Gibson for his advice and information. Thanks to the Clerk for his hard work and guidance. The Council is grateful to those who keep the Green clean and tidy and cut the grass, especially Roger Hadley who also looks after the mower and strimmer. Thanks also to the Internal Auditor, Gordon Scorer.

TWDA have designed the new site and all the relevant documents have been published to conform with Localities Act 2011. Contributions that may enhance the site, are requested. The next step is for TWDA to finalise the arrangement with Domain (Simonburn.info) and Hosting.

At present much needed work is being carried out on Ward Lane. The repair and renovation on Simonburn Bridge is now completed although there is some concern over the low parapet. The Council is aware of various issues relating to "off-road" vehicles and the damage and distress caused by them to some of the BOATs and byways within the parish. The Council met with NCC Rights of Way Officer Tim Fish and agreed some proposals.

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6th December 2017 in Simonburn Village Hall

03-12-01 **Present**

Cllrs VS Allgood (Chairman), S Tilson, P Rowcroft, D Bulman and AW Langford
Also Councillor RM Gibson and Clerk R Macfarlane

03-12-02 **Apologies for absence**

Cllr NA Ridley

03-12-03 **Declaration of Interest**

None

03-12-04 **Public First Focus**

No members of the public present

03-12-05 **Minutes**

The minutes taken at the council meeting held on 27th September 2017, have been circulated all Councillors. These were approved and signed by the Chairman.

03-12-06 **Matters arising from last meeting**

- **The Pensioners Regulator - Automatic Enrolment Duties.** The Council has received acknowledgement of declaration of compliance.
- **Proctor's Bridge (Humpy Back Bridge)**
The bridge has some loose stones on its parapet; Clerk has notified NCC.

03-12-07 **Reports**

Northumberland County Council

Cllr Gibson gave a verbal report.

03-12-08 **Website**

TWDA have designed the new site and all the relevant documents have been published to conform with Localities Act 2011. Contributions that may enhance the site, are requested. TWDA will arrange Domain (Simonburn.info) and Hosting. Clerk to apply for further grant aid from Transparency Funding.

03-12-09 **Communications**

The following correspondence has been forwarded to all councillors:

CAN Newsletter, Nalc e-news & CPRE newsletter

- **Chollerford Bridge Repairs** – This is now open.
- **NCC Joint Meetings with Town/Parish Councils** - 12th December
- **Correspondence John Kerwin** – Dirtbike-Action motorcycle events weekends.

Simonburn Parish Council

Chairman: Mrs VS Allgood



Clerk: Robert Macfarlane
Heron's Hill Cottage
Hill Street
Corbridge
NE45 5AA
01434 633891
clerk@live.co.uk

Dear Councillor

You are summonsed to attend the next Meeting of Simonburn Parish Council which will take place in the Village Hall on Wednesday 14th March 2018 at 6.30 pm. The Minutes of the last Meeting are enclosed and the Agenda is given below.

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interests
- 3 Minutes of Last Meeting (Meeting held on 6th December 2017)
- 4 Matters Arising (not on Agenda)
- 5 Public First Focus - Issues raised by members of the Public
- 6 Council Website.
- 7 Wark CofE First School – proposed closure
- 8 Correspondence – NNPA, Nalc, CAN Newsletter, CPRE Newsletter, War Memorial Bulletin, Tynedale Hospice, GNAA, Tynedale Sport
- 9 Roads –
 - a) Simonburn Bridge
 - b) Proctor Bridge
 - c) Ward Lane
- 10 Footpaths. BOATs in Simonburn Parish. Feedback from meeting with Tim Fish ROW Officer held 19th December 2017
- 11 Planning
- 12 Reports – PCC, Village Hall and Northumberland County Council
- 13 Financial Matters
 - a. Audit 2017-18
 - b. Payments
- 14 Any Other Urgent Business at the discretion of the Chairman
- 15 Date and Time of Next Meeting (9th May 2018)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND



R Macfarlane
Clerk to Simonburn Parish Council

Simonburn Parish Council

Chairman: Mrs VS Allgood



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A handwritten signature in black ink, appearing to read 'R. Macfarlane'.

R Macfarlane
Clerk to Simonburn Parish Council

03-03-08 **Roads**

There are concerns about the gully/drainage systems on Castle Lane. The ditch under the road is too small and other ditches get blocked regularly causing flooding in No 2 The Green. Clerk has contacted the appropriate highways inspector.

03-03-09 **Footpaths**

The Chairman and Clerk met with NCC ROW Officer Tim Fish on 19th December and had further discussions regarding the Simonburn Byways.

The NCC have a proposed course of action that they hope to implement over the next few months. Unfortunately, due to a reduction in their capital works programme budget for 2018/19, it is unlikely that some of the repair work that they had hoped to carry out will be now be possible.

Councillor Gibson has agreed to allocate £5,000 of his Members Scheme allocation for 2018/19 to improvement works to byway open to all traffic no. 24 in the vicinity of Stooprigg, however work on Byway 38 is no longer in NCC current work schemes. The work at Stooprigg will be scheduled for the summer and prior to that officers will finalise the details of the extent of the work with the tenant farmer and Allgood Estate.

NCC will also be progressing measures to try and control and restrict the future use of the Byways, particularly Byway 24, by consulting on a proposal for voluntary restraint on the use of the route and further consultation on a TRO for seasonal use.

Tim assured that the Parish Council and the landowners will be kept informed of the progress of this process once it is underway.

03-03-10 **Planning**

No issues.

03-03-11 **Review of Documents**

Financial Regulations, Risk Management, ROI and Transparency

– no suggestions or amendments.

GDPR 2016 and the Data Protection Bill.

