

Minutes of Annual Meeting of Norham Parish Council held remotely on 18th May 2020

Those present were: George Straughen (GS), Jim Greenwood (JHG), Jim Blythe (JB) John Grahamshaw (JJG), and Alison Murphy (AM).

A member of the public was also present (Rev Rob Kelsey).

5.20.1. To elect a Chairman

GS was proposed by JHG and seconded by JB for Chair. He was duly elected unanimously. GS thanked all those present for attending remotely. VLC was also thanked for her efforts.

5.20.2. Chairman to sign Declaration of Acceptance of Office

GS signed the Declaration of Acceptance of Office.

5.20.3 To Elect a Vice Chair

JHG was proposed by JJG and seconded by AM as Vice Chair. He was duly elected unanimously

5.20.4. To accept apologies for Absence

Apologies received from Sheelagh Hume (SH) and Dougie Watkin (DW).

5.20.5. To make any Declaration of Interest

No declaration of interest was made.

5.20.6. To agree Minutes of previous meeting

The Minutes of the meeting held on 27th January 2020 were confirmed as an accurate record and signed by the Chairman.

5.20.7 To Receive Chairman's Report

The Chairman's Annual Report was accepted. Copy attached. GS was thanked for all his hard work and commitment over the last year both for the parish council and for the village as a whole. It was agreed it was an unusual report in unusual times and that it was important that the parish council helped where it could in these circumstances.

5.20.8 Matters Arising from Minutes

i. Proposed Joint Neighbourhood Planning in Norham and Islandshire

No developments except indication that the area allocated for housing next to Glebefield had been apparently removed from the Local Plan without any notice to the parish council.

Agreed VLC will contact NCC to query this.

ii. Play Areas

JHG continues to inspect visually regularly. He confirmed there were no badly worn parts, and that remedial works to grass surfaces remained acceptable. The annual inspection by RoSPA will be carried out in June. As regards new play equipment it was agreed that AM would liaise with Holly Wright who had done all the work so far, to see if matters could be progressed. In addition agreed after discussion that a flagpole on the village green, next to the new play equipment would be acceptable. James Tomlinson and Linda McDowall had offered to carry out some fundraising to this end.

iii. Public Conveniences

These are currently being cleaned three times a week. Improvement works planned will be carried out when government guideline allow.

iv. Lower Tweed Trail

Not much is being done at the moment. There is debris on some areas of the path due to recent flooding. GS to discuss more signage with NCC Footpaths Officer, with a view to putting up specific LTT signs rather than generic yellow arrows.

v. Mobile Mast/BT Phone box

No developments. As regards the smart meter mast there is now a union Jack on it. Agreed that VLC will look into costs of buying other flags for this purpose.

vi. Northumberland LED street lighting/Undergrounding of cables

Nothing to report.

vii Street Signs/Village Map

GS had just started putting up fence round the recycling bins when lockdown forced him to stop. He has been painting all the woodwork in preparation for recommencing. Agreed that cost of paint would be reimbursed to him.

viii New Speed signs/30mph reminders

VLC will check with NCC if speed limit on Castle Bank has now been approved, so that the new speed sign can be put up.

ix Norham Development Trust

Awards for All has just agreed to give NDT £4070 in start up costs which means NDT can obtain amongst other things insurance.

x Norham Website

The website is up and running though has not yet been formally launched. All Parish documents are now placed in the Village Share section of the website. After discussion agreed that RK will contact Mr Dalgety to ascertain whether the old website community trust had yet been disbanded.

5.20.9 Register of Assets

It was agreed that this was accurate.

5.20.10 Zoom

It was agreed that VLC will investigate free upgrades. RK also confirmed he could host meetings should that become necessary.

5.20.11 Finance

5.20.12 To review Payments and Receipts since last meeting

Payments

07/02/20	WCs	S Penman	£104.94
01/03/20	WCs	S Broadbent	£100.00
25/03/20	WCs	S Broadbent	£200.19
20/04/20	Subs	NALC	£136.48
20/04/20	IT security	V Craig	£49.99
29/04/20	WCs	S Broadbent	£166.20
06/05/20	Clerk salary	V Craig	£485.14

Receipts

27/02/20	VAT reclaim	HMRC	£383.40
08/04/20	Precept I	NCC	£2600.00

5.20.13 To look at Bank balances in Current and Deposit Accounts

As at 18th May the balance in the Current Account was £15549.81, and Business (Castle) Account £970.76

5.20.14 To confirm Donations and Grants

It was agreed to pay the following:

Support Payments

Norham churchyard	£150
Newsround	£150
Village Hall	£250

Donations

GN Air Ambulance	£50
CAB	£50
HospiceCare Northumberland	£50
Norham Website	£75

5.20.15 Annual Governance and Accountability Return for 2019/2020

i To consider and agree any actions arising from the report of the internal auditor

Considered and approved.

ii To approve the draft annual accounts for 2019/2020

Considered and approved.

iii To approve the Annual Governance Statement

Considered and approved.

iv To approve the Accounting Statement and Explanation of Variances

Considered and approved.

v To confirm and approve the Certification of Exemption

Considered approved and signed accordingly.

vi To complete agree and sign relevant Annual Return sections

Completed agreed and signed accordingly.

vii To accept Bank Reconciliation

Considered and accepted.

5.20.16 To renew insurance policy

Councillors confirmed the Statement of Fact as accurate, and it was agreed to proceed to renew the insurance.

5.20.17. To accept Standing Orders

It was agreed to accept the amended Standing Orders.

5.20.18 To look at Planning Application decisions

1 Newburn Holdings: Granted

Woodview, North Lane: Granted

5.20.19 To look at state of Roads and Pavements

DW had raised query re damaged crash barriers at Grindon crossroads. GS will ask DW to contact NCC direct.

5.20.20 General Correspondence

None

Ant Other Business

JJG raised possibility of marking 75th anniversary of VJ Day. It was agreed that this was a good idea. JB suggested it was time for the footpaths to get their first cut of the season. GS indicated he would discuss footpaths maintenance with D Gibson.

Date of Next Meeting :Monday 27th July 2020 at 7pm - Venue TBC