

EGLINGHAM PARISH COUNCIL

Clerk: Sarah Trushell, 19 Portal Place, Alnwick, NE66 3JN

Email: eglinghamclerk@gmail.com Tel: 07455 004164

MINUTES OF PARISH COUNCIL ORDINARY MEETING

Minutes of the Meeting of Eglingham Parish Council held at 7:00pm on Wednesday 10th January 2024 at Eglingham Village Hall.

Present: Cllrs Jane Hamilton (Chair), Clair Leishman, Judith Scott, June Lawson

In attendance: Sarah Trushell (Clerk)

The meeting opened at 7:00pm.

- 1/24 Apologies for absence:** Joanne Angus, Alyson McGarrigle
- 2/24 Declaration of interests:** 10/24 (f) Cllr Leishman
- 3/24 Public Participation Time:** No members of the public attended the meeting.
- 4/24 Confirmation of minutes of last meeting (29th November 2023)** It was RESOLVED that the minutes of the meeting held on 29th November be AGREED and accepted as a true record of the meeting.
- 5/24 County Councillor Report**
This was distributed to all Cllrs and has been uploaded to the PC website.
- 6/24 Suggestion Boxes:**
A suggestion was received from the South Charlton box regarding the notice boards in the parish. The Council NOTED the letter with thanks, the Clerk will investigate costings for new boards and this will be added as an agenda item at the next meeting.
- 7/24 Matters arising from minutes of last meeting (unless a separate agenda item)**
a) Communication Policy – amendments to this were APPROVED and it was RESOLVED to adopt this policy.
- 8/24 Draft Policies for Approval**
The Clerk distributed the draft Standing Orders and Vexatious Communication policies. There were APPROVED by the Parish Council, and it was RESOLVED to adopt these.

A new process for the Suggestion Boxes was AGREED as follows:

That all suggestions are to be placed in an envelope before posting into the boxes. The boxes will be emptied a week prior to the meeting; Councillor Leishman to empty Eglingham, Cllr Hamilton - South Charlton and Cllrs McGarrigle / Hamilton - North Charlton. Cllr Leishman to deliver the envelopes to the Clerk, unopened, before the next meeting.

The Clerk will circulate suggestions (as appropriate) with the meeting pack for discussion.

A reminder of when the boxes will be emptied will be publicised through the residents@ email.

9/24 Neighbourhood Plan

The Working Group are awaiting the Habitat Assessment from Natural England.

10/24 Community Matters

- a) Coronation Tree – Cllr Scott will contact the ECA
- b) Dog Fouling on the Community Field – an update will be given at the next meeting
- c) Street Lighting – it was confirmed that the streetlights are not obscured by trees / branches so no further action is needed.
- d) Allotments – it was RESOLVED that the PC would pay the rent. As this is a community allotment with no charge it will be appropriate to look at grants in the future.
- e) Trees / Branches
Cllr Scott has spoken with Rock Haulage and will contact Highways.
- f) North Charlton Footpath / Bus Stop
The ECA has written to the PC regarding the bus stop.
the Clerk will contact National Highways and request they investigate.
The Clerk will also assist in confirming ownership of the bus stop
- g) Speed Sign – the post has now been moved and we are awaiting installation of the sign.
- h) Building Disruption – JH met with the developers and they have confirmed they will be reinstating the verges.

11/24 24/25 Budget

The budget was discussed and it was RESOLVED to APPROVE to figures set. A copy of the budget is attached to the minutes on the PC website. The precept has been set at £7270

12/24 Grants

- a) Appointment of PC Representative – due to Cllr absences, this will be confirmed at the next meeting
- b) VAT process - the Clerk is awaiting a call with GrantScape to confirm a mutually agreeable process.
- c) Training Fund – JH will apply to Grantscape for a Cllr training fund
- d) Proposed Grants / Current Grant Updates – Matt Young of Grantscape will be available prior to the meeting on the 26th of February to discuss the grant process.

Local History Project – This project is now complete, there has been an underspend and this will be returned to GrantScape.

13/24 Financial Matters:

a) Account balances

- i) £20,179.28 (as at 10/01/24)
- ii) £2,738.64 (as at 10/01/24)

b) Spent and received since last meeting:

The PC's cashbook was available at the meeting.

c) Payments to approve

- i) Clerk Wages (Redacted)
- ii) Clerk PAYE (Redacted)
- iii) Clerk Travel & Expenses **£38.33**
- iv) Allotments Rent **£70**

Payments relating to grants received:

- v) LHP Image Permissions **£40**
- vi) Speed Sign Installation **£550**
- vii) LHP Underspend (returned to grant fund) **£302**

It was RESOLVED that the above payments be APPROVED

14/24 Clerk / Chair Updates

the Clerk is now using the new accounts software trial alongside the current cashbook system, and it looks to be working well.

15/24 AOB (for information only) & Agenda Items for Next Meeting.

CLr Roles and Responsibilities

Time, Date and Venue of next meeting

7:00pm 22nd February 2024 South Charlton Village Hall

Future Meeting Dates

20th March 2024 Eglington Village Hall

17th April 2024 South Charlton Village Hall

15th May 2024 Eglington Village Hall

19th June 2024 South Charlton Village Hall

The meeting closed at 8:57pm

Eglingham Parish Council

Budget Planning

24/25 Budget

Other Payments

Miscellaneous Payments	£100.00
Clerk Wages EPC	Redacted
Clerk Mileage - EPC	£100.00
Clerk WFH Allowance	£320.00
Clerk Expenses	£50.00
Chairman / Cllr Expenses	£75.00
Donations Distributed	£50.00
Training	£50.00
Subscriptions	£215.00
Accounting	£510.00
Assets	£0.00
Election Expenses	£1,000.00
Insurance	£600.00
IT	£300.00
Village Maintenance	£1,300.00
Meetings	£0.00