Initially there were some indications that a pragmatic approach might be taken so that the clerk for smaller local councils could be the data protection officer. Advice since then indicates the potential for a clerk to be the data protection officer if it is compatible with the duties of the DPO and do not lead to a conflict of interest. At present there is no firm advice or guidance.

Model Code of Conduct

Nalc's County Committee are to revise the current model and will circulate draft copies to all councils.

03-03-12 **External Auditors**

PKF Littlejohn (PKF) are the new external auditors.

NB Annual Governance and Accountability Return (AGAR) is a Limited Assurance Review only. The Common Period for Inspection of Accounts (6-week period) must include the first 10 working days in July and will remain in force this year. It may be amended in 2019. The fees have been set by SAAA. The original hard copies of Sections 1 and 2 of AGAR are not required so all information can now be submitted via email.

03-03-13 **Finances**

Bank Statements The latest statements were approved and signed.

Approved Payments Clerk's salary £240, HMRC £60 tax, Council's expenses £13.85
St Mungo's PCC £100, R Hadley Petrol £100, TWDA £120 Transparency Fund Training £360.

03-03-14 **Date of next meeting**

Regular Council Meeting Wednesday 17th May 2018, 6.30 in Simonburn Village Hall.

Signed Chairman.....

Date17th May 2018.....

Simonburn Parish Council

Chairman: Mrs VS Allgood



Clerk: Robert Macfarlane
Heron's Hill Cottage
Hill Street
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Dear Councillor

You are summonsed to attend the Meeting of Simonburn Parish Council which will take place in the Village Hall on Wednesday 12th September at 6.30 pm. Minutes of the last Meeting are enclosed and the Agenda is given below.

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interests
- 3 Minutes of Last Meeting (11th May)
- 4 Matters Arising (not on Agenda)
- 5
 - a) Document and Policy Review
 - b) Assets
 - c) Risk Assessment
- 6 Correspondence – NCC (Hazardous waste), CAN, Nalc; NNPA
- 7 Roads – LTP Programme 2019-20
- 8 Footpaths
- 9 Planning
- 10 Reports – Village Hall, PCC, Northumberland County Council
- 11 Public First Focus – Participation by Members of the Public
- 12 Public Access Defibrillator
- 13 Council Website
- 14 Financial Matters
 - a. Annual Financial Statement; Internal Audit and ^{PKF} BDO LLB Audit
 - b. Payments
- 15 Date and Time of Next Meeting (12th December 2018)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

R Macfarlane, Clerk

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting
held on 14th March 2018 in Simonburn Village Hall

03-03-01 Present

Cllrs VS Allgood (Chairman), S Tilson, NA Ridley, D Bulman and AW Langford
Also Clerk R Macfarlane and a member of the public.

03-03-02 Apologies for absence

Cllr P Rowcroft and County Councillor RM Gibson

03-03-03 Declaration of Interest

Cllr NA Ridley – Wark CofE First School

03-03-04 Public First Focus

Proposal to merge or close Wark CofE First School

Kelly Ritchie, Chairperson of Governors of Wark CofE First School addressed the Council
Northumberland County Council's consultation on education in West Northumberland
It was RESOLVED that Simonburn Parish Council strongly objects to any proposal to close or merge Wark Church of England First School. The Council fully supports the School's Governing Body as well as the parents, pupils and the wider community who are all keen to keep a Primary or First School functioning in Wark.

03-03-05 Minutes

The minutes taken at the council meeting held on 6th December 2017, have been circulated all Councillors. These were approved and signed by the Chairman.

03-03-06 Matters arising from last meeting

- **Website** – At present TWDA are dealing with the financial arrangements. The Council will approach the bank to organise direct control and payment by direct debit for domain name (www.simonburn.info) and domain hosting.
- **Proctor's Bridge (Humpy Back Bridge)**
NCC are aware of the loose stones on its parapet.

03-03-07 Communications

The following correspondence has been received: GNAA newsletter, CAN Newsletter, Nalc Enews, Consultation - Car Parking Studies for Alnwick, Morpeth, Hexham and Berwick, Civic Voice - War Memorials News, Northumberland Local Plan Update and 'Call for Sites', Post 16 Transport Consultation, Ray Wind Farm Community Fund and FOI Data Protection from Nalc

SIMONBURN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
held on 17th May 2018 in Simonburn Village Hall

Mrs V S Allgood opened the meeting at 6.45 pm.

01-05-01 **Present**

Mrs V Allgood (Chairman), NA Ridley and D Bulman,
Also Clerk R Macfarlane and County Councillor RM Gibson

01-05-02 **Election of Chairman**

Cllr Ridley proposed **Cllr VS Allgood** and this was seconded by Cllr D Bulman - all agreed.
NB At this point Cllr Allgood took the Chair and signed the declaration of acceptance of office (LGA 1972 s83).

01-05-03 **Apologies for absence**

Cllrs P Rowcroft, AW Langford and S Tilson

01-05-04 **Declaration of Interest**

Councillors were reminded that the "Members' and Co-opted Members' Disclosable Pecuniary and Other Interests" forms need to be reviewed annually.

01-05-05 **Appointment of Officers**

Chairman

- **Cllr VS Allgood** - proposed by NA Ridley and seconded by D Bulman,

Vice Chairman

- **Cllr NA Ridley** - proposed by VS Allgood and seconded by D Bulman,

Evans Trust

- **Cllr VS Allgood** - proposed by NA Ridley and seconded by D Bulman,

Village Hall

- **Cllr D Bulman** - proposed by VS Allgood and seconded by NA Ridley

01-05-06 **Public First Focus**

No members of the public present

01-05-07 **Minutes**

The minutes taken at the council meeting held on 14th March 2018, having been circulated and approved by the Council were signed by the Chairman.

01-05-08 **Matters arising from last meeting**

Parish Grass Mower

The new mower, Husqvarna RCTH 194, is road taxed, insured and has a registration number.

