

THE PARISH COUNCIL OF WHITTON AND TOSSON

Minutes of the Virtual PARISH COUNCIL MEETING held on 10th December 2020 at 7.00pm at Zoom 831 7954 1469

Present: Hilary Dunn (HD -Chair), Peter Henry (PH), Fran Tait (FT), Alan Winlow (AW -Vice Chair),
In attendance: Alan Tait (AT- parish resident). Clerk: Garth Rhodes

The meeting opened at 7.00 p.m.

1. **Apologies for absence.** Val Burwood (VB) & Tom Burwood (TB) - web master were out of the area.
2. **Minutes of the meeting held on the 1st October 2020** were considered. FT proposed that the minutes were a true record, seconded by AW. The minutes to be signed by the Chair. **Action: Clerk**
3. **Matters arising from the minutes**
 - i) Whitton wastewater improvements and associated road closure. Road Closure w/b 14/12/2020 to lay sewerage pipes in the caravan park.
 - ii) Update on the impact of the Coronavirus on Parish Council business. No issues to report.
 - iii) Definitive Map Modification Order (No 10) 2020. This has been revised to Definitive Map Modification Order (No 15) 2020. AW had checked the revised order and confirmed that the mistake has been corrected and that the order should have been sent to Hepple PC not WTPC.

New Matters

4. **Highways and Footways Report.** AW presented the following report:
Highways Inspection:
 - Preparation for the resurfacing of the road through Tosson and the road up to Tosson is complete. Surfacing works are now scheduled for 14 December.
 - There is a pothole in the road opposite the Parish Council seat on Carterside road (about 100 metres from the entrance to the Whitton Glebe caravan park)
 - There are potholes in the road at Carterside Farm adjacent to the building construction works site.
 - The section of road from the Forestry Commission (FC) car park entrance towards Lordenshaws has numerous potholes in of repair.
 - There is one large pothole on the Tosson to Lordenshaw road close to the Parish Council seat.
 - There are large potholes at the entrance to the FC car park – See phot. AW to notify the FC.Footpaths:
 - Request received from County Council to record the change of the number of a footpath originating in Whitton and Tosson parish. This matter has now been dealt with. The request should have been sent to Hepple PC.Verges:
 - The condition of the wall alongside the Carterside road at the unofficial passing place close to the Tosson road junction continues to deteriorate.
 - Due to the closure of the FC car park at Simonside, cars have been parking on the soft verges of the Tosson to Lordenshaw road causing damage.
 - The verge in Ryehill has been damaged by the vehicle delivering the tarmac laying machine.Seats & Road Signs:
 - The Cattle Grid sign on the Tosson to Lordenshaw road is missing and needs replacing. (Reported in June)
 - The damaged direction sign in the centre of Ryehill has been replaced, but the new sign arm has been turned through 180 degrees by the artic delivering the tarmac surfacing machine for the Tosson job.
 - The sign arms on the direction sign at the Lordenshaw road sign at the east end of Tosson are to be replaced with new ones that have lettering on both sides.
 - The sign arm on the sign at the foot of Tosson Bank has been damagedDrains:
 - The entrance to the pipe under Carterside road has been checked. Water is now flowing through the pipe as normal.
 - The gullies on the road to Tosson Mill have been cleaned out.

Members thanked AW for his report which was adopted. AW to submit to NCC Highways.

Action: AW

THE PARISH COUNCIL OF WHITTON AND TOSSON

5. Finance

- i) Receipts since the last meeting were approved.

07/09/2020	Business Acc. 70103195	Interest 29/08 - 30/11/2020	0.28
------------	------------------------	-----------------------------	------

- ii) Clerk's salary, expenses, PAYE & NI and approval of Other Payments since the last meeting were approved.

02/10/2020	GNAAS	Donation	100.00
10/12/2020	Garth Rhodes	Salary & Expenses (Oct/Nov/Dec)	238.84
10/12/2020	HMRC	PAYE (Oct/Nov/Dec)	56.00
10/12/2020	Garth Rhodes (reimbursement)	12 x2nd Class, 12x 1st Class stamps	16.92
		Table	411.76

- iii) Requests for donations. Bailiffgate Museum & Gallery had requested a donation. Agreed that this was a matter for members to decide as to whether to make their own individual donation.

