

# NEWBALD PARISH COUNCIL

## MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD ON 6 JULY 2020 AT 7.30PM IN NEWBALD VILLAGE HALL CAR PARK AND ONLINE

**Present:** **Outside Newbald Village Hall** - B. O'Sullivan (Acting Chairman), S. Dongray-Burke,  
S. Milner, E. Openshaw, B. Smith, D. Stewart.

**Online** – Cllrs. M. Bushby, J. Howard, G. Lewis,

**In attendance:** Suzanne Smith (online), ERYC Ward Councillor Kevin Beaumont (online).

### 1. PUBLIC FORUM

Members discussed the application for a pig farm down Cliffe Road with County Cllr. Kevin Beaumont. He asked to be kept in the loop with regards the application and confirmed that it would definitely go before the Planning Committee. He also said that, following a site visit, he did not personally feel that the site was suitable for such a development and would support the Parish Council in its opposition to it.

Various local landowners with land very close by had been informed about the proposed development so they could respond in their own right.

### 2. APOLOGIES FOR ABSENCE

Councillors G. Steward and J. Barrett – shielding.

### 3. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT

**3.1. Declarations of Interest** - None

**3.2. Dispensations** – None

### 4. APPROVAL OF MINUTES

**Resolved:** that the minutes of the meeting held on Monday 2 March 2020 and the extraordinary meeting held on 23 March 2020 are signed as a correct record.

### 5. FINANCE

#### 5.1. Internal Financial Controls

**Resolved:** that having reviewed them throughout the year, that NPC can confirm the effectiveness of NPC's internal financial controls.

#### 5.2. Internal Auditor's Report

**Resolved:** that Members of NPC have received the Internal Auditor's report for the 2019-20 financial year and that action has been taken to address the minor issues raised. (These were an input tax error of £8.93 (corrected) and the fact that the Clerk was only being paid £3 work from home expenses rather than the standard rate of £4 (through choice). The Clerk had also provided the Internal Auditor with confirmation that adequate insurance was in place in respect of reviews carried out in July 2019.)

### **5.3. Governance Statement 2019-2020**

Having kept the Governance Statement and financial controls continually under review, it was:

**Resolved:** that Newbald Parish Council states yes to all assertions that form part of the Annual Governance Statement 2018/19 and that this is duly approved and signed for submission to external audit.

### **5.4. 2019-20 Accounting Statements and Supporting Documents**

The Clerk tabled the bank reconciliation, variances and Receipts & Payments account.

**Resolved:** that the supporting documents are approved for submission for external audit.

### **5.5. 2019-20 Asset Register**

The Clerk tabled the updated 2019-20 Asset Register.

**Resolved: that the Asset Register is approved.**

### **5.6. Approval of Accounting Statements which form part of the Annual Return 2019-20**

The Clerk tabled the Accounting Statements within the Annual Return which had already been signed by the Responsible Financial Officer and checked by the Internal Auditor.

**Resolved:**

- i. that the Accounting Statements are approved.
- ii. the Accounting Statements and Annual Return for 2019-20 are signed by the Chairman and submitted for external audit.

### **5.7. Appointment of Internal Auditor for 2020-21**

**Resolved:** that Alan Johnson is appointed as Internal Auditor for the year 2019-2020.

### **5.8. Financial Report**

The Clerk tabled a financial report and bank reconciliation for the first quarter of 2020-2021.

**Resolved:** that the report is approved. See Appendix 1.

### 5.9. Payments

The following payments made under delegated authority since the last ordinary Council meeting on March 2<sup>nd</sup> 2020 were noted:

