

Simonburn Parish Council

Chairman: Mrs JE Lamb

Clerk: Robert Macfarlane
Heron's Hill Cottage Corbridge NE45 5AA
☎ : 01434 6338981
✉ : clerk@live.co.uk



Parish Council 2023-2024

Dates of Meetings

Annual Parish Assembly Monday 10th May 2023

Annual Parish Council Meeting Monday 10th May 2023

Wednesday 13th September 2023

Wednesday 13th December 2023

Wednesday 13th March 2024

All meetings to take place in the Parish Hall starting at 6.00 pm.

The Council

Chairman

Mrs Jane Elizabeth Lamb Nunwick Hall Nunwick Simonburn NE48 3AF

Vice Chairman

Mr Nick A Ridley Park End House Park End Simonburn NE48 3AA

Councillors

Mr Denis Bulman Burn House Simonburn NE48 3AX

Mr Peter Rowcroft Slaterfield Villa Simonburn NE48 3AZ

Mr Adrian W Langford Tithe Barn Simonburn NE48 3AR

Vacant

County Councillor

Nick J Morphet

Phone: 07890 062879

Email: nick.morphet@northumberland.gov.uk

Facebook: search for @CllrMorphet or follow this link: <https://bit.ly/3p60iGC>

DECLARATION OF ACCEPTANCE OF OFFICE

IJane Elizabeth Lamb.....

having been elected to the office ofCHAIRMAN.....

ofSIMONBURN PARISH COUNCIL

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members ofSIMONBURN PARISH COUNCIL

Signed:*Jane Elizabeth Lamb*.....

Dated:10th May 2023.....

This Declaration was made and signed before me.

Signed:

Proper Officer of the CouncilR. Macfarlane, Clerk.....

Dated:10th May 2023.....

Under Section 83(3) of the Local Government Act 1972, a Declaration for Members or Elected Mayors of a County, District or London Borough Council shall be made before two Members of the Council, its elected Mayor, its Proper Officer, a Justice of the Peace or Magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a Commissioner appointed to administer oaths in the Supreme Court. A Declaration for Members of Parish Councils shall be made before a Member or the Proper Officer of the Council.

SIMONBURN PARISH COUNCIL

Annual Parish Assembly

The Annual Parish Assembly of Simonburn Parish will take place in Simonburn Village Hall on Wednesday 10th May 2023 at 6.00pm.

AGENDA

- 1 Election of Chairman
- 2 Apologies for Absence
- 3 Minutes of Last Meeting and Matters Arising
- 4 Chairman's Report
- 5 Report from County Councillor
- 6 Items for Discussion from members of the public
- 7 Village Hall Issues
- 8 Wark CofE First School
- 9 Date and Time of Next Meeting (8th May 2024)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Duly Authorised Signature
Jane E Lamb
Chairman of Simonburn Parish Council

Simonburn Parish Council 2022-23
Chairman Mrs Jane E Lamb Vice-Chairman Nick A Ridley
Councillors Adrian W Langford, Denis Bulman, Soraya Tilson, Peter Rowcroft
County Councillor Nick Morphett

Simonburn Parish Council

Chairman: Mrs JE Lamb



Clerk: Robert Macfarlane
Heron's Hill Cottage
Hill Street
Corbridge
NE45 5AA
01434 633891
clerk@live.co.uk

Dear Councillor,

You are summonsed to attend the Annual Meeting of Simonburn Parish Council which will take place on Wednesday 10th May at 6.10 pm in the Parish Hall (following the Annual Parish Assembly). Minutes of the last Meeting have been circulated and the Agenda is given below.

AGENDA

- 1 Election of Chairman (and Declaration of Office)
- 2 Apologies for Absence
- 3 Members' Interests
- 4 Minutes of Last Meeting held on 8th March 2023
- 5 Matters Arising (not on Agenda) Given to Chair/Clerk before meeting.
- 6 Declaration of Interest
- 7 Election of Vice-Chairman and Representatives
- 8 Council Insurance – (Zurich Municipal plc) Renewal 1st June
- 9 Reports – Village Hall, NCC and PCC
- 10 HRH Charles III Coronation
- 11 Appointment of Clerk/RFO
- 12 Annual Governance and Accountability Return for 2022/2023
 - 12.1 To receive and note the Annual Internal Audit Report
 - 12.2 To approve the Annual Governance Statement
 - 12.3 To approve the draft Annual Accounts for 2022/2023
 - 12.4 To approve the Accounting Statement and Explanation of Variances
 - 12.5 To approve the Certificate of Exemption

Following approval, the Chairman and Clerk of the meeting will sign the Annual Governance Statement and Accounting Statements.

