

# The Parish Council of Whitton & Tosson

A VIRTUAL MEETING OF WHITTON & TOSSON PARISH COUNCIL WILL BE HELD ON

**Thursday 30<sup>th</sup> April 2020 at 7.00 p.m.**

## Annotated A G E N D A

Item	Action	Propose	Second	Agreed
1. <b>Apologies for Absence.</b>				
2. <b>Suspension of Face to Face Meetings and Standard Agenda</b> <i>The new emergency Local Government legislation and the Government limitations mean that we can no longer meet face to face during the coronavirus restrictions. However, the legislation allows and recommends that Town and Parish Councils move to Virtual (on-line) meetings.</i> <b>Resolution</b> To formally suspend Face to Face meetings and standard agendas until the current regulations on public gatherings is. Emergency meetings may be called in the interim periods. The standard format for Minutes to be suspended and replaced by minutes based on an annotated agenda. Minutes to be posted on noticeboard and Webpage in the usual way.				
3. <b>Annual General Meeting.</b> <i>The new Local Government legislation allows local councils to cancel and defer the 2020 Annual General Meeting until May 2021 or postpone the meeting until restrictions are lifted.</i> <b>Recommended Resolution.</b> To defer the 2020 AGM and Election of Officers and defer these matters until May 2021.				
4. <b>Minutes of the meeting held on the 3rd December 2019</b>				
5. <b>Matters arising from the Minutes</b>				
a. Highways and Footways Report including: AW <ul style="list-style-type: none"> <li>• B6344 Cragside To Weldon Junction Longframlington road closure.</li> <li>• U4061 Allerdean Junction to Tosson Rothbury road closure.</li> </ul> b. Clerk Appointment. <i>Garth Rhodes took up appointment on 1st February 2020. An employment contract has been drawn up which has been scrutinised by HD/AW and requires approval/signatures. Clerk to work 8 hrs per month. Salary is £10.37 per hour being the current salary point 8 within the part time clerk range in new scale LC1 and par LC2. Salary will be paid by cheque quarterly. (The current salary claim is for two months -Feb/Mar up until the end of this current financial year). Expenses have been agreed including £5 per month to cover working at home expenses. Appointment is subject to satisfactory completion of a probationary period of not less than 13 weeks. A six-month trial period has been agreed to ensure that the clerk is able and comfortable with the demands of the post, alongside his other Parish Clerk/RFO roles. The Parish Council (PC) and its employee have been registered with HMRC for PAYE purposes and the PAYE process has commenced. The PC has been registered with the Pension Regulator and the Clerk has been formally asked if he would like to join the W&amp;T Pension scheme, as he sits outside the criteria for automatic enrolment, for which he has written to decline.</i> c. Purchase of sandbags for use by parishioners during flood events. <i>SW was to contact Cllr Bridgett for contact details for ordering sandbags, but no record of this being done can be found.</i> d. Deposit of archives at Woodhorn. Archiving is fully completed. Audit papers - 2003-2004 and 2005. Have been confidentially disposed.           e. Whitton wastewater improvements and associated road closure. <i>Northumbria Water will be carrying out some investigations of the location and depth of the underground services along the route of the proposed new sewer. This work was to begin Monday 16 March and take up to two weeks to complete.</i> f. Joint Burial Committee update on accounting procedures and future arrangements. <i>Following the AGAR y.e.2019, PCs operating Joint Burial Committees have been instructed by the External Auditor that JBC finances (income, expenditure and assets) must be proportionally split between member parishes. This will significantly affect the way the finances are presented within the AGAR.</i> g. Motion to support the Power for People's campaign for a Local Electricity Bill and letter from Anne-Marie Trevelyan to Minister of State for Energy and Clean Growth. <i>SW sent a letter of support to the campaign and received a response thanking us for our support and that the PC has been added to the list of supporters. Anne-Marie Trevelyan MP has written on W&amp;T's behalf to Kwasi Kwarteng MP Sec. State for Energy and Clean Growth, asking if the Government plans to enact some or all of the Local Electricity Bill and to look into the PCs concerns identified in our letter. No response yet received from Rt. Hon Kwarteng. The Bill, despite the corona virus pandemic is still due to be introduced in Parliament on Tuesday 28th April.</i> h. WTPC's response to the Climate Emergency. <i>AW to report</i>				
6. <b>Matters arising</b>				
i) WTPC Web Usage Analysis. Oct – December 2019. 34 users, 29 new users, 95 sessions ii) Local Transport Plan Programme 2020-21				

