

## **SIMONBURN PARISH COUNCIL**

### Minutes of the Annual Parish Council Meeting held on Wednesday 9<sup>th</sup> May 2012 in Simonburn Village Hall

Mrs V Allgood opened the meeting at 6.45 pm.

#### **Present**

Mrs V Allgood (Chairlady), D Bulman, A Langford, NA Ridley and P Rowcroft.  
Also Councillor E. Heslop and Clerks L Carson and R Macfarlane

**Apologies for absence** None

#### **Appointment of Officers**

##### **Chairlady**

- Mrs V Allgood - proposed by Mr Langford and seconded by Mr Bulman

##### **Vice Chairman**

- Mr A Langford - proposed by Mr Bulman and seconded by Mr Rowcroft

##### **Evans Trust**

- Mrs V Allgood - proposed by Mr Langford and seconded by Mr Rowcroft

##### **Village Hall**

- Mr D Bulman - proposed by Mr Rowcroft and seconded by Mr Langford

#### **Declaration of Office**

Cllr Mrs V Allgood signed the declaration of acceptance of office (LGA 1972 s83).

#### **Minutes**

The minutes taken at the council meeting held on 13<sup>th</sup> March 2012, were read out approved by the Council and signed by the Chairlady.

#### **Matters arising from last meeting**

##### **Jubilee Celebrations**

A meeting is to be held next week when final details will be settled. It was decided that Michael Liddle (Born and bred in Simonburn) would plant a Diamond Jubilee tree.

##### **Appointment of Clerk**

This is to be Lynn's last meeting and the new clerk was appointed at the meeting. The starting salary to be £500 pa (£400 salary and £100 HMRC) and terms and contract reviewed at the next meeting of the parish council.

##### **Appointment of new Councillor**

A notice informing the public that a vacancy has occurred will be placed on the parish notice board. In order for a by-election to be held, 10 electors from the Parish, must make such a request in writing, within 14 days (10<sup>th</sup> May) of this notice, (not including Saturdays and Sundays and Dies Non), to the Returning Officer. If notice in writing is not forthcoming from 10 electors, then Simonburn Parish Council may then fill the vacancy by co-option.

##### **Public Rights of Way**

Planning Inspectorate - Reference to Byway Open to All Traffic No39 across Footpath No 10 to join Byway No24 and Byway No 38, Byway No 39 and restricted Byway No 40 with Modification Orders. Chairlady to contact GLEAM.

## **Matters Discussed**

### **PAYE**

The Clerk will register Simonburn PC as an employer.

### **Parish Council Insurance**

It was RESOLVED to use Zurich Municipal Insurance for 2012-13, it being much cheaper (and better cover) than Aon.

### **CAN Oil Consortium**

Cllr Langford will explore the benefits of a consortium.

### **Car Park**

Cllr Heslop and Alan Sharpe are looking at the reduction in rate relief (NDR £400) for the car park and the possibility of de-listing.

## **Reports**

Northumberland County Council – Cllr Heslop provided an update on the impending road works on B6320 and on the Phase II repairs to Wark Bridge (January). He also encouraged councillors to attend the LDF Planning meetings.

## **Finances**

### **Bank Statements**

The current bank statements were approved and signed

### **Payments**

The following payments were agreed;

Rickerby (Lawn Mower servicing) £281.92, Tynedale Sports Council grant £50, Roger Hadley (Petrol for mower) £130, Land Factor (Annual car park rent) £5, NALC Subscription £47.15, Clerk's Salary (R Macfarlane) £125, L Carson (Final salary) £50, Simonburn Village Hall £100 and Zurich Municipal Insurance £225.

### **Presentation.**

The Chairlady presented Lynn with garden ornaments and a card signed by the Council thanking her for nine years of service and wishing her a very happy retirement.

## **Accounts and Audit Arrangements**

### **Internal Audit**

This has taken place and the Annual Internal Audit Report completed.

Annual Statement of Accounts Cllr Bulman proposed and Cllr Rowcroft seconded that the annual financial return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve the Accounting Statement, Annual Governance Statement and the Annual Internal Audit Report

### **External Audit**

BDO requirements and in line with the Audit Commission and complying with the Accounts and Audit (England) Regulations 2011 (Regulations 12-16)

### **Timetable**

Display the Audit Notice in Parish Notice Board from 25<sup>th</sup> May to 10<sup>th</sup> June

Make records available to general public 11<sup>th</sup> June to 6<sup>th</sup> July

Completed Audit to BDO LLP Audit by 13<sup>th</sup> July.

**Date of next meeting** Wednesday 12<sup>th</sup> September 2012, 6.30 in Simonburn Village Hall.