

Slaley Parish Council

Minutes of the Monthly Meeting of Slaley Parish Council Held on Monday 13th May 2024 at 19.30 in Slaley Commemoration Hall

1. Present

Councillor Ian Stevens, Councillor Stella Douglas, Councillor Debra Taylor.

2. Apologies for Absence

Councillor Lynda Sale and County Councillor Colin Horncastle.

3. Public Participation

Mrs. A. Holmes (of Slaley Parish).

Mrs. Holmes, following upon her previous meeting with Councillors, in February 2024 (minuted item 3 of 12/02/24) advised that no repairs had been made to Coal Road and that the road surface was deteriorating. The Chair advised that the Parish Council were continuing to press County Council officials to progress the issue and would continue to do so.

Action – Councillor Stevens to revisit Coal Road, assess the state of the surface and press for a response from the County Council.

4. Short Address by County Councillor Colin Horncastle

None.

5. Declarations of Interest

Councillor Stevens in his capacity as a Governor at Slaley First School in relation to minuted item 11 c., removal of play equipment at the school.

6. Minutes of Meeting Held on Monday 8th April 2024

a. Approval of minutes

Councillor Douglas proposed the minutes as a true record and Councillor Taylor seconded them.

b. Review of actions

The actions log was appropriately reviewed and updated - see Appendix A.

c. Matters arising

None.

7. Correspondence of significant note

- a. **From: Mr. J. Storey** (Parish resident) – advised via two separate emails (23/04/24 and 07/05/24) that there had been sewerage discharges into Boghall Burn emanating from Slaley Hall. He advised that he had reported the issue to the Environment Agency and would keep the Parish Council advised of any response.
- b. **From: Northumberland County Council, Planning & Regeneration** – requested via email (dated 27/03/24) that Parish Councils review local planning application requirements. Having reviewed the consultation document Councillor Stevens advised responded that the Parish Council had no comments to make in relation to the documentation.
- c. **From: Alex Campbell, Northumberland County Council, Building Enforcement Officer** – advised that the Heritage Stone had been removed from Townfoot caravan park. She stated that because the Stone was not 'listed' she could not take enforcement action.
- d. **From: Mr. N. Morton** (Parish resident) – Concern expressed via email (dated 05/04/24) of the quality of pothole repairs in the Parish.

8. Approaches Made to Councillors directly

a. Correspondence

None.

b. Personal

- i. On 01/05/24 a resident of the Parish pointed out to Councillor Stevens that the grass outside 'South View' had not been cut, out with the current grass cutting contract. Councillor Stevens subsequently resolved the issue.
- ii. On 07/05/24 a resident of the Parish highlighted to Councillor Stevens the unsightly nature of the small tract of land between Slaley First School and 'Tree Tops'. Councillor Stevens advised that the Parish Council would undertake some remedial work there. Councillors agreed to financially contribute to the removal of any materials taken to Hexham Civic Amenity Centre.

Action – Councillor Stevens to progress remedial work on behalf of the Parish Council.

9. New Items

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

The actions log was appropriately reviewed and updated - see Appendix B.

b. **Recruiting a new Parish Clerk/RFO** (led by Cllr Stevens)

Councillor Stevens advised that the current applicant for the role had provided references and that he had taken these up. He also stated that he had checked the individual's right to work in the UK and that the documentation provided was appropriate. Subsequently, he had now offered the role to the individual concerned and a contract was in the process of being signed, with a start date of 20/05/24.

10. Planning Applications

- a. **Proposal:** Stone cladding to outer face of existing timber structure.
Location: Deneside, Wooley, Hexham, Northumberland, NE46 1TY.
Applicant: Ms Faith Chingono.
Application: 24/01061/FUL.
Status: The window for comment for this application was between 11/04/24 and 02/05/24. This fell outside the Parish Council's meeting cycle so the issue was dealt with via email by the Chair and fellow Councillors. **No objections** were raised and the planning team at Northumberland County Council were advised of this on 30/04/24.
- b. **Proposal:** Demolition of garage and construction of a two storey side Extension.
Location: Police House, Slaley, Northumberland, NE47 0BQ.
Applicant: Mr Colin Heslop.
Application: 24/01147/FUL.
Status: The window for comment for this application was between 16/04/24 and 07/05/24. This fell outside the Parish Council's meeting cycle so the issue was dealt with via email by the Chair and fellow Councillors. **No objections** were raised and the planning team at Northumberland County Council were advised of this on 30/04/24.
- c. **Proposal:** Change of use of land from agricultural to sewage treatment works, new vehicular access, installation of kiosk, fencing/gate, associated works and landscaping.
Location: Sewage Works Hexham Northumberland NE47 0BL.
Applicant: C/O Agent.
Application No.: 24/00791/FUL.
Status: **GRANTED** (07/05/24).

