

## **Minutes of the Harringworth Parish Council Annual Meeting held on May 11th 2023 at 7.30pm in the Village Hall**

Present:

Cllr A White; Cllr S McLean; Cllr L Boon; Cllr K Dove; Cllr F Walsh; Cllr M Wright; J  
Patterson-Gordon (Clerk)

### **1452. Election of Chair and Vice Chair**

There being no other applicants for the post of Chair, Cllr A White was unanimously re-elected to the position and signed the Declaration of Acceptance of Office which was witnessed by the Clerk. Cllr S McLean was also unanimously re-elected to the post of Vice Chair.

### **1453. Open Session for Parishioners.**

No parishioners attended the meeting.

### **1454. Apologies for absence.**

Apologies for absence were received from Cllr S Milton

### **1455. Appointment of Officers**

The following Councillors were re-elected to their posts as follows:

Member responsible for Finance - Cllr M Wright

Internal Auditor - Mr Bill Waterman

Footpaths Office - Cllr F Walsh

Parish Clerk, Responsible Finance Officer and Burials Officer - Mrs J Patterson-Gordon

### **1456. To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**

None were received.

### **1457. To consider any dispensation requests and to grant such dispensations as the Chair may consider necessary.**

No dispensations required.

### **1458. To resolve that the Minutes of the Meeting of the Parish Council held on 9<sup>th</sup> March 2023 be signed as an accurate record.**

The minutes were accepted as accurate and signed by the Chair.

A D White  
Chairman  
Date 6<sup>th</sup> July 2023



**1459. To resolve that the Minutes of the Annual Parish Meeting held on 20<sup>th</sup> April 2023 be accepted as an accurate record.**

The minutes were accepted as accurate.

**1460. To resolve that the Minutes of the Extraordinary Meeting of the Parish Council held on 27<sup>th</sup> April 2023 be signed as an accurate record.**

The minutes were accepted as accurate and signed by the Chair.

**1461. Annual Review of Documents and Procedures.**

**a) The following documents and procedures were reviewed and approved:**

- i. Standing Orders:** Reviewed and approved with one change, deleting para 21 c.
- ii. Financial Regulations:** Reviewed and approved
- iii. Inventory of Council Assets:** Reviewed and approved (Annex A)

**b) To receive the Annual Accounts, acknowledge and approve the AGAR 2022/23**

The Chair read the Annual Governance Statement to the Councillors confirming the Parish Council's conformance to the standards required of them. The Chair also signed the Certificate of Exemption form for AGAR 2022/23.

The financial report for the financial year 2022/23 (Annex B) was presented by the Chair and was agreed. The annual Reconciliation sheet was noted (Annex C) The following provisions were approved by the Council:

- i) Provision for the burial ground extension was reduced by £235 to £5037**
- ii) Provision for election expenses was to remain at £1500**
- iii) General Funds stand at £6039**

**c) To confirm arrangements of insurance cover**

The Clerk confirmed that insurance cover would be renewed with Zurich Insurance on the renewal date 01/06/23 which was subject to a small increase on last year's premium from £356.53 to £378.64.

**d) To appoint the auditor for 2023/23**

Mr Bill Waterman has kindly agreed to act as the internal auditor again for the coming financial year.

A D White  
Chairman  
Date 6<sup>th</sup> July 2023



**1462. Routine Financial Matters:**

- a. **Review of payments received:** NNC Precept Payment £6684.00
- b. **To review pre-approved payments:**
- |                                      |          |         |
|--------------------------------------|----------|---------|
| i. Drax Energy Solutions             | £20.50 & | £18.49  |
| ii. Hire of Village Hall             |          | £75.00  |
| iii. Clerk's Pay Jan – Mar 2023      |          | £198.00 |
| iv. HMRC Jan – Mar 2023              |          | £132.00 |
| v. Refund of Burial Fee              |          | £600.00 |
| vi. Parish Online Mapping Fee        |          | £60.00  |
| vii. Bulwick Home Farm hedge cutting |          | £189.00 |
| viii. Payroll Service (annual)       |          | £67.10  |
| ix. Bank Charges                     |          | £18.00  |
- c. **The following payments were approved:**
- |                                 |         |
|---------------------------------|---------|
| i. Zurich Insurance Renewal     | £378.64 |
| ii. NCalc Subscription (annual) | £216.50 |
- d. The reconciliation sheet for April was reviewed and signed by Cllr Wright

