

## Minutes of a Meeting of Carham Parish Council held in Carham Church on

Tuesday 10 May 2016

- 846 Present:** Councillors Mrs A Lauder (Chair), Mr B Woodcock, Mr W Potts, Mr D Critchlow, Mr R Brydon, Ms V Poland, Mrs A Changleng (Clerk), Councillor Anthony Murray and PC D Perry in attendance.
- 847 Apologies:** Councillor Mrs J Thomas
- 848 Chair's Welcome:** Ms Victoria Poland has been co-opted onto Carham Parish Council and was welcomed by all present. Two members of the public were in attendance. PC Perry reported no incidents in the parish but again reminded residents to be vigilant about cold callers and to report anything suspicious to the police.
- 849 Declarations of Interest:** None
- 850 Minutes** of the meeting on 8 March were approved and signed.
- 851 Matters Arising:** Approved changes re Northumberland Fire and Rescue Service Consultation have been circulated to Councillors.
- 852 Correspondence:**
- Area Committee North – Monday 14 March at Berwick – *attended by Councillors*
  - Parish & Town Council Planning Training 21 April at Berwick – *circulated*
  - Notice of Election for Police Commissioners – *published on notice board and website*
  - Locality Development Team – ceased 31 March – *circulated*  
Councillors expressed disappointment as the Locality Team has been a good source of support and guidance.
  - Joint Area Committee and Parish/Town Council Meeting (9 May, Alnwick)
  - Masonry Arch Refurbishment Programme – delay at Lamb Knowe *circulated*
  - Letter from MP re Battle of the Somme Commemoration on 1 July  
The Government is supporting the conservation, repair and protection of war memorials and a grant is available from the War Memorials Trust if our War Memorial is in need of repair. Councillors decided it was not necessary at this time.
  - Neighbourhood Services – provision of dog waste/litter bin  
A site visit to discuss the cost of the bin and the best place to put it was arranged. It was decided to purchase the bin from NCC (no more expensive than Broxap) and gained permission to site it at Wark Farm Office on the Public Right of Way for easy access to uplift. Wark Farm has kindly agreed to donate the cost of the logo (Carham Parish Council) to be put on the bin. Councillor Murray will also see if he can help out with the cost.
- 853 Public Rights of Way: Wildlife and Countryside Act 1981**  
Definitive Map and Modification Order (No 3) 2016 Byway Open to All Traffic No 32 (Parish of Carham) – Wark Common Farm  
Definitive Map and Modification Order (No 4) 2016 Byway Open to All Traffic No 33 (Parish of Carham) and Restricted Byway No 34 - Pressen Farm

Definitive Map and Modification Order (No) 2016 Byway Open to All Traffic No (Parish of Carham) – The Hagg

The Chair will draft a letter outlining objections to those Byways Open to All Traffic after Councillors took into consideration points raised by members of the public.

**854 Planning Applications:**

Land East of Rose Cottage, Blue Row, Wark – proposed erection of one dwelling house granted

West Learmouth Farm – Applicant: Mr & Mrs R Moore

Alterations and additions to existing house, comprising alterations to layout and roof of outbuildings, extending garage including new attic space and internal alterations to kitchen and other ground floor rooms – No objections

**855 Wark Play Park – Inspector’s Report:** Overall the equipment is in fair condition. Repairs are required around the vehicle gate entrance and a closure spring needs to be fitted to the smaller gate. Three fence posts have rotten bases and fencing is loose. The park is suffering from bird excrement, rabbit and mole activity and leaf debris etc. Alan Cater will be asked to carry out repairs and maintenance and to inform the Clerk if he needs additional help. The Parish Council is grateful for Alan’s inspections and reports. Came and Company has informed the Clerk of the Play Inspection Company who offer an independent inspection service for an Annual Inspection.

**856 Insurance Renewal:** The current policy expires on 31 May. Came and Company (Local Council Insurance) has provided the Clerk with a Core Cover Comparison from three insurers and recommended Ecclesiastical because this policy meets the demands and needs of Carham Parish Council. The cost is £286.99 per annum for a three year long-term agreement. Councillors agreed to accept Ecclesiastical

**857 Approval of Risk Assessment and Register of Assets:** To comply with the audit, a risk assessment has been drawn up and approved by councillors. The Clerk will update it as and when necessary. The Register of Assets, currently £1,478, has increased considerably due to the purchase of items no longer supplied by Northumberland County Council. The Clerk will make enquiries to find out if equipment in the play park is to be included in the Asset Register.

**Minutes of the Annual Assembly Meeting of Carham Parish Council held in  
St Cuthbert's Church, Carham on Tuesday 10 May 2016 at 7.00pm**

- 858 Present:** Councillors Mrs A Lauder (Chair), Mr B Woodcock, Mr W Potts, Mr D Critchlow, Mr R Brydon, Ms V Poland, Mrs A Changleng (Clerk) and Councillor A Murray
- 859 Apologies:** Councillor Mrs J Thomas
- 860 Appointment of Office Bearers:**
- Chair: Mrs A Lauder proposed by B Woodcock and seconded by R Brydon
- Vice Chair: B Woodcock proposed by R Brydon and seconded by W Potts
- Clerk: Mrs A Changleng proposed by W Potts and seconded by R Brydon
- 861 Minutes** of Assembly Meeting on 12 May 2015 were approved and signed.
- 862 Approval of Statement of Assurance:** The Statement of Assurance was read out and approved on the motion of B Woodcock and seconded by W Potts.
- 863 Approval of Statement of Accounts to 31 March 2016:** Details of the accounts were produced. Approved on the motion of W Potts and seconded by B Woodcock.
- Only ten play park inspections were carried out during the year but the play park inspector had notified the clerk by email that none were necessary in January and February as the park was not being used.
- 864 Appointment of Responsible Financial Officer:** Mrs A Changleng was elected. Proposed by W Potts and seconded by B Woodcock.
- Councillors approved an increase in the Clerk/RFO's annual salary to £500 per annum to reflect increased responsibilities.
- 865 Appointment of Internal Auditor:** Mr James Bell was elected. Proposed by R Brydon and seconded by W Potts.
- 866** The meeting concluded with the Chair reflecting on the work carried out during the year. It was a pleasure to purchase a new park bench in recognition of long service by Councillors W Potts, R Brydon and B Woodcock. Many thanks to Councillors and residents of the parish who made this possible. She thanked Parish Councillors and Councillor Murray for their continued support, experience and guidance and all others who give their time looking after the parish.
- 867 Date of Next Ordinary Meeting: Tuesday 12 July in St Cuthbert's Church, Carham at 6.30pm.**