

NEWBIGGIN-BY-THE-SEA PARISH COUNCIL

Minutes of the First Annual Meeting held on Tuesday 9 June 2009 at 7 pm at St Bartholomew's Church Centre.

PRESENT:

County Councillor A Thompson (In the Chair for Item 1)

Councillors: W Rogers (In the Chair for Item 2 onwards)
L Anderson M Kirkup
M Boon R McCready
M Cholerton A Thompson

IN ATTENDANCE:

D Francis, Clerk

S Finch, Local Councils' Development Officer, Community Action Northumberland
6 members of the public

Councillor Thompson welcomed members to the first annual meeting of Newbiggin-by-the-Sea Parish Council.

COO1/09 1. ELECTION OF CHAIR

Nominations were invited for the post of Chair.

RESOLVED: Having been proposed and seconded, Councillor Will Rogers to Chair Newbiggin-on-the-Sea Parish Council for the year 2009-10.

Councillor Rogers took the Chair.

COO2/09 2. RECEIVE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Rogers signed the Chair's Declaration of Acceptance of Office.

COO3/09 3. ELECTION OF VICE CHAIR

Nominations were invited for the post of Vice Chair.

RESOLVED: Having been proposed and seconded, Councillor Rebecca McCready to be Vice Chair of Newbiggin-on-the-Sea Parish Council for the year 2009-10.

Ch'mn initials.....

COO4/09 4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Peden.

COO5/09 5. MINUTES

The Clerk explained and clarified the decisions which had been made at the previous meeting relating to interim financial arrangements, insurance and allotments.

The Clerk confirmed that whilst a formal schedule of meetings was a requirement, with access to the press and public, Parish Councils were entitled to hold additional informal meetings, and, if an appropriate authority was set out within Standing Orders, to deal with urgent matters outside the formal meeting schedule.

It was noted that the minutes suggested the interim Clerking arrangements were in place until the holding of the election; members agreed the arrangements should continue until the Council had made its own arrangements.

The minutes of the meeting held on 1 April 2009 were agreed and signed as a correct record.

COO6/09 6. DISCLOSURE OF INTERESTS

The Clerk having explained the nature of personal and prejudicial interests, and the role of the Monitoring Officer and Standards Committee, no interests were declared.

COO7/09 7. MATTERS FOR CONSIDERATION AT THE NEXT MEETING

The Clerk brought to members' attention a number of issues which would need to be considered by them at an early stage, and which would provide the administrative framework for the new Council.

Town Council Status

The Clerk advised members that the Parish Council could, if they considered it appropriate, resolve to adopt the style of Town Council, which would in turn enable the Chair to be styled Town Mayor. The style of Town Council would not confer any other changes on the Council. Members agreed not to make any changes at the present time.

Standing Orders

The Clerk advised that the proceedings of the Council would be guided both by statutory rules of procedure and additional regulations agreed by members, which together were known as Standing Orders, and could be reviewed and changed over time if required. Model Standing Orders would

be provided to members for consideration at their next meeting.

Ch'mn initials....

Financial Regulations

The Council was required to have its own financial regulations, covering how the finances would be managed and enabling it to comply with the requirements of the Audit Commission. Model Financial Regulations would be provided to members for consideration at their next meeting.

The Clerk also confirmed that a detailed breakdown of expenditure incurred during the caretaker and setting up periods would be provided to each Council.

Publication Scheme (Freedom of Information)

All local councils were subject to the requirements of the Freedom of Information Act, and were required to demonstrate to the Information Commissioner's Office that they had adopted a Publication Scheme setting out how members of the public could access council documents. A Model Publication Scheme would be provided to members for consideration at their next meeting.

Procedures for Considering Planning Applications

The Clerk advised that the Council would need to consider at an early stage how members should consider and respond to planning applications within their area. Issues to consider would include how applications would be brought to the attention of members; whether these should be considered on a ward or parish basis; how to ensure that proposals for developments in neighbouring parishes which might have an impact on Newbiggin-by-the-Sea would be notified to the Council; how the collective view of the Council would be notified to the County Council; ensuring consultation was completed to ensure input into Planning Committee meetings where necessary; and training for members on the planning system.

COO8/09 8. QUESTIONS FROM COUNCILLORS

Members were invited to raise any queries.

Monitoring Officer

The Clerk confirmed the Monitoring Officer for Northumberland's local councils was an officer of the County Council.

COO9/09 9. MEETING SCHEDULE

Members agreed that a schedule should be discussed and agreed, but that this would follow more immediate meetings which would be required to agree some operating arrangements. The next meeting would be on

Wednesday 8 July at 7 pm at St Bartholomew's Church Centre.

Ch'mn initials....

The Chair proposed that each meeting should be preceded by a prayer. The Clerk advised that a decision on this should be deferred until a future meeting, enabling him to seek advice from NALC.

CO10/09 10.NALC MEMBERSHIP

The Council's membership of the Northumberland Association of Local Councils would be deferred until the next meeting and considered as part of the budget for the current year.

CO11/09 11. COUNCILLOR TRAINING

The arrangements for Councillor training were noted.

CO12/09 12. PUBLIC SESSION

The Chair, on behalf of members, welcomed the members of public in attendance at this first Town Council meeting and thanked them for their contributions.

Issues raised included the following:

- Public toilets on the Promenade had been out of order for two weeks. The Head of Street Scene had been advised.
- The impact of local government reorganisation on the bye-laws controlling dogs on the beach. The Clerk advised the Council could ask the County Council to review the current policy.
- The need to ensure Parish Council meetings were well-publicised.
- Poor grass maintenance since 1 April, especially where visibility at roundabouts was affected. This was assumed to be part of the teething problems of the new County Council.

Signed by the Chairman:

Date:.....