- 12.6 The RFO to set dates for exercise of public rights
- 12.7 Certificate of Exemption to be signed by RFO and Chairman
- 13 Payments to be approved
- 14 Date of Next Meeting (13th September 2023)

MEMBERS OF THE PUBLIC AND THE PRESS ARE WELCOME

NB Please contact the Clerk if there are any questions for the Council



Clerk to the Council

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 8th March 2023
This meeting was held at Parish Hall. Cllr JE Lamb opened the meeting at 6.00 pm.

04-03-01 **Present**

Cllrs Mrs JE Lamb (Chairman), AW Langford, and Cllr D Bulman and Clerk R Macfarlane.

04-03-02 **Apologies for absence**

Cllrs Mrs S Tilson, P Rowcroft and NA Ridley. County Councillor N Morphet

04-03-03 **Declaration of Interest**

None

04-03-04 **Public First Focus**

No public present.

04-03-05 **Minutes**

The minutes taken at the council meeting held on 14 December 2023, having been circulated and approved by the Council were signed by the Chairman.

04-03-06 **Matters arising from last meeting**

The Coronation of HRH Charles III will take place Saturday 6 May 2023 at Westminster Abbey and there will be a bank holiday Monday 8th May.

It was decided that there was no need to invite the new Localities Officer for the West to our next meeting. Outstanding payments – for Jubilee tree and plaque.

04-03-07 **Communications**

Northumbria in Bloom - a regional arm of the RHS Britain in Bloom Awards; Northumberland National Park Authority Meeting: Wednesday 15th March 2023; Council's new Coronation Community Fund; NC Council's Climate Change Team, distribution of Electric Vehicle Charging Points; Northumberland County Council - EV chargepoints installed into their community fully funded at no cost to the council; Sport Tynedale letter of thanks for Grant Aid; Parish Council's Conference 24 January, CAN Newsletter, Nalc e-news.

04-03-08 **Reports**

Village Hall – Cllr Bulman reported on various activities
NCC - Cllr Morphet has provided up-dating emails.

04-03-09 **Voter ID**

To vote at a Polling Station, from May 2023 everyone will need identification such as-

- A driving licence (photo)
- A passport
- Concessionary travel passes, such as an older person's bus pass
- * A Blue Badge

You can still use your photo ID if it's out of date, as long as it looks like you.

On request the County council will supply the full list of accented IDs.

04-03-10 Defibrillator in the Village Phone Box

Cllr Langford (authorised HeartStart trainer) reported that he had carried out routine checks and maintenance. Discussion took place about having another defibrillator in the parish.

04-03-11 Coronation

HRH Charles III Coronation will be held on the Saturday 6th May. The Council will purchase commemorative coins to give to the children of the parish in honour of the King's coronation. The estimated number is 27. A meeting has been arranged on Thursday 16th March to organise a committee that will plan events.

04-03-12 Finances

Income - £500 grant for Coronation from Northumberland County Council

Bank Statements 3rd March 2023 Current Account £2,992.00 and Deposit £1,227.86

Approved Payments Clerk's salary £306, HMRC £76.50, SLCC £45, Council expenses £23.77. Mower petrol £100.

04-03-13 Clerk's Retirement

An advert will be placed in the "Broadsheet" and possible the NALC e-news for a new clerk.

04-03-14 Date of next meeting Provisionally Wednesday 10th May, Annual Meeting.

Signed Chairman.....*JE Lamb*.....

Date..10..May..23..