Bank Authority

Clerk to check if Chairman, NA Ridley, D Bulman and P Rowcroft are signatories.

VS
/

01-05-09 **Communications**

All councillors were circulated with a full list of correspondence.

CAN Newsletter, CAN Spring Conference, Love Northumberland Awards 2017, NCC "getabout", War Memorials Trust bulletin, Tynedale Hospice at Home.

- **Insurance Quotes** Quotes for the parish insurance were received from Aon (Allianz) and Zurich Municipal. The latter being cheaper and also giving better cover.
- **Grass Mowers** Towergate now insures the mower.

01-05-10 **Reports**

Northumberland County Council

Cllr Gibson gave a verbal report

Village Hall

Cllr Bulman gave a verbal report

01-05-11 **Roads**

Simonburn Bridge

The work on the bridge is now completed – there are some concern over the low parapet.

Bus Stop

The situation of the bus stop on the main road has been changed by NCC Highways to a dangerous position at the brow of the hill.

01-05-12 **Planning**

NNPA Planning Application Consultation 18NP0040 Carrawbrough Farm, B6318 Military Road Carrow To New Houses, Humshaugh, Hexham, Northumberland, NE46 4DB
Simonburn Parish Council has no objections to this application

01-05-13 **Policy and Document Review**

Assets Register

The Assets Register value remains at £3,713

Financial Regulations Documentation

The Clerk pointed out that the Fidelity Guarantee is now £25,000 and has amended the Risk Management Document appropriately.

Risk Management It was RESOLVED to continue insurance cover with Zurich Municipal.

Standing Orders

The Council will review the new Model from Nalc when it is available.

01-05-14 **Audit**

Internal Audit

GD Scorer the Internal Auditor has completed a full audit and there were no matters arising. The Council asked the Clerk to pay him a fee of £50, thank him and invite him to continue next year. (GD Scorer will give his fee to Teenage Cancer Trust).

External Audit to 31st March 2018 The External Auditors PKF Littlejohn LLP requirements are in line with the Audit Commission and comply with the Accounts and Audit (England) Regulations 2016 (Regulations 12-16)

Annual Statement of Accounts Cllr Ridley proposed and Cllr Bulman seconded that the annual Financial Return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve (in sequence) the Annual Governance Statement, the Accounting Statement, and the Annual Internal Audit Report.

VSJA

01-05-14 **Audit (continued)**

Exercise of Electors' Rights

The notice of appointment of date for the exercise of electors' rights must be displayed for 14 days. The Audit Notice will be displayed in Parish Notice Board and the 30 Working Day Period for the Exercise of Public Rights commences on 4th June and will end on 13th July. The Council will submit the annual return and supporting documentation presented at this meeting to PKF Littlejohn LLP by the agreed audit date of 11th June. Approval of Accounts should be no later than 11th June and Publication of Audited Accounts no later than 30th September 2018.

Assets

Last year's Practitioners' Guide included a change in guidance regarding asset valuation. The Council's consistent policy is: Council's asset register is brought up to date at 31 March. It includes all capital acquisition and disposal transactions recorded in the cash-book during the year. The reasonable approach to be applied for the method of asset valuation adopted is set out in the policy approved by the Council and recorded in the asset register. The Council, follows an appropriate and commonly used method of fixed asset valuation for first registration on the asset register at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year until disposal. For reporting purposes therefore, the original value of fixed assets will stay constant throughout their life until disposal.

01-05-15 **Finances**

LGA 1972 s137 The government has confirmed that for the purpose of Section 137(4)(a) of the Local Government Act 1972 for local councils in England for 2018/19 is £7.86. Electors number 145 so allowance is £1,139.70

Bank Statements The latest statements were approved and signed. Balances at 1st April Deposit Account £1,716.68 and Current Account £454.93

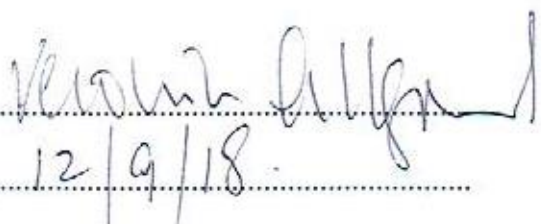
Income Half precept £1300 and vat repayment £19.60

Approved Payments Clerk's salary £276, HMRC £69 tax, Expenses £23.39, Council Insurance Zurich Municipal £257.60, G Scorer Internal Audit £50, Car Park Rent Land £5.00, Village Hall Committee (Annual Rent) £40, Mower Insurance £174.36, SLCC £35

01-05-16 **Date of next meeting** 12th September 2018

Signed Chairman.....

Date



Simonburn Parish Council

Chairman: Mrs V Allgood

Clerk: Robert Macfarlane
Heron's Hill Cottage Corbridge NE45 5AA
☎ : 01434 6338981
✉ : clerk@live.co.uk



Parish Council 2019-2020

Dates of Meetings

Annual Parish Assembly Tuesday 14th May 2019

Annual Parish Council Meeting Tuesday 14th May 2019

Wednesday 18th September 2019

Wednesday 4th December 2019

Wednesday 11th March 2020

Tuesday 13th May 2020

All meetings to take place in the Village Hall starting at 6.30 pm.

The Council

Chairman

Mrs V S Allgood Slaterfield Farm House Simonburn NE48 3AZ

Vice Chairman

Mr Nick A Ridley Park End House Park End Simonburn NE48 3AA

Councillors

Mr Denis Bulman Burn House Simonburn NE48 3AX

Mrs Soraya Tilson Simonburn Tearoom 1 The Mains Simonburn NE48 3AW

Mr Peter Rowcroft Slaterfield Villa Simonburn NE48 3AZ

Mr Adrian W Langford Tithe Barn Simonburn NE48 3AR

County Councillor

Rupert M Gibson The Shieling Humshaugh Hexham NE46 4AA

DECLARATION OF ACCEPTANCE OF OFFICE

I V S Allgood

having been elected to the office ofCHAIRMAN.....

ofSIMONBURN PARISH COUNCIL

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members ofSIMONBURN PARISH COUNCIL

Signed:

V S Allgood

Dated:

.....7th May 2019.....

