

**THIRLWALL PARISH COUNCIL
MEETING MINUTES 2nd May 2018
(HELD AT GILSLAND METHODIST HALL)**

Meeting commenced at 7.35pm.

Present:

Sue Seymour (Cllr)
Judith Armstrong (Cllr)
Paul Jameson (Cllr)
Alan Sharp (County Cllr)
Catherine Jarvis (Parish Clerk)

8/18 (1) No declarations of interest.

9/18 (2) Minutes of 14/3/18 accepted and signed. True and accurate.

10/18 Cllr Paul Jameson co-opted onto PC. Welcomed. PJ is to fill the vacancy of ex-Cllr A. Metcalfe. Each councillor was given a copy of Good Councillors' Guide.

11/18 (3.1.1) B6318

Road to be resurfaced from Samson to Cumbria border bridge. No date for this as yet.

Potholes – Longbyre onwards.

Some potholes on B6318 done but Longbyre and Gilsland still need to be done.

Kris Westerby, NCC, coming to meeting in Gilsland tomorrow on 3/5/18 at the village hall re: Crammel Rigg. Ditches: Rose Hill to Wardrew – still work to do.

12/18 (3.1.2) Pumphouse

Thirlwall Parish Council (TPC) accepted the gift of the Pumphouse about fifty years ago. It has not been safe and someone has been putting rubbish in it. JR met with Cllr Alan Sharp and Cllr Anthony Stewart. JR has made a good job of it and filled out the walls. Nothing done as regards the roof. TPC thinking about gifting it to people who live in the area. JR finished it in 02/05/18.

Councillors will go and have a look at it another time.

13/18 (3.2) Tilhill/Crammel Rigg

TPC better conduit and information between residents/NCC/Tilhill/Iggesund. AS spoke to Guy Muir's boss (in Germany) at Iggesund. Communication should be better between Tilhill and Iggesund. Guy will be present at tomorrow's meeting.

NB: try to out more information about it on new TPC website.

Kris Westerby is to explain what law/regulations there are: NCC and village etc. At the moment the contracts are between IFM/Tilhill/Iggesund. These contracts could move to other parties in due course.

14/18 (3.3) Co-option of councillors

Nicola Milne or a colleague from Elections Office, NCC: 8/9th May will inform us that we can now co-opt.

Bev Barwick and Steven Warren have expressed an interest in becoming councillors.

Both Bev and Steven have sent in a brief CV and she has an interest in the playground. All councillors expressed appreciation for the hard work done by Cllr Anthony Stewart in the past. C Jarvis to write formal letter to Cllr AS showing TPC's appreciation.

15/18 (3.4) Play area/S106 monies

Cash received (£4) from SM: receipt given by C Jarvis from sale of second hand books to help fund repairs to playground. These monies to be paid into the playground account.

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DK is happy to clean playground.

JD is to be consulted in this. JD is happy to keep contact name and telephone number on playground fence/notice board.

JD wants to continue what he did before for TPC. David Berry can paint the playground and fence. Colours to be differentiated as per the annual inspection report.

Steve Warren has expertise in playground/outward bound activities.

C Jarvis to continue to collect quotes for playground equipment purchase. C Jarvis to contact Maureen Dixon, Contract Administrator at NCC to see how these S106 monies are to be accessed, spent and deadlines involved.

16/18 (3.5) Haltwhistle Joint Burial Committee Report

C Jarvis had recently circulated Karen Little's report and accounts for the Haltwhistle Joint Burial Committee. The TPC had seen these. Cllr. Alan Sharp emphasized that there needed to be a representative from the TPC on the Burial Committee. This is to be an item on the next meeting agenda on 17/5/18.

17/18 (3.6.1) Longbyre

Potholes – B6318 had been attended to recently. The potholes in the village itself still need attention.

C Jarvis mentioned that Anthony Stewart had called to say that he would still keep an eye on the defibrillators in the villages. He will particularly pay attention to the one in Gilsland and J. Tippax would take care of the one in Longbyre. Another training session was discussed (raised by a member of the public SM). There might be an arrangement to do an adult and youth training session some time. Last training session, which was held at Gilsland Village Hall, was for £135.00.

Cllr. Judith Armstrong offered to speak with Anthony Stewart to arrange another training session. C Jarvis had received the papers regarding this from A. Stewart. There might be the possibility of doing this with the Youth Club.

18/18 (3.6.2) Greenhead Primary School

The school has been well supported by the community in Greenhead and Longbyre. It has three years to prove itself financially. Redundancies, in the past, have fallen heavily on the school (the cos of them). Governors had voted to close the school but have now changed their decision. The school has a future and the councillors wanted to state on record that they fully support Greenhead school

19/18 (3.7) Parish Council Policy Checklist

- To confirm and approve The Financial Regulations – TPC adopted these.
- To confirm and approve The Retention - Disposal Policy – TPC adopted these.
- To confirm and approve The Freedom of Information Public Scheme – TPC adopted these.
- New Standing Orders have been issued (advice given by NALC) – C Jarvis to look into these and report back. The existing Standing Orders will have to be revised.