Simonburn Parish Council Assets 31st March 2023

	War Memorial 30 th May 1920 £1 Simonburn Village Hall Seat £1
	Notice Board at Nunwick road end £1
	Lancelot Guy Allgood 1944-1998 seat on Village green 1 st December 1999 £360
	Village Green Notice board £1
	Husquavanna Mower RCTH 194 Serial No. 021713D001756 Delivered 30 th April 2013 £2500 
	Strimmer 10 th May 2004 £45
	Car Park Lease £5
	Parish Seat and Litter Bin 9 th September 1999 £350
Scanner	November 2016 £200
Jubilee Plaque	July 2022
Defibrillator	Bought 2020 £2345
Simonburn Parish Council	Total value of assets £5809

SIMONBURN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 10th May 2023

Cllrs Mrs SE Lamb opened the meeting at 6.20 pm following the Annual Parish Assembly.

01-05-01 **Present**

Cllrs Mrs SE Lamb, DL Bulman, AW Langford, and P Rowcroft
Also Clerk R Macfarlane and Co. Cllr N Morphet

01-05-02 **Election of Chairman**

Cllr Ridley proposed **Cllr Lamb** and this was seconded by Cllr DL Bulman - all agreed. Cllr Lamb took the Chair and signed the declaration of acceptance of office (LGA 1972 s83).

01-05-03 **Apologies for absence**

Cllr NA Ridley

01-05-04 **Declaration of Interest**

Councillors were reminded that the "Members' and Co-opted Members' Disclosable Pecuniary and Other Interests" forms needed to be completed and they will need to be reviewed regularly.

01-05-05 **Appointment of Officers**

Chairman

- Cllr JE Lamb - proposed by AW Langford and seconded by DL Bulman

Vice Chairman

- Cllr NA Ridley - proposed by JE Lamb and seconded by DL Bulman

Evans Trust

- Cllr NA Ridley - proposed by AW Langford and seconded by DL Bulman

Village Hall

- Cllr D Bulman - proposed by Cllr JE Lamb and seconded by AW Langford

01-05-06 **Public First Focus**

Public matters were addressed at the Annual Parish Assembly.

01-05-07 **Minutes**

The minutes taken at the council meeting held on 8th March 2023, having been circulated and approved by the Council were signed by the Chairman.

01-05-08 **Matters arising from previous meeting**

It was decided to invite the new Locality Coordinator, Angela Watt, to a meeting.

01-05-09 **Communications**

CAN Newsletter & Spring Conference, War Memorials Trust Bulletin, CPRE, Tynedale Hospice at Home. Nalc E-news, Air Ambulance, The Home Office Immigration Enforcement and HMRC's National Minimum Wage (NMW) team.

01-05-10 **Reports**

Northumberland County Council

To solve drainage problem on Castle Lane the County Council (NCC) proposed that the cundy that runs beneath 2 The Green to be jetted, and the ditches on Castle Lane to be cleared out and the grips to be recut.

Bus stop in Simonburn, no satisfactory solution has been identified.

Local Transport Plan programme for this year, will exclude the traffic calming plans for Nunwick.

The drainage problem on the Ward Lane (the C205) at the entrance to Parkside - Senior Construction Team Leader have recently visited the site.

01-05-11 **Defibrillator and the Village Phone Box**

The Rhythm of Life Telephone of Life Adoption Scheme/Community Heartbeat Trust. The Community Heartbeat Trust PAB in the former BT kiosk. Cllr Langford (authorised HeartStart trainer) registered with the 'Webnos' system has undertaken the regular monthly checks on the defibrillator.

01-05-12 **Audit**

Internal Audit

This has taken place and there were no matters arising. The Clerk was asked to thank the Internal Auditor, GD Scorer.

External Audit to 31st March 2023

Smaller Authorities External Audit Team, Mazars LLP, requirements are in line with Accounts and Audit (England) Regulations 2011 (Regulations 12-16) and the Audit Commission Act of 1998.

Annual Governance and Accountability Return for 2022/2023

The Council received and noted the Annual Internal Audit Report.

Cllr AW Langford proposed and Cllr P Rowcroft seconded that the annual financial return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve (in sequence) the Annual Governance Statement, the draft Annual Accounts for 2022/2023, the Accounting Statement and Explanation of Variances and the Certificate of Exemption.

