

Thirlwall Parish Council Meeting
Meeting held in Gilsland Village Hall
on 15th November 2017 at 7.30pm

Present: Cllr C. Dixon (Chair), Cllr S. Seymour, Cllr A. Sharp, Cllr A. Stewart, Cllr A. Metcalfe, Cllr J. Armstrong

1. **Apologies for absent (none) and Declaration of interest:** Cllr C. Dixon – Grass Cutting
2. **Minutes of previous meeting agreed and signed off from 13/09/17.**

3.0 Matters arising:

3.1 B6318

Signs before cattle grid (Longbyre) – done.

Samson Inn – county council said it would be done plus signage.

Sweeper cleaning – done.

Slow sign at Rose Hill : new give way signs and Irthing Park done as well.

Cattle grid/blue signs (Moss Peteral) – done.

Fences at sides (Moss Peteral) – still to do.

Speed active sign at right hand side – Barwicks yard – will go ahead (£4.5k and Cllr. A. Sharp will pay from members' allowance scheme.)

Traffic calming scheme (HO176298) – Gilsland Main Road – preliminary budget feasibility scheme/cost estimate/priority arrangement on B6318 was shown and discussed. This is as regards road under railway arch. Option one = c. £30k and option two = c.£10k. Option two was agreed.

Road behind gap still to be done.

Cycle path, Longbyre, verges are now all cut.

3.3 Defibrillator Scheme

Defibrillator cabinets – almost all and ready.

Training – first three Saturdays in December are possible training dates. The chosen date will be published in the Gilsland Magazine.

The defibrillators are registered with the counties of Cumbria and Northumberland. Cllr. A. Stewart is waiting to make sure they are registered with the ambulances.

Power sources: for defibrillators.

Two meetings held between Cllr. A. Sharp and Cllr. A. Stewart (all agreed by email by councillors).

A barrier to be put around the defibrillator at Longbyre.

Ambulance can come and use the defibrillator if they need to use them. The Community Heartbeat Trust manage the defibrillators for four years and after this time the TPC can buy them for £1 and manage them.

(There is also a defibrillator at Gilsland Spa.)

Howard House will have a better phone signal in January. It has taken 18 months to get them in place. Cllr. A. Sharp and Cllr. A. Stewart were thanked for putting them in place. Minuted that Cllr. A. Stewart was thanked for all his work involving the defibrillators.

3.4 Play area

Sue Maughan to give some collected money to TPC as regards the play area.

The previous Clerk, Lynn Rooney, had forwarded emails as regards the safety of the wooden play equipment But this does not apply to the Gilsland Play Area. Sgt. Blenkinsop (RAF Spadeadam) was contacted by CJarvis but has had no response as yet. He is to be contacted again regarding help with the deep cleaning of play area. Trees and fence area have all been done. Railway/steps (left hand and right hand sides of steps) are all messy. CJarvis to contact Network Rail about this.

Signed and accepted as a true record and accurate account of the TPC Meeting held on 15th November 2017:

Chairperson:

Date:


10/11/18

3.5 Haltwhistle Burial Committee Report

October 2016 payment now paid and next one (this month) to be paid. (CJarvis to action).
HBC – next meeting in January.

3.6 Longbyre

B6318 – drains from golf course have been flooded. Drains were cleaned out two years ago. Cllr. A. Sharp to investigate.

3.7 Parish Council Policy Checklist

Thirlwall Parish Council Financial Regulations:

Cllr. Sue Seymour had looked into all of this and discussed the following recommendations:
Chair.

Clerk – responsible financial officer.

Someone other than chair to check financial obligations.

Internal audit used to be done by Cllr. Judith Armstrong and previous clerk, Lynn Rooney.

The internal audit is done around April each year.

Spreadsheet of accounts to be agreed at each meeting by the councillors.

Invoice to pay and be signed off by two councillors and signatory (CJarvis) - minuted.

Anything over ten years to be stored at Woodhorn.

