The **Monthly Meeting** of the **Hawthorn Parish Council** was held at 7pm on **Tuesday 11th April, 2017** in the **Community Centre**

**MINUTES**

**Present**

Cllr. Alan Askew (Chairman)

Cllrs. Norman Hughes, Sheila Irving, Maxine Smith, George Vest

**Officer**: Lesley Swinbank (Parish Clerk)

# Apologies:

Cllr. Michael Dowson, Cllr. Diane Hughes

DCC Cllr. Angela Surtees

# Declarations of Interest

None

# Minutes:

## Annual Parish Meeting

**RESOLVED**

**To receive the minutes of the Annual Parish Meeting held March 20th, 2017.**

## March Monthly Meeting

**RESOLVED**

**To approve the Minutes of the Meeting held March 20th, 2017**

# Matters of Information

|  |  |
| --- | --- |
| Hawthorn Dene Walk | See report on agenda |
| Smart TV and Wi-Fi in Community Centre | Second grant successful which will pay for Wi-Fi etc.  Chairman purchasing tv and arranging installation  See report on agenda |
| Defib Training | Awaiting confn of 5 / 6 names to do training – clerk contacted NE Air ambulance and awaiting response re training date |

# Reports

## Police

No report

## Co. Cllr.

No report was given

However it was reported that the Street Warden had been in contact re litter around the Service Station and the garage have said this will be tackled as part of their refurbishment.

## Community Centre

The Chairman, Cllr. Alan Askew gave the report.

He informed members of progress with various grant applications for the outside buildings and new planters.

## Election Results / Co-option procedure

The Clerk had circulated information from DCC which confirmed that six people had stood for election for the Parish Council and are subsequently elected. The seventh place on the council will be filled by co-option.

**RESOLVED**

**To receive the information and discuss again at the Monthly Meeting of the Council in May.**

## Any other reports

None

**RESOLVED**

**To receive the reports**

# Public Participation

The Chairman closed the meeting whilst the public gave their views and comments.

## Christmas Lights

A query was raised as to the situation of the Christmas Tree.

It was pointed out that the Tree will be outside the Community Centre again, the same as in in 2016.

## Community Association Diary

A query was raised re a diary for the usage / hirers of the Centre.

It was pointed out that the diary / wall planner is in the entrance.

## Land Ownership

A query was raised re ownership of land near the Service Station on the A19.

DCC are looking into this.

## Elections for the Parish Council

The Clerk confirmed that 6 existing members of the Parish Council have been elected to the new Council and that whilst it is not a statutory requirement to advertise the vacancy it is considered good practice – and as such a notice inviting people to come forward for co-option will be placed on the noticeboards.

The Chairman thanked the public for their views and comments and re-opened the meeting.

# Correspondence / emails

## Hawthorn Run – August 20th 2017

The Clerk had circulated information from Gary Scot.

The event will start at 10am. and permission has been given for 300 runners. This may cause some parking issues , however approaches are being made to Jill Paterson at the Old Rectory for permission to park in their adjoining field. Discount will be given to runners from Hawthorn village.

**Resolved**

**To receive the information**

# Financial:

## To endorse the monies to be paid by the Clerk since the last meeting / Bank reconciliation

There had been no payments.

## To approve the Annual Return and Associated papers.

The Clerk had circulated The Annual Return together with all supporting information.

The Clerk reported that all information together with details of when the accounts are available to be viewed are on the website.

All information will be forwarded to the Internal Auditor on Thursday.

**RESOLVED**

**To approve the following Annual Return and Supporting Information**

1. **Receipts, payments and balance sheet information**
2. **Register of Assets**
3. **Annual Governance Statement**
4. **Accounting Statement**
5. **Public Right to view information**

In addition, the information, accounts and other audit information to be made available in the community centre during the opening hours of the centre. Appointments can also be made with Clerk to view the accounts as per the Public Right to view information.

The Annual statement of accounts, Governance Statement and Public Right to view information will be added to the Council website with the declaration that these are at present unaudited accounts and the Internal Auditor’s Report will also be added once received.

## To confirm new signatures for the Bank Mandate

**RESOLVED**

**Cllrs. George Vest and Diane Hughes to be added to the bank mandate.**

## Donation requests : Children’s Foundation

Not to give a donation at this time.

# Training:

None at present.

# Current Planning Applications: Re DCC Lists

No new relevant applications at present.

# Events / Information

## Walk through the Dene

This had been very successful and enjoyed by all. The Clerk said that photos are now on the website.

**RESOLVED**

**To hold again in 2018.**

## Spring Clean

The Clerk reported that DCC had dropped off the litter picking equipment earlier in the evening. However there had been only one volunteer for the litter pick / spring clean on the following Saturday.

**RESOLVED**

**In the circumstances to cancel this spring clean and enquire if it is possible to have same on 2nd July.**

## Big Lunch and Associated

The Clerk had circulated an action plan for the above.

**RESOLVED**

1. **To receive the information.**
2. **The Chairman to contact the fire brigade, ice cream van and Crazy Kev**
3. **To look at alternative entertainment to the Bouncy Castle – Cllr. Norman Hughes to forward information to the Clerk**
4. **The Clerk to publicise the Open Garden Walk, Photograph Exhibition, Flowerpot festival etc in the Round Up and on the website**

## Sunflower Competition

The Clerk informed members that the Chairman now has the sunflower seeds and instructions for planting. These will be distributed in the next couple of weeks.

**RESOLVED**

**To receive the information.**

## Bulb Planting

**Resolved**

1. **The Clerk to order snowdrops, crocus and daffodils for planting in the autumn.**
2. **The Clerk to include appeal for snowdrops and other bulbs in the next newsletter.**

# Date of the next meeting:

# This will be the Annual General Meeting of the Council and will begin at 7pm on Monday May 15th, 2017 and be followed immediately by the May Monthly Meeting.

**An induction / training session will be held at 6.30pm and include all information and statutory requirements for Councillors.**

**The Chairman thanked everyone for attending and closed the meeting at 8 pm**