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Item

Agreed  
Seconded  
Proposed  
Action

Scheme Type	Proposed Expenditure	
A Walking and Cycling	£1,587,000	
B Safety	£1,992,500	
C Roads	£12,347,000	
D Bridges, Structures and Landslips	£2,665,000	
<b>Total Programme</b>	<b>£18,591,500</b>	
<b>Local Work</b>		
Rothbury	Front St parking scheme phase 1	£10,000
Thropton - Flotterton	Surface dressing	£100,000

**7. Finance**

- a. **Balance of accounts at 28 February 2020** – Community Account £2113.05 and Savers Account £2005.59  
 b. **Annual Allocation of Income and Expenditure 2019 to 2020**

<b>Opening Bank/Cash on Hand</b>	2945.44		
Precept	5143.00		
<b>Total Precepted Income</b>		8088.44	
<b>Other income</b>			
Interest	2.61		
Donations etc.	0.00		
Empty	0.00		
Capital Receipts	356.00		
General	0.00		
VAT	0.00		
<b>Total Other income</b>		358.61	
<b>Total All Income</b>		<b>8447.05</b>	
<b>Expenditure</b>			
Clerk Hon Salary (NET)	378.24		
PAYE	34.40		
Admin expenses	179.67		
Admin General & Fees	10.82		
<b>Total Administration Expenditure</b>		<b>-603.13</b>	
<b>Village Amenities Expenditure</b>			
Insurance	0.00		
Maint/ance	120.00		
Room Hire	48.00		
JBC	3642.74		
Capital Spend	356.00		
<b>Total Village Amenities Expenditure</b>		<b>-4166.74</b>	
<b>Grant Expenditure</b>			
Donations	120.00		
S.137	0.00		
<b>Total Grants Payable</b>		<b>-120.00</b>	
<b>Total Other Expenditure</b>		<b>-4889.87</b>	
<b>Total Council Income less Expenditure</b>			<b>3557.18</b>
Total Income		8447.05	
Total Expenditure		<b>-4889.87</b>	<b>3557.18</b>

c. **Notification of Receipts since the last meeting:**

<b>2019-20</b>	
Interest on Business Account:	
30 <sup>th</sup> June 2019 (4 Mar – 2 Jun)	0.61

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## Item

2 <sup>nd</sup> June 2019 (3 Jun-1 Sept)	0.70
2 <sup>nd</sup> Dec 2019 (2 Sep-1 Dec)	0.70
Paid into W&T account in error	356.00
<b>2020-21</b>	
Parish Cemetery Double Charge Issue	25.00
Parish Precept First Half	2546.00

### d. Approval of Payments since the last meeting

David Smith -Grass cutting round parish benches	£120.00
Great North Air Ambulance Service Donation	£100.00
Over the Bridges donation (advert clerk vacancy)	£20.00
Cluster Fee	£10.82
Clerk's Salary and Expenses:	£148.24
HMRC PAYE	£34.40
Sarah Winlow (reclaimed amount deposited in error)	356.00
Hire of meeting room (03/12/19 & 17/03/2020)	£12.00
<b>Total</b>	<b>£801.46</b>