- iv) Bank Reconciliation to 8th December 2020 was agreed.

Balance per bank statements at 30th November 2020			
	Community account		2074.85
	Business Saver		2006.97
			4081.82
Less unrepresented cheques	10/12/2020	Garth Rhodes	238.84
	10/12/2020	HMRC	56.00
	10/12/2020	Garth Rhodes	16.92
			311.76
Uncredited Deposits			0.00
Balance			3770.06
Balance per cash book			3770.06

- v) The Budget (*see Annual Allocation of Income and Expenditure 2021-2022 at Appendix 1*) and Precept Request 2021/22 of £4250 was agreed by members (Proposed FT, Seconded PH). The precept request should maintain an adequate reserve to cover the unlikely cost of a parish council contested election. Clerk to wait to submit the precept request until NCC had produced information on the costs of elections to ensure there were sufficient funds to cover any election costs and maintain a healthy reserve. Clerk to convene an extraordinary online meeting if the budget and precept request needs any adjustment prior to the submission of the request.

Action: Clerk

6. Planning:

- i) Planning Applications There were currently no requests for consultations that had not already been commented on. Clerk did follow up on the 19/03930/FUL, Land South West of Carterside Whitton Northumberland Appeal. This was still in progress.

- ii) Planning for the Future - White Paper and Changes to the current planning system. WPTC report not available as VB was not present at the meeting. Deferred until the next full meeting of the PC.

Action: VB

7. Police Report.

The following report was received from Russell Stalker cso4965

"The below information reflects Whitton and Tosson area from 1st November 2020

Crimes reported 0 Anti- Social Behaviour 0

Other Business

16/11/20 – Report of suspicious vehicles in the area of Carterside Road – area was attended by officers no vehicles seen in location. No offences committed.

20/11/20 – Report of poaching in area of Lordenshaw – local gamekeeper contacted – advice issued and 'no hare coursing' signs given out Patrols being made in area and info shared with rural crime team for intelligence to be developed.

We hope everyone is staying safe and well. We appreciate the reports being received by members of the public and encourage this to continue.

OP ACORN – Operation running in partnership with Northumberland national parks. Concerns raised regarding car parks in area being used by youths/boy racers to gather.

OP APOSTLE – Daily operation which includes visiting retail and vulnerable premises on the run up to Christmas. Post offices and banks in area will be patrolled; any cash in transit vans will be given attention.

THE PARISH COUNCIL OF WHITTON AND TOSSON

OP NIGHTWING – Operation concentrating on local crime/asb hotspots including patrols of closed licensed premises which could be vulnerable to break in.

LOCAL CORONAVIRUS RESTRICTIONS – As you will be aware there are current restrictions in our area to reduce the spread of coronavirus. Any reports received of breaches of guidelines are followed up and dealt with accordingly. Please report any breaches.

OP CHECKPOINT – We have been conducting proactive patrols around rural areas including your area stopping and checking vehicles suspected in poaching and rural crime.

Any incident of this nature that is reported will always be followed up. Please, if you see any suspicious vehicles or persons in the area REPORT THIS on 101 or online NORTHUMBRIA.POLICE.UK.

FARMWATCH – Please spread the word to any farmers/workers that we are here to support them and provide crime prevention advice. I have already visited a few farms in the area and issued new FARMWATCH signs and signed them up to the scheme – Basically this allows us to notify them of suspicious vehicles or incidents in the area.”

8. **Mid-Coquetdale Neighbourhood Plan** – written update received from VB. “There was a meeting in November when the work on the project plan was presented. This plan is about 1/3 complete and it was agreed that Val would continue work on the plan and reviewing existing documents and we would reconvene in January when hopefully we will be in a position to commence work and allocate tasks to committee members.”