This Declaration was made and signed before me.

Signed:

R Macfarlane

Proper Officer of the CouncilR. Macfarlane, Clerk.....

Dated:

.....7th May 2019.....

Under Section 83(3) of the Local Government Act 1972, a Declaration for Members or Elected Mayors of a County, District or London Borough Council shall be made before two Members of the Council, its elected Mayor, its Proper Officer, a Justice of the Peace or Magistrate In the United Kingdom, the Channel Isles or the Isle of Man, or a Commissioner appointed to administer oaths in the Supreme Court. A Declaration for Members of Parish Councils shall be made before a Member or the Proper Officer of the Council.

SIMONBURN PARISH COUNCIL

Minutes of the Annual Parish Assembly Meeting
held on Tuesday 14th May 2019 in Simonburn Village Hall

Cllr Mrs V Allgood opened the meeting at 6.30 pm.

Present

Mrs V Allgood (Chairman), NA Ridley, D Bulman, P Rowcroft and S Tilson.
Also Clerk R Macfarlane and County Councillor RM Gibson

Apologies for absence

Cllrs AW Langford

Election of Chairman

Cllr Ridley proposed **Cllr VS Allgood** and this was seconded by Cllr D Bulman - all agreed.

Minutes

The minutes taken at the Annual Assembly on 17th May 2018, were read out approved by the Council and signed by the Chairman.

Any matters arising from last meeting

None

Chairman's Report

The Chairman (Mrs VS Allgood) welcomed everyone to the meeting. She reported that the parish council had held four meetings throughout the year; in May, September, December and March all in Simonburn Village Hall (grateful thanks to the Hall Committee)

She thanked the Council for their support throughout the year and County Councillor Gibson for his advice and information. Thanks to the Clerk for his hard work and guidance. The Council is grateful to those who keep the Green clean and tidy and cut the grass, especially Roger Hadley who also looks after the mower and strimmer. Thanks also to the Internal Auditor, Gordon Scorer.

TWDA have arranged the Domain (Simonburn.info) and Hosting and have updated the new site for which we are grateful. The website enables the Council to publish all the relevant documents to conform with Localities Act 2011. Contributions that may enhance the site, are requested.

At present much needed work is being carried out on the drains around the village green. The repair/renovation on Simonburn Bridge is now completed although there is still some concern over the low parapet.



The Council is aware of various issues relating to "off-road" vehicles and the damage and distress caused by them to some of the BOATs and byways within the parish. The Council has received notification of route proposed for a Permanent Traffic Regulation Order prohibiting use by four-wheel vehicles in the parishes of Simonburn and Wark Byways Open to All Traffic No's 24 and 72. From Ward Lane past Great Lonbrough to Greenhaugh.

No planning applications have been received from Northumberland County Council.

Northumberland National Park Authority Planning Application Consultation 18NP0040 Carrawbrough Farm, B6318 Military Road Carrow To New Houses, Humshaugh, Hexham, Northumberland, NE46 4DB Simonburn Parish Council has no objections to this application

In order to support village projects, new auditors, FOI implications, website costs, running and maintenance of the grass mower and strimmer; it was resolved that the precept should be increased to £3,000 for the financial year 2019-2020

The Council was able to support worthy organisations with grant awards; St Mungo's PCC, Tynedale Hospice at Home, Community Action Northumberland, Great North Air Ambulance and the Church Bells Appeal.

In March 2018, Kelly Ritchie, Chairperson of Governors of Wark CofE First School addressed the Council. There was much concern over the proposal to merge or close Wark C of E Aided First School as outlined in the Northumberland County Council's consultation on education in West Northumberland.

The catchment area for the school includes the villages of Birtley, Simonburn and Stonehaugh and the surrounding farms and hamlets are an integral part of the local community. So the news that it would not be closed was well received.

The school caters for the educational needs of pupils aged 3 to 9 years placing great importance on the children's personal development and well-being. There are currently 36 pupils on role divided into three classes. The school offers nursery childcare from 3 years old and a Breakfast Club is available for five morning a week from 8am and after school provision is available from 3.15pm - 5.30pm.

The school has achieved successful conversion to Primary status from September 2019.

Date of next meeting

13th May 2020

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VSA

Simonburn Parish Council

Chairman: Mrs VS Allgood



Clerk: Robert Macfarlane
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- 2 Declaration of Interests
- 3 Minutes of Last Meeting (11th May)
- 4 Matters Arising (not on Agenda)
- 5 a) Document and Policy Review
b) Assets c) Risk Assessment
- 6 Correspondence – NCC, CAN, Nalc; NNPA, Information for Changes to Environment Agency Water Resource Licensing
- 7 Roads – LTP Programme 2020-21
- 8 Footpaths
- 9 Planning -The Inspector will decide if **Local Plan** is sound and complies with legal requirements in the Hearing on 17th September 2019.
Neighbouring Authority Consultation NNPA No objections
19/01549/FUL The construction of 3 wooden loose box stables on a concrete foundation on existing agricultural land Greenhaugh Farm NE48 3AU
- 10 Reports – Village Hall, PCC, Northumberland County Council
- 11 Public First Focus – Participation by Members of the Public
- 12 Public Access Defibrillator
- 13 NCC request for views BT proposal to close telephone box 01434681212
- 14 Council Website – www.simonburn.info
- 15 Financial Matters
a. Annual Audit Conclusion b. Payments
- 16 Date and Time of Next Meeting (11th December 2019)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

R Macfarlane, Clerk

SIMONBURN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
held on 14th May 2019 in Simonburn Village Hall

Mrs V S Allgood opened the meeting at 6.45 pm.

