HEPSCOTT PARISH COUNCIL

ANNUAL GENERAL MEETING

To be held on Thursday 19 May 2016 at 6.30 pm in the Parish Hall

AGENDA

- 1. Chairman's Welcome
- 2. Nomination and election of Chair for 2016/2017
- 3. Nomination and election of Vice Chair for 2016/2017
- 4. Confirmation of Committee Members and co-option of new members
- 5. Chairman's report for year 2015/2016
- 6. Matters arising from Chairman's Report
- 7. Financial Report for 2015/2016
- 8. Contributions and questions from members of the public

HEPSCOTT PARISH COUNCIL Meeting on Thursday 19 May 2016 at 6.30 pm in Hepscott Parish Hall following the AGM

AGENDA

		AGENDA	Led by
1.	Atte	endance, apologies for absence and declarations of interest	PBA
2.	РС	Andrea Teasdale, Neighbourhood Beat Manager, Morpeth Neighbourhood Policing Team	
3.	Mir	nutes of meeting held on Thursday 17 March 2016 and matters arising:	PBA
4.	Up	date from County Councillors	GS/IL
5.	Baı	rratt/Stobhill update	PBA/KR
6.	Мо	rpeth Neighbourhood Plan and NCC Core Strategy update	PBA
7.	Pla	nning Applications	PBA
	а	Land west of Dunces Houses – Construction of 3 detached dwellings/garages Appeal Ref: 3140273 - awaiting decision from appeal	
	b.	5 Dunces Houses Appeal Ref: 3140471 – awaiting decision from appeal	
	c.	Langdale – 2 applications with further amendments/additions to previous applications Refs: 16/04015/FUL & 16/04016/FUL - awaiting decision on both	
	d.	2 The Orchard – two storey side extension Ref: 16/00472/FUL - permission granted	
	e.	6 Thornlea – Single storey extension to garage, 2 storey side extension, single storey rear extension, renewal of windows and doors, modifications to existing drainage. Ref: 16/00637/FUL – permission granted	
	f.	Westgarth – Variation to condition 2 to allow 2 dormers, 2 roof lights, 1 window with amendments to double garage. Ref: 16/00184/VARYCO – permission granted	
	g.	11 The Orchard – Proposed demolition of conservatory and construction of garden room Ref: 16/01113/FUL - awaiting decision	
	h.	Orchard House, 1 South Lodge Wood – TPO to reduce longer limbs of 2 Larch trees; fell 2 Maple trees, 2 Scots Pine, 5 Larch trees, and 1 Sycamore tree. Ref: 16/01257/FELTPO – objection sent by HPC	
	i.	Woodlands, 4 South Lodge Wood – TPO to remove 3 branches from a Beech tree and fell 5 Pine trees. Ref: 16/01491/FELTPO - deadline 30 May 2016	
8.	He	pscott Parish Hall	KR
9.	Fin	ancial matters:	
	•	Monthly Statement of finances (including 4 items of over £100.00)	SJ
10.	We	ebsite	KR
11.	Co	rrespondence	
12.	Me	etings and training attended	
13.	Any	y other business (Please notify in advance)	
	•	Hepscott Flood Alleviation Scheme	PBA
14.	Dat	te of next meeting:	
	_	TI 1 04 1 1 0040 4 0 00	

