**BROOMHAUGH & RIDING PARISH COUNCIL**

I hereby give notice that the next meeting and AGM of the Parish Council will be held in Church Cottage, Church Lane, Riding Mill

On Monday 8th May 2017 at 7.45 p.m.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Members of the public may put questions to the Council from 7.30-7.45pm.

**Dated: 3rd May 2017 Catherine Harrison, Parish Clerk**

# AGENDA

# 1. Councillors to sign Declaration of Acceptance of Office Forms

Please note: Councillors also need to return the two election expense forms to the Returning Officer despite there being no contested election and that they have not incurred any expenses.

# 2. Apologies for Absence

3. **Election of Chair and Vice-Chair**

 Chair to sign Declaration of Acceptance of Office for the position.

4. **Declaration of Interests**

To receive: disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

5. **Delegation of responsibilities –**

To note: the delegation of responsibilities to individual councillors was recently reviewed – no further amendments are proposed (See Minute 16/106).

6. **Standing Orders/Financial Regulations/Code of Conduct**

 To receive: for review and re-adoption:

* Standing Orders (Paper A)
* Financial Regulations (Paper B)
* Code of Conduct issued by NALC (Paper C)

7. **Minutes**

To resolve: that the minutes of the Council meeting held on 13th March 2017 be signed as a correct record.

8. **Matters Arising**

To report: on matters arising from the previous Minutes excluding those included on this agenda.

1. Minute 17/18(i) – Tree works. Further work still to be reviewed – defer to next meeting;
2. Minute 17/18(iv) – Marchburn Lane Bridge. Update from Cllr. Dunhill;
3. Minute 17/18(v) – Repairs to riverbank. Quote still awaited – defer to next meeting;
4. Minute 17/18(vi) - General Village Maintenance. Update from the Clerk;
5. Minute 17/22 – Review of Assets. Update from Cllr. Dunhill;
6. Minute 17/27(ii) – WW1 Memorial Panel. To note: the War Memorials Trust would have no objection to the rededication ceremony being held in November 2018.

9. **Bus shelters**

To report: that the County Council has approved the revised positioning of the bus shelters opposite the Wellington and at Riding Grange on the eastbound carriageway. Councillors are asked to consider quotes and appoint a contractor to install.

10. **The Spinney**

 To consider: detailed proposals and costs for changing the entrance to the Spinney.

11. **Trees opposite Whiteside Bank**

 To review: ownership of this woodland and to decide if work to the trees is needed.

12. **Safety Mirror – The Nick**

To consider: a request made by the Sandy Bank residents association to install a safety mirror to aid motorists exiting the Nick.

13. **Finance / Insurance**

 a) Annual Accounts

To receive for approval:

1. The Annual Governance statement (Paper D);
2. The 2016/17 Accounts, Budget Summary and Annual Return (Paper E);

To note:

(i) that the Notice of Appointment of Date for the Exercise of Electors’ Rights will be displayed on the notice board from 12th June. The dates for inspection are from 13th June until 24th July.

(ii) the report received from the Internal Auditor, Peter Basnett (Paper F).

NB: Peter will be retiring shortly and we will need to find another person to act as Internal Auditor.

 b) Monthly accounts

 To receive for approval:

(i) a summary of payments for authorisation and the bank reconciliation (Paper G);

(ii) an overall review of current budget spending.

 c) Annual grant to the VHT

 To consider: making an award under Section 137 to the VHT.

 d) Insurance

To receive: three insurance quotes for next year and to agree on the preferred provider and whether to sign up to a three-year deal.

14. **Handyman**

To receive: a report of the Handyman’s work in April & May.

15. **Planning**

 To report:

1. that the following planning applications are under consideration by NCC:

17/01031/FUL – 1 The Bungalow, Broomhaugh. New dwelling. PC – objections submitted;

17/01043/FUL – Cranford, Millfield Road. Extension. PC – no objection;

17/01085/FUL – Riding Mill Cricket Club. New pavilion. PC – no objection;

17/01196/FUL – South Close, Sandy Bank. New dwelling and triple garage. PC – objections submitted;

17/01197/FUL – South Close, Sandy Bank. New dwelling and double garage. PC – no objection.

1. that the following planning application has been approved by NCC:

16/04658/FELTPO – Glenbrook, Oaklands (resubmission). PC – no objection

16. **Correspondence**

 To consider: any correspondence issues not covered elsewhere on the agenda.

17. **Minor Matters**

(i) St James Terrace – footpath widening;

18: **Date of Future Meeting**

To resolve: on the when the next meeting of the Council should be held after considering councillors’ availability.

***REMINDER***

***ANNUAL PARISH MEETING – Thursday 11th May, 7pm Parish Hall***