

ULGHAM PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held in the Women's Institute Hall on Monday 21 May 2018

Councillor J Scott (in the Chair)

Councillors G Brown and Mrs H Shaw

Also in attendance 6 parishioners and County Councillor D Towns

Apologies for absence were received from Councillors Mrs L Newman and County Councillor D Towns

1/18 CHAIRMAN'S REPORT

The Chairman presented his annual report for 2017-18.

As part of the report he thanked Councillor Brown for his work with regard to the war memorial project. He also thanked the Clerk for her help with the grant applications that had been submitted.

He thanked his fellow Councillors for their help and support over the last year.

2/18 APPOINTMENT OF CHAIRMAN FOR 2018-19

Nominations for the appointment of Chairman for 2018-19 were requested.

RESOLVED – Councillor J Scott be appointed Chairman of the Parish Council for 2018-19.

3/18 APPOINTMENT OF VICE CHAIRMAN FOR 2018-19

Nominations for the appointment of Vice Chairman for 2018-19 were requested.

RESOLVED – Councillor Mrs H Shaw be appointed as Vice Chairman for 2018-19.

4/18 QUESTIONS FROM PARISHIONERS

A resident asked about the road closure signs that had been erected just outside of the village. She asked about access to Ulgham Grange and also how buses would get access to the village.

The Parish Council had not received any official notification of this road closure. The Clerk agreed to find out about the issues raised and report back.

A resident asked about the Council's intentions in relation to the latest planning application for Southcroft Stables. The Chairman stated that this would be discussed later in the meeting.

The resident who had raised the issues of access at Woodlands thanked the Parish Council for the actions taken following the last meeting. There were still issues with a lack of dropped kerbs and a Northumbria Water sign was now blocking the pavement.

Councillor Brown mentioned that he had received a complaint about overhanging trees at the Croft. He had contacted the NCC Tree officer who had arranged to meeting with him on 23rd May.

The Parish Council was asked if they were responsible for the damage to the bus shelter window. The Chairman stated that it was the responsibility of the PC and he had arranged for a glazier to provide a quote for replacement. A further quote was being sought.

5/18 MINUTES

Members were asked to approve the notes of the Parish Council meeting held on 16 April 2018. Further to minute 81/17, the Chairman thanked Mr Warlow for the work he had carried out on Adam's Seat.

In relation to minute 86/17, it was reported that the new signs regarding dogs at the play area had been installed.

RESOLVED – The minutes be approved.

6/18 APPOINTMENT TO OUTSIDE BODIES

Councillors were asked to confirm appointments to outside bodies.

RESOLVED – The following appointments be approved:

- (i) Sisters Wind Farm Community Benefits Fund Committee – Councillor J Scott
- (ii) Ulgham Village Committee – All Councillors were members of this Committee.
- (iii) Druridge Bay Regeneration Partnership – Councillors Mrs H Shaw and Mrs L Newman.

7/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2017-18

A copy of the Annual Governance and Accountability Return (AGAR) for 2017-18 had been circulated to Councillors. Councillors were asked to consider and agree the various sections of AGAR and to approve the draft annual accounts for 2017-18.

As the Council's income and expenditure was below the limit of £25,000, the Parish Council were asked to decide whether they wished to approve and submit the Certificate of Exemption for 2017-18.

RESOLVED –

- (i) The Parish Council approve the report of the internal auditor as set out within the AGAR.
- (ii) The Parish Council approve the Annual Governance Statement as set out within the AGAR.
- (iii) The Parish Council approve the draft annual accounts for 2017-18.
- (iv) The Parish Council approve the Accounting statement and explanation of variances as circulated.
- (v) The Parish Council confirm and approve the Certificate of Exemption and agree that this be submitted to the external Auditors, PKF Littlejohn.

8/18 **CORRESPONDENCE**

(i) Zurich Insurance – annual renewal of insurance

The Clerk reported that the annual renewal of insurance had been received from Zurich at a cost of £538.32.

RESOLVED – The Parish Council agree to renew the insurance with Zurich.

(ii) Update re War Memorial

Councillor Brown reported that the contractor was supplying samples of the sandstone and granite to be used on the war memorial project following which, the NCC officer would attend a site visit to enable her to sign off the 'discharge of conditions' form. It was hoped that a meeting would be held in the near future and that work could commence in the summer if possible.

RESOLVED – The information be received.