01-05-01 Present

Cllrs Mrs V Allgood (Chairman), NA Ridley and D Bulman, P Rowcroft, and Mrs S Tilson

Also Clerk R Macfarlane and County Councillor RM Gibson

01-05-02 Election of Chairman

Cllr Ridley proposed Cllr VS Allgood and this was seconded by Cllr D Bulman - all agreed.
NB At this point Cllr Allgood took the Chair and signed the declaration of acceptance of office (LGA 1972 s83).

01-05-03 Apologies for absence

Cllr AW Langford

01-05-04 Declaration of Interest

Councillors were reminded that the "Members' and Co-opted Members' Disclosable Pecuniary and Other Interests" forms need to be reviewed annually.

01-05-05 Appointment of Officers

Chairman

- Cllr VS Allgood - proposed by NA Ridley and seconded by D Bulman,

Vice Chairman

- Cllr NA Ridley - proposed by VS Allgood and seconded by D Bulman,

Evans Trust

- Cllr VS Allgood - proposed by NA Ridley and seconded by D Bulman,

Village Hall

- Cllr D Bulman - proposed by VS Allgood and seconded by NA Ridley

01-05-06 Public First Focus

No members of the public present

01-05-07 Minutes

The minutes taken at the council meeting held on 13th March 2019, having been circulated and approved by the Council were signed by the Chairman.

01-05-08 Matters arising from last meeting

Parish Grass Mower

The mower, Husqvarna RCTH 194, has been costly to service.

Bank Authority

Clerk to check if Chairman, NA Ridley, D Bulman and P Rowcroft are signatories.



01-05-09 **Communications**

All councillors were circulated with a full list of correspondence. CAN Newsletter, CAN Spring Conference, War Memorials Trust Bulletin, CPRE, Tynedale Hospice at Home.

- **Insurance Quotes** Quotes for the parish insurance were received from Aon (Allianz) and Zurich Municipal. The latter being cheaper and also giving better cover.
- **Grass Mowers** Towergate now insures the mower.

01-05-10 **Reports**

Northumberland County Council

Cllr Gibson gave a verbal report

Village Hall

Cllr Bulman gave a verbal report in which he informed the Council that they were enquiring about grant aid for improvements to the hall.

01-05-11 **Roads**

Drainage

Work has begun on the drainage system around the village Green and Castle Lane.

01-05-12 **Planning**

No applications

01-05-13 **Footpaths**

The Council is aware of various issues relating to "off-road" vehicles and the damage and distress caused by them to some of the BOATs and byways within the parish. The Council has received notification of route proposed for a Permanent Traffic Regulation Order prohibiting use by four-wheel vehicles in the parishes of Simonburn and Wark Byways Open to All Traffic No's 24 and 72. From Ward Lane past Great Lonbrough to Greenhaugh.

01-05-14 **Audit**

Internal Audit

GD Scorer the Internal Auditor has completed a full audit and there were no matters arising. The Council asked the Clerk to pay him a fee of £50, thank him and invite him to continue next year. (GD Scorer will give his fee to Teenage Cancer Trust).

External Audit to 31st March 2019 The External Auditors PKF Littlejohn LLP requirements are in line with the Audit Commission and comply with the Accounts and Audit (England) Regulations 2016 (Regulations 12-16)

Annual Statement of Accounts Cllr Ridley proposed and Cllr Bulman seconded that the annual Financial Return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve (in sequence) the Annual Governance Statement, the Accounting Statement, and the Annual Internal Audit Report.

Exercise of Electors' Rights

The notice of appointment of date for the exercise of electors' rights must be displayed for 14 days. The Audit Notice will be displayed in Parish Notice Board and the 30 Working Day Period for the Exercise of Public Rights commences on 4th June and will end on 13th July. The Council will submit the annual return and supporting documentation presented at this meeting to PKF Littlejohn LLP by the agreed audit date of 11th June. Approval of Accounts should be no later than 11th June and Publication of Audited Accounts no later than 30th September 2019.



01-05-14 **Audit (continued)**

Limited Assurance Exemption

As the Council's gross income or gross expenditure did not exceed £25,000 in the year of account ended 31st March 2019 the Council has applied for certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

01-05-15 **Policy and Document Review**

Assets Register

The Assets Register value remains at £3,713

Financial Regulations Documentation

The Clerk pointed out that the Fidelity Guarantee is now £25,000 and has amended the Risk Management Document appropriately.

Risk Management

It was RESOLVED to continue insurance cover with Zurich Municipal.

Standing Orders

The Council will review the new Nalc Model.

01-05-16 **Finances**

LGA 1972 s137 The government has confirmed that for the purpose of Section 137(4)(a) of the Local Government Act 1972 for local councils in England for 2018/19 is £7.86. Electors number 145 so allowance is £1,139.70

Bank Statements The latest statements were approved and signed. Balances at 1st April Deposit Account £1,420.47 and Current Account £322

Income Half precept £1500 and vat repayment £210.20

Approved Payments Clerk's salary £276, HMRC £69 tax, Expenses £25.43, Council Insurance Zurich Municipal £257.60, G Scorer Internal Audit £50, Car Park Rent Land £5.00, Village Hall Committee (Annual Rent) £40, R Hadley (Petrol) £100, SLCC £45, Nalc £60.61, ICO £40, Rickerby Ltd £282.53 (£47.10 vat) and Mower Insurance £174.36 (due 1st June)

01-05-17 **Date of next meeting** 18th September 2019

Signed Chairman.....

Date18/9/19.....

