

# BRANXTON PARISH COUNCIL

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

## Minutes of the Annual Parish Council Meeting held on Tuesday 10<sup>th</sup> May 2022 In Branxton Village Hall on the rising of the Annual Parish Meeting

**PRESENT:** Chairman I MacGregor, Vice-Chairman N Wood  
Parish Councillor A Darbyshire  
County Councillor M Mather  
Clerk I Hunter  
6 members of the public

**Min 561 -Election of Chairman for 2022/23-** Parish Councillor N Wood proposed & Parish Councillor A Darbyshire seconded Parish Councillor I MacGregor as Chairman for 2022/23 Parish Councillor I MacGregor accepted the position and signed a Declaration of Acceptance.

**Min 562 -Election of Vice-Chairman for 2022/23-** The Chairman proposed & Parish Councillor A Darbyshire seconded Parish Councillor N Wood as Vice- Chairman for 2022/23. Parish Councillor N Wood accepted the position and signed a Declaration of Acceptance.

**Min 563- Chairman's Annual Report-** A copy of the report read out at the Annual Parish meeting is attached to these minutes.

**Apologies for Absence:** None.

Parish Councillors considered and agreed as Parish Councillor R Clark was not in attendance, and she had not attended a Parish Council meeting for over 6 months not to extend the leave of absence. Parish Councillors agreed the Chairman contact Parish Councillor R Clark and thank her for work as a Parish Councillor and the Clerk organise the vacancy notice. Parish Councillors agreed if Parish Councillor R Clark would like to join the Parish Council in the future and there was a vacancy her application would be looked at favourably.

**Declaration of Interest:** The Clerk declared a personal & prejudicial interest in Agenda item No 15 annual review of the Clerk's salary.

**Request for Dispensation:** None

**Minutes of the Meeting:** The Minutes of the Parish Council Meeting held on 8<sup>th</sup> March 2022 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 564- Parish Council Policies**

- Parish Councillors agreed to adopt the previously circulated Code of Conduct.
- Parish Councillors undertook the annual review of the Standing Orders and agreed to adopt the NALC Model Standing Orders 2018 for England (Revised 2020) version.
- Parish Councillors undertook the annual review of the Parish Council's Complaints Procedure and agreed to adopt it.

#### **Min 565-Parish Council vacancy**

- Parish Councillors received the resignation of Parish Councillor M Symonds
- Parish Councillors ratified the display of the vacancy notice.
- Parish Councillors agreed to now co-opt to fill the Parish Councillor vacancy.

#### **Min 566- Community Police – No report received.**

#### **Min 567- County Council report-** County Councillor M Mather gave the following verbal update:

I congratulate the Chairman for another year in office.

I have enjoyed working with Parish Councils over the last year.

Raising funds for defibrillators is important.

During Covid- 19 Branxton Parish Council were the only Parish in Wooler ward to ask for Age Uk packs for children.

Following storm Arwen there will be a Community Resilience workshop on 18<sup>th</sup> May at 6pm to start the preparation for any future incidents.

We are looking at setting up local hubs as points of contact for residents, during emergencies to provide local support. Northumberland County Council are looking to keep the pressure on Northern Power & Scottish Power to provide valid updates during any emergency.

There is a delay in replacing the damaged barrier as it is not a standard fit, the parts have been ordered and will be installed as soon as they are delivered.

There has been fly tipping which still has not been removed, I will chase up. Please report any fly tipping to Northumberland County Council or the police and gather as much information as possible as this can be used to help trace the culprit.

The 2 Dr's surgeries in Wooler are amalgamating, which should hopefully be of a benefit to the community, so far, I have received positive feedback.

The Berwick Partnership is looking into the future education provision for children within the partnership, which includes Branxton Parish, this is a chance of a lifetime, and we need to work together to get it right for the whole of the education provision. Please can everybody feed into the process.

Communities Together are working with Newcastle University on the digital noticeboard project, which will provide local digital noticeboards, these will be able to be used in both an emergency with up-to-date information uploaded from a central point as well as possibly Parish Councils and Village Halls uploading local information etc. It is hoped the noticeboards will run via wi-fi. There, will be a need to investigate a source of funding for the project.

