

OVINGHAM PARISH COUNCIL

Mrs. M. Davenport
Clerk

Jubilee Cottage
Ovington
Northumberland
NE42 6DH

Minutes of the Annual Meeting of Ovingham Parish Council held on 17th May 2018
at 7.35 p.m. in the Reading Room, Ovingham

Present: Councillors Jordon, Gray, MacDonald, Jackson, Foster and Kirkland, County
Cllr Quinn and 1 member of the public.

1. The Clerk asked for nominations for Chair of Council. Cllr MacDonald proposed and Cllr Foster seconded Cllr Jordon, who took the chair.
2. Vice Chair – Cllr Gray was nominated by Cllr MacDonald and seconded by Cllr Foster.
3. Keith Kirkland was co-opted to Council and he signed the declaration of acceptance.
4. Apologies for absence was received from Cllr Campbell (holiday).
5. No declarations of interest were received.
6. Other Bodies representatives were agreed as follows:
 - a) Ovingham Joint Burial Committee – Cllrs Jordon and Campbell
 - b) Reading Room – Cllrs Gray & Jordon
 - c) OPPFUG – Cllrs MacDonald and Foster
 - d) East Tynedale Town & Parish Council Forum – Cllrs Gray and Jackson
 - e) SCA – Cllr Campbell

Although in the past, the Parish Council had not had a named representative on the Allotment Association, Cllr Jordon asked that Cllr Kirkland represent the Parish Council in future. This was agreed.

7. The minutes of the last meeting on 19th April 2018, having previously been circulated were taken as read, agreed and signed.
8. County Councillors' Report: County Cllr Quinn thanked the Cllrs for their help and support throughout her first year. She advised potholes were still being addressed by County Council. County Cllr Quinn noted that a site meeting had taken place with regards parking on grass verges opposite the schools. Cllr Jordon replied that some options had been put forward including bollards, low level "birds eye" fencing, single yellow lines. The headteachers from both schools will engage with their respective PTA's although again it was noted that the car park at the middle school was available to first school parents too. County Cllr Quinn also asked for an update on cycling on the pedestrian bridge since new signs were put in place and painted on the path – Cllr Gray in his view thought it was not as bad as previously, but there will always be those who choose to disregard signs. County Cllr Quinn also advised that school transport for over 16's had been preserved and county wide, there were to be very few school

closures with none earmarked for the Bywell ward.

Cllr MacDonald remarked that speeding continued to be an issue in the village and queried the 20mph signs in Wylam. However, Cllr Gray reminded him that the Parish Council had requested 20mph for the whole village be considered as part of the local transport plan and if successful, this would automatically mean that the existing 30mph signs would have to be moved further away from their current positions.

Cllr Jordon thanked County Cllr Quinn and she left the meeting at 8.10pm.

9. Matters arising: -

- i) **Traffic issues:** Some issues had been mentioned above and Cllr Jordon again raised the problem of parking especially that on Horsley Road. Kris Westerby, Highways, had been asked to give this his attention.
- ii) **Storage of ride on mower:** Unfortunately, Cllr Campbell was not at the meeting but he had confirmed he was still looking at prices for a shed.
- iii) **Co-option to Council:** A vacancy still existed and the Clerk confirmed that she had heard nothing further from a resident who had expressed interest at the last meeting but she will make further enquiries.

10. **Accounts to pay/be paid:**

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| M. Davenport (Salary & expenses April) | £312.88 |
| Ovingham Reading Room (meeting in April) | £15.00 |
| P Holden (petrol for mower) | £36.89 |
| Reading Room (room hire for NWL meeting) | £15.00 |
| T Bell (grass cuts) | £280.00 |
| A Jackson (playing field work & in churchyard) | £450.00 |

11. **Planning Application:**

18/00732/FUL – Wellburn Care Home: Amended application to re-house bio mass boiler (new position). Cllr Gray will look at the application and advise.

18/00801/FUL – Swinhope House – first floor extension to side & rear single storey extension: **granted**

18/00491/LBC – The Old Vicarage – internal redevelopment of north wing - **withdrawn**.

12. **Annual Governance & Accountability return for 2017/2018:**

Unfortunately, the accounts had not been checked yet by the internal auditor who was now on leave. The Clerk informed the Cllrs that she also had to wait some weeks for an up to date bank statement before passing papers over. Consequently, the accounts could not be approved and will have to be deferred to the June meeting. The Clerk had been given an extension from the external auditors, Littlejohn, in submitting the return although the Clerk also confirmed that this would be in the form of a Certificate of Exemption, as both income and expenditure fell below the £25,000 threshold.

13. **Data Protection (GDPR):** New legislation meant some evidence of progress had to be seen before 25th May. It appeared increasingly likely that Parish Councils will be exempt from having a data protection officer but until the bill had passed through Parliament, current guidelines had to be

followed. Cllrs Jordon and Gray together with the Clerk had looked at this and proposed that the audit schedule (using an example given by SLCC) be adapted for use by Ovingham Parish Council. Cllr Gray also remarked that all Cllrs must ensure they keep information only for as long as required. A statement also needs to be added to the existing standing order policy.