Thursday 21 July 2016 at 6.30 pm

Date	СНФ ИО	V'CHR NO	то wном РаіD:	DETAILS OF PAYMENT	PARKS etc	ADMIN, ie expenses	COSTS, ie, rent/audit/stationery	COSTS, ie, Insurance/Donations to local Administrative Bodies	SALTAX	MISC.	BINS etc	WEBSITE	TRAINING		TOTALS
21-Apr-16	s/o		S Johnson	Salary/expenses for April 2016		10.00			118.80						128.80
29-Apr-16	628	1	SWARCO Traffic Ltd	Balance for speed warning sign installation						3,546.73			709.35		4,256.08
29-Apr-16	629	2	Kenneth Reed	Ink Cartridge			25.93								25.93
29-Apr-16	630	3	Came & Company	Annual Insurance premium				276.49							276.49
29-Apr-16	631	4	Northumbrian Groundcare	Grass cutting 26 March 2016	62.00										62.00
29-Apr-16	632	5	A Rochester	Bins/ etc for March 2016							110.00				110.00
	633		cheque cancelled due to error in w	riting					1						0.00
23-Apr-16	634	6	HMRC	Tax for Jan/Feb/March 2016					89.00						89.00
															0.00
															0.00
															0.00
															0.00
															0.00
														_	0.00
														_	0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
					62.00	10.00	25.93	276.49	207.80	3,546.73	110.00	ı	- 709.35	4,948.30	4,948.30

HEPSCOTT PARISH COUNCIL GENERAL FINANCIAL STATEMENT PERIOD 1/4/16 - 14/5/16

CURRENT ACCOUNT										
							Receipts/balance brought forward	Payments	Sub Total	Total Balance of both accounts
RECEIPTS	Current	Account						d bo		
	Balance brought forward						21,934.05			
	Precept	from NC	C (50%)				5,500.00			
									27,434.05	
EXPENDITURE										
	Parks an	d Open S	Spaces					62.00		
	Admin (e	•	•					10.00		
			t/statione	ery)				25.93		
					ninistrative bo	dies)		276.49		
	Salary/T							207.80		
	Miscella	neous						3,546.73		
	Dog Bins	, Checkii	ng Stobhil	l, etc				110.00		
	Website							-		
	Training							-		
	Vat							709.35		
				Total Receipts/	Expenditure from	n 1/4/16 - 14/5/16			4,948.30	
				Current Balar	nce (receipts n	ninus payments)			22.485.75	
									,	
BUSINESS ACCOUNT										
BALANCE AT 31 MARCH	1 2015						6087.34			
RECEIPTS in current year						Interest	0007.34		6,087.34	28,573.09
ALCEIR 13 III CUITEIIL YEA	11					interest			0,007.34	20,373.0