Simonburn Parish Council

Chairman: Mrs VS Allgood



Clerk: Robert Macfarlane
Heron's Hill Cottage
Hill Street
Corbridge
NE45 5AA
01434 633891
clerk@live.co.uk

Dear Councillor

You are summonsed to attend the next Meeting of Simonburn Parish Council which will take place in the Village Hall on Wednesday 4th December 2019 at 6.30 pm. The Minutes of the last Meeting are enclosed and the Agenda is given below.

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interests
- 3 Minutes of Last Meeting (Meeting held on 18th September)
- 4 Matters Arising (not on Agenda)
- 5 Car Park Rates.
- 6 Correspondence – NNPA, Nalc, CAN Newsletter, CPRE Newsletter, War Memorial Bulletin, Tynedale Hospice, GNAA, Tynedale Sport
- 7 Roads – Nunwick Corner
 - a) Simonburn Bridge
 - b) Proctor Bridge
 - c) Ward Lane
- 8 Footpaths - BOATs Nos 24 and 72
- 9 Planning
- 10 Reports – PCC, Village Hall and Northumberland County Council
- 11 Public First Focus - Issues raised by members of the Public
- 12 Financial Matters
 - a. Grants, Budget and Precept
 - b. Payments
- 13 Any Other Urgent Business at the discretion of the Chairman
- 14 Date and Time of Next Meeting (11th March 2020)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND



R Macfarlane
Clerk to Simonburn Parish Council

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting
held on 18th September 2019 in Simonburn Village Hall

Mrs V S Allgood opened the meeting at 6.30 pm.

02-09-01 **Present**

Mrs V Allgood (Chairman), S Tilson P Rowcroft and NA Ridley Also Clerk R Macfarlane

02-09-02 **Apologies for absence**

Cllrs, AW Langford, D Bulman and County Councillor RM Gibson

02-09-03 **Declaration of Interest**

None

02-09-04 **Public First Focus**

No members of the public present

02-09-05 **Minutes**

The minutes taken at the council meeting held on 14th May 2019, having been circulated and approved by the Council were signed by the Chairman.

02-09-06 **Matters arising from last meeting**

NCC Highways have repaired the drains on the Green very successfully.

02-09-07 **Communications**

All councillors were circulated with a full list of correspondence.

CAN Newsletter, Nalc e-news, Tynedale Hospice newsletter & ADAPT Getabout Scheme.

Northumberland County Council Review of Polling Districts.

The Council discussed with Town Hall Chairman Northumberland County Council's Review of Polling Districts, Polling Places and Polling Stations.

The Council would welcome the views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals or any other related matters. The Public consultation period closes on the 6th November 2019

Northumberland County Council Waste Management - Waste Leaflets & Stickers

The County Council is continually looking to share with residents information regarding the services it provides and one way of doing this is by sending out leaflets to Town/ Parish Councils, Libraries & Information Points. NCC has produced the following leaflets:

- Right Bin Right Thing 2019
- Home Composting Leaflets 2019
- Rubble Charges At Household Waste Recovery Centres 2019 • Love Your Neighbourhood Waste & Environmental Guide 2019 • Recycling Wheels
- Recycling Bin Sticker Samples

If you require any of these leaflets please contact: centralwasteteam@northumberland.gov.uk

NA

02-09-08 **Reports**

Village Hall

Cllr Bulman gave a verbal report. The hall has a splendid new floor and they are awaiting the decorator. Next projects will include a new boiler and oil tank.

02-09-09 **Roads**

Local Transport Plan Programme 2020-2021

The Council is requested to identify top three priorities to include in the Northumberland County Council draft programme. The Clerk was asked to submit the following priority:-

- **Speed Limits and Safety Initiatives**

The Council's priority is speed restrictions and calming measures for the B6320 before it bends around the entrance of Nunwick Hall. The clerk was asked to invite a representative from County Hall to advise the Council on the best way to progress safety initiatives on the B6320.

02-09-10 **Planning**

19/01549/FUL The construction of three wooden loose box stables on a concrete foundation on an area of existing agricultural land close to the farm steading and horse arena at Greenhaugh Farm. NE48 3AU. NCC granted permission 30th August 2019

02-09-11 **Policy and Document Review**

Standing Orders

The Council will review the new Model from Nalc when it is available.

02-09-12 **Defibrillator and the Village Phone Box**

Application 19/03563/BT Phone box 01434681212

The NCC is seeking views on the proposed closure of the BT phone box in the village. There has been no response from residents.

Defibrillator

Councillors are to pursue the possibility of using the old BT phone box to host a defibrillator.

02-09-13 **Finances**

Section 137 spending limit for 2019/20

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £8.12. This is the amount that results from increasing the amount of 2017-18 (£7.86) by the percentage increase in the retail index between September 2017 and September 2018, in accordance with Schedule 12B to the 1972 Act. The spending limit for Simonburn Parish Council is £1171.40

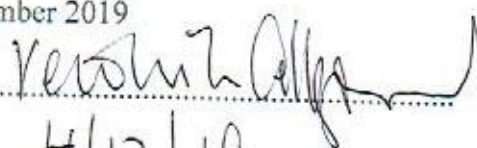
Bank Statements The latest statements were approved and signed. Balances at 3rd September Deposit Account BMM £1,021.21 and Community Account £549.33

Income Half precept £1200 and vat repayment £210.20

Approved Payments Clerk's salary £306, HMRC £76.50 tax, Expenses £22.99.

02-09-14 **Date of next meeting** Provisionally 4th December 2019

Signed Chairman.....



