

Annual Parish Meeting

Tuesday 30th May 2023

The 2022 Annual Matfen Parish Meeting will be held in Matfen Village Hall
at 19:00hrs on Tuesday 30th May 2023

ALL ELECTORS OF THE PARISH ARE INVITED TO ATTEND AND MAY SPEAK AND MAKE PROPOSALS ON ANY MATTER RELEVANT TO THE PARISH. RESOLUTIONS MAY BE CONSIDERED AND PASSED PROVIDING SUCH RESOLUTIONS ARE GIVEN TO THE CHAIRMAN OR THE UNDERSIDED AT LEAST THREE DAYS BEFORE THE MEETING.

AGENDA.

1. Apologies for Absence
2. To receive and approve the minutes of the 2022 Annual Meeting Held on 31st May 2022
3. Matters arising from the minutes
4. Chairman's Report
5. County Councillor's Report
6. Parish Council Accounts 2022/2023

It is expected that the following subjects may then be discussed:

- a) Reports by any local organisations
- b) Any other matter raised by an elector.

Keith Mavin
Chairman
23 May 2023

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 1.4.2022 - 31.3.2023

EXPENDITURE		£	INCOME		£
Came & Co	General	575.82	Precept		10,500.00
			VAT Refund		2,435.50
NALC/SLCC		219.57	Bank A/C Interest		80.48
			Grant		0.00
NCC - Grass cutting		999.70	Refund		£807.00
					£0.00
Website Maintenance		330.00	Total		£13,822.98
Play Areas/Highways		10,923.46			
Training					
Village Hall Rental		105.00			
Clerk salary - 6 hours per week		4,023.81			
Public Toilets		664.98	Accounts Book		£
Annual audits/bank account charges		105.00	Brought forward 1.4.22		17,035.17
			Income		13,822.98
Admin/Stationery/Postages/Travel		609.59	Sub Total		30,858.15
			Expenditure		22,288.35
Defibrillator consumables		236.91	Carried forward 31.3.21		8,569.80
Donations:			Bank reconciliation		£
Tynedale Hospice at Home		100.00	Current Account		2,483.28
Sport Tynedale		50.00	Deposit Account		6,086.52
Matfen PCC		450.00	Sub Total		8,569.80
RBL Poppy Appeal Wreath		25.00	Less outstanding chqs		0.00
Great North Air Ambulance		200.00	Total		£8,569.80
Matfen Cricket Club		600.00			
East Tynedale Parish Council Forum		30.00			
Citizens Advice Bureau		0.00			
VAT		2,039.51			
Total		£22,288.35			

AGENDA for the Annual Meeting of Matfen Parish Council on Tuesday 30th May 2023 following the Annual Parish Meeting at 19:00

- 523.01 Election of Chairman.
- 523.02 To receive Chairman's Declaration of Acceptance of Office.
- 523.03 Election of Vice Chairman
- 523.04 To receive questions from residents in relation to Matfen Parish.
- 523.05 To receive apologies for absence.
- 523.06 To receive Declarations of Interest.
- 523.07 County Councillor's Report.
- 523.08 To approve and sign the minutes of the meetings held on **28 March 2023**.
- 523.09 Actions taken following the meetings held on 28 March 2023.
- 523.10 Finance/Administration
 - a) Accounts for payment – to approve items of expenditure.
- 523.11 Annual Governance and Accountability Report 2022-2023
 - a) To consider and agree any actions arising from the Internal Auditor's Report 2022-2023 [Copy attached]
 - b) To approve the Annual Governance Statement 2022-2023 [Copy attached]
 - c) To approve the draft annual accounts, bank reconciliation, Asset Register for 2022-2023 [Copy attached]
 - d) To approve the Accounting Statement and Explanation of Variances 2022-2023 [Draft copies attached]
 - e) To confirm and approve the Certificate of Exemption [Draft copy attached]
- 523.12 Correspondence [For information only]
- 523.13 Planning Applications
 - a) To receive decisions of submitted planning applications.
 - b) To consider responses to planning application received
- 523.14 Village Issues and Highways Matters
- 523.15 To consider priorities for inclusion in the Local Transport Plan Programme 2024-2025 [See enclosed information]
- 523.16 Any urgent business as allowed by the chairman/Agenda items for next meeting [For information only]
- 523.17 Date and time of next meeting – **25 July 2023**

Signed:



Clerk

Date: 23rd May 2023

Correspondence received since the March meeting

Most of these have already been forwarded to councillors by email.

- Northumberland County Council –
- NALC – weekly eNews
- National Association of Local Councils – Chief Executive’s Monthly Bulletins
- Community Action Northumberland – monthly CAN eNews
- Northumberland County Council – Climate Change Newsletter – April Update
- Northumberland County Council – Local Transport Plan Programme 2023-2024

Accounts for payment on 31st May 2022

Payee	Details	Gross payment	VAT	Net Payment	Payment method
Mrs A Senior	Clerical Services	520.52		520.52	BACS
H M Revenue & Customs	PAYE	130.00		130.00	BACS
Mrs A Senior	Play area inspections	75.00		75.00	BACS
Mrs A Senior	Postages/travel				BACS
Matfen Village Hall	Hall rent – May	15.00		15.00	BACS
Northumberland Assoc of Local Councils	Subscription 2023	148.62		148.62	BACS
L Paterson	Public toilet cleaning	112.50		112.50	BACS
Cowell's Garden Centre (L Bishop)	Coronation Tree	80.62	13.43	67.19	BACS
Matfen Cricket Club	Grass cutting – play area	60.00		60.00	BACS
Matfen Cricket Club	Grant aid 2023	300.00		300.00	BACS
Timpsons Ltd	Coronation tree plaque	40.99	6.00	34.99	BACS
HP (Mrs A Senior)	Printer ink	110.99	18.50	92.49	BACS
Matfen Cricket Club	Grass cutting – play area	60.00		60.00	BACS
Income					
Northumberland CC	Precept payment	6000.00		6000.00	06.04.23

Planning applications

Reference Number	Address	Description
22/04204/FUL	Land North West of South Fens Farm	Erection of steel frame storage building with integral lean to horse shelter. GRANTED
23/00271/PREAPP	Matfen Hall	Pre Application: Erection of new spa facility, consisting of an entrance building, a main treatment building with an internal courtyard, pool building and re-purposing of the existing spa to provide additional hotel bedrooms and back of house space
23/01450/FUL	Land to the North of Ingoe Chapel, Ingoe	Demolition of existing derelict agricultural buildings and construction of 2no detached 4-bedroom dwellings including associated access, parking and landscaping.
23/0926/FUL	Matfen Piers, Corbridge	Installation of biomass boiler to enclosure rear of barn GRANTED