**Woolsington Parish Council**

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| **Chairperson of the Council: George Pattison** | **39 Wellburn Road** |
| **Clerk to the Council: Andrew Richardson** | **Washington** |
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**Minutes of Electronic meeting of Woolsington Parish Council**

**held via Zoom on Wednesday 8th July 2020**

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| Present: | Councillor G. Pattison (Chair) |
|  | Councillors L. Kennedy, J. Littleton, S. Pattison, J. Robinson, A. Thomas, L. Wright |

In attendance: A. Richardson – Clerk

I. Humphries – Previous Clerk

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| **82.**  **83.**  **84.**  **85.**  **86.**  **87.**  **88.**  **89.**  **90.**  **91.**  **92.**  **93.** | **Apologies for absence**  Apologies for absence were received from Cllrs J. Couchman, B. Hunter, L. McGuinness and G. Pendleton. Non-attendance and no apologies received from Cllr J. Sabarre.    **Declarations of Interests**  Cllr Thomas declared an interest in Item 5 – Book Grant  Cllr Robinson also declared an interest in Item 5 – Book Grant as a School Governor.  **Minutes of Previous Meeting**  The minutes of the meeting of the Parish Council held on 10 June 2020 were agreed as a true record and signed by the Chair.  **Matters Arising from the Previous Minutes**  Item 68: Cllr Littleton provided an update regarding the fairly positive response received from Newcastle City Council Highways section, whilst they agreed to repair the damage to the crocus carpet, the same commitment hadn’t stretched to the trees, a follow up letter has been sent by WPC.  Cllr Littleton also provided feedback on the response received from Newcastle Airport regarding the planned Drive-In Cinema, where all of WPC concerns had been addressed, however since heard that the location has been moved to the Newcastle Falcons ground in Kingston Park.  **Grant Applications**  Cllr Thomas provided background to the grant application from Simonside Primary School for £1000 to purchase new, recently published books to start pupils on their reading journey, and hopefully inspire them to continue reading.  Cllr Littleton inquired if it was for any particular books, Cllr Thomas confirmed it wasn’t, and that the school had also requested funding of £10,000 from the Foyle Library Fund, and any other forms of grants that would raise money for enough books to be distributed into the Library and Classrooms.  The Clerk advised that the Parish Council should consider having a formal grant application form and suggested he could develop one, and could work with Simonside Primary School to complete the form.  Cllr S. Pattison agreed that the form should be developed, however in this instance the grant should be considered as the application had been ongoing for quite a while. Cllr Kennedy seconded this.  The members voted in favour to grant the application.  Cllr Littleton suggested that receipts could be provided to WPC, Cllr Thomas confirmed this.  The Clerk undertook to develop a grant application form and circulate to members for approval once completed.  **Woolsington Parish Area Biodiversity Plan**  Cllr Littleton advised that the BioDiversity project has been affected by Covid, never the less progress has still been made.  All the birdboxes are now installed.  A letter of thanks had been received from Cheviot Primary School for the birdboxes and seedlings for their new edible garden project and developing their forest school area, Cllr Littleton stated how impressed he had been by the school’s attitude towards BioDiversity.  Bankfoot Project has been delayed through Covid, and all involved not keen to progress as yet, therefore the target has been missed.  The Bedeburn Project is awaiting a representative from the Grounds Maintenance team to attend site and provide advice on options, cost, etc., however optimistic that the target will be met this year.  Etal Lane barrels have been ordered and paid for, the stock will be arriving in September.  Newbiggin Hall Sovereign Lodge completed, pleased with results.  Cllr Littleton asked if fellow members had any information regarding the planting of some trees outside Sovereign Lodge which hadn’t taken place yet.  Cllr S. Pattison provided an update, the area is prepared and ready for the planting of some silver birch trees, however the delay is due to Covid, Cllr G. Pattison also confirmed this. Cllr S. Pattison undertook to follow this up.  Woolsington Wildflowers are 50% completed, and Callerton trees will be done in October.  Cllr Littleton advised that whilst the project is going well, there could be a potential underspend of £1000 of the allocated budget because of delays.  **Planning Matters**  The Clerk discussed the consultation process, and shared previous procedures to which he suggested requires amending.  Cllr S Pattison described what the process was previously. The Clerk undertook to update the procedures and circulate to members for approval once completed.  **Neighbourhood Plan**  The Clerk advised the members that he had been trying to contact Cllr Sabarre to get an update to how far the Plan had progressed, and with a view to taking this forward.  Cllr Littleton highlighted a concern over timescales, and requested an intervention from the Chair.  Cllr G Pattison and the Clerk undertook to contact Cllr Sabarre.  **Risk Assessment**  The Clerk updated the members with regards to the work he was doing on the risk assessment document. One of the items on it was noticeboards and asked if members knew exactly how many there were within the Parish and who’s responsibility they were. Following a discussion, the Clerk undertook to contact Newcastle City Council for information.  On completion of the document, it will be circulated to members.  **Police Update**  The Clerk asked members if they could advise who would be the community officer for Woolsington Parish, as going forward would like to invite Police involvement into future meetings. Cllr G Pattison and Cllr S. Pattison advised that there wasn’t just one officer for the Parish, however suggested Ashley Palmer would be a first point of contact, Cllr G Pattison undertook to provide the clerk with contact details.  **Financial Matters / Accounts for Payment**  Ian Humphries attended the meeting to provide an update to Members with regard to the 2019/20 Annual accounts.  **92a.** The members approved the Annual Governance Statement, and  **92b**. The member approved the Financial Statement.  Ian Humphries undertook to submit to the external auditors.  Ian Humphries also advised that he would inquire if the CIL funding could be spent on Biodiversity.  Approval was given to the following payments, itemised in the Report of the Clerk circulated with the papers for the meeting –   |  |  |  | | --- | --- | --- | |  |  |  | | Clerk Salary | June/July | £ 687.69 | | HMRC | June/July | £ 172.00 | |  | | |   The Clerk advised the members that the banking was now online and going forward would require two authorisers for payments, however would be beneficial to have four or more members given access in case of holidays, sickness, etc.  Cllr G Pattison, S Pattison, J Robinson, L Wright and L Kennedy to be set up as authorisers.  The Clerk also updated the members that the Parish Council held two bank accounts, both in a healthy position and that statements were available at any time.  Cllr Kennedy suggested that a newsletter should be distributed once the new website was up and running to promote who the Parish Council were and available for grant funding.  Cllr Kennedy also suggested that once things get back to some sort of a normality, a tour of the Parish should be held for the Clerk and an any new members.  **Date of next meeting**  The next meeting was scheduled for 9th September at 6.30pm online via Zoom.    Chairman …………………….  Date ………… |