

**MATFEN PARISH COUNCIL**  
**Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 - Matfen**

**TO ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend an online meeting of Matfen Parish Council on 19 May 2020 at 7.00 pm, when the following items will be discussed:-

This will be the first electronic meeting so please bear with us if there are any technical issues. Parishioners are welcome to observe. Please email any questions to [matfenparishcouncil@gmail.com](mailto:matfenparishcouncil@gmail.com) before the meeting as there will be no public participation at this meeting.

Login – Please follow this link to join the meeting <https://us02web.zoom.us/j/83422122089>

Coronavirus Legislation has removed the need for the annual meetings to be held in 2020. The appointments made at the 2019 annual meeting continue until 2021.

## **AGENDA**

- 0520.01 To answer questions from residents, previously emailed
- 0520.02 To receive apologies for absence
- 0520.03 To receive Declarations of Interest
- 0520.04 County Councillor's Report
- 0520.05 To approve and sign the minutes of the meeting held on **28<sup>th</sup> January 2020**
- 0520.06 Actions taken following the meeting held on 28<sup>th</sup> January 2020
- 0520.07 Finance/Administration
  - a) Accounts for payment – to approve items of expenditure
  - b) Risk Assessment – To consider risks identified and actions
  - c) To review Standing Orders and agree addition of Appendix 1 re online meetings
- 0520.08 Annual Governance and Accountability Return for 2019/2020
  - a) To approve the Annual Governance Statement
  - b) To approve the draft annual accounts for 2019/2020
  - c) To accept and approve Bank Reconciliation for the period ended 31 March 2020
  - d) To approve the Accounting Statement and Explanation of Variances
  - e) To confirm and approve the Certification of Exemption
- 0520.09 Correspondence and information items
- 0520.10 Planning Applications
  - a) To receive decisions of submitted planning applications
  - b) To consider responses to planning application received
- 0520.11 Village Issues and Highways Matters
  - a) To receive reports of any village issues or highways matters from Councillors
  - b) To consider repairs to red telephone box
  - c) To receive update on consultation for proposed play area on the village green and agree next steps
- 0520.12 Any urgent business as allowed by the chairman [ For information only]
- 0520.13 Date and time of next meeting

Signed:



Clerk

Date: 12<sup>th</sup> May 2020

**As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted "online". Any members of the public who also wish to attend on this basis please follow the link at the top of the agenda or contact the Clerk so that arrangements may be made for them.**

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**Correspondence received since the January meeting**

<b>SENDER</b>	<b>MOST OF THESE HAVE ALREADY BEEN FORWARDED TO COUNCILLORS BY EMAIL</b>
Resident	Letter to PC following the last meeting
Resident	Email to PC following last meeting
Northumberland County Council	Notice of Public Spaces Protection Order for the control of dogs
Northumberland County Council	Public Spaces Protection Order for the consumption of alcohol in designated public spaces for Matfen
Northumberland County Council	Planning Services Business Continuity Plan – all applications to be consulted by email.
Northumberland County Council	Planning services continuity message
Northumberland County Council	Northumberland Community Links – Covid 19
Northumberland County Council	Neighbourhood Services Structure Update
Northumberland County Council	HWRCs reopening wef 04.05.20
<b>Information items</b>	
NALC	Weekly eNews
Clerks and Councils Direct	March 2020 – Issue 128
Community Action Northumberland	CAN eNews March 2020, April 2020 & May 2020
Northumberland County Council	Temporary Road Closures <ul style="list-style-type: none"> <li>• C340 Matfen Junction to Belsay Castle Junction</li> <li>• U9024 Hope Lane, U9022 Military Road Junction to Matfen Junction</li> <li>• C341 Fenwick to Stamfordham</li> </ul>
Resident	Email to PC in relation to PC's response to issues during Covid 19 lockdown

**Accounts for payment on 24<sup>th</sup> March 2020**

<b>Payee</b>	<b>Detail</b>	<b>Cheque Issued</b>	<b>VAT</b>	<b>Net of VAT</b>	<b>Cheque Number</b>
Northumbria Pest Control	Mole treatment	144.00	24.00	120.00	101110
Mrs A Senior	Clerical services	455.60		455.60	101111
H M Revenue and Customs	PAYE	113.80		113.80	101112
Mutts Butts	Dog bags dispenser refill	68.15	11.36	56.79	101113
Corbridge Parish Council	Photocopying for play area consultation	55.00		55.00	101114
Northumberland County Council	Annual Non Domestic Rates – Public Conveniences	329.34		329.34	101115
Mrs A Senior	Expenses – Postages/Travel/Stationery	268.14		268.14	101116
HM Revenue & Customs	PAYE – replacement cheque 101101	114.82		114.82	101117
HM Revenue & Customs	PAYE – replacement cheque 101100	114.61		114.61	101118
Ponteland Town Council	Contribution towards Bus Service No 74 (wef 1.04.20)	600.00		600.00	101119
<b>Income</b>					
HMRC VTR	VAT refund	663.95		663.95	24.02.20
Barclays Bank	Bank Account Interest	2.50		2.50	02.03.20

**Accounts for payment on 19<sup>th</sup> May 2020**

<b>Payee</b>	<b>Detail</b>	<b>Cheque Issued</b>	<b>VAT</b>	<b>Net of VAT</b>	<b>Cheque Number</b>
Mrs A Senior	Clerical services	455.60		455.60	101121
H M Revenue and Customs	PAYE	113.80		113.80	101122
Northumberland ALC	Subscription 2020	141.20		141.20	101123
Mrs A Senior	Expenses – postages/travel	84.71		84.71	101124
<b>Income</b>					
Northumberland CC	Play area grant – Pocket Park funding	10059.00		10059.00	26.03.20
Northumberland CC	Precept	5250.00		5250.00	08.04.20