#### **Min 568- Annual Governance and Accountability Return for 2021/22**

- 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 2021/22

- 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 569- Platinum Jubilee-**

- Parish Councillors ratified the purchase of memento mugs
- Parish Councillors agreed the reimbursement of £105.80 to the Chairman for 20 memento mugs.

**Min 570- Clerk's Salary Annual review**

- Parish Councillors considered the previously circulated NALC 2021/22 National Pay scales for the Clerk (SCP 16), which came into effect as of 1<sup>st</sup> April 2021.
- Parish Councillors agreed the additional payment of 39.5 hours @ 22p per hr to cover the hours already paid since 1<sup>st</sup> April 2021.

**Min 571- Bus Service/ Bus Shelter-** The Chairman reported that the bus service had been covered at the Annual Parish meeting. The Chairman suggested that the bus shelter could be more of a feature in the village. A resident raised concerns about the school bus stopping at the opposite side of the road to the bus shelter. County Councillor M Mather agreed to look in this as well as the option of installing a painted yellow box on the road.

**Min 572- Request for donation-** Parish Councillors considered the request received from The Fourum newsletter and agreed that the Parish Council support production of The Fourum newsletter, however at the present time the Parish Council is not in a position to provide any financial support. Parish Councillors agreed personal donations from any resident could be made direct to The Fourum newsletter, as well as residents can hand ink cartridges into The Lavender Tearooms at Etal.

**Min 573- Financial Statement-**

- Bank of Scotland Account £756.92 Includes £148.88 for defibrillator

**Min 574- Accounts for Payment –**

- |               |          |   |
|---------------|----------|---|
| • E I Hunter  | £ 156.81 | Clerk's Salary 14.75 hours @ £12.70 per hour + back pay |
| • HMRC        | £ 39.20  | PAYE  |
| • I MacGregor | £ 105.80 | 20 Platinum jubilee mugs                                |
| • NALC        | £ 55.16  | Annual subscription                                     |
| • ICO         | £ 35.00  | Annual Data Protection fee D/D                          |
| • E Rathbone  | £ 20.00  | Internal Auditor  |

**Min 575- Planning Application** Parish Councillors ratified the submission of No Objections to the following planning application.

22/00791/FUL- Construction of detached 11/2 Storey dwelling House- Land West Of Braeside Branxton Cornhill-On-Tweed TD12 4SW

**Min 576- Correspondence**

- 1- **Glendale Connect**- Annual report & suspended coffee & sunflowers
- 2- **NCC**- Northumberland Local plan – adoption
- 3- **Healthwatch Northumberland**- Northumberland pharmacy needs assessment- 20/5
- 4- **Northumberland Communities Together**- Email suggestions for a meeting.
- 5- **NCC**- New sporting opportunities in Northumberland.
- 6- **Northumbria Police**- Northumbria Connected information.
- 7- **NCC**- Community Resilience workshop 18/5
- 8- **Wooler U3A**- Spring bulletin.
- 9- **NCC**- Love Northumberland awards 13/5.

**Min 577- Annual Insurance Premium**- Parish Councillors agreed to agree the 2022/23 Insurance premium via e-mail and ratify the decision at the September meeting. The Clerk informed the meeting that the premium may rise this year as the bus shelter is being added to the policy.

**Min 578- Local issues**- The damaged barrier was covered at Min 567.

**Min 579- Parish Council meeting dates for 2022/23**- Parish Councillors agreed the following dates for Parish Council meetings in 2022/23

13<sup>th</sup> September 2022  
6<sup>th</sup> December 2022  
14<sup>th</sup> March 2023  
9<sup>th</sup> May 2023

**ANY OTHER BUSINESS:**

**Min 580- Church Service**- Revd Margaret Sentamu advised the meeting there will be an open air service at West Learmonth Farm on May 29<sup>th</sup> at 11 am, linked to the Queen's Platinum Jubilee tree canopy as 21 trees have been planted at that location. She agreed to provide a poster for the noticeboard & website.

The next Parish Council will be held on 13<sup>th</sup> September 2022 at 7.00 p.m. in Branxton Village Hall.

Meeting closed at 8.02 p.m.

Chairman\_\_\_\_\_