

You are hereby summoned to a meeting of **Neasham Parish Council on Monday 2 October 2017 at 6:30 pm** in Neasham Reading Room to transact the business listed in the agenda below.

#### **AGENDA**

1. Chair's welcome and apologies for absence
2. Declarations of interest in items on the agenda
3. Introduction of Janette Rumney as new Councillor and the formal signing of the "Declaration of Acceptance of Office" form
4. Minutes of the last meeting
  - To approve the minutes of the Ordinary Meeting held on 4 September 2017 as previously circulated.
5. Progress Reports
  - 1688** Vehicle activated speed signs / defibrillator update on funding (Grant application)
  - 1734** Proposed register of volunteer tasks
6. PACT Report
7. Roads and footpaths
  - Speed limit signs - lack of visibility Sockburn Lane and Dibdale Road
  - Disrepair to Sockburn Lane
8. Environment Agency Matters
  - Update on work to river embankment, date for commencement, program etc
  - Report on meeting between A Caygill with Chair and Vice-Chair regarding EA proposals to increase levels of resilience in flood plains
9. Village green
  - Update on new bye-law signs, timber sign backboards and the pollarding of a large tree in the centre of the village
  - Additional tree works / pollarding ordered
10. Planning
  - Applications
    - 16/01236/CU Spa Wells – Change of Use of Agricultural Buildings to garage & workshop
  - Decisions
    - 17/00703 PLU 2a Dibdale Road – Refusal Certificate for development (information only)
  - Other Items
    - 16/01020/OUT New Lane – Feedback on proposed informal meeting with Nigel Swinbank
11. Risk Management
  - Revised Risk Management Policy and Procedures documents offered for approval
  - Revised Risk Management Inspection Report templates offered for approval
  - Annual Program of Inspection offered for approval
  - Implementation of Inspection Process, date for commencement, issue of documents etc

- Updated Letter of consent to third parties for use of village green for an event
- Inspection Report on Trees
- Quarterly Risk Management Report deferred

#### 12. Finance

- Quarterly Finance Report
- Letter from BDO (External Auditor) enclosing audit on annual return, confirming withdrawal of their intentions to charge NPC a fee and qualify their audit report. Also informing us that BDO will not be carrying out these audits in future
- HMRC PAYE second direct debit taken out of account by HMRC in error. NPC in credit
- Barclays mandate change completed. Online banking outstanding until 22/09/17 (after 3 further call to their business division and 2 further visits to branch). Currently view only.
- Payments this month:- Evergreen Services £200, Signs Express £117.59. CAME & Co £320.32.
- Approval request to pay:- 1) additional £100 to Evergreen for tree works (extra over the £300 already approved) 2) Quarterly Clerk salary £169.13 3) HMRC associated PAYE (offset against credit)
- Consideration to transferring funds from Barclays to NS&I

#### 13. Ward Councillor Matters

#### 14. Correspondence

- Included above

#### 15. Other village matters

- Presentation of Register of Trees
- Response to email from Paul Turton enquiring about memorial benches/trees
- Progress on issue of gate on bridleway from P Tiplady Farm through to Sockburn Lane
- Report on position regarding pumphouse
- Any other matters not requiring prior formal notification

#### 16. Date of next meeting –Monday 6<sup>th</sup> November 2017 at 6.30pm.

John Walker

Clerk to Neasham Parish Council

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Please note that members of the public wishing to speak on any matter during the meeting must give written notice to the Clerk or Chair at least 2 days prior to the meeting giving brief details. Members of the public may speak only at the invitation of the Chair.