Exercise of Electors' Rights The notice of appointment of date for the exercise of electors' rights must be displayed for 14 days. The Audit Notice will be displayed in Parish Notice Board and the 30 Working Day Period for the Exercise of Public Rights commences on 13th June and will end on 22nd July. The Council will submit the annual return and supporting documentation presented at this meeting to PKF Littlejohn LLP by the agreed audit date of 1st July. Approval of Accounts should be no later than 1st July and Publication of Audited Accounts no later than 15th September 2023.

Certificate of Exemption was signed by Clerk/RFO and Chairman.

Limited Assurance Exemption As the Council's gross income or expenditure did not exceed £25,000 in the year of account ended 31st March 2023 the Council has applied for certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

02-05-13 **The Pensions Regulator**

Automatic Enrolment. The re-declaration of compliance has been completed to inform the Pensions Regulator that the Council has no-one to put back into a pension scheme.

01-05-14 Northumberland County Council and Boundary Changes

Northumberland Draft Recommendations for Rural West Northumberland as submitted to The Local Government Boundary Commission.

NCC proposes changes to provide better electoral quality to Bellingham, and Rothbury divisions. (Both these will have a variance of 18% from the average for the county). The third division in the Rural West is Humshaugh and this has a variance of -10% and thus will have 10% fewer electors than a typical division by 2028.

Simonburn realises that as a consequence of the County's proposals for these other two divisions there will be an impact on the Humshaugh Ward which meets the Commission's criteria in terms of its community identity.

Whilst Simonburn Parish Council does not find it appropriate to comment on Bellingham and Rothbury it supports Northumberland County Council in proposing no change in the Humshaugh Ward. LGBCE The reference 1003666.

01-05-15 Policy and Document Review

The Council's Documents are published, in line with the Localism Act 2011, on the Council's website.

Financial Regulations Documentation & Risk Management

It was RESOLVED to continue insurance cover with Zurich Municipal.

Scheme of Delegation

The scheme of delegation to be amended in the light of a Councillor resigning and a new Councillor co-opted.

Assets Register

The Assets Register value is £5,809

01-05-16 Finances

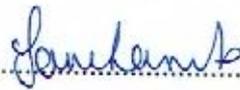
Bank Statements Balances at 31st March were Deposit Account £1227.86 and Current Account £2432.73.

Income Half Precept £1900 and VAT reimbursement awaiting.

Approved Payments Clerk's salary £306, HMRC £76.50 tax, Expenses £24.15, Council Insurance (Zurich Municipal) £257.60, GD Scorer Internal Audit £60, Car Park £5.00 (Standing order), Simonburn Village Hall Committee (Annual Rent) £40, Nalc £64.07, ICO £35 (Direct debit).

01-05-17 Date of Next Meeting

Provisionally, 13th September 2023 at 6.00 pm

Signed Chairman.....

Date 13/9/23.....

Simonburn Parish Council

Chairman: Mrs JE Lamb



Clerk: Robert Macfarlane
Heron's Hill Cottage
Hill Street
Corbridge
NE45 5AA



01434 633891



clerk@live.co.uk

Dear Councillor,

You are summonsed to attend the Meeting of Simonburn Parish Council which will take place in the Village Hall on Wednesday 13th December 2023 at 6.00 pm. Minutes of the last Meeting are enclosed and the Agenda is given below.

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interests
- 3 Minutes of Last Meeting (13th September)
- 4 Matters Arising (not on Agenda)
- 5 Public First Focus – Participation by Members of the Public
- 6 Simonburn Parish Council Clerk
- 7 Vacancy for a Councillor
- 8 Correspondence – NCC, CAN, Nalc; NNPA, GNAAS, Sport Tynedale
- 9 Roads – LTP Programme 2022-23
- 10 Footpaths
- 11 Planning –23/03322/FUL Single storey rear extension, first floor side extension. Greenhaugh Farm NE48 3AU Applicant Ms Elizabeth Branch Application refused.
- 12 Reports – Village Hall, PCC, Northumberland County Council
- 13 Public Access Defibrillator – update
- 14 Council Website – www.simonburn.info
- 15 Financial Matters
 - a. Budget
 - b. Precept
 - c. Grant Aid Requests
 - d. Payments (Council expenses, Roger Hadley, SLCC, Clerks' salary)
- 16 Date and Time of Next Meetings 6th March 2024

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

R Macfarlane, Clerk

SIMONBURN PARISH COUNCIL

Minutes of the Parish Council Meeting held on 13th September 2023

The meeting was held in the Village Hall and Cllr JE Lamb opened the meeting at 6.00 pm.