**1463. Matters arising**

- a) **Mulheron hedge:** Cllr Dove agreed to request 50% of the cost of the hedge cutting invoice from Bulwick Home Farm from Mr Mulheron as had been previously agreed. The Clerk confirmed that the £160 quote was excluding VAT.
- b) **Highways Issues:**
- i) **Land encroachment at Laxton:** NNC trying to contact landowner. Cllr Dove is still attempting to confirm his details and will update NNC with up-to-date contact details.
  - ii) **Ditch by footpath between Harringworth & Shotley:** Since the new developments with land clearance in this area some of the problem of flooding appears to have been resolved but we will hold a watching brief when heavy rainfall occurs.
  - iii) **Road markings at Deene Road:** still awaiting erection of Give Way sign.
  - iv) **Hardcore across the end of the Shotley footpath coming out onto the main road:** This is a cause of concern for disabled users and prams. This issue has been raised with Highways.
- iv) **Jubilee Green bollards:** NNC have informed us that we are not permitted to install our own bollards between the road and the pavement to prevent cars parking on the kerb beside Jubilee Green. They will however permit shrubs to be planted there to





stop cars mounting the kerb onto the Green. Discussions are ongoing as to which shrubs can be planted and Cllr Boon has agreed to look into this.

- c) **Book of Condolence for her late Majesty Queen Elizabeth II:** The Church Warden will raise with the PCC the possibility of keeping this in the Church for posterity at the next meeting in June.
- d) **Tree Work in Churchyard:** Cllr McLean and Cllr Walsh removed one or two small overhanging branches from the oak tree in the churchyard further to the most recent Tree Report. All branches removed were less than 75mm in diameter.

#### **1464. Future Projects**

##### **Coronation Oak Tree:**

Mrs Verity Thompson has proposed that the village plant an oak tree to commemorate the Coronation of King Charles III. The Cllrs agreed that this would be a good idea. It was suggested that the area between the pumping station and the start of the bridge on the Seaton Road would be a possible location. Cllr Dove proposed that he meet with Mrs Thompson on site to discuss this and report back to the Parish Council at the next meeting.

#### **1465. Correspondence**

A letter has been received from Mr Alan Wordie regarding the responsibility for the upkeep of the trees in the Churchyard and the need to seek the Archdeacon's approval for any substantive work in the closed Churchyard.

The Parish Council has documentation from 2015, following the closure of the churchyard, that they had assumed responsibility for the maintenance of the churchyard from the Parochial Church Council. As the recent work involved removing branches of less than 75mm diameter the work falls under List A of The Faculty Jurisdiction (Amendment) Rules 2019, which is a UK Statutory Instrument, and may therefore be carried out without reference to the Diocese. The Chair agreed to look further into the PC responsibilities for the closed Churchyard and will respond to Mr Wordie's letter.

#### **1466. Policing Matters**

There were no policing matters to report. The Clerk spoke to a PCSO prior to the Coronation Lunch and asked if there was any possibility of getting a police representative to come to a meeting but was told this would be very unlikely due to severe manpower shortages at the present time.

#### **1467. Highway Matters**

A D White  
Chairman  
Date 6<sup>th</sup> July 2023



Cllr McLean raised the issue again of the faded 30 mph signs at both ends of the village. The Clerk agreed to chase this up again with Highways.

#### **1468. Planning Matters**

- a) **NE/23/00381/LDE: Certificate of Lawfulness for existing use/development of track**  
It was agreed that the original 1995 application would be sought out online to see if any conditions were attached when that was granted. Otherwise the Council made no further comments on this.
- b) **NE/23/00439/FUL: Double Storey Side & Front Extension, Single Storey Front Extension and Orangery to rear of Lindisfarne**  
There was a brief discussion about this application and some concern was expressed about the size of the extension relative to the plot. It was proposed that we request a site visit to inspect the site more closely.
- c) **NE/23/00452/TCA: Removal of overhanging lateral limbs of yew tree and lime tree**  
Following a short discussion, the Council agreed to request sight of a tree report which would show the possible impact on the trees that remain. This would be requested.

#### **1469. Notices**

These had been covered under a previous agenda point.

#### **1470. Dates & time of the next 12 months of ordinary Parish Council Meetings including the next Annual Meeting**

The time of all the meetings would be 7.30pm.

The dates are as follows:

July 13th 2023

September 14th 2023

November 9<sup>th</sup> 2023

January 11th 2024

March 15th 2024

May 9th 2024 (Annual Meeting)

There being no further business the meeting concluded at 9.24 pm

Attached:

Annex A Inventory of Council Assets

Annex B Financial Report 2022/23

Annex C Annual Reconciliation Sheet

A D White

Chairman

Date 6<sup>th</sup> July 2023