<u>Date</u>	<u>Payment</u>	<u>Payee</u>	<u>Reason</u>	<u>Payment Type</u>	<u>Repeated?</u>	<u>When?</u>
09/03/2020	£30.00	Miss M. Oxtoby	Payment for delivery of March 2020 newsletter	Int. Payment	No	
09/03/2020	£20.00	EY & NL SLCC	Payment for training day in March	Int. Payment	No	
16/03/2020	£450.00	NPFA	50% of Contribution towards grass cutting	Int. Payment	No	
19/03/2020	£53.60	Solopress	Printing of special Coronavirus newsletter	Pocket Card	No	
29/03/2020	£5.00	Campaign Monitor	Create/Send Emails	Pocket Card	Yes	Monthly on 29th
31/03/2020	£243.07	HMRC Cumbernauld	Tax and National Insurance	Int. Payment	No	
31/03/2020	£386.73	ER Pension Fund	Pension contributions	Int. Payment	No	
31/03/2020	£1,198.91	Suzanne Smith	Clerk Salary	Int. Payment	No	
31/03/2020	£58.69	Suzanne Smith	Clerk Expenses	Int. Payment	No	
02/04/2020	£449.14	Shed Grounds Maintenance	Grass Cutting	Int. Payment	Yes	04/05/2020, 08/06/20
02/04/2020	£150.00	N D Reed Contracting	Removal of collapsed tree in Churchyard	Int. Payment	No	
02/04/2020	£3.38	Amazon	Lever arch file	Pocket Card	No	
04/04/2020	£71.94	JRB Enterprise Ltd	Dog bag dispenser refills	Pocket Card	No	
04/04/2020	£54.99	Cartridge People	Cartridges for printer	Pocket Card	No	
06/04/2020	£186.00	The Cumbria Clock Co	Service of the Church clock	Int. Payment	No	
21/04/2020	£53.60	Solopress	Creation of newsletter	Pocket Card	No	
27/04/2020	£30.00	Miss M. Oxtoby	Delivery of Coronavirus newsletter	Int. Payment	No	
27/04/2020	£1,207.87	Suzanne Smith	Clerk Salary	Int. Payment	No	

27/04/2020	£285.00	Alan Johnson	Internal audit	Int. Payment	No	
27/04/2020	£144.88	ERYC	Cemetery rates	Int. Payment	No	
30/04/2020	£358.19	ER Pension Fund	Pension contributions	Int. Payment	Yes	18/05/2020, 30/06/20
30/04/2020	£232.31	HMRC Cumbernauld	Tax and National Insurance	Int. Payment	No	
18/05/2020	£536.43	ERNLLCA	Professional Membership Fees	Int. Payment	No	
29/05/2020	£1,207.67	Suzanne Smith	Clerk Salary	Int. Payment	Yes	30/06/2020
29/05/2020	£102.80	Suzanne Smith	Clerk Expenses	Int. Payment	No	
29/05/2020	£232.51	HMRC Cumbernauld	Tax and National Insurance	Int. Payment	Yes	30/06/2020
08/06/2020	£148.80	Rialtas Business Services	Annual Fee for Accounting software	Int. Payment	No	
08/06/2020	£1,078.80	Aubergine	Creation of new website and annual hosting fees	Int. Payment	No	
08/06/2020	£622.79	ERYC	Contribution to 2019 Election fees	Int. Payment	No	
15/06/2020	£3,980.00	Newbald Primary School	Sober Grant for digital display boards	Int. Payment	No	
15/06/2020	£4,151.70	Newbald Village Hall	Sober Grant for car park lighting	Int. Payment	No	
22/06/2020	£4,267.17	NPFA	Sober grant for new fencing	Int. Payment	No	

## 6. DECISIONS TAKEN SINCE THE CORONAVIRUS LOCKDOWN

**Resolved:** that the following decisions made under delegated authority, in consultation with the whole Council, are ratified:

Broadband	Following KCOM's commitment to speed up their supply of superfast broadband to the excluded roads if demand was proven, NPC approved the delivery of a circular to the residents on those roads to make them aware of the opportunity and enable them to express interest to KCOM.
Energy	After discussions with Newbald resident and green energy expert Ben George, and having taken steps to confirm the proposal offered value for money, a decision was taken to submit a grant application to Tees Valley LEP for a feasibility study to determine whether it is viable to establish a Community Renewable Energy Scheme in Newbald.
Energy	NPC made the decision to formally accept the subsequent grant offered by Tees