HEPSCOTT PARISH COUNCIL FULL YEAR EXPENDITURE FOR FINANCIAL YEAR 1/4/15 - 31/3/16

<u>a</u>	ON	ON X	WHOM PAID:	PAYMENT	S etc	expenses	S, ie, stationery	S, ie, onations to nistrative ies	Ä	ن	etc	ЗТЕ	IING	F	VLS
Date	CHQ NO	β	DETAILS OF	PARKS etc	ADMIN, ie	COSTS, ie, rent/audit/statior	COSTS, ie, Insurance/Donations to Iocal Administrative Bodies	SAL/TAX	MISC.	BINS etc	WEBSITE	TRAINING	VAT	TOTALS	
04-Apr-15	580		David Cowans	Ink/stationery			90.08								90.08
09-Apr-15	581		mh-p internet	uploading Hepscott Herald					00.40			15.00		3.00	18.00
16-Apr-15 21-Apr-15	582 s/o	3	HMRC Sylvia Johnson	Tax for January/February/March 2015 Salary/expenses for April 2015		10.00			83.40 118.80						83.40 128.80
21-Apr-15	583	4	Sylvia Johnson	Back pay from wage increases		10.00			93.30						93.30
2.7.0.10	000	•	Syrvia cornicon	Chairman's training - cheque cancelled as payment					00.00						
21-May-15	584		NALC	included in cheque number 000590											0.00
21-May-15	585		A Rochester	Bins/etc for April 2015							110.00				110.00
21-May-15 21-May-15	586 587		Northumbrian Groundcare Broker Network Ltd	Grass cutting for April 2015 Annual Insurance	62.00			265.00							62.00 265.00
21-May-15	588		Sylvia Johnson	Accounts Ledger			24.00	203.00							24.00
21-May-15	589		Northumbrian Groundcare	Grass cutting 26 April & 10 May	124.00										124.00
21-May-15	590	11	NALC	Annual Subscriptions				208.26					5.00		213.26
21-May-15	s/o	40	Sylvia Johnson	Salary/expenses for May 2015		10.00	00.00		118.80					1.17	128.80
11-Jun-15 11-Jun-15	591 592		Sylvia Johnson Sylvia Johnson	Reimbursement for computer repair Computer Ink			20.83 49.98							4.17	25.00 49.98
11-Jun-15	593		A Rochester	Bins/etc for May 2015			43.30				110.00				110.00
14-Jul-15	594		HMRC	Tax for April/May/June 2015					112.40						112.40
21-Jun-15	s/o		Sylvia Johnson	Salary/expenses for June 2015		10.00			118.80						128.80
20-Jul-14	595		Northumbrian Groundcare	Grass cutting on 23 May and 7 June	124.00										124.00
20-Jul-15	596		Azure Printing	Printing Hepscott Herald Summer 2015						96.41					96.41
20-Jul-15	597		A Rochester	Bins/etc for June 2015							110.00				110.00
20-Jul-15	598	19	mh-p internet	Uploading 2 NCC documents to website								30.00		6.00	36.00
21-Jul-15	s/o		Sylvia Johnson	Salary/expenses for July 2015		10.00			118.80						128.80
05-Aug-15	599	20	Northumbrian Groundcare	Grass cutting on 21 June and 5 July	124.00										124.00
05-Aug-15	600	21	A Rochester	Bins/etc for July 2015							110.00				110.00
21/08/2015	s/o		Sylvia Johnson	Salary/expenses for August 2015		10.00			118.80						128.80
02-Sep-15	601	22	Sylvia Johnson	Stationery (files/dividers/paper) and postage			43.67							5.03	48.70
				Grasscutting 18/7 + 1/8, hedge cutting 29/30/31 July											
10-Sep-15	602	23	Northumbrian Groundcare	removal of hedge cuttings 31/7/15	449.00										449.00
10-Sep-15	603	24	A Rochester	Bins etc for August 2015							110.00				110.00
21-Sep-15	s/o		Sylvia Johnson	Salary/expenses for September 2015		10.00			118.80						128.80
11-Oct-15	604	25	BDO	Audit fee			100.00							20.00	120.00
11-Oct-15	605		A Rochester	Bins/etc for September 2015							110.00				110.00
11-Oct-15	606		mh-p internet	updating/hosting, annual fee for website								430.00		86.00	516.00
11-Oct-15	607		Northumbrian Groundcare	grass cutting 15/8 + 29/8	124.00							100.00		00.00	124.00
11-Oct-15	608		Northumbrian Groundcare	grass cutting 13/9 + 27/9	124.00										124.00
11-Oct-15	609		HMRC	Tax for July/August/September 2015	124.00				89.00						89.00
21-Oct-15	s/o	30	Sylvia Johnson	Salary/expenses for October 2015		10.00			118.80						128.80
	610	24	The Play Inspection Co Ltd	<u> </u>	62.50	10.00			110.00					12.50	
11-Nov-15			, ,	Inspection of playpark in October 2015	02.50						110.00			12.50	75.00
11-Nov-15	611		A Rochester	Bins/etc for October 2015						00.44	110.00				110.00
11-Nov-15	612		Azure Printing	Printing Hepscott Herald Autumn 2015						96.41				0740-	96.41
11-Nov-15	613	34	SWARCO Traffic Ltd	Deposit for speed warning sign installation						1,874.75				374.95	2,249.70
21-Nov-15	s/o		Sylvia Johnson	Salary/expenses for November 2015		10.00			118.80						128.80

