

# Slaley Parish Council

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4<sup>th</sup> March 2024

I hereby give notice that **the Meeting of Slaley Parish Council** will be held on **Monday 11<sup>th</sup> March 2024** in the **Community Room, Slaley Commemoration Hall, at 5.30pm.** to which you are summoned for the transaction of the following business.

Signed: *Ian Stevens*  
(Chairman of Slaley Parish Council)

## AGENDA

1. **Apologies for Absence**
2. **Public Participation**
3. **Short Address by County Councillor Colin Horncastle**
4. **Declarations of Interest**
5. **Minutes of Meeting Held on Monday 12<sup>th</sup> February 2024**
  - a. Approval of minutes
  - b. Review of actions
  - c. Matters arising
6. **Correspondence of significant note**

*(Councillors are reminded that all Council related email correspondence can be viewed at [slaleyipc@gmail.com](mailto:slaleyipc@gmail.com))*

  - a. **From, Northumberland County Council** – email dated 21/02/24 highlighting the need for voters to present photo identification for all forthcoming elections. Posters and electronic media forwarded with this correspondence have been displayed locally and posted on the Parish website. Councillor Stevens will highlight this need in April's Slaley News.

- b. **From, Procut** – email received 18/02/23 advising of a proposed increase in the cost of grass cutting in the Parish. An option that allowed for longer term financial planning (over a two year period) and potentially limits the cost increase was approved by Councillors via email. Procut were advised accordingly by Councillor Stevens on 29/02/24.

## 7. Approaches Made to Councillors directly

### a. Correspondence

- i. **From, Hiscox Insurance Company Ltd.** – email dated 03/03/24 alerting the Council that their insurance is due for renewal on 01/06/24 with a request that a pre-renewal questionnaire be completed and returned (by 02/04/23) to ensure that the correct premium is quoted. Councillor Stevens to progress.

### b. Personal

None

## 8. New Items

### a. **Review of Outstanding Actions for 2023/24** (led by Cllr Stevens)

Review and update of actions log.

### b. **Parish Clerk** (led by Cllr Stevens)

#### i. **Resignation of Parish Clerk** (led by Cllr Stevens)

This item had been tabled at the Councils February (2024) meeting to allow Councillors to discuss the way forward in the wake of Mrs. Nixon's resignation as Parish Clerk on 29/01/24 (and Mrs. Loughlin's in the summer of 2023). With two Councillors absent those present requested that this item be deferred to this meeting.

#### ii. **Remuneration of recent Parish Clerk's** (led by Cllr Stevens)

An update for Councillors on the remuneration of Mrs. Loughlin and Mrs. Nixon.

### c. **Emergency Hub Sub-committee Update (formally 'The Pyramid of Care')** (led by Cllr Stevens)

This item will allow an overview of the Emergency Hub sub-committee update, provided to Councillors by Councillor Stevens, via email, on 28/02/24. It will also allow the proposals set out in the update to be discussed/agreed by the full Council.

### d. **Community Play Area** (led by Cllr Stevens)

The Headteacher at Slaley First School has requested that two pieces of play equipment, purchased by the Parish Council for the Community Play Area be removed from the school grounds due to inappropriate placement, or on health and safety grounds.

This agenda item provided Councillors with the opportunity to discuss this request. With two Councillors absent those present requested that this item be deferred to this meeting.

Related correspondence (via email) was circulated to Councillors on 07 and 09/02/24 – the subject line read ‘School play equipment’.

**e. *First Aid Course (item proposed by Cllr Douglas to be led by Cllr Stevens)***

At the Councils’ February (2024) meeting, Councillor Douglas proposed that a fee paying first aid course be run following the success of the course in January (2024). Councillors present at that meeting proposed instead that the Parish Council should run one fully subsidised First Aid Course each financial year for Parish residents, (until such time that they felt such training was no longer required) – although those attending would be invited to make a donation to the Council’s chosen charity, whilst those living outside the Parish would be asked to pay for their place on the course – with £50 being considered as the going rate at this time. It was noted that this proposal would allow the next course to be run as early as April 2024.

With the meeting not being quorate the proposal could not be ratified, hence it appearing at this meeting.

**f. *Parish Council Meetings – May 2024 (led by Cllr Stevens)***

Each May Parish Councillors find themselves involved in three meetings. They are the:

- Annual Parish Meeting
- The Parish Council Annual General Meeting
- The Parish Council’s scheduled May Meeting

This agenda item will seek to acquaint Councillors with each of the meetings and the actions each will need to take to facilitate their smooth running.

**g. *Annual Risk Assessment (led by Cllr Stevens)***

Presentation of the Councils risk assessment to Councillors and a discussion regarding the review process (which needs to be undertaken by the Councils’ April (2024) meeting).

**h. *Asset and Investment Register (led by Cllr Stevens)***

Discussion relating to the upkeep and management of these registers

i. **The Parish Council Gmail account** (led by Cllr Stevens)

The use of the Parish Council's Gmail account for communicating with third parties and between Councillors themselves is proving popular. A mechanism needs to be put in place to ensure the account is appropriately managed and regularly serviced. This agenda item will allow Councillors to shape the protocol of that mechanism.

## 9. Planning Applications

- a. **Proposal:** Dormer loft conversion with existing porch upgrade and new window.  
**Location:** Ladycross, Cottage Slaley Hexham Northumberland, NE47 0BY.  
**Applicant:** Ms Beverley Briggs.  
**Application No.:** 23/04320/FUL.  
**Status:** Northumberland County Council **GRANTED** permission (notification received via email dated 27/02/24).
- b. **Proposal:** Two storey rear extension, re-build of garage in new location, conversion and link to outbuilding.  
**Location:** Glencroft Lead Road Slaley Northumberland, NE47 0BN.  
**Applicant:** Mr Robert Thompson.  
**Application:** No. 23/03888/FUL.  
**Status:** The window for comment for this application was between 12/02/24 and 26/02/24. This fell outside the Parish Council's meeting cycle so the issue was dealt with via email by the Chairman and fellow Councillors. No objections were raised and the planning team at Northumberland County Council were advised of this on 26/02/24.

## 10. Finances (led by Cllr Taylor)

- a. Current account overview.
- b. Instant Online interest account.
- c. Financial Overview of Council funds.

## 11. Any Other Business/Urgent Matters

*Only items received by the Chair of the Parish Council at least 24 hours in advance of the meeting will be considered.*

None as of 4<sup>th</sup> March 2024.

## 12. Date of Next Meeting

Monday 8<sup>th</sup> April 2024.