Date

4/12/19

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting
held on 4th December 2019 in Simonburn Village Hall

03-12-01 Present

Cllrs VS Allgood (Chairman), D Bulman, P Rowcroft. Also RM Gibson and Clerk R Macfarlane

03-12-02 Apologies for absence

Cllr NA Ridley, S Tilson, P Rowcroft and AW Langford

03-12-03 Declaration of Interest

None

03-12-04 Public First Focus

No members of the public present

03-12-05 Minutes

The minutes taken at the council meeting held on 12th September 2019, have been circulated to all Councillors. These were approved and signed by the Chairman.

03-12-06 Matters arising from last meeting

None.

03-12-07 Reports

Northumberland County Council

Cllr Gibson gave a verbal report.

03-12-08 BT Phone Box and Defibrillator

In 2016 NCC sought parish councillor's views on the proposed closure of BT phone boxes located in the parish in respect of Telephone Box No: 01434681212 at location:PCO The Mains Simonburn Hexham Northumberland and Application No. I 61033231BT

BT is currently undertaking a programme of proposed public payphone removals and the public payphone in Simonburn which has a very low usage level and has been identified by BT for removal under full consultation. Simonburn PC expressed an interest in preserving this phone box for potential hosting of a defibrillator.

The Clerk was asked to renew this request with M Ketley at NCC.

03-12-09 Communications

The following correspondence has been forwarded to all councillors: SLCC Newsletter
CAN Newsletter, Nalc e-news & CPRE newsletter

03-12-10 Roads

The road works on Ward Lane have been completed and is a big improvement. It is hoped that the extra "festive" traffic will comply with conditions.



03-12-11 **Footpaths**

The Council has received notification of route proposed for a Permanent Traffic Regulation Order prohibiting use by four wheel vehicles in the parishes of Simonburn and Wark Byways Open to All Traffic No.s 24 and 72. From Ward Lane past Great Lonbrough to Greenhaugh.

03-12-12 **Planning**

No issues.

03-12-13 **Budget and Precept**

The DCLG Secretary of State indicated to the national NALC Conference that the capping/referendum regime would not be introduced for parish, town and community councils for the 2020/21 financial year.

The clerk provided an outline budget for the ensuing year. Looking at next year's spending the Council considered grant aid to support the village projects (defibrillator), new auditors, FOI implications, website costs, running and maintenance of the grass mower and strimmer. It was RESOLVED that the precept should be increased to £3200 for the financial year 2020-2021

03-12-14 **Review of Model Code of Conduct**

Nalc's County Committee have produced a new model and when it is available it will be reviewed with a view to adopting it.

03-12-15 **Car Park**

The Council has received notice of alteration to the 2017 Rating List Entry. The Rateable Value is now £670. The annual rent is still £5

03-12-16 **Finances**

Bank Statements The latest statements were approved and signed.

1st December 2019 Current Account £1248.06, Deposit £1419.11

Approved Payments Clerk's part salary £276, HMRC £69 tax, Council's expenses £25.63

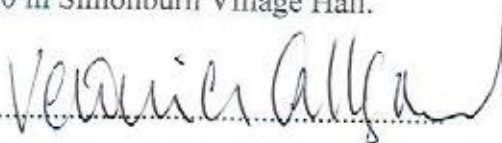
Grant Awards using LGA 1972 s137

Tynedale Hospice at Home £20, CAN £20 and GNAA £100

03-12-17 **Date of next meeting**

Regular Council Meeting Wednesday 11th March 2020, 6.30 in Simonburn Village Hall.

Signed Chairman.....



Date 11th March 2020.....

Simonburn Parish Council

Chairman: Mrs VS Allgood



Clerk: Robert Macfarlane
Heron's Hill Cottage
Hill Street
Corbridge
NE45 5AA
01434 633891
clerk@live.co.uk

Dear Councillor

You are summonsed to attend the next Meeting of Simonburn Parish Council which will take place in the Village Hall on Wednesday 11th March 2020 at 6.30 pm. The Minutes of the last Meeting are enclosed and the Agenda is given below.

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interests
- 3 Minutes of Last Meeting (Meeting held on 4th December 2019)
- 4 Matters Arising (not on Agenda)
- 5 Public First Focus - Issues raised by members of the Public
- 6 Council Website.
- 7 Correspondence – NNPA, Nalc, CAN Newsletter, CPRE Newsletter, War Memorial Bulletin, Tynedale Hospice and GNAA
- 8 Roads –
a) Simonburn Bridge b) Proctor Bridge c) Ward Lane
- 9 Footpaths.
- 10 Planning -
- 11 Reports – PCC, Village Hall and Northumberland County Council
- 12 Financial Matters
a. Audit 2019-20
b. Payments
- 13 Any Other Urgent Business at the discretion of the Chairman
- 14 Date and Time of Next Meeting (13th May 2020)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

R Macfarlane
Clerk to Simonburn Parish Council

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting
held on 11th March 2020 in Simonburn Village Hall

03-03-01 **Present**

Cllrs VS Allgood (Chairman), NA Ridley, P Rowcroft and AW Langford
Also Clerk R Macfarlane and County Councillor RM Gibson

03-03-02 **Apologies for absence**

Cllr S Tilson and D Bulman

03-03-03 **Declaration of Interest**

Cllrs VS Allgood, NA Ridley, P Rowcroft – St Mungo's Church Simonburn PCC

03-03-04 **Public First Focus**

No members of the public present.

03-03-05 **Minutes**

The minutes taken at the council meeting held on 4th December 2019, have been circulated all Councillors. These were approved and signed by the Chairman.

03-03-06 **Matters arising from last meeting**

- **Website** – At present TWDA are dealing with the website and domain hosting.
- **Section 137 limit for 2020-21** The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector. (155 electors so capped at £457.60)

03-03-07 **Communications**

The following correspondence has been received: GNAA newsletter, CAN Newsletter, Nalc Enews, Consultation – NCC Local Plan, Rev Steve Wilkinson St Mungo's Church Bells Appeal, Consultation – Healthwatch Northumberland, War Memorials News, Tynedale Local Area Council meeting on 12th March.