9. **Rothbury JBC (RJBC)**- HD presented the following:

Burial Committee meeting report with respect to the online meeting held on 7th December 2020

- Planning application to be submitted for the extension to the cemetery.
- Various works required for cemetery lodge. Jeff Sutton to complete works.
- *Internet dropped out for staff section.*
- Payments approved and forwarded to RPC for final approval
- Approval given to join ICCM which provides guidance and training for cemetery staff.
- Discussion took place to see if participating parishes could contribute to budget without having a joint committee. As everything agreed needs to be approved by RPC it seemed pointless to maintain a separate committee. More information required on this.
- 3 years ago, the BC were no longer able to request precept as they were deemed to not be a legal entity. From then each parish had to request and forward the required amount. At this point the JBC became a subcommittee of Rothbury PC. In line with this the internal audit became part of RPC responsibility. Therefore, the JBC did not need to appoint an auditor.
- Items raised:
 - Transfer between budgets to show before and after balances
 - Reinstatement value for cemetery lodge to be reviewed and cemetery wall to be included in valuation.
 - Prices on agenda/minutes to show VAT
 - Clarify valuation on machinery
 - Clarify if planning permission required for extension
 - Monitor obligations as landlord of cemetery lodge
 - Continue with tree inspections
 - Consider if new machinery should be battery or petrol driven
 - Annual review of salary/job description for staff
 - Consider modern slavery act 2015
 - Pages of minutes to be numbered
 - Clerk to be allowed to engage qualified assistance if required
 - Review standing orders: Meetings to be changed from every 6 months to 2 monthly and only residents within parishes with relevant need to be able to attend.
 - Staffing issues are dealt with by RPC staffing committee.
- Precept requests given for each parish to approve at next meeting
- Next meeting 8/2/21

The members approved the RJBC request of £2429 as the WTPC JBC budget element (Proposed FT, Seconded AW. Clerk to confirm with Rothbury PC Clerk. **Action: Clerk**

10. **Correspondence:** Key issues were included within the agenda. Correspondence List and documents of importance/interest had been circulated to members.

11. **AOB**

THE PARISH COUNCIL OF WHITTON AND TOSSON

- i) To agree to withdraw requirement to endorse chequebook stubs with signatory initials during the current Covid-19 restrictions. Agreed
- ii) Broadband Upgrade Fund. FT reported that she had registered an interest in the Broadband Upgrade Fund. All agreed that there were significant issues with broadband within the parish and were supportive of involvement in the initiative. FT to provide further details when available. **Action: FT**
- iii) Election 2021 – Feedback from Clerk’s briefing. Clerk had attended NALC/NCC briefing on 08/12/2020. Issues of note for members:
- Election date Thursday 6th May 2021
 - Notice of Election will be posted from Monday 29th March – Thursday 8th April 2021
 - Provisional date for PC election results: Saturday 8th May 2021.
 - All elected councillors (even if not contested) must submit candidate expense form by 3rd June 2021
 - Election costs (unless PC request PC specific ballot cards and postal packs) for polling station and verification will be divided across those parishes using a specific venue, the County Cllr election, the Crime Commissioner election and any Neighbourhood Plan referenda taking place. PC Count will be 100% cost to WTPC. Invoice will be issued immediately after election. Election costs not yet agreed by NCC. NALC is to lobby on behalf of PCs to get this done pdq as this impacts on setting budget and precept requests.
 - Ballot will be Face to Face or postal.
 - Role of Clerk:
 - If seats are contested, then all Clerk does is hand out nomination papers.
 - If not contested Clerk can brief existing members standing on the process and walk them through completion of documents. However, as it is likely this will have to be done on-line, and Government is insisting on wet signatures, individual candidates will need to arrange for proposer and seconder signatures themselves.
 - There is no limit (up to the full complement of members within the relevant PC) on how many people someone can propose or second. Cllrs can propose and second one another. No restriction on partners signing for each other. Candidates must be from the same ward as that of the PC.
 - Nomination papers will be available Jan/Feb and it is recommended these be completed ASAP due to current situation. These will be available on website or can be emailed or posted out.
 - Clerk can request new electoral register when this is available in Jan/Feb
 - Purdah will be in place from 29th March until close of polling:
 - PCs advised not to publish anything during Purdah
 - Even innocuous material can be misinterpreted
 - Does not stop formal meetings
 - Individual candidates can publish in their own right
 - Cllrs can make partisan speeches
 - After election cllrs must complete and submit acceptance of office and register of interests. If PC in National Park must also make arrangements for electing parish council participation on the NNP authority from parishes in the park.
 - Annual Meeting must take place before 24th May (can take place before election)
- Clerk informed members that it would be helpful to inform him if members were intending to stand for election. FT confirmed she would be standing. AW confirmed that he would not be standing.

