



Haydon Parish Council

17th September 2024

Dear Councillor,

We will be meeting at Haydon Bridge Community Centre for the purpose of transacting the following business at 7.30pm on the **26th of September 2024.**

Yours sincerely,

Carole McGivern, Clerk to Haydon Parish Council.

AGENDA

ANNUAL GENERAL MEETING OF COUNCIL

1. **Public participation.**
2. **To accept apologies for absence.**
3. **Election of Chair and Vice-chair & Declarations of acceptance of office.**
4. **Declaration of interest in items on the agenda.**
5. **To confirm the minutes of the previous meeting.**
6. **Northumberland County Council - Report from Cllr. A. Sharp.**
7. **Highways –**
 - a) **Parking at Anchor Court** – they replied to say “The staff at AC do utilise the car parking allocated but park outside the client in flat 3’s window when there are no spaces left and it is available as more often than not there is someone else parked there. I will remind all staff about using the car park within AC as a priority over the street parking but all staff prefer to park in the private parking anyway for safety.”

- b) **Cigarette bin for old bridge** – The Clerk had found a suitable bin for around £20 but still needs information about permission to put this on the old bridge.
- c) **Dog fouling stickers** – new signs have been put up around the village. The dog bag dispenser on bridge has also been topped up.
- d) **Tree pruning Church Street** – The Clerk supplied evidence of previous work on these trees to NCC.
- e) **A noisy manhole cover outside 36 Tyne View Close – was reported to N'bria Water** – they investigated and said *'Arrived at location and inspected manhole outside of Number 36. Manhole chamber and lid are all still intact. No damage to any Northumbrian Water asset. Tarmac around the manhole lid has started to come away slightly, but not to a degree that requires a repair.'*
- f) **Water on road near Shaftoe Academy** – was reported to Justin Coan at Youngs RPS.
- g) **Bins at Shaftoe Green** – The Clerk had sourced replacement bins, but is waiting for approval from NCC. Also one of the bins (at the top of the steps) was being emptied by the Handyman.
- h) **Hedge at Innerhaugh which needed cutting back** – was reported. Has this been done?
- i) **Bins outside Claire's shop** were damaged by a delivery vehicle and the Clerk has contacted the PC's insurers.
- j) The Bridges Inspector at NCC had written to say that they would replace the mesh panels on the bridge from this year's budget and he hoped that work would begin soon.

8. **Lighting** – To discuss lighting issues.

9. **Planning applications** – To discuss planning applications.

24/02863/FUL : Detached single garage at Belmont House –

24NP0080 & 24NP0086LBC : Listed building consent & plans for change of use from existing lightly used agric barn to a self-serve kiosk for Hadrian's Wall walkers at Sewingshields Farm – extension granted to 26/09/24.

10. **Accounts – as in budget.**

11. **External Audit** –

This has been completed with the following comments –

Minor scope for improvement in 2024/2025

The internal control objective (K), 'if the Authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt', was ticked 'No' by the internal auditor when the Council was not exempt in 2022/23. The box should have been ticked 'not covered'. In future, the Council should ensure the annual return is accurate and complete.

The internal control objective (F), 'petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted

for', was ticked 'yes' by the internal auditor when no petty cash was held by the Council. The box should have been ticked 'not covered' or N/A and an explanation provided if no petty cash held. In future, the Council should ensure the annual return is accurate and complete.

Email management

The Practitioner's Guide (March 2024), points 5.210 and 5.211 respectively state that:

- All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name.

- To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

If the Council has not created a generic email address by 31 March 2025, then this could result in

either a qualification or other matter on the 2024/2025 AGAR.

Under Other matters not affecting our opinion but which we draw to the PCs attention they said –

The Council asserted that it ensured an effective internal audit during the year but the Internal audit report was dated after the Annual Governance Statement. There was limited internal audit testing of 2023/24 transactions or controls at the time the Annual Governance Statement was approved. In future, the Council should ensure that sufficient internal audit testing of the relevant year's transactions and controls has been completed before the Annual Governance Statement is approved.

12. Correspondence –

- a) Emails were received from Louise Alderson regarding a hedge within the play area at Innerhaugh, as well as a hedge outside the play area. The hedge within the play area will be cut back and Cllr Sharp is looking at hedge outside the play area.
- b) Review of the Definitive Map and Statement of Public Rights of Way received from NCC regarding proposal to add a footpath at Brigwood.
- c) Emails were received from Chris Armstrong regarding rubbish alongside the old farm shop and signs on the A69. The Clerk has reported this to NCC.
- d) Details of a Bus Service Improvement Plan - Safe and Accessible Bus Infrastructure Funding were received from NCC.
- e) A report of an overgrown footpath at Plunderheath was passed on to Phil Harley, who agreed that Phil Harley could clear this path.
- f) Russell Mousey had written to ask for resident's parking on Church Street following implementation of charges at the station.
- g) A briefing note that ... prepared for parish councillors about the Local Nature Recovery Strategy (LNRS) and details of a survey were received from NCC.
- h) Regarding an exchange of wreaths for the war memorial Carnforth PC had emailed to say "Here's what we are proposing for the exchange of wreaths. Rather than send full wreaths through the post it might be easier if we mail each other a copy of our central plaques and these get inserted into a wreath locally. What do others think?"

13. Parish Projects –

- a) Development Trust.
- b) War memorial – Cllr Fuller asked about the maintenance of the war memorial.
- c) Handyman vacancy.

14. Any other business.

Date of next meeting is the 24th of October 2024

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