

# Annual Parish Meeting

## Tuesday 28<sup>th</sup> May 2024

The 2024 Annual Matfen Parish Meeting will be held in Matfen Village Hall  
at 19:00hrs on Tuesday 28<sup>th</sup> May 2024

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 2023 Annual Meeting Held on 30<sup>th</sup> May 2023
3. Matters arising from the minutes
4. Chairman's Report
5. County Councillor's Report
6. Parish Council Accounts 2023/2024

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.

Sarah Greaves  
Chairman  
20<sup>th</sup> May 2024

**Annual Parish Meeting**

**MINUTES OF THE ANNUAL PARISH MEETING HELD ON TUESDAY 30<sup>TH</sup> MAY 2023 AT 7.00PM IN  
MATFEN VILLAGE HALL**

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

**In attendance:** Mrs Mandy Senior (Clerk)  
5 Residents

1. **Apologies** - None

2. **Chairman's Report 2022-2023**

Mr Mavin presented his oral report on the last 12 months as Chairman of the Parish Council and his last year on the Parish Council. He advised that he is stepping down due to his frustration with Northumberland County Council and the lack of action on the outstanding issues. It is pleasing to see the Jubilee Garden bursting into life and thanks are expressed to the volunteers and especially Liz Bishop for their work in setting up the garden. The Community Plan had stalled due to misleading information given by Northumberland County Council regarding the provision of a generator. This led to the Parish Council missing out on a grant from Northern Powergrid. Cllr K Mavin and the Village Hall had applied for funding via Community Action Northumberland.

12 months down the line and the traffic safety measures at Standing Stone had still not been implemented.

Thanks were expressed to all Councillors for their work during the year and to Mandy for keeping us all right.

Thanks were also expressed to Cllr K Mavin for all his hard work during his time on the Council

3. **Clerk's Financial Report 2022-2023**

Mrs Senior presented her report on the statement of accounts for the year ended 31<sup>st</sup> March 2023.

A copy was circulated to those present and is attached to this minute.

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

Meeting closed at 7.10pm.

Signed as an accurate record \_\_\_\_\_

28<sup>th</sup> May 2024

## **AGENDA for the Annual Meeting of Matfen Parish Council on Tuesday 28<sup>th</sup> May 2024 following the Annual Parish Meeting at 19:00**

- 524.01 Election of Chairman.
- 524.02 To receive Chairman's Declaration of Acceptance of Office.
- 524.03 Election of Vice Chairman
- 524.04 To receive questions from residents in relation to Matfen Parish.
- 524.05 To receive apologies for absence.
- 524.06 To receive Declarations of Interest.
- 524.07 County Councillor's Report.
- 524.08 To approve and sign the minutes of the meetings held on **26 March 2024**.
- 524.09 Actions taken following the meetings held on 26 March 2024.
- 524.10 Finance/Administration
- a) Accounts for payment – to approve items of expenditure.
  - b) To consider donation towards setting up the Village Fete [See attached]
  - c) To consider and adopt the Model Code of Conduct, as amended 2020 [See enclosed]
  - d) To review and adopt updated Standing Orders and Financial Regulations [See enclosed]
  - e) To review and approve Risk Assessment [See enclosed]
- 524.11 Annual Governance and Accountability Report 2023-2024
- a) To consider and agree any actions arising from the Internal Auditor's Report 2023-2024 [Copy attached]
  - b) To approve the Annual Governance Statement 2023-2024 [Copy attached]
  - c) To approve the draft annual accounts, bank reconciliation, Asset Register for 2023-2024 [Copy attached]
  - d) To approve the Accounting Statement and Explanation of Variances 2023-2024 [Draft copies attached]
  - e) To confirm and approve the Certificate of Exemption [Draft copy attached]
  - f) To reappoint Fiona Ramsey as Internal Audit for 2024-2025
- 524.12 Planning Applications
- a) To receive decisions of submitted planning applications.
  - b) To consider responses to planning application received
- 524.13 Village Issues and Highways Matters
- a) To consider replacement litter bin for village green
  - b) Update on public toilets
  - c) Update, if any, on the closure of the Black Bull
  - d) To discuss issues regarding flooding on the roads and action for the Parish Council
- 524.14 Any urgent business as allowed by the chairman/Agenda items for next meeting [ For information only]
- 524.15 Date and time of next meeting – **30 July 2024**

Signed:



Clerk

Date: 20<sup>th</sup> May 2024

**MATFEN PARISH COUNCIL**  
Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 - Matfen

**Accounts for payment on 27<sup>th</sup> May 2024**

Payee	Details	Gross payment	VAT	Net Payment	Payment method
Netwise UK Ltd	Website domain renewal – transition period	24.00	4.00	20.00	BACS
Northumberland ALC	Subscription 2024	154.70		154.70	BACS
Mrs A Senior	Clerical services	561.60		561.60	BACS
H M Revenue & Customs	PAYE	140.40		140.40	BACS
Matfen Cricket Club	Play area grass cutting	60.00		60.00	BACS
Heartbeats & Milliseconds	Tornado Crash memorial donation	250.00		250.00	BACS
Matfen Cricket Club	Play area grass cutting	60.00		60.00	BACS
L Paterson	Public toilet cleaning	50.00		50.00	BACS
L Paterson	Public toilet cleaning	50.00		50.00	BACS
L Paterson	Public toilet supplies	24.49		24.49	BACS
HM Revenue & Customs	PAYE underpayment 23-24	0.20		0.20	BACS
Mrs A Senior	Expenses – postages/travel	65.55		65.55	BACS
<b>Income</b>					
Northumberland CC	Precept payment	6000.00		6000.00	10.04.24

**Planning applications**

Reference Number	Address	Description
24/01116/FUL	Land SW of Tongues Barn, Kirkheaton	Retrospective: Installation of 1no two storey glamping hut with external decking and terrace, plus associated paths, parking area and groundworks for drainage/services
24/01117/FUL	Kearsley Farm, Ingoe	Partial demolition of former poultry building, conversion of remainder to create 3 no dwellings with sewage treatment plans and access track.
24/01201/FUL	Land NE of West Fenwick Farm, Fenwick	Conversion and extension of existing vacant stone field barn into a 3 bedroom self/custom build private dwelling with detached garage.
23/01125/FUL	Burnside Farmhouse, Matfen	Demolition of haybarn and cowshed and change of use of stone barns to holiday accommodation. <b>WITHDRAWN</b>
24/00626/VARYCO	Land to North of Kearsley Farm, Ingoe	Variation of condition 2 (approved plans) on approved application 23/02866/VARYCO in order to provide alterations to floorplans, elevations and associated changes to parking arrangements <b>GRANTED</b>