HEPSCOTT PARISH COUNCIL FULL YEAR EXPENDITURE FOR FINANCIAL YEAR 1/4/15 - 31/3/16

Date	CHQ NO	V'CHR NO TO WHOM PAID:	DETAILS OF PAYMENT	PARKS etc	ADMIN, ie expenses	COSTS, ie, rent/audit/stationery	COSTS, ie, Insurance/Donations to Iocal Administrative Bodies	SALTAX	MISC.	BINS etc	WEBSITE	TRAINING	VAT		TOTALS
21-Dec-15	s/o	Sylvia Johnson	Salary/expenses for December 2015		10.00			118.80						_	128.80
30-Nov-15	614	SWARCO Traffic Ltd	duplicate cheque as 613 not received by SWARCO						1,874.75				374.95	_	2,249.70
30-Nov-15	614		cheque cancelled as 613 was found by SWARCO						- 1,874.75				- 374.95	_	- 2,249.70
11-Jan-16	615	35 mh-p internet	uploading Hepscott x 2								15.00		3.00		18.00
11-Jan-16	616	36 A Rochester	Bins/etc for November 2015							110.00					110.00
11-Jan-16	617	37 Northumbrian Groundcare	Grass/hedge cutting in October and December	174.00											174.00
11-Jan-16	618	Hepscott Parish Hall 38 Management committee	Rent for Parish Hall			105.00								-	105.00
11-Jan-16	619	39 A Rochester	Bins/etc for December 2015							110.00				<u> </u>	110.00
11-Jan-16	620	40 Sylvia Johnson	Gift voucher for auditer and postage stamps			7.56			25.00					_	32.56
17-Jan-16	621	41 HMRC	Tax for October/November/December 2015					89.20							89.20
21-Jan-16	622	42 Phil Ashmore	Printer ink			31.99									31.99
21-Jan-16	s/o	Sylvia Johnson	Salary/expenses for January 2016		10.00			118.80						_	128.80
21-Feb-16	s/o	Sylvia Johnson	Salary/expenses for February 2016		10.00			118.80						_	128.80
19-Mar-16	623	43 Azure Printing	Printing Hepscott Herald for Winter 2016						96.41						96.41
19-Mar-16	624	44 A Rochester	Bins/etc for January 2016							110.00					110.00
19-Mar-16	625	45 A Rochester	Bins/etc for February 2016							110.00					110.00
19-Mar-16	626	46 mh-p internet	uploading Hepscott Herald								15.00		3.00		18.00
19-Mar-16	627	47 Sylvia Johnson	Printer Ink Cartridges			37.19							7.43		44.62
21-Mar-16	s/o	Sylvia Johnson	Salary/Expenses for March 2016		10.00			118.80							128.80
			Totals for year 1.4.15 - 31.3.16	1,367.50	120.00	510.30	473.26	1,892.90	2,188.98	1,210.00	505.00	5.00	525.08	8,798.02	8,798.02
														-	

HEPSCOTT PARISH COUNCIL GENERAL FINANCIAL STATEMENT PERIOD 1/4/15 - 31/3/16

CURRENT ACCOUNT										
							Receipts/balance brought forward	Payments	Sub Total	Total Balance of both accounts
RECEIPTS	Current	Account								
	Balance	brought	forward				9,421.19			
	Precept	from NC	C (50%)				5,400.00			
	Reimbur	sement o	of VAT				769.88			
	Precept	from NC	C (50%)				5,400.00			
	Contribu	ition fron	n Cllr Gle	en Sanderson's	s fund for speed	d signs	9,741.00		30,732.07	
EXPENDITURE										
	Parks an	d Open S	paces					1,367.50		
	Admin (e	•	•					120.00		
	Costs (Re	•	•	ery)				510.30		
					ministrative boo	dies)		473.26		
	Salary/Ta					•		1,892.90		
	Miscella	neous						2,188.98		
	Dog Bins	, Checkir	ng Stobh	ill, etc				1,210.00		
	Website							505.00		
	Training							5.00		
	Vat							525.08		
				Total Receipts	/Expenditure fron	n 1/4/15 - 31/3/16			8,798.02	
				Current Bala	nce (receipts n	ninus payments)			21,934.05	
BUSINESS ACCOUNT										
BALANCE AT 31 MARCH	1 2015						6084.86			
RECEIPTS in current year						Interest	2.48		6,087.34	28,021.39