Letters of thanks from, CAN, GNAA and Tynedale Hospice.

03-03-08 **Roads**

There are concerns about the gully/drainage systems on Castle Lane. The ditch under the road is too small and other ditches get blocked regularly causing flooding in No 2 The Green. Clerk has contacted the appropriate highways inspector.

03-03-09 **Footpaths**

NCC will be progressing measures to try and control and restrict the future use of the Byways, particularly Byway 24, by consulting on a proposal for voluntary restraint on the use of the route and further consultation on a TRO for seasonal use. NCC want some sort of barrier at either end of the byway (with a gap to let horses and motor bikes through).



03-03-10 BT Phone Box and Defibrillator

Telephone Box No: 01434681212 BT wish to remove this public payphone which has a very low usage level. The Council agreed to try and preserving this phone box for potential hosting of a defibrillator. The Clerk will contact NCC and BT. Cllr Langford will pursue funding opportunities and liaise with Medical/Ambulance Services.

03-03-11 Auditors

Internal Auditors – GD Scorer

External Auditors -PKF Littlejohn (PKF) 2019/20 AGAR

Are appointed by Smaller Authorities’ Audit Appointments Ltd (SAAA) as the external auditor for the 5 financial years from 2017/18 to 2021/22.

NB Annual Governance and Accountability Return (AGAR) is a Limited Assurance Review only. The Common Period for Inspection of Accounts (6-week period) must include the first 10 working days in July.

Publications and Website

As required by recent legislation the Parish Council website is fully compliant with GDPR and the Transparency Code.

Certificate of Exemption

Smaller authorities where the higher of gross income or gross expenditure does not exceed £25,000 in the year of account ending 31st March 2020 can request a Certificate of Exemption. The Council will follow this procedure and the Clerk and Chairman will complete the requisite application.

03-03-12 Finances

Bank Statements The latest statements were approved and signed.

BMM Account £1,222.53 and Current Account £558.69

Approved Payments Clerk’s salary £276, HMRC £69 tax, Council’s expenses £25.43, SLCC subscription £45, St Mungo’s Church Simonburn PCC (Grass cutting) £100, HSBC Compensation £100, St Mungo’s Church Simonburn PCC (Church Bells Appeal) £150.

The Pensions Regulator The Council is obliged to complete a declaration of compliance with The Pensions Regulator under the Pensions Act 2008. This was initially completed 28/9/2017. As this is a triennial requirement the Council will need to check the existing details and submit a re-declaration of compliance on the third anniversary staging date, 1st July 2020.

03-03-12b Date of next meeting

Annual Parish Assembly and Annual Parish Council Meeting Wednesday 13th May 2020, 6.30 in Simonburn Village Hall.

Signed Chairman.....

Date13th May 2020.....

Simonburn Parish Council 2019-2020
Chairman: VS Allgood, Vice-Chairman: NA Ridley,
Councillors: AW Langford, P Rowcroft, D Bulman and S Tilson

Chairman's Report 2020

Held over because of Government Regulations.

Chairman's Report 2019

The Chairman (Mrs VS Allgood) welcomed everyone to the meeting. She reported that the parish council had held four meetings throughout the year; in May, September, December and March all in Simonburn Village Hall (grateful thanks to the Hall Committee)

She thanked the Council for their support throughout the year and County Councillor Gibson for his advice and information. Thanks to the Clerk for his hard work and guidance. The Council is grateful to those who keep the Green clean and tidy and cut the grass, especially Roger Hadley who also looks after the mower and strimmer. Thanks also to the Internal Auditor, Gordon Scorer.

TWDA have arranged the Domain (Simonburn.info) and Hosting and have updated the new site for which we are grateful. The website enables the Council to publish all the relevant documents to conform with Localities Act 2011. Contributions that may enhance the site, are requested.

At present much needed work is being carried out on the drains around the village green. The repair/renovation on Simonburn Bridge is now completed although there is still some concern over the low parapet.

The Council is aware of various issues relating to "off-road" vehicles and the damage and distress caused by them to some of the BOATs and byways within the parish. The Council has received notification of route proposed for a Permanent Traffic Regulation Order prohibiting use by four-wheel vehicles in the parishes of Simonburn and Wark Byways Open to All Traffic No's 24 and 72. From Ward Lane past Great Lonbrough to Greenhaugh.

No planning applications have been received from Northumberland County Council. Northumberland National Park Authority Planning Application Consultation 18NP0040 Carrawbrough Farm, B6318 Military Road Carrow To New Houses, Humshaugh, Hexham, Northumberland, NE46 4DB Simonburn Parish Council has no objections to this application

In order to support village projects, new auditors, FOI implications, website costs, running and maintenance of the grass mower and strimmer; it was resolved that the precept should be increased to £3,000 for the financial year 2019-2020

The Council was able to support worthy organisations with grant awards; St Mungo's PCC, Tynedale Hospice at Home, Community Action Northumberland, Great North Air Ambulance and the Church Bells Appeal.

In March 2018, Kelly Ritchie, Chairperson of Governors of Wark CofE First School addressed the Council. There was much concern over the proposal to merge or close Wark C of E Aided First School as outlined in the Northumberland County Council's consultation on education in West Northumberland.

The catchment area for the school includes the villages of Birtley, Simonburn and Stonehaugh and the surrounding farms and hamlets are an integral part of the local community. So the news that it would not be closed was well received.

The school caters for the educational needs of pupils aged 3 to 9 years placing great importance on the children's personal development and well-being. There are currently 36 pupils on role divided into three classes. The school offers nursery childcare from 3 years old and a Breakfast Club is available for five mornings a week from 8am and after school provision is available from 3.15pm - 5.30pm. The school has achieved successful conversion to Primary status from September 2019.