	Valley LEP for a feasibility study and to employ Newbald resident Ben George and his company BACB Renewables to carry out the feasibility study. The Clerk will complete any documentation required by Tees Valley Combined Authority and/or RCEF.
Fundraiser	Decision to set up a Community Fundraiser for NHS Healthstars.
Planning	Objection - 20/01149/PLF - Erection of 2 livestock buildings- Land West Of Moor Farm Cliffe Road.
Planning	No observations - 20/01789/TCA - Crown reduce 5 no. Silver Birch trees by 4 metres - Jubilee Farm Burgate.
Planning	Objection - 20/01245/PLF - Erection of a detached dwelling to South of Holmlea with associated access and works.
Planning	Concerns expressed about 20/01464/TPO - fell 1 no. Beech tree due to nuts from the tree causing an allergic reaction and posing significant health risks to child - 3 Westcroft.
Planning	No observations - 20/01238/PLF - Alterations, refurbishment and extensions including: erection of a single storey extension to West side following part demolition of existing single storey extension; erection of a two storey extension to East side; installation of replacement doors and windows; installation of a roof light on West side; installation of glazed sliding door to utility building; and replacement steps and paving following removal of existing courtyard steps - Mires Farmhouse The Mires.
Planning	No observations - 20/01061/PLF - Erection of a single storey extension to the rear - 15 South Newbald Road.
Planning	No observations - 20/00480/PLF - Erection of a single storey extension to rear - Flaxfield, Trundlegate.
Trees	Decision to submit an application to ERYC for a grant for more native trees in the village – preferred locations were confirmed as the Mires, Trundlegate, Cemetery (back left), Becksies (if YWT would like this), and Cliffe Road (both sides about 6). Members would prefer larger trees and could ask N D Reed contracting to dig the holes.
Trees	Decision to remove dangerous tree in St. Nicholas' Churchyard.
Website	Decision to contract Aubergine to supply a WCAG compliant website (as required by law).
Website	Decision to purchase the domain <a href="http://www.newbaldparishcouncil.gov.uk">www.newbaldparishcouncil.gov.uk</a> .
Website	Because of the need for WCAG compliance, decision to discontinue our agreement with the Village Hall which allowed them to use our website. They will now take over <a href="http://www.newbald.com">www.newbald.com</a> .
VE Day	Decision to promote VE Day by means of a door-to-door newsletter/leaflet.
Wind Farm	Sober Hill Wind Farm Community Benefit Fund Grants Awarded totalling £16,267.87. See overleaf for details.

**6. SOBER HILL WIND FARM COMMUNITY BENEFIT FUND DECISIONS**

<b>Applicant</b>	<b>Project</b>	<b>Amount requested</b>	<b>Total Project Cost</b>	<b>Granted</b>
Newbald Primary School	Multi Use Games Area Target Boards	£5,475.00	£33,419.00	£3,980.00
Newbald Village Hall	Car park lighting	£3,736.70	£4,151.70	£3,736.70
St. Nicholas' Church	Stonework restoration	£23,700.00	£28,700.00	£2,304.00
NYPP	Building Repairs & Maintenance	£4,282.56	£58,015.57	£1,980.00
NPFA	Playground Fence	£10,805.91	£13,305.91	£4,267.17
	<b>TOTAL</b>	<b>£48,000.17</b>		<b>£16,267.87</b>

7. Members agreed that NPC would try to hold a more normal meeting on Monday 17th August, assuming that the coronavirus restrictions allowed.

**Meeting finished at 8.00pm.**

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RECEIPTS</b>						
<b>Income</b>						
Precept	24,323	48,647	24,324			50.0%
Cemetery Income	1,785	0	(1,785)			0.0%
<b>Subtotal</b>	<b>26,108</b>	<b>48,647</b>	<b>22,539</b>	<b>0</b>	<b>0</b>	<b>53.7%</b>
<b>Sober Hill Wind Farm</b>						
Sober Hill Wind Farm Income	14	0	(14)			0.0%
<b>Subtotal</b>	<b>14</b>	<b>0</b>	<b>(14)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>VAT Data</b>						
VAT on Receipts	3,008	0	(3,008)			0.0%
<b>Subtotal</b>	<b>3,008</b>	<b>0</b>	<b>(3,008)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL RECEIPTS</b>	<b>29,131</b>	<b>48,647</b>	<b>19,516</b>	<b>0</b>	<b>0</b>	<b>59.9%</b>
<b>PAYMENTS</b>						
<b>Sober Hill Wind Farm</b>						
Wind Farm Grant - NPFA	4,267	0	(4,267)		(4,267)	0.0%
Wind Farm Grant - Village Hall	4,152	0	(4,152)		(4,152)	0.0%
Wind Farm Grant - Other	3,980	0	(3,980)		(3,980)	0.0%
Bank Charges	18	0	(18)		(18)	0.0%
<b>Subtotal</b>	<b>12,417</b>	<b>0</b>	<b>(12,417)</b>	<b>0</b>	<b>(12,417)</b>	<b>0.0%</b>
<b>Administration</b>						
Clerk	3,623	14,928	11,305		11,305	24.3%
HMRC Tax/NI	697	3,175	2,478		2,478	22.0%
Pension Cost	1,075	4,873	3,798		3,798	22.1%
Administration Expenses	0	50	50		50	0.0%
Training Expenses	0	200	200		200	0.0%
Staff Expenses	26	156	130		130	16.7%
Mileage Costs	38	50	12		12	75.5%
Broadband/Telephone	28	168	141		141	16.5%
IT & Software	1,069	968	(101)		(101)	110.4%
Defibrillator Costs	0	247	247		247	0.0%
Election Expenses	623	0	(623)		(623)	0.0%
Dog waste costs	60	124	64		64	48.5%
Community Engagement Fees	15	77	62		62	19.4%
Audit Fees	285	592	307		307	48.1%
Room Hire	0	192	192		192	0.0%
Newsletter & Associated Costs	84	398	314		314	21.0%
Postage & Stationery	6	50	44		44	12.7%
SLCC/ERNLLCA	536	708	171		171	75.8%
Grants and Donations	0	5,000	5,000		5,000	0.0%
Contingency Fund	0	3,000	3,000		3,000	0.0%
Bank Charges	21	144	123		123	14.6%
<b>Subtotal</b>	<b>8,186</b>	<b>35,100</b>	<b>26,914</b>	<b>0</b>	<b>26,914</b>	<b>23.3%</b>
<b>Council Activity</b>						
Christmas Tree & Lights	0	391	391		391	0.0%