11. Finances (led by Cllr Taylor)

a. *Current account overview*

Appendix C, showing recent transactions relating to this account were discussed by Councillors. No issues were identified.

b. *Instant Online interest account*

Appendix C, showing recent transactions relating to this account were discussed by Councillors. No issues were identified.

c. *Financial Overview of Council funds, including spend against budget*

Councillor Taylor provided an overview of Appendix D. No issues were identified by Councillors.

12. Any Other Business/Urgent Matters

- a. **Imperator Developments** have submitted a Pre Planning Application for an affordable homes development in Slaley. Northumberland County Council Planning Team have requested that the Parish Council comment by 28/05/24.

Action – Councillor Stevens to respond to the request, expressing broad agreement with the concept of affordable housing without committing Parish Councillors to the scheme at this time.

- b. Councillor Stevens advised that the **insurance premium** for the Parish Council had been received from Hiscox, with the sum of £1003.91 being quoted (the 2023/24 figure was £980.58). Councillor Stevens was actioned to progress this quote on behalf of the Council. It was also agreed that the ‘Year Planner’ should be updated to review insurance requirements earlier in the year to allow alternative quotes to be sourced in 2025/26.

Action – Councillor Stevens to procure insurance for 2024/25 from Hiscox.

- c. **Slaley First School** had approached Councillor Stevens regarding the removal of some play equipment in their grounds and whether the Parish Council would contribute to any costs should a request be made. The mood of Councillors was that they potentially would.

Action – Councillor Stevens to feed back the mood of Councillors to the Head Teacher at Slaley First School.

- d. Councillor Stevens requested that a small amount of money (£10) be set aside to allow him to secure the lid of the **salt bin** in the village. Councillors agreed to this request.

Action – Councillor Stevens to secure the lid of the salt bin.

- e. Councillor Stevens advised Councillors that they had been approached by Slaley Women’s Institute to comment on proposed wording for the Community Notice Board (for which a £300 grant had been made in April 2024, minuted item 9 c ii. of 08/04/24) to recognise benefactors. Councillors suggested the following words, which closely aligned with those initially put forward by the Women’s Institute.

This community notice board is presented by Slaley Women's Institute to the Parish to commemorate their 100th birthday (2023), with the support and cooperation of the Community shop and Slaley Parish Council.

Action – Councillor Stevens to liaise with Slaley Women's Institute over the proposed wording.

13. Date of Next Meeting

Monday 10th June 2024 at Slaley Commemoration Hall.

The meeting closed at 8:33 pm

DRAFT

ACTIONS LOG FOR SLALEY PARISH COUNCIL MEETING OF 8TH APRIL 2024
(including items/resolutions agreed/approved)

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
1	4	County Councillor Horncastle to discuss the on-going deterioration of the roads in Slaley Parish (particularly Coal Road, the road through Slaley village and the road between Wooley Grange and West Woodford) with County Councillor Riddle.	CH	13/05/24	N
<i>Minuted item 6 c. i below, is a matter arising from the Parish Council meeting minutes of 08/004/24</i>					
2	6 c. i.	Written, formal thanks to be passed to Mrs. K. Stevens and Mrs. S. Richardson for their support in pruning the overgrown hedge at the Townhead/B6306 junction.	IS	31/04/24	Y
3	9 a.	Close action related to minuted item 7 c. of the Council's September 2023 meeting. Councillor Stevens to progress a new action to identify additional volunteers for the Northumbria Police Speed Watch initiative. Updated 13/05/24 - Request for volunteers will appear in the June edition of Slaley News.	IS	13/05/24	In hand
4	9 b.	Progress recruitment of new Parish Clerk/RFO.	IS	31/04/24	Y
5	9 c. i.	Advise the Secretary of Slaley Leek Club that the grant application was approved.	IS	31/04/24	Y
		Prepare approved funds for release.	DT	31/04/24	
6	9 c. ii	Advise Slaley Women's Institute of the conditions that will need to be met before their grant application is approved.	IS	31/04/24	Y
		Prepare funds for release, pending conditions (as above) being met.	DT	31/04/24	