### e. Bank Reconciliation at 31st March 2020

Balance per bank statements				£
at 28 February 2020	Community account			2113.05
	Business Saver			2005.59
				4118.64
Less unpresented cheques	17/03/2020	Thropton PC	10.82	
	17/03/2020	G.Rhodes	148.24	
	17/03/2020	HMRC	34.40	
	17/03/2020	S. Winlow	356.00	
	29/03/2020	Roth PCC-CG	12.00	561.46
Uncredited Deposits			0.00	0.00
<b>Total</b>				<b>3557.18</b>
Balance per cash book				3557.18
				0.00

f. **Annual Governance & Accountability Return 2020.** *We are still awaiting the final details for this year's AGAR from the External Auditor although JPAG (Joint Panel on Accountability and Governance) have published their documentation. The Government Legislation has allowed a delay in the submission of the AGAR for two months. The Clerk has finalised the accounts ready to complete the AGAR but would like to receive the final documentation from the Auditors before proceeding to complete the Annual Return. We will need to agree a suitable date to meet to agree the content of the Return.*

g. **Authorise change of business address** for banking purposes *Also request for y/e and monthly statements and paying in books.*

### h. Requests for funding

- i. Bailiffgate Museum
- ii. Alnwick Playhouse
- iii. Coquetdale Lunch Club

i. **Insurance.** *The PC does not seem to have taken out insurance cover It is a legal requirement for employers to have employer liability insurance. It may also be a legal duty to have public liability and Officials indemnity cover. NCC has an overarching policy with Zurich Insurance for small parishes and many Northumberland parishes are signed up. Brinkburn & Hesleyhurst has its policy through these arrangements. Its premium for 2019 -21 was about £168. I would recommend that if we don't have insurance that we join this scheme. We could also obtain quotes for other scheme of which there are several, but I doubt whether they could match the Zurich one in terms of cost and cover. I have asked for further information from NCC*

## 8. Planning

Agreed  
Seconded  
Proposed  
Action

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Item						Action	Propose	Second	Agreed
	<u>Reference</u>	<u>Address</u>	<u>Type</u>	<u>Status</u>	<u>PC Comments</u>				
I.	19/04177/FUL	Grange Cottage Whitton NE65 7RL Garage conversion to extend kitchen	Applicati on	<b>Permitted</b>	See previous minutes for PC comments				
II.	19/03930/FUL	Land South West of Carterside Whitton Northumberland Redundant barns app for holiday lets.	Applicati on	<b>Refused</b>	See previous minutes for PC comments				
III.	19/04914/VARYCO	The Old Pumphouse Newtown NE65 7NL	Applicati on	<b>Granted</b>	See previous minutes for PC comments				

All NCC planning application communications (consultations, committee invites, decisions etc.) with Town and Parish Councils are being carried out electronically with immediate effect. They will continue to review this position. This means all planning documents will need to be reviewed on the Planning website. Electronic link to any specific application that comes in.

## 9. Correspondence

- a. Changes to Neighbourhood Policing. *Northumbria Police have reviewed the structure of Neighbourhood Policing resources across the Force and as part of the restructure, Northern Area Command will adopt a new operating model which will be introduced on 06th January 2020.*
- b. Great British Spring Clean 2020. *The PC is being asked to sign up to the Spring Clean. This has now been delayed until later in the year.*
- c. Healthwatch Northumberland Annual Survey 2020. *Healthwatch Northumbria are asking for our help to distribute information about the annual survey and their public events.*
- d. Coronavirus Correspondence *All communications of relevance with respect to the Pandemic has been circulated to members which has included*
  - i. Managing risk including scheme of delegation and maintaining critical functions
  - ii. Legislation
  - iii. Impact on Financial Management and submission of the AGAR
  - iv. Advising residents and supporting local communities

## 10. Future Meetings

- a. **Date of Next Virtual Meeting:** TBA

Garth Rhodes – Parish Clerk, 5 Wardle Terrace, Longframlington, Northumberland NE65 8AB. E-mail longframlingtonpc@gmail.com