

Annual Parish Meeting

MINUTES OF THE ANNUAL PARISH MEETING HELD ON TUESDAY 31ST MAY 2022 AT 7.00PM IN MATFEN VILLAGE HALL

Present: Mr Keith Mavin, Chairman of the Council together with Mr Frank Robson, Kevin George, Sarah Greaves and James Barber.

In attendance: Mrs Mandy Senior (Clerk)
4 Residents

1. **Apologies** – Mr Justin Dempsey
2. **Chairman's Report 2021-2022**

Mr Mavin presented his oral report on his first year as Chairman of the Parish Council. He noted it was pleasing to see that the villages of Matfen, Ryal, Ingoe and Fenwick were all represented by Councillors. Over the past year, the Matfen Council has been involved in drafting the Community Plan and together with the Northumberland Communities Together organisation it is opened that the Parish will have a firm plan of action in case of another emergency. Work has started on the refurbishment of the Jubilee Garden although this is a work in progress. A formal agreement is to be signed between Matfen Estates and the Parish Council to enable the Parish Council to maintain the area which will hopefully be an attractive feature for the village and a quiet restful place to sit. One tree, unfortunately, had to be felled however this will be replaced with a crab apple tree. The timber had been stacked to attract wildlife and insects.

It was pleasing to see that the safety improvements at Standing Stones was included in this year's LTP Programme however the reduced speed limit in Fenwick had not been included. County Councillor Mrs V Jones had attended a site visit with Highways who had taken measurements. Cllr Mrs Jones to follow this up with the Highways Department.

Communication with Northumberland County Council continues to be an issue and it is a constant battle to get even the basics done in the Parish. This is in no way a reflection on Cllr Mrs V Jones who continues to support the Parish Council. Mr Mavin will continue to pursue Northumberland County Council on village issues.

3. **Clerk's Financial Report 2021-2022**

Mrs Senior presented her report on the statement of accounts for the year ended 31st March 2022. A copy was circulated to those present and is attached to this minute.

4. **Residents** present raised several issues and, where relevant, they are listed together with the actions that will be taken, if required. In due course, if necessary, reports will be made back to the Council.

- a) **Grass cutting and weed spraying.** It was noted that Northumberland County Council had carried out weed spraying around the village however had not done this in all areas, in particular, The Oaks. As the grass cuttings are not collected, these collect in the gutters and gulleys which become blocked with weeds. Cllr Mrs Jones suggested that the Parish Council arrange a meeting with a member of NCC, Neighbourhood Services to discuss the issues in and around Matfen.

- b) **Jubilee Garden.** Concerns were expressed that notices had not been placed on the access to the Jubilee Garden when the weed spraying had been carried out. The Parish Council agreed that notice should have been given and any further works will be notified to residents by signs on the gate and the notice boards. Concerns were also expressed over the felling of the tree. The Parish Council had arranged for a tree survey to be carried out on the trees in the Jubilee Garden and around the village green. The tree in the Jubilee Garden was identified as having decay present on the stem with major bar wounding and low bud/leaf density. The recommendation was for the tree to be removed and replaced. The Parish Council confirmed that the garden would be as low maintenance as possible however maintenance would be ongoing.

5. **Resolutions.** There were no resolutions to consider.

Meeting closed at 7.45pm.

Signed as an accurate record _____

Matfen Parish Council
 Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 – Matfen

MATFEN PARISH COUNCIL
INCOME & EXPENDITURE FOR FINANCIAL YEAR 1.4.2021 - 31.3.2022

EXPENDITURE		£	INCOME		£
Came & Co	General	536.87	Precept		10,500.00
NALC/SLCC		187.13	VAT Refund		0.00
NCC - Grass cutting		317.48	Bank A/C Interest		6.12
Website Maintenance		348.49	Grant		500.00
Play Areas/Highways		3,575.95	Refund		£658.68
Village Hall Rental		75.00			£0.00
Clerk salary - 6 hours per week		3,588.00	Total		£11,664.80
Public Toilets		387.50	Accounts Book		£
Annual audits/bank account charges		304.00	Brought forward 1.4.21		16,224.19
Admin/Stationery/Postages/Travel		386.61	Income		11,664.80
Training		45.80	Sub Total		27,888.99
Donations:			Expenditure		10,853.82
Citizens Advice Northumberland		50.00	Carried forward 31.3.21		17,035.17
Sport Tynedale		50.00	Bank reconciliation		£
Matfen PCC		450.00	Current Account		7,029.13
RBL Poppy Appeal Wreath		30.00	Deposit Account		10,006.04
Great North Air Ambulance		25.00	Sub Total		17,035.17
Tynedale Hospice at Home		100.00	Less outstanding chqs		0.00
VAT		395.99	Total		£17,035.17
Total		£10,853.82			

Minutes of the Annual Meeting of the Parish Council held in Matfen Village Hall on Tuesday 31st May 2022 following the Annual Parish Meeting at 7.00pm in Matfen Village Hall.