APPENDIX A

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
7	9 d.	Uplift document control date for the Parish Council risk assessment to March 2024.	IS	31/04/24	Y
8	9 e.	Provide feedback re the request to facilitate a food hygiene course.	SD	31/04/24	Y
9	9 h.	Publicise May 2024 Parish and Parish Council and associated meeting dates.	IS	06/05/24	Y
10	9 i.	Provide feedback to Imperator Developments re the Councils position on proposed new affordable housing in Slaley village.	IS	31/04/24	Y
11	10 b.	Inform Northumberland County Council's Planning Team that Slaley Parish Council has no objection to proposal T/79/E/340 (Removal of Condition 2 (dwelling is required in the interest of agriculture) - Trygill Farm Cottage Slaley Hexham Northumberland NE47 0BY).	IS	16/04/24	Y
12	11	Written, formal thanks to be passed to Mrs. K. Stevens re her support in generating the year end accounts.	IS	16/04/24	Y
13	11	Submit VAT reclaim documentation to HMRC. Updated 13/05/24 – HMRC repaid £619.19.	DT	31/04/24	Y
14	11	Review Accounting Statement.	ALL	31/04/24	Y
15	11	Appoint an internal auditor for 2024/25. Updated 13/05/24 – Mrs. M. Weatherley the Parish Councils current internal auditor agreed to continue in this role in 2024/25 (on 09/05/24).	IS	13/05/24	Y

APPENDIX A

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
16	12	Establish if the reason for Councillor Storey's resignation from the Parish Council was a result of any issues he had with it. Updated 13/05/24 – No response forthcoming from Mr. Storey.	IS	13/05/24	CLOSED

Log Ref.	Mtg. type	Mtg date	Minute Ref.	Action	Owner	Due date
			9 g. From previous page	<p>Updated 11/12/23 – Progress being made. DT continues to pursue the issue.</p> <p>Updated 13/11/23 – Action has been taken but DT needs to encourage the local history group to progress this item further.</p>	CH	On going

SPC – Monthly Slaley Parish Council meeting

Slaley Parish Council Banking Transactions 8th April to 10th May 2024

CURRENT ACCOUNT	
<u>Outgoings</u>	
• North East Ambulance – first aid course	£683.00
• Cllr I Stevens – repair of Parish Council notice board	£124.90
• Slaley Commemoration Hall – Wi-fi/telephone line costs	£232.84
• NALC – membership	£187.32
• Hire of Commemoration Hall	£16.00
• Slaley Women’s Institute – grant	£300.00
• Slaley Leek Club – grant	£433.00
• Northumberland County Council – over payment refund	£311.47
• Internal transfer to the online interest account ¹	£5,000
• Slaley Show grant	£500.00
Total	£7,788.53
<u>Income</u>	
• HMRC – VAT rebate	£619.19
• Northumberland County Council – Precept	£6,700
• Internal transfer from the online interest account ²	£1,000
Total	£8,319.19
ACCOUNT BALANCE (as of 10/05/24) Total	£1,720.25

Continued over

INSTANT ONLINE INTEREST ACCOUNT**Income**

- | | |
|---|--------|
| • ¹ Internal transfer from current account | £5,000 |
| • Interest at 1.3% (added 09/04 & 09/05/24, total) | £34.95 |

Outgoings

- | | |
|---|--------|
| • ² Internal transfer to current account | £1,000 |
|---|--------|

Total	£6,034.95
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ACCOUNT BALANCE (as of 10/05/24) Total	£19,082.02
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Slaley Parish Council – Income and Expenditure to 10th May 2024

Income:

Precept - Part 1	£6,700.00
NCC Repayment for Inspections change error	£311.47
Interest from Savings Account	£15.47
HMRC - VAT rebate	£619.19
TOTAL	£7,646.13

Expenditure:

NALC Finance Course – IS	£30.00
Procut – Grass cutting	£882.00
Hextol - March edition	£54.75
Hextol - April edition	£54.75
TP Jones - Accountants	£103.00
Slaley Show - second grant	£500.00
Leek Club Grant	£433.00
WI Grant	£300.00
SCH Wifi etc*	£232.84
Notice Board Repair	£124.90
SCH - Room Hire	£16.00
NALC Subs	£187.32
First Aid Course	£683.00
TOTAL	£3,601.56

*SCH WiFi charges include three months Wi-Fi costs from January to end March 2024 (£118.90) and the changeover charge to include the digital phone facility (£113.94)