02-09-01 **Present**

Cllrs Mrs JE Lamb (Chairman), P Rowcroft, AW Langford, NA Ridley and D Bulman
Clerk R Macfarlane, Cllr NJ Morphet and two members of the public.

02-09-02 **Apologies for absence**

None

02-09-03 **Declaration of Interest**

None

02-09-03 **Public First Focus**

Locality Coordinator

Delia Faran, part of Northumberland Communities Together team, introduced herself and outlined the role she plays in connecting resident to their community, volunteers, and local organisations. They can be contacted on 01670536400 (open 24/7 - 365 days a year).

02-09-05 **Minutes**

The minutes taken at the council meeting held on 24th May 2023, having been circulated and approved by the Council were signed by the Chairman.

02-09-06 **Matters arising from previous meeting**

Bank Authority

The Chairman, Clerk, NA Ridley, D Bulman and P Rowcroft are signatories. HSBC requires ID for others to be included.

02-09-07 **Communications**

Tynedale Hospice at Home grant application, Northumberland National Park Full Authority Meeting, Community Action Northumberland CAN Enews, Mayor Driscoll - Crowdfund North of Tyne: Online Workshop, Northumberland Association of Local Councils bulletin.

02-09-08 **Planning**

Planning Consultation 23/03322/FUL Greenhaugh Farm Simonburn NE48 3AU

02-09-09 **Roads**

The drainage issue on Ward Lane at Parkside has finally been dealt with. They recut the ditch and jetted the pipe. They also extended the pipe so that it now passes under the bins. Highways maintenance issues should be put on FixMyStreet and if there are further issues Cllr Morphet will follow-up.

A new Local Bus Board is being created as part of the Bus Service Improvement Plan. County Cllr John Riddle will be our Bus Board representative.

02-09-10 **Reports**

Northumberland County Council

The County Council declared an ecological emergency in July.

Northern Powergrid is also looking for communities who want to get involved in things called Community DSO (Distribution System Operator) pilots. These will involve exploring ways for communities to manage energy use to reduce the demand on the grid and the need to power up gas-fired power stations at times of peak demand.

Village Hall

There are several events planned - McMillan coffee morning, bacon butties on Tuesdays and Saturday evening socials once a month.

The bench bought from the County Councillor's local allowance Scheme has been delivered.

02-09-11 **Defibrillator and the Village Phone Box**

Cllr Langford reported on Defibrillator status with WEBNOS and Heartbeat Trust.

02-09-12 **Grass Mower**

DVLA Vehicle Licensing Confirmation of vehicle tax for Vehicle Registration NK15 HDY Reference 1226 5127 7252 6786 Tax Period is for 12 months and no need to display a tax disc.

02-09-13 **Audit**

The Exercise of Public Rights (30 days) ended on 7th August. Approval of Accounts and Publication of Audited Accounts were accomplished in May, ahead of the deadline of 30th September 2023. There are no issues arising.

02-09-14 **Clerk Vacancy**

Katie Lee Heaney was interviewed by the Council previous to the Council Meeting. She sat through the meeting to observe proceeding.

Public Bodies (Admission to Meetings) Act 1960

Members of the public were excluded and the Council discussed the vacancy for a Clerk/RFO. It was RESOLVED to offer the post to K L Heaney subject to contract.

02-09-15 **Councillor Vacancy**

There still is a vacancy on the Council.

02-09-16 **Finances**

Bank Statements 3rd September Deposit Account £3,247.53 and Current Account £663.64

Income Precept £3600 and VAT £18.06, Coronation Fund £485, Bank Interest 319.67

Approved Payments Clerk's salary £306, HMRC £76.50 tax, Expenses £22.05.

02-09-17 **Date of Next Meeting** 13th December 2023 at 6.00 pm

Signed Chairman.....

JE Lamb

Date ..13./12./23.....

Simonburn Parish Council 2023-2024
Chairman: JE Lamb, Vice-Chairman: NA Ridley
Councillors: P Rowcroft, AW Langford, D Bulman and vacancy.

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