Present: Mr Keith Mavin, Chairman of the Council together with Mr Frank Robson, Kevin George, James Barber and Sarah Greaves.

In attendance: Mrs Mandy Senior (Clerk)
County Councillor Mrs Veronica Jones
4 residents

- 0522.01 **ELECTION OF CHAIRMAN.** It was proposed by Cllr F Robson, seconded by Cllr Mr J Barber and AGREED to elect Cllr K Mavin as Chairman, Cllr K Mavin accepted and took the Chair.
- 0522.02 **TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr K Mavin signed his declaration of acceptance of office in the presence of the Clerk.
- 0522.03 **ELECTION OF VICE CHAIR.** It was proposed by Cllr K Mavin, seconded by Cllr F Robson and AGREED to elect Cllr J Dempsey as Vice Chairman.
- 0522.04 **DECLARATIONS OF INTEREST.** None
- 0522.05 **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr J Dempsey.
- 0522.06 **TO RECEIVE QUESTIONS FROM RESIDENTS IN RELATION TO MATFEN PARISH.** Nothing further to note.
- 0522.07 **COUNTY COUNCILLORS REPORT.** Cllr Mrs V Jones gave her verbal report on matters relating to Matfen Parish and Northumberland County Council.
- a) **Planning Application for Matfen Cricket Ground.** Cllr Mrs V Jones had followed this up and sent the response to Cllr J Dempsey. Although Cllr Mrs V Jones had contacted the Director of Planning, the response had been received from the Planning Officer. Northumberland County Council seem to be interpreting national planning pricing differently to everyone else. It was AGREED that the Parish Council would write to NCC Planning Department, requesting a refund and highlighting the legislation regarding applications on behalf of not-for-profit voluntary sports clubs.
 - b) **Reporting and monitoring issues.** Cllr Mrs Jones is working with the monitoring officer on how to deal with issues reported by County Councillors. There is a problem with response times and members are constantly chasing to see if the issues are being actioned. There needs to be a system so that members can track the progress on the issues reported.
 - c) **LTP Programme.** 3 roads in the Matfen Parish had been resurfaced over the last few years and Cllr Jones is holding back on submitting any further roads in the LTP as Highways are being proactive in carrying out repairs. It was noted that the road safety measures at Standing Stones had been included in this years LTP although the chevron sign is still lying on the verge propped against the wall. The Fens road had been hotboxed the last time and then passed to the Asset Team who will decide on any additional repairs. The reduced speed limit requested last year for Fenwick had not been included as it does not meet the criteria. Cllr Mrs Jones will follow this up.
- 0522.08 **MINUTES OF THE MEETING HELD ON 29th March 2022.** It was proposed by Cllr F Robson, seconded by Cllr K George and AGREED to accept the minutes as an accurate record.
- 0522.09 **ACTIONS TAKEN FOLLOWING THE MEETINGS HELD ON 29TH MARCH 2022.**
- a) **Dog Fouling.** Minute 0322.01a refers. There is still a dog fouling problem in Matfen. The track to the sports field has had bags of dog poo tied to the fence. Cllr J Dempsey had reported dog fouling in Matfen and this was the first incident that had been reported. It is important that every incident is reported to Northumberland County Council so that enforcement can be carried out.
 - b) **Community Plan.** Minute 0322.04 refers. This has not yet been distributed however it is hoped that this will happen very soon.
 - c) **Road bridge.** Minute 0322.11 refers. Photographs of the bridge have now been received and will be sent to Northumberland County Council to enable them to inspect the bridge.
 - d) **Ryal Notice Board.** Minute 0322.11 refers. Ryal Church would like to use the old notice board to display their notices. It was AGREED to give the old notice board to the Church.
 - e) **Defibrillator.** Minute 0322.07c refers. The defibrillator is now being checked on a regular basis however it was noted that the pads currently in use expire on 30 June 2022. It was AGREED to purchase the replacements. The clerk will arrange this.

Matfen Parish Council
Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 – Matfen

0522.10 FINANCE

- a) **ACCOUNTS FOR PAYMENT.** It was proposed by Cllr F Robson, seconded by Cllr K George and AGREED accounts on the list attached be paid.

Payee	Detail	Cheque Issued	VAT	Net of VAT	Cheque Number
Mrs A Senior	Clerical Services	478.40		478.40	BACS
H M Revenue & Customs	PAYE	119.60		119.60	BACS
Mrs A Senior	Play area inspections	75.00		75.00	BACS
Mrs A Senior	Postages/travel	53.73		53.73	BACS
Matfen Village Hall	Hall rent – May	15.00		15.00	BACS
Northumberland Assoc of Local Councils	Subscription 2022	147.15		147.15	BACS
PortalPlanQuest Ltd	Planning appln fee – Matfen Cricket Club	956.20		956.20	BACS
L Paterson	Public toilet cleaning	112.50		112.50	BACS
J C Accountants	Internal audit fee	39.60	6.60	33.00	BACS
Tynedale Vermin Control	Grass cutting & works to Jubilee Garden	500.00		500.00	BACS
Income					
Northumberland CC	Precept payment	5250.00		5250.00	08.04.22
HMRC VTR	VAT refund 2021-2022	395.99		395.99	21.04.22