14. **Ovingham Pavilion/Playing Field:** Cllr Jordon referred back to the OPPFUG January minutes and confirmed the points raised, and pointed out the monthly inspections of the Playing Field as stated on the plan, were to be carried out by representatives of the Parish Council and OPPFUG. She also queried whether Phil Holden might work with the Parish Council to arrange the bookings. Cllr MacDonald replied that it was his impression that in the initial stages, the Parish Council had overall control, but there needed to be some contribution from the users and they should be aware of that. Cllr Gray made references to bank accounts held by OPPFUG and the Parish Council which are separate accounts – there needs to be a clear understanding as to the allocation of income and expenditure to these accounts. All agreed that the Parish Council had to establish exactly what OPPFUG do, and how the money is raised and used. All roles and responsibilities need to be established particularly from a Health & Safety view. Cllr Jordon believed that the chair of OPPFUG should be a Parish Councillor and asked if Cllr MacDonald would organise an AGM at which a Committee should be appointed. She also pointed out there are funding opportunities available to OPPFUG for example, through the community chest and the Co-op which should be explored. Cllr Jordon had obtained some funding for the refurbishment including materials and it was a priority to get the pavilion fit for purpose for the summer and then OPPFUG can look at further funding. Two quotes had been received for updating electrics which will come out of existing savings. A copy of a recent risk assessment and event safety plan (drawn up specifically for the annual OviFun day) had been circulated and Cllr Jackson had added her own comments and suggestions to ensure all eventualities have been covered. Cllr Jackson also advised that as the OviFun day was being held on council land, they would need to comply with the requirements of NCC’s Safety Advisory Group and may also need a street trading licence. Queries raised will be followed up by the Clerk. Cllr Jordon suggested that a working party be set up and meet the following week when the quotes for refurbishment which have been received so far be discussed. Cllrs MacDonald, Gray and Kirkland will meet with Cllr Jordon.
15. **Parish Council Surgery/Village plan updates:** Updates from the April session were on the website as well as village plan updates. Cllr Jordon had circulated a response from NCC regarding erosion at Burnfoot. Advice received was that there was little prospect of re-establishing the path between the area of the green and the confluence of the burn with the Tyne, which was disappointing. The Parish Council were informed there was no easy solution although one suggestion was to put some stepping stones down. Options may not be viable and cost was an important factor.
16. **Village environment:** Cllr Jordon wondered if any Cllr had attended the Orchard Group “drop in” session last week. Cllrs Foster and Kirkland reported it had been well attended and interested parties had been asked to leave contact details. The matter will be on the agenda for the June

meeting, but Cllr Jordon asked that the Cllrs give serious thought to having an orchard on the playing field instead of the grazing land. She felt it would complement the area especially in view of trying to make full use of the facilities on the field including toilets and pavilion and would help to promote the playing fields as a community asset. Reinstatement of the village greens was disappointing – the grass was not growing and this will be monitored. The waste bin by the Reading Room was high (due to new lamppost) but Cllr Jordon had turned it slightly so it was less of a hazard – a resident had bumped into it. Cllr Jordon had reported this to NCC and requested this be followed up with the lighting engineer and the possibility of a new post for the waste bin. A NWL/NCC surface water meeting had been held on the 16th May and work is due to start in August – there are still some issues to be finalised with the landowners.

Cllr Jordon also raised the issue of bee keeping on the allotments. Whilst she had no objections to this she reminded the Cllrs that there was no mention of it in the tenancy agreement and the Allotment Association should have raised it with the Parish Council initially. Concerns were raised about safety but the Allotment Association will be responsible for this. The Cllrs agreed that a section will be included in the tenancy agreement with the proviso that no more will be allowed unless approved by the Parish Council. Cllr Jordon also noted weeds and grass around play equipment on the Playing Fields needed attention. This will be checked with a site visit on 23rd May.

17. **Committee Reports:** No reports were tabled.
18. **Correspondence:**
 - a) NCC – “Gathering views on road hierarchy” – Cllr Gray will look at this in further detail (classification of roads in Northumberland)
 - b) “Fire & Dough” – correspondence had been received asking that the Parish Council consider allowing a pizza takeaway van to operate in Ovingham. The owners had the relevant licence but the Cllrs felt that this was not something they could realistically endorse as there was limited options to site a van and did not want to take business away from The White Swan.
 - c) Prudhoe Town Council had circulated a proposal to local Councils about considering employing someone to deal with litter and dog fouling. The Cllrs felt this was something to pursue but would be dependent on cost and support from the other Councils.
19. Distribution was still being circulated.
20. Any other business as considered urgent by the Chair: Following some recent attempted break ins to garages, Cllr MacDonald asked that a request be submitted to the Police Community team for information about obtaining alarms for sheds etc. This was agreed.
21. The date of the next meeting was confirmed as Thursday 21st June at 7.15pm and 19th July, also at 7.15pm.

There being no further business, the meeting closed at 9.45pm