

# **BRANXTON PARISH COUNCIL**

**Parish Council website: [www.branxtonparishcouncil.org](http://www.branxtonparishcouncil.org)**

**Minutes of the Annual Parish Council Meeting held on Tuesday 18<sup>th</sup> May 2021 at 7.05p.m.**

**PRESENT:** Chairman I MacGregor, Vice-Chairman N Wood  
Parish Councillor R Clark  
Clerk I Hunter  
8 Members of the public

## **Min 506- Declaration of Acceptance**

- All Parish Councillors signed a Declaration of Acceptance form.
- All Parish Councillors completed a Declaration of Interest form

**Min 507 -Election of Chairman for 2021/22-** Parish Councillor R Clark proposed & Parish Councillor N Wood seconded Parish Councillor I MacGregor as Chairman for 2021/22. Parish Councillor I MacGregor accepted the position and signed a Declaration of Acceptance.

**Min 508 -Election of Vice-Chairman for 2021/22-** The Chairman proposed & Parish Councillor R Clark seconded Parish Councillor N Wood as Vice- Chairman for 2021/22. Parish Councillor N Wood accepted the position and signed a Declaration of Acceptance.

**Min 509- Chairman's Annual Report-** The Chairman read out the following report:

This has been a very different year. Covid 19 has affected everything and everyone across the country.

Branxton has been more fortunate than many places in that it has only been lightly touched by the virus. One consequence is that our meetings over the last year have had to be held over zoom. Hopefully, this has now come to an end. The Parish has been supported by the food bank in Wooler which delivered a number of treat parcels to children in Branxton in the summer.

We had the result of the speed survey in the village in June and it showed that speeding was not an issue.

In September & December Parish Councillors A Waddell and J Wilson resigned and in December R Clark joined the Parish Council.

County Councillor A Murray stood down in March but before doing so he facilitated the purchase of a picnic bench and table for the village playground. By March Vice-Chairman S Rudge had revamped the Parish website and produced one that was attractive and easily accessible.

Vice-Chairman S Rudge took the decision not to stand for election in May and as a result the Parish Council has two vacancies.

**Apologies for Absence:** None

**Declaration of Interest:** None

**Request for Dispensation:** None

**Minutes of the Meeting:** The Minutes of the Virtual Parish Meeting held on 9<sup>th</sup> March 2021 previously circulated were agreed as a true record, the Chairman to sign a hard copy.

**Any urgent matters arising from the minutes if not already on the agenda-** None

#### **Min 510- Parish Council Policies**

- Parish Councillors agreed to adopt the Code of Conduct.
- Parish Councillors undertook the annual review of the Standing Orders and agreed to adopt them.
- Parish Councillors undertook the annual review of the Parish Council's Complaints Procedure and agreed to adopt them.

**Community Police** – The Clerk read out the following report:

There has only been one report to police since your last meeting.  
This was for information purposes – Vermin shoot  
There has been no crimes and no C19 breaches

#### **Min 511- Annual Governance and Accountability Return for 2020/21**

- Parish Councillors noted that no actions were raised from the report of the Internal Auditor
- Parish Councillors completed and approved the Annual Governance Statement
- Parish Councillors approved the draft Annual Accounts for 2020/21
- Parish Councillors approved the Accounting Statement and Explanation of Variances
- Parish Councillors approved the completion of the Certification of Exemption.
- Parish Councillors agreed to pay the Internal Auditor £20 for undertaking the Internal Audit.
- The Clerk agreed to place copies of the Annual Audit and accounts on the Parish Council website.

#### **Min 512- Financial Statement-**

- Bank of Scotland Account £766.00 as at 31<sup>st</sup> March 2021

#### **Min 513- Accounts for Payment –**

- |               |         |  |
|---------------|---------|--|
| • E I Hunter  | £ 94.96 | Clerk's Salary 9.5 hours @ £12.48 per hour |
| • HMRC        | £ 23.60 | PAYE                                       |
| • E I Hunter  | £ 33.06 | Expenses                                   |
| • NALC        | £ 55.34 | Annual subscription                        |
| • ICO         | £ 35.00 | Annual Data Protection fee D/D             |
| • E Rathbone  | £ 20.00 | Internal Auditor                           |
| • I MacGregor | £ 5.00  | Fee to attend NALC training session        |
| • Branxton    |         |  |

Recreation Club    £ 75.00        Donation towards annual play park Insurance

**Min 514- Parish Councillor training-** Parish Councillors agreed that the Parish Council would pay the £5 fee for the Chairman to attend an online NALC training session.

**Min 515- Planning Application-**

21/01365/FUL- Proposed alterations and extension to form additional living accommodation and enlarged kitchen. Installation of external insulation to existing uninsulated dwelling- Marmion Branxton Cornhill-On-Tweed Northumberland TD12 4SN. Parish Councillors agreed to submit No Objections to this application.

**Min 516- Street Naming Consultation**

21/00906/SN- Street naming for 3 new dwellings- Land North West Of Braeside, Branxton, Northumberland.  
Options: 1) Archers Court 2) Stanley Court  
Parish Councillors had already submitted their preference of Stanley Court

**Min 517- Bank Signatories-** Parish Councillors agreed to add Parish Councillor R Clark to the bank signatory list. The Clerk to organise a bank mandate change form for signing.

**Min 518- Annual Insurance Premium-** Parish Councillors agreed to agree the 2021/22 Insurance premium via e-mail and ratify the decision at the September meeting

**Min 519- Local Issues-** The Chairman informed the meeting that there is an issue with overnight parking of campervans in the car park, which is creating an issue of litter etc. He reported that he had been in contact with Northumberland County Council and the landowner Ford & Etal Estates. Ford and Etal Estates have agreed to install an additional 2 litter bins in the area and Northumberland County Council have agreed to empty the litter bins. The Chairman concluded by saying that Ford & Etal Estates will consider erecting signage if the additional litter bins does not resolve the problem, however, photographic evidence is required.

**Min 520- Parish Council vacancies-** Parish Councillors agreed to advertise the 2 vacancies for Parish Councillors on the noticeboard & website. All written applications received will be considered at the September Parish Council meeting.

**Min 521- Play Park Insurance-** Parish Councillors considered the request from the Branxton Recreation Group for a donation towards the £235.41 annual play park Insurance. The Clerk informed the meeting that this has not been included within the 2021/22 budget. Parish Councillors agreed to make a donation. The Chairman proposed & the Vice-Chairman seconded a donation of £75. This was agreed.

**Min 522- Parish Council meeting dates for 2021/22-** Parish Councillors agreed the following dates for Parish Council meetings in 2021/22

14<sup>th</sup> September 2021

7<sup>th</sup> December 2021

8<sup>th</sup> March 2022

10<sup>th</sup> May 2022

**ANY OTHER BUSINESS:**

**Min 523- Highways-** Parish Councillors queried the installation of a drop kerb near the Old School House which is not next to a driveway. The Clerk agreed to ask Northumberland County Council for clarification.

Parish Councillors raised concerns about the pothole at Flodden Crescent, as well as the condition of some of the roads within the Parish. Parish Councillors agreed the Clerk report the pothole and ask the Northumberland County Council Highway's Officers to attend a site meeting with the Chairman to look at the condition of identified roads within the Parish.

Date of the next Parish Council Meeting will be held on 14<sup>th</sup> September 2021 at 7.00 p.m. in Branxton Village Hall.

Meeting closed at 7.30 p.m.

Chairman\_\_\_\_\_