

HEPSCOTT PARISH COUNCIL
Minutes of Meeting held on 16th May 2013
(directly following AGM - minutes prepared separately)

1. Present: David Cowans (acting Chairman for meeting)
Philip Ashmore, Philippa Raper, Ken Reed
Angela Parr (Parish Clerk)
- Apologies: Glen Sanderson
- Note: There were several people present following the flyer asking for residents of the Parish who were interested in joining the Parish Council to be co-opted onto the committee:
Hollie Ross, Fred Dye, Graham Gate, Merle Heppell.
- Sylvia Johnson was present as a member of the public

2. Minutes of Meeting held on 21st March 2013.

It was agreed to accept the minutes with very slight alterations and these would be presented for signing at the next meet.

Action : Parish Clerk

3. Matters Arising:

As above item (2)

4. Website:

AP gave an account of the situation to date regarding development of the website and the role of the sub-committee (now disbanded). As we seemed to have reached a 'stalemate' in its development it was recommended that a new sub-committee be formed to sort out the issues concerning the development. Volunteers for this committee: Merle Heppell, Ken Reed, Hollie Ross.

5. Insurance:

AP said that the Insurance was due on 1st June and that a cheque had been signed and was ready for posting. She stated that we do not have to pay for Insurance for the Village Hall as the Village Hall Management Committee did this. She had kept all documentation regarding insurance (therefore duplication on the file) to ensure all information was retrievable.

Action: Angela Parr

6. Stobhill Play Park - Inspections:

We have a contract with Digley and Co for 3 years, starting in 2011 to inspect the play park annually to ensure we meet with Health and Safety regulations. Digley and Co had been recommended by Came and Company (our Insurers) and we have used them because of this. However, Came and Company were now saying that they do not recommend them anymore (email refers). It was felt necessary to see out our contract with Digley and Company (2013) and then look to change. Digley & Co. may have to be reminded about the annual inspection, usually carried out in August/Sept. Derrick Melia had carried out the liaison role in the past and this would now be undertaken by the Parish Clerk. (DM had already stated that they could go to him for help, if required)

Action: Parish Clerk

In the meantime, Brian Parker inspects the play park on a monthly basis and submits a completed pro-forma. If there have been any issues, he has reported these to DM. The new Parish Clerk would take on this role.

Action: Parish Clerk

7. Planning Applications:

(i) 3 Fieldhouse Close: demolition of existing property and erection of 3 storey building. 10 objections from householders in the village and strong objections from HPC have been submitted. Awaiting next steps.

(ii) Clare House: Radio mast. This was a renewed application following temporary permission. Strong objections from both householders in the village and HPC have been submitted. Awaiting next steps.

(iii) 1 Thornlea: Porch. This had been approved by Planning.

8. Financial Issues:

The RFO had given information at the AGM regarding figures going for audit for 2012/13. The date for external audit is 9th July (figures to BDO by this time) but she would endeavour to present them prior to this (in view of her leaving)

Figures for the start of 2013/14 were not given out, but almost £2000 had already been spent as follows:

Hire of Hall	£90
Engraving for plaque	£50
Bins etc (B.Parker)	£110
Squirrel traps	£25

Donation to CAN	£80
D.Cowans Stationery:	£40.95
HMRC - PAYE	£83.40
Advertisement for P.C.	Awaiting invoice
Website development	£690 (includes VAT which is recoverable)
Insurance renewal	£326.85
Printing (P.A - flyers)	£20
PC's salary expenses April/May	£292

The new Parish clerk could continue with the manual ledger, which is then transferred onto Excel on an ongoing basis (for meetings) or use the software programme available. The manual ledger is being kept up-to-date.

VAT is still to be recovered, amounting to approx. £350. Would leave for next RFO when there is more to be recovered (should do about every 18/24 months) Forms available from HMRC.

9. Parish Clerk Resignation:

The PC had prepared a list of topics which would have to be dealt with/considered by the incoming PC and Parish Councillors. Whilst not exhaustive, it highlighted most of the matters concerning the Parish Council and the work of the PC.

She had also produced a list of files and their location and stated that they would need to be collected as she cannot store them. Hollie Ross said she would probably be able to get someone to collect them and had storage in her garage if required.

There had been 4 enquiries from the Advertisement in the Morpeth Herald. These would be contacted shortly with an invitation to interview.

Action: Philip Ashmore

10. Meetings attended by Councillors:

DC attended Morpeth Neighbourhood Plan (MNP) Steering Group on 8th April with PA. DC also attended the MNP Topic Group meetings.

PA also attending MNP Environment Topic Groups on 25th March and 22nd April.

DC and PA attended 2 meetings with Northumbrian Water, with Les Hall on 9th April and Neil Howliston on 22nd April, concerning drainage and sewage in

Morpeth and in the village. We are awaiting follow-up from the 22nd April meeting (PA chasing) We now have sewer maps of the village (held by PA)

11. Correspondence:

There were two items:

Love Northumberland Awards - details passed to DC.

Clerks and Councils Journal - passed to AP.

12. AOB:

FD reported that Broadband speed had improved in the village.

13. Date of Next meeting: Thursday 18th July 2013 at 6.30pm prompt at Village Hall