

To all members of the Council

You are hereby summoned to attend the next Annual Meeting of Matfen Parish Council to be held on Tuesday 13th May 2025 following the Annual Parish Meeting at 19:00 in Matfen Village Hall for the purpose of transacting the following business.



Mrs Mandy Senior
Clerk to the Council

5th May 2025

**AGENDA for the Annual Meeting of Matfen Parish Council on
Tuesday 13th May 2025 following the Annual Parish Meeting at 19:00**

- 525.01 Election of Chairman.
- 525.02 To receive Chairman and Councillors' Declaration of Acceptance of Office.
- 525.03 Election of Vice Chairman
- 525.04 To consider co-option to fill one vacancy
- 525.05 To receive questions from residents in relation to Matfen Parish.
- 525.06 To receive apologies for absence.
- 525.07 To receive Declarations of Interest.
- 525.08 County Councillor's Report.
- 525.09 To approve and sign the minutes of the meetings held on **25 March 2025**.
- 525.10 Actions taken following the meetings held on **25 March 2025**.
- 525.11 Finance/Administration
 - a) Accounts for payment – to approve items of expenditure.
 - b) To review and adopt the Model Code of Conduct, as amended 2020 [See enclosed]
 - c) To review and adopt updated Standing Orders and Financial Regulations [See enclosed]
 - d) To review and approve Risk Assessment [See enclosed]
- 525.12 Annual Governance and Accountability Report 2024-2025
 - a) To consider and agree any actions arising from the Internal Auditor's Report 2024-2025 [Copy attached]
 - b) To approve the Annual Governance Statement 2024-2025 [Copy attached]
 - c) To approve the draft annual accounts, bank reconciliation, Asset Register for 2024-2025 [Copy attached]
 - d) To approve the Accounting Statement and Explanation of Variances 2024-2025 [Draft copies attached]
 - e) To confirm and approve the Certificate of Exemption [Draft copy attached]
- 525.13 Planning Applications
 - a) To receive decisions of submitted planning applications.
 - b) To consider responses to planning application received
- 525.14 Village Issues and Highways Matters
- 525.15 Any urgent business as allowed by the chairman/Agenda items for next meeting [For information only]
- 525.16 Date and time of next meeting – **29 July 2025**

Signed:



Clerk

Date: 5th May 2025

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

Accounts for payment on 13th May 2025

Payee	Details	Gross payment	VAT	Net Payment	Payment method
Northumberland ALC	Subscription 2025	140.27		140.27	BACS
Mrs A Senior	Clerical services	607.40		607.40	BACS
H M Revenue & Customs	PAYE	151.80		151.80	BACS
Mrs A Senior	Play area inspections	125.00		125.00	BACS
Unity Trust Bank – April 25	Bank account charges	6.00		6.00	DD
Unity Trust Bank – May 25	Bank account charges	6.00		6.00	DD
Scrimshaws Cleaning	Public toilet cleaning Apr 25	86.67		86.67	BACS
Northumberland CC	Precept payment	6000.00		6000.00	08.04.25
H M Revenue and Customs	VAT refund	174.92		174.92	03.04.25

Planning applications

Reference Number	Address	Description
25/01178/LBC 25/01177/FUL	Blackett House and Temperance Cottage, North Side, Matfen	Holistic approach for sustainable retro fit to Blackett House, new rear extension, low level wall to front of dwelling and schedule of works to repair external fabric
25/01393/FUL	Locksley Cottage, East Wallhouses	Erection of 1no Granny Annexe