(iii) Speed reduction scheme

The Chairman reported on correspondence he had received from County Councillor Towns about the above work. Councillor Towns had asked if it would be possible for the Parish Council to increase their contribution due to the increased costs of the scheme. Councillor Towns was putting £20,000 towards the scheme but would like to be able to do some work in other parishes if possible.

The Chairman indicated that he would be contacting Councillor Towns about the figures but suggested that the Parish Council should agree to the increase.

Councillor Mrs Shaw reluctantly agreed to this proposal but agreed to go with the majority view.

RESOLVED – The additional £500 contribution to this scheme be agreed.

(iv) General Data Protection Regulations (GDPR)

The Clerk reported that she and Councillor Brown had attended some training organised by NALC at two separate venues.

The Parish Council's privacy notice was on the website and she had sent out some consent forms, some of which had been returned.

She reported on an amendment currently going through Parliament which proposed that parish and town councils should not be expected to appoint a Data Protection Officer (DPO) in view of the amount and detail of the data they hold.

The Clerk had circulated a further response from the MP with regard to GDPR and small organisations.

RESOLVED – The information be received.

9. PLANNING APPLICATIONS

(i) Outline application for redevelopment of previously developed land (stables and outdoor yard area) for up to 5 two storey dwellings at Southcroft Stables, Ulgham

A copy of this application had been circulated to Councillors.

A draft objection had been circulated to Members who agreed to submit this to NCC.

RESOLVED – The draft objection be approved and submitted to NCC Planning.

(ii) Application for land east of Lynebank in respect of reserved matters, application for access, appearance, landscaping, layout and scale Relating to approved outlined planning permission – 18/01391/REM

A copy of this application had been circulated to Councillors.

RESOLVED – The Parish Council had no comments to make on this application.

(iii) Planning application 18/01508/FUL – for the construction of two dwellings on land north of Lynebank

A copy of the above application had been received for consideration. Comments were required by 30th May 2018.

The application had been circulated and Councillors would formulate their response by the deadline.

10/18 REPORTS FROM COMMITTEES

(i) Ulgham Village Committee

A meeting had not been held since the Parish Council had last met.

The Owlfeast had been held and had been most successful. The falconry company had agreed to attend the Feast.

RESOLVED – The information be noted.

11/18 ACCOUNTS FOR PAYMENT

It was noted that the following accounts were now due for payment:

- (a) Clerk, May salary, expenses, mileage £210.00
- (b) HMRC – paye payment, Clerk - £91.60
- (c) Zurich Insurance – annual renewal - £538.32
- (d) J M Champion – grass cutting in the village and a cut of the Meadow – £450.00
- (e) Councillor G Brown – Reimbursement of attendance at GDPR training
And purchase of tarmac for pothole at the Croft - £30.00
- (f) J A Garrick – planning advice - £300

12/18 REPORTS FROM CHAIRMAN AND MEMBERS.

Councillor Brown reported that he had received a complaint from a resident regarding dogs barking at the stables late at night and early morning. The resident had complained to NCC and had been sent out a log to fill in for two weeks. Other residents had also mentioned the noise.

The Clerk agreed to contact NCC the next day in relation to this problem.

Councillor Mrs Shaw mentioned the 'there but not there' campaign and asked the Council to consider whether they should install one of the benches which cost in the region of £1000. This would be a lasting reminder of the commemoration. The Clerk stated that she had noticed a supplier advertising in the Clerk magazine and she agreed to obtain more information on costs and designs. The UVA would be pleased to make a donation towards the cost of the seat. Councillor Mrs Shaw mentioned that there were two items in the play area that required attention and the Chairman agreed to look at them and see what parts were required. The picnic seat was on the basketball court and was too heavy to move alone. It was agreed that this would be looked at.

Councillor Mrs Shaw also mentioned that there was quite a bit of work required at the old cross in the village and she asked for permission to carry out some cleaning of the area. The sign required cleaning and the surrounding area needed cleaning, weeding and re-gravelled.

There was some discussion regarding the spikes on top of the railings that some felt were dangerous. It was suggested they could be replaced with metal hoops.

The Chairman stated that it had been suggested that the installation of a tree and seat at the Croft.

13/18 DATE OF NEXT MEETING

The next meeting would be held on Monday 18 June 2018 in the WI Hall, Ulgham at 7.00 p.m.