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**APPENDIX 1 – Financial Report – First Quarter of 2020/21 Financial Year**

Date 01/07/2020

Newbald Parish Council Current Year

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Time 14:54

Council Detail Report 30/06/2020

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Maintenance	0	1,768	1,768		1,768	0.0%
Clock	155	164	9		9	94.3%
Street Lighting	0	1,743	1,743		1,743	0.0%
Capital Acquisitions	0	1,000	1,000		1,000	0.0%
<b>Subtotal</b>	<b>155</b>	<b>5,067</b>	<b>4,912</b>	<b>0</b>	<b>4,912</b>	<b>3.1%</b>
<b>Cemetery</b>						
Council tax/Utilities	145	159	14		14	91.0%
Maintenance	0	3,900	3,900		3,900	0.0%
Cemetery Development	0	500	500		500	0.0%
Grass Cutting	561	2,246	1,684		1,684	25.0%
<b>Subtotal</b>	<b>706</b>	<b>6,805</b>	<b>6,099</b>	<b>0</b>	<b>6,099</b>	<b>10.4%</b>
<b>Churchyard</b>						
Maintenance	150	3,000	2,850		2,850	5.0%
Grass Cutting	561	2,246	1,684		1,684	25.0%
<b>Subtotal</b>	<b>711</b>	<b>5,246</b>	<b>4,534</b>	<b>0</b>	<b>4,534</b>	<b>13.6%</b>
<b>VAT Data</b>						
VAT on Payments	490	0	(490)		(490)	0.0%
<b>Subtotal</b>	<b>490</b>	<b>0</b>	<b>(490)</b>	<b>0</b>	<b>(490)</b>	<b>0.0%</b>
<b>TOTAL PAYMENTS</b>	<b>22,665</b>	<b>52,218</b>	<b>29,553</b>	<b>0</b>	<b>29,553</b>	<b>43.4%</b>
<b>Total Receipts</b>	<b>29,131</b>	<b>48,647</b>	<b>19,516</b>			<b>59.9%</b>
<b>Total Payments</b>	<b>22,665</b>	<b>52,218</b>	<b>29,553</b>	<b>0</b>	<b>29,553</b>	<b>43.4%</b>
<b>Net Receipts over Payments</b>	<b>6,466</b>	<b>(3,571)</b>	<b>(10,037)</b>			
plus Transfer from EMR	12,417					
less Transfer to EMR	14					
<b>Movement to/(from) Gen Reserve</b>	<b>18,869</b>	<b>(3,571)</b>	<b>(22,440)</b>			

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**Newbald Parish Council Current Year**
**Bank - Cash and Investment Reconciliation as at 30 June 2020**


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**Confirmed Bank & Investment Balances**
Bank Statement Balances

31/03/2020	Current Bank Account	55,043.64	
31/03/2018	HSBC Current Account	0.00	
31/03/2018	HSBC Deposit Account	0.00	
01/07/2020	Wind Farm Current Account	64.47	
01/07/2020	Wind Farm Deposit Account	3,696.37	
30/06/2020	Pockit Card	431.62	
			<b>59,236.10</b>

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**59,236.10**

All Cash & Bank Accounts

1	NPC Unity Current Bank A/c	55,043.64
2	NPC HSBC Current A/c	0.00
3	NPC HSBC Deposit A/c	0.00
4	Wind Farm Current A/c	64.47
5	Wind Farm Deposit A/c	3,696.37
6	Pockit Card	431.62
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>59,236.10</b>