Leases – backed up.

Does the TPC have or want a grant awarding policy? Grant awarding policy to individuals.

Cllr. Sue Seymour and Cllr. Judith Armstrong to have a meeting on policy and where files are stored. (CJarvis to action.)

Everything was discussed by the councillors and agreed by all councillors.

3.8 Public Transport

Mark Ellis, Development Manager, Go NorthEast bus service, was contacted but was unable to attend the meeting. His email to the committee was read out by C. Jarvis. AD122 service is running well but 185 bus service needs to be more supported. Mark Ellis has had meetings with Cumbria and their services but could not make much progress. Mark Hodgkiss is the Cumbria transport contact. Kirsten Francis of Northumberland County Council is to be invited to the next meeting. (CJarvis to action.)

3.9 COGS/PC website

COGs – no update as yet.

COGs has still not got ongoing funding.

Gilsland Village has to have a good website (Gilsland on Hadrian's Wall website.)

Cllr. S. Seymour had had contact and conversations with Steve Gibbon who has created websites for other Parish Councils and COGs. The TPC opted to choose option 2 from Steve Gibbon's three options for the website development which will feature the TPC and its services. Option 2 involves getting basic support for the website from Steve Gibbon (£200) and a.n.other to populate and update the site for £300 p.a.

The TPC agreed that CJarvis is to be paid for the updating of the website for £300 p.a. CJarvis agreed.

CJarvis to contact Steve Gibbon as regards the setting up of all of this.

Cllr. Sue Seymour proposed that Thirlwall PC assumed the responsibility for this website and asked that Nether Denton and Waterhead Parish Council be asked for an annual contribution towards the cost of this. This was agreed by the councillors.

4.Accounts

Main account (ending 629) - £6.8k (after payment of defibrillator units and Haltwhistle Burial Committee cheque)

Playground account (ending 717) - £1.8k

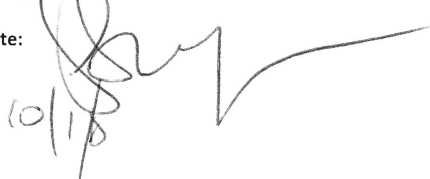
Accounts held with HSBC.

Accounts to be reflected in agenda notes for each meeting in spreadsheet form going forward.

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The TPC agreed that CJarvis was to become a signatory on the accounts. CJarvis was to action this and to get the accounts set up online to make payments agreed by councillors.

Lynn Rooney as signatory to be removed from the accounts – agreed by the councillors.

(BDO completed audit for the year ending 31 March 2017 was also displayed in Gilsland and Longbyre: signed and agreed.)

Cheques to be paid:

Cheque to Haltwhistle Burial Committee: £230

Cheque for defibrillator training: £135

Grass cutting (J. Dixon) 2017: £525

Grass cutting (J. Dixon) 2018: £530 - Estimate

5.Planning

Nothing to report.

6.Correspondence

None.

(Declaration of acceptance/pecuniary following the annual election etc. – CJarvis has all the signed papers now and will take the relevant action. All papers to be forwarded/lodged with NCC.)

7.Matters to be placed on next agenda

Road traffic calming scheme in Gilsland.

Any Other Business:

Mirror/railway arch discussed.

Electricity pole (online contact – Cllr. C. Dixon to action) – end of Samson Inn.

Drains – Gilsland (Cllr. A. Sharp to action)

Tree Preservation Order (Planning Gilsland – Steve Warren)

Railway not free for over 65s unlike bus transport.

Letter of resignation received from Cllr. Andrew Metcalfe. Accepted by TPC regretfully.


TPC councillors all thanked Cllr. Andrew Metcalfe for his work on behalf of the Parish Council over the years.

Date and time of next meeting: 10th January 2018 Gilsland Village Hall at 7.30pm

Signed and accepted as a true record and accurate account of the TPC Meeting held on 15th November 2017:

Chairperson:

Date:



10/1/18