20/18 (3.8.1) The AGAR (Annual Governance Return Accountability Return) – audit/exemption

New rules were explained to the TPC by clerk. The audit needs to be done ideally by 17/5/18 meeting but this must be done at the latest by 11/6/18 for PKF Littlejohn (new external auditors).

Once the TPC are in possession of the accounts they can declare themselves exempt from external audit by PKF Littlejohn as annual turnover is less than £25K per annum.

TPC still needs to complete both the

- A) Certificate of exemption (page 3) and return it to the external auditor
- B) AGAR (Part 2)
- C) TPC must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must be approved before 2 July 2018. Various documents must then be displayed on the authority's website in accordance with the requirements of the Transparency Code for Smaller Authorities.

21/18 (3.8.2) Data Protection

1. General Data Protection Report (GDPR) – adopted.

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2. DPIA (Data Protection Impact Assessments) – adopted.
3. SAR (Subject Access Request) Policy – adopted.
4. Breach Response Plan – adopted.
5. Privacy Policy – adopted.
6. General Privacy Policy - adopted.

(It was also agreed that the email addresses of the people collected after the Defibrillator training session should be deleted.)

22/18 (3.9.1) COGS/PC Website

New Parish Council website designed by Steve Gibbon is now live (alongside that of the Campaign for Gilsland (COGS) Station)

New website: www.thirlwallparishcouncil.org.uk

New email address for clerk: clerk@thirlwallparishcouncil.org.uk

Minutes, agendas, policies are to be loaded onto website.

Short biography, photo required from the councillors for the website.

Confidentiality agreement drawn up by Steve Gibbon signed by Cllr. Sue Seymour and Clerk C Jarvis.

23/18 (3.9.2) update on computer equipment purchase

Agreement by councillors as regards the computer equipment purchase by Parish clerk, C Jarvis, from Corbridge Computing. This in line with what was agreed through the NALC Transparency Code funding. Invoice for £808.73 agreed.

Training for website is still to take place by Steve Gibbon.

24/18 (4.0) Accounts

Main account balance: £10,208.33cr:

Pumphouse repairs (to be invoiced): £2,500 – agreed by TPC

Training course: £135 – agreed by TPC and to be arranged

Computer, printer and software etc.: £808.73 – agreed by TPC

Website: Steve Gibbon £500 (invoice to come) – has been agreed at past meetings.

Insurance to pay for – in due course

Playground account balance currently standing at: £1,904.30cr

Youth club would like to apply for £250 entry fee for 30 children for a trip in 2018. TPC helped with funding towards a Energi trampoline park in 2016. CH to write to apply to TPC for any possible help with this.

Jigsaw Nursery would like to apply for funds and will apply to TPC.

25/18 (4.1) HSBC online banking/bank mandate

Cllr Sue Seymour and Clerk C Jarvis visited HSBC, Bank, in Hexham before the meeting and have ensured that HSBC has correct mandate. A business debit card has been ordered on the account. The bank correspondence is now set to be sent to the clerk's address. Access to the accounts online is in hand. (This has only taken almost a year to arrange by the bank!)

26/18 (4.2) Clerk's employment contract

Agreed by TPC. C Jarvis was also requested to put in an invoice for the work she has been carrying out for the parish council as it has been more this year due to various rules and regulations needing to be implemented. Extensive work has been carried out on getting the website up and running.

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26/18 (4.3) Internal audit/contract out

Susan Saunders (SS), clerk to Bardon Mill, Haltwhistle, Greenhead is helping the clerk, C Jarvis, with different policies and regulations. SS will also carry out the internal audit. C Jarvis expressed a view that SS ought to be paid a sum for her help and she has been/is providing invaluable help. TPC requested that SS put in an invoice for her work to date.

27/18 (4.4) Clerk's expenses

Expenditure of £140.12 agreed. (Clerk's expenditure to date since 100118.)

28/18 (5) Planning

Stoneybeck, Longbyre, (18/00987/FUL) planning development was discussed. JK was not happy about certain matters regarding this. JK was asked by TPC to file any objections directly with NCC. NCC planning department had allowed an extension so that this could be discussed by the TPC at the meeting. C Jarvis was to report to NCC that there was no objection by TPC as soon as possible.

29/18 (6) Correspondence

- C Jarvis ran through several items of correspondence. All major correspondence is sent to the councillors via email as soon as it arrives. C Jarvis mentioned that she had received extensive correspondence from Andy Walker, NCC, as regards the traffic calming signal.
- Letter received that contribution from NCC (for double charging issue) for Haltwhistle Joint Burial Committee Accounts is to be £41 this year.
- Love Awards Letter from Duchess of Northumberland. Cllr J. Armstrong had some entities in mind who may be interested in attending awards ceremony this summer.

30/18 (7) Matters to be placed on next agenda/any other business

5 year maintenance on traffic sign/Assets owned by TPC

Next meeting: Annual Parish Meeting at 7.30pm Gilsland Village Hall followed by Parish Council Meeting at 8pm on 17th May 2018.

Meeting closed at 9.23pm

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