

WARK PARISH COUNCIL

Chairman: Philip Leadbitter

Email: clerk.wark@gmail.com

Online Meeting to be held on Wednesday 31st March 2021

Members of the Public are welcome to request copies from the Clerk

AGENDA

Public and Police participation

1. Welcome and Apologies for Absence
2. Notification of Other Business
3. Declarations of Conflicts of Interest
4. Approval of Minutes 3rd February 2021
5. Review Internal Auditors report
6. Issues raised by Members of the Public
7. Report from County Councillor
8. Planning Applications
9. Highways Issues
10. Stonehaugh Issues
11. Wark Issues
12. Correspondence
13. Financial Matters
14. Reports from Representatives to Other Bodies
15. Other Business – Not for Decision
16. Items for Discussion at Future Meetings.

Parking in Wark- Introduction of yellow lines in areas that are considered dangerous to other road users.

Signed

Cllr Anne Hutchinson Acting Clerk and RFO

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Meeting held Online on Wednesday 31st March 2021

Draft minutes of meeting held Online

31st March 2021

Public & Police participation

None

1. **Attendees:** Cllr Stephen Batey, Cllr Judith Weir, Cllr Edward Jeffrey, Cllr Anne Hutchinson

Apologies for Absence

No apologies for absence

2. Notification of other Business

Cllr Hutchinson will cover for clerk and RFO and councillors will continue to recruit a permanent experienced clerk. Proposed Cllr Jeffrey. 2nd Cllr Batey

Judith Weir to represent WPC on Town Hall Committee, Giles Heron Committee Clerk to write to both committees. Proposed Cllr Leadbitter. 2nd Cllr Hutchinson

3. Declarations of conflict of Interest

None

4. Approval of minutes 3rd February 2021

Proposed Edward Jeffrey. 2nd Judith Weir

5. Review and decide actions to be taken following Internal Auditors' Report for 2019-20

- Cash book hasn't been kept up to date----Assistant RFO will prompt and assist Clerk
- 4 transactions will be assigned from 2019-20 to 2018-19
- Incorrect transactions will be adjusted
- Ritemix Invoice has been found and will be dealt with accordingly.
- Budget Variances and accounts will be reconciled and presented to Council each quarter.
- 3 quotes were obtained for developing Activity Centre at Stonehaugh, when Grant application

was submitted. Grants were awarded from National Park and Green Rigg Trust

- Grass cutting tenders were put out to tender in 2017 and competitive quotes were obtained these tenders were for three years
- Invoices will be annotated fully by the clerk
- Claims for expenses for councillors and clerk must be presented with the claim form provided and checked and signed by clerk and/or assistant RFO
- Invoices will be filed in order there will be a column added to accounts to include Invoice number to correspond with invoices.
- VAT will be claimed at the year end for the years 2019-2021. VAT must be reclaimed within 3 years. Vat will be digital from 2022 and I suggest CIAccountants are engaged to attend to this matter.
- Financial Regulations will be reviewed March 2021
- Council will prepare a budget to agree the precept.
- Actual expenditure and Income will be reported each quarter and variances will be compared to Budget to monitor PC finances AH will develop an expenses claim form to be presented with receipts for payment, to be checked and signed by clerk or Assistant Financial Officer Clerk will present a claim for extra hours worked and this will be signed and agreed by ARFO or Chairman
- PAYE will be paid on time. This is now paid to date.

6. Issues raised by members of the public

None

7. Report from County Councillor Gibson

- 20 mph Speed Limit will be Installed on Hexham Road /School Lane.
- Extra Street Lights will be installed in Wark
- Kerbs have been lowered in Wark.
- Pavements in Westacres have been repaired
- Further Road repairs will take place on C205- Ward Lane, Stonehaugh and Coldcotes to Wark June 2021
- Pavements in Stonehaugh will be repaired and upgraded-Summer 202
- Road to Watson Walls from Deneburn Junction and Watson Walls/ Dunterly is repaired

8. Planning Applications

1. Installation of Air Source heating at 6 Storey Terrace –Passed
- 2.

9. Highway issues

Potholes reported and repaired C205

10. Stonehaugh Issues

- Letter circulated asking for opinion on Subcommittee, Wild Flower meadow and reminding residents that Nominations for Parish Council had to be submitted by 7th April.
- Notice in Notice Board advertising nominations for Councillors.
- Safety check records received- some repairs needed at Stargazing Pavilion including safety strips required because floor has been identified as dangerous when wet , we need to order the necessary material and volunteers will do the work.
- Applied to Evans Trust for donation for a small composting toilet to be placed on the Nature trail. Grant of £3000 received. Clerk has written to Evans Trust and will send a Thank You card National Park are introducing a Community Scheme with grants of up to £2000 on offer... Clerk has registered an interest for this scheme.and will apply next round.

- It was too late to issue tenders for Grass cutting at Stonehaugh however Edward and myself agreed to extend Trevor's contract for one year, Edward approached Mr Bell who has agreed to continue for this year with a contract. Anne Hutchinson and Edward Jeffrey met with Trevor and discussed area to be cut and collected. Area opposite 9-12 Middleburn End is boggy; difficult to maintain and hardly suitable for a wild flower meadow we discussed this problem and suggest WPC seek advice with a view to planting some low growing trees

11. Wark Issues:

- There has been suggestions that when the new toilet is opened that we add a slot machine for payment, we have considered this in the past and decided the extra costs the extra work and responsibility involved would outweigh the revenue earned. Initially the toilet was secured for children waiting for school buses and the elderly, a suggestion of electronic payment would eliminate both groups I suggest we allow free access initially.

No decision was reached and we will discuss at next meeting

- Request Donation or regular payment for businesses who should provide staff toilet facilities and rely on Public toilet

No comments and will be added to June agenda

- Our Mower is 12 yrs. old and needs to be replaced we need to obtain quotes for a suitable machine that mulches the grass, this will eliminate the need to dump grass cuttings and negotiate the Bridge to dump the cuttings at Warkshaugh AH will submit an application to Green Rigg Trust for a donation towards the purchase.

Three quotes have been received

- **Chestnut Tree on Village Green** Matt Fathers inspected the tree and reported that some remedial work should be done ASAP. Recommend WPC engage Matt to carry out the work Clerk has contacted Matt and he will do remedial work when the season is right.

12. Correspondence:

Refer to emails- all important correspondence has been forwarded

13. Financial Matters

- Accept Payment Schedule
- It was agreed that AH could claim Working from home allowance and 50% home phone bill and 50% home Broadband bill.

14. Reports from Representatives to other bodies

No reports given.

15. Other Business

- **Please submit all safety check records**- these are required for Insurance purposes and must be retained indefinitely.
- **Wark Safety checks are still outstanding**
- **Review and accept Standing Orders**- previous clerk changed the three clear days required for displaying and circulating Agendas to include Sunday, This is a Statutory regulation and we cannot include Sundays we need to amend this to exclude Sundays and Bank holidays.

Reviewed and amended- amended version will be added to Web site

- **Review and accept Financial regulations**
Bank details need to be confirmed and banking online introduced
Clerk will request necessary documentation'

16. Items for Discussion at future meeting

- Risk assessment.
- Risk Management
- Assets Register
- Statutory Documents

Cllr Anne Hutchinson
Acting Clerk and RFO