12. **Date of next meeting:** Thursday 18th February 2021 at 7.00 p.m. online

The meeting closed at 7.51 p.m.

Garth Rhodes, Clerk, 5 Wardle Terrace, Longframlington, NE65 8AB
Tel: 01665 570347, Email: whittonandtossoparishcouncil@gmail.com

THE PARISH COUNCIL OF WHITTON AND TOSSON

Appendix 1

Annual Allocation of Income and Expenditure 2021-2022							
	2019/20	2020/21	2020/21		2021/22		2021/22
		Actuals to Dec 2020	Est Annual total @ March 2021	Diff	DRAFT Budget	Notes	AGREED Budget
Opening Bank/Cash On Hand	2945.44	3557.18	3557.18	0.00	3221.95		
Precept	5143.00	5092.00	5092.00	0.00	4250.00	Suggested amount to maintain reserve*	
Total Precepted Income	8088.44	8649.18	8649.18	0.00	7471.95		
Other income				0.00			
Interest	2.61	1.38	2.20	0.82	2.20		
Donations etc.	0.00	0.00		0.00	0.00		
NCC Cemetery Double Charge	0.00	25.00	25.00	0.00	25.00		
Capital Receipts	356.00	0.00		0.00	0.00		
General	0.00	0.00		0.00	0.00		
VAT	0.00	0.00		0.00	0.00		
Total Other income	358.61	26.38	27.20	0.82	27.20		
Total All Income	8447.05	8675.56	8676.38	0.82	7499.15		
Expenditure				0.00			
Admin Salary (NET)	378.24	638.36	862.00	223.64	900.00	included estimated annual increase	
PAYE	34.40	159.40	216.00	56.60	220.00	"	
Admin expenses	179.67	45.00	60.00	15.00	60.00		
Admin General	10.82	165.31	175.00	9.69	175.00		
Insurance	0.00	175.07	175.07	0.00	180.00	includes estimated annual increase	
Total Administration Expenditure	603.13	1183.14	1488.07	304.93	1535.00		
Village Amenities Expenditure							
Maint/ance	120.00	0.00	50.00	50.00	50.00		
Room Hire	48.00	0.00	24.00	24.00	50.00	includes estimated annual increase	
Capital Spend	356.00	0.00	0.00	0.00	0.00		
JBC Budget (Rothbury & L/fram)	3642.74	3592.36	3592.36	0.00	2429.00	Proposed by JBC 7/12/2020	
Total Village Amenities Expenditure	4166.74	3592.36	3666.36	74.00	2529.00		
Grant Expenditure				0.00			
Grants given	120.00	130.00	300.00	170.00	300.00		
S.137	0.00	0.00	0.00	0.00	0.00		
Total Grants Payable	120.00	130.00	300.00	170.00	300.00		
Total Expenditure	4889.87	4905.50	5454.43	548.93	4364.00		
Total Income less Expenditure	3557.18	3770.06	3221.95	-548.11	3135.15	£3385 should provide sufficient funds to cover 2021 election costs and leave a creditable reserve for 22/23	
				0.00			
				0.00			
				0.00			
Total Income	8447.05	8675.56	8676.38	0.82	7499.15		
Total Expenditure	4889.87	4905.50	5454.43	548.93	4364.00		
	3557.18	3770.06	3221.95	-548.11	3135.15		0.00
Precept for Individual Properties							
	Precept	ITB	Amount Paid				
y.e. 31 March 2021	5092.00	96.47	52.78				
Proposed y.e. March 2022	4250.00	65.65	64.74				
Property increase on previous year	2021	2020	Increase	Monthly	% Increase		
	52.78	64.74	11.96	1.00	22.66%		

ITB: Indicative Tax Base equates to the number of households at Band D after removing those exempted