BROOMHAUGH & RIDING PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the annual meeting of Broomhaugh & Riding Parish Council for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. This meeting will be conducted online.

Date of Meeting: Monday 10th May 2021
Time: 7.45 pm
(or on completion of the annual Parish Meeting whichever is the later)

Catherine Harrison
Parish Clerk
5th May 2021

LOGIN: To join please click on the following link:

https://us02web.zoom.us/j/84517299883?pwd=cmw1Y1VKKzFVR0NvM00waWIzQXQ4dz09

Meeting ID: 845 1729 9883 / Passcode: 916023

It is possible to join via phone – please use one of the following numbers and the meeting ID and passcode above:

0208 080 6592
0330 088 5830
0203 481 5237

To be sent the link to the meeting please contact the Clerk: ridingmillclerk@gmail.com / 682348

AGENDA

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1. **Councillors to sign Declaration of Acceptance of Office Forms**
   Please note: Councillors also need to return the two election expense forms to the Returning Officer despite there being no contested election. They will also need to return a new Declaration of Disclosable Pecuniary and Other Interest form. The Clerk will circulate the necessary forms and collate their return.

2. **Apologies for Absence**

3. **Election of Chair and Vice-Chair**
   Chair to sign Declaration of Acceptance of Office for the position.

4. **Declaration of Interests**
   To receive: disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

5 **Co-option to the Council**
   To consider: the co-option to the Council of Mr Stephen Lightley.

6. **Delegation of responsibilities**
   To review: councillors' responsibilities and reallocate as necessary.

7. **Standing Orders/Financial Regulations/Code of Conduct**

To receive: for review and re-adoption:

- Standing Orders (Paper A)
- Financial Regulations (Paper B)

To receive: for review and adoption:

- Code of Conduct (2020) issued by the Local Government Association (Paper C)

8. **Minutes**

To resolve: that the minutes of the Council meeting held on 8th March 2021 be signed as a correct record.

9. **Matters Arising**

To report: on matters arising from the previous Minutes excluding those included elsewhere on the agenda.

(i) *Minute 21/26 – Footpath 5.* Deferred to a future meeting – queries still outstanding.
(ii) *Minute 21/28 – Spinney Entrance.* Update from the Clerk plus consideration of any further work.
(iii) *Minute 21/29 – Review of Policy Documents – Business continuity plan.* Deferred to a future meeting
(iv) *Minute 21/32(ii) – Planters*. Update from the Clerk;
(v) *Minute 21/32(iii) – Survey of trees/ community tree planting*. Update from the Clerk;
(vi) *Minute 21/35 – Website*. To note: that changes have been made to the website and statistical information could now be obtained.

10. **County Councillor Report**

To consider: an update on matters of interest relating to the village.

11. **Finance**

a) *Annual Governance and Accountability Return for 2020/21*

(i) To note: that the Internal Auditor, Mrs Margaret Weatherley, has raised no issues of concern after auditing the accounts;
(ii) To approve: the Annual Governance Statement (Paper D(i))
(iii) To approve the draft annual accounts for 2020/21 (Paper D(ii))
(iv) To approve the Accounting Statement (Paper D(i)) and Explanation of Variances (Paper D(iii))
(v) To note: that the Notice of Appointment of Date for the Exercise of Electors' Rights will be displayed on the notice board from 6th June. The dates for inspection are from 7th June until 16th July.

b) *Monthly accounts*

To receive for approval:

(i) a summary of payments for authorisation and the bank reconciliation (Paper E(i));
(ii) an overall review of current budget spending (Paper E(ii))

c) *Annual grant to the VHT*

To approve: the annual grant to the Village Hall Trust.

d) *Insurance*

To note: insurance premium for 2021/22 is £1,639.95 (last year £1,593.64). NB. the PC signed up to a 3-year agreement through Came & Company – this is the 2nd year of the agreement.

12. **Neighbourhood Plan**

To receive: an update report from Cllrs. Howe and Irwin and to agree the terms of reference for the neighbourhood plan steering group (Paper F).

13. **Sports Club**

To receive: an update report from Cllr. Howe on the progress of building work and other matters including a new lease and, to consider the awarding of a yearly grant.

14. **Heritage Trail**

To receive: an update report and to approve the installation of the heritage trail information boards subject to planning approval, and to endorse the preferred supplier as recommended by the Heritage Group (Paper G).

15. **Mill Pond**

To receive: an update report of work completed to date and future plans.

16. **General Village Maintenance**

(i) Handyman. To note: the handyman's work in April and May;
(ii) Fence repairs, Broomhaugh to the Station (AD);
(iii) Lack of repairs to stiles (AD);
(iv) Any other issues.

17. **Planning**

(a) To note: the proposals to build 12 new homes on land adjacent to the Manor House. A planning application has yet to be made but an initial consultation exercise was held with nearby neighbours (http://hedleyplanning.co.uk/themanorhouse/).

(b) Planning applications
To report:

(i) that the following planning applications are under consideration by NCC:
- 20/00807/FUL – Land south of Tudor Mount. New dwelling – 3-bed detached bungalow. No objection but comments made;
- 21/01362/FUL – Land east of East Rigg, Long Rigg. New two-storey dwelling. No objection but comments made.

(ii) that the following planning applications have been approved by NCC:
- 20/00384/FUL – East Rigg, Long Rigg. 1st floor extension
- 21/00600/FUL – Wentworth Grange Nursing Home. Changes to kitchen and orangery.
- 21/00181/PRUTPO – Coniston, Sandy Bank. Tree work

(iii) That the following application has been refused by NCC:
- 20/02719/FUL – 51 Station Close. Single storey rear extension.

(iv) That the following application has been withdrawn:
- 20/03252/FUL – Beauclerc Lodge

18. **Climate Change**

To note: any matters of interest.

19. **Correspondence**

To consider: any correspondence issues not covered elsewhere on the agenda.

20. **Minor Matters**

(i) Invasive species in particular Himalayan Balsam

21: **Date of Future Meeting**

Monday 12th July

Correspondence:
None