0522.11 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2021/22

- b) **To accept and approve the Annual Internal Audit Report 2021-22.** It was proposed by Cllr F Robson, seconded by Cllr J S Greaves and AGREED to accept and approve the Annual Internal Audit Report 2021-2022, previously circulated.
- c) **To accept and approve the Annual Governance Statement 2021-22.** It was proposed by Cllr F Robson, seconded by Cllr S Greaves and AGREED to accept and approve the Annual Governance Statement 2021-2022, previously circulated.
- d) To accept and approve the Accounting Statements 2021-2022 including Explanation of Variances, Bank Reconciliation and Asset Register. It was proposed by Cllr F Robson, seconded by Cllr S Greaves and AGREED to accept and approve the Accounting Statement 2021-2022 including the Explanation of Variances, Bank Reconciliation and Asset Register, previously circulated.
- e) **To accept and approve the Certificate of Exemption 2021-2022.** IT was proposed by Cllr K Mavin, seconded by Cllr F Robson and AGREED to accept and approve the Certificate of Exemption for the year ended 31 March 2022.

0522.12 **CORRESPONDENCE.** All correspondence received since the March meeting had been listed on the agenda and circulated to all councillors.

- Northumberland County Council –
- NALC – weekly eNews
- National Association of Local Councils – Chief Executive’s Monthly Bulletins
- Community Action Northumberland – monthly CAN eNews
- Northumbria Police – Northumbria Connected, Connecting to your community
- Northumberland County Council – Climate Action Northumberland Newsletter – May 2022
- Northumberland County Council – Temporary Road Closure Order C222 Ryal to Ingoe Junction

0522.13 PLANNING APPLICATIONS.

Reference Number	Address	Description
22/00431/FUL	Matfen Hall, Matfen Hall Drive, Matfen	Enclose space within inner courtyards to northwest of building. Installation of fire exit staircase. Proposed internal alterations. Create additional bedrooms throughout the hotel including conversion of 2 outbuildings and a new single storey extension to the west of existing outbuilding. Re-roofing the buildings to the west of the upper courtyard. Alterations to the south elevation (new door opening, replacement of existing steps and handrails with new) Reconsultation (change of description)

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22/01192/VARYCO	Land West of Rose Cottage, Kearsley Farm, Ingoe	Variation of condition 2 (approved plans) on approved application 21/00677/FUL in order substitute proposed site layout drawing no 213091-2-C for 3001 which includes the addition of an area of photovoltaic panels in the amenity areas to the north side
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0522.14 VILLAGE ISSUES AND HIGHWAYS MATTERS.

- a) **Update on developments on the Sports Field and funding.** The cricket club reached its target, with over 130 individual donations and engagement from businesses in the local area including Matfen Hall and the Black Bull (amongst others). Sport England contributed £8000, and the ECB have pre-authorised a £10,000 grant to complete the work. The contractor has agreed to honour the quote until the end of the year (so the concern regarding inflation has been sorted), with the work provisionally scheduled for September. This will be a fantastic asset for the community, and they are already seeing a huge increase in participation at the ground. The shed is a different matter with Steel having increased in price by over 50% in 12 months.
- b) **Ingoe Play Area.** It had been reported that the swings in Ingoe were in need of repair or replacing. The upright struts had split and it was felt that they were in a dangerous condition and had been taped off. Cllrs J Barber, K George and Mrs S Greaves are to meet on site to assess the condition of the swings. In the meantime, the clerk will obtain quotes for replacement. It was also noted that a cherry tree had come down beside the play area. This will also be assessed at the site meeting.
- c) **Ingoe Community Orchard.** A group of residents in the village is looking to plant fruit trees in and around Ingoe. A plan will be put together and brought to the Parish Council for discussion.
- d) **Grass verges.** Cllr Mrs S Greaves has been communicating with Paul Lowes, NCC and the contractors who cut the grass verges. They have been very helpful and are cutting the verges in zones. It was AGREED to arrange a meeting with Paul Lowes to discuss this and the various other issues around the villages.
- e) **Seat.** One of the seats outside the village hall is in poor condition and needs to be replaced. It was AGREED to replace with a similar seat to the ones on the village green which are zero/low maintenance.
- f) **Ryal to Great Whittington Road.** Following the recent works to the bridge at Ryal and the diversion of the traffic, the drains along the Ryal to Great Whittington Road have been squashed by some large vehicles. Cllr Mrs V Jones will report this to Northumberland County Council.

0522.15 **DATE OF NEXT MEETING.** The next meeting is to be held on Tuesday 26th July 2022 at 7.00pm in Matfen Village Hall.

Signed as an accurate record _____