

# CORBRIDGE PARISH COUNCIL

## To all members of the Council

You are hereby summoned to attend the next Meeting of Corbridge Parish Council to be held on Wednesday 24<sup>th</sup> April 2024 at 19:00 in Room One of Corbridge Parish Hall for the purpose of transacting the following business.



Mrs Mandy Senior  
Clerk to the Council

17<sup>th</sup> April 2024

## AGENDA

### Wednesday 24<sup>th</sup> April 2024 at 19:00 in Corbridge Parish Hall

- 0424.01 The Council will hear residents on any matter they wish to raise.
- 0424.02 To receive and accept John Shackleton's Declaration of Acceptance of Office
- 0424.03 Apologies for Absence – John Shackleton, Ronald Tipping
- 0424.04 Declarations of Councillor's Interest.
- 0424.05 To approve and sign the minutes of the Council meeting held on **27<sup>th</sup> March 2024**
- 0424.06 Actions taken following the meeting held on **27<sup>th</sup> March 2024**
- 0424.07 Finance/Administration
  - a) Accounts for payment – to review and approve items of expenditure [See appendix A]
  - b) To accept Budget Report 2023-2024 [See enclosed]
  - c) To approve list of monthly/quarterly/annual payments [See enclosed]
- 0424.08 Planning Applications [See appendix B] <https://publicaccess.northumberland.gov.uk/online-applications>
- 0424.09 Planning Decisions [See appendix C]
- 0424.10 To receive reports, from the Chairman and County Councillor and if appropriate from Working/Liaison Groups with enclosed minutes, if applicable
  - a) Chairman's Report
  - b) County Councillor's Report
  - c) To receive reports on any village/highways issue
- 0424.11 Opportunity for residents to comment on any issue raised.
- 0424.12 Date of next meeting – 29<sup>th</sup> May 2024 at 19:00 Annual Parish Meeting followed by the Annual Meeting of the Parish Council

### 2024 Meeting Dates

24 January 2024; 28 February 2024; 27 March 2024; 24 April 2024; 29 May 2024; 26 June 2024; 24 July 2024; 25 September 2024; 23 October 2024; 27 November 2024; 18 December 2024

## CORBRIDGE PARISH COUNCIL

### APPENDIX A

#### ACCOUNTS FOR PAYMENT

(Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957)

Payee	Description	Gross payment	VAT	Net	Payment method
Rentokil	Washroom services	387.60	64.60	323.00	DD
BT Plc	Parish Hall telephone/WIFI	101.88	16.98	84.90	DD
EE	Mobile phone contracts	42.44	7.07	35.37	DD
Engie Gas Ltd	Parish Hall gas supply	712.84	118.81	594.03	DD
Everflow	Parish Hall water rates	13.70		13.70	DD
H M Revenue and Customs	PAYE – April 2024	885.35		885.35	BACS
T W Pension Fund	Pension contributions – April 2024	920.34		920.34	BACS
Corbridge in Bloom	Grant aid 2024-25	2500.00		2500.00	BACS
Corbridge Youth Initiative	Grant aid 2024-25	9000.00		9000.00	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00		90.00	BACS
Corona Energy	Cemetery electricity supply	29.00	1.38	27.62	DD
Corona Energy	Parish Hall electricity supply				DD
Agilico Technology Ltd	Photocopier maintenance contract	55.26	9.21	46.05	DD
Northfire	Fire extinguisher service	126.59		126.59	BACS
Plot 22	Refund of allotment rent	40.00		40.00	BACS
Urwin Joinery	New Parish Hall fire doors	824.59		824.59	BACS
J F Walton & Son	Parish Hall/Handyman supplies	59.89	9.98	49.91	BACS
Cloud Next Ltd	Gov.uk website domain	12.00	2.00	10.00	BACS
Cloud Next Ltd	Email hosting	59.98	9.99	49.99	BACS
Northumberland ALC	Subscription 2024	864.39		864.39	BACS
MiJan Ltd	Easy PC accounts software	120.00		120.00	BACS
Anglian Water	Allotment water rates	119.62		119.62	DD
Urwin Joinery	Remove and install fence Phall	850.00		850.00	BACS
Staff Wages	May 2024	3502.44		3502.44	BACS
<b>Totals</b>		<b>20,454.21</b>	<b>240.02</b>	<b>20,214.19</b>	

#### MULTIPAY CARD TRANSACTIONS

##### APRIL 2024

Payee	Description	Gross payment	VAT	Net
Lloyds Bank Corporate Card	Monthly card fee	3.00		3.00
Microsoft	365 Subscription	12.36	2.06	10.30
Royal Mail	Postage	1.90		1.90
Royal Mail	Postage	1.90		1.90
Hallmaster Ltd	Parish Hall booking system	265.00	44.16	220.84
Moneysoft	Payroll software	196.80	32.80	164.00
Viking Direct	Shredder	208.80	34.80	174.00
<b>Totals</b>		<b>689.76</b>	<b>113.82</b>	<b>575.94</b>

## CORBRIDGE PARISH COUNCIL

### INCOME RECEIVED – APRIL 2024

Reference	Detail	Amount	Date
Tenant – Plot 66	Social housing rent	390.00	02.04.24
Tenant – Plot 109	Social housing rent	390.00	02.04.24
Plot 22	Allotment rent - duplicated	40.00	02.04.24
Advertiser	Corbridge Matters advert	252.00	02.04.24
Charity Event	Parish Hall Hire	96.00	03.04.24
Choir	Parish Hall Hire	96.00	04.04.24
Lace Class	Parish Hall Hire	363.00	04.04.24
Various (659)	Parish Hall Hire	268.00	04.04.24
Various (659)	Allotment rent	65.00	04.04.24
Ballet Classes	Parish Hall Hire	277.32	04.04.24
Northern Powergrid (660)	Cemetery Wayleave	35.35	08.04.24
Philosophy Group	Parish Hall Hire	38.50	09.04.24
Northumberland CC	Precept	84000.00	10.04.24
Tenant – Plot 111	Social Housing rent	390.00	10.04.24
Children's Party	Parish Hall Hire	48.00	10.04.24
Children's Party	Parish Hall hire	40.00	10.04.24
Tenant	Cemetery Lodge Rent	500.00	10.04.24
Philosophy Group	Parish Hall Hire	80.00	15.04.24
Advertiser	Corbridge Matters advert	90.00	15.04.24
Children's Party	Parish Hall hire	64.00	15.04.24
Philosophy Group	Parish Hall hire	80.00	16.04.24
Various (661)	Parish Hall hire	394.00	19.04.24
Advertiser (662)	Corbridge Matters Advert	42.00	19.04.24
<b>Total</b>		<b>88,039.17</b>	

## CORBRIDGE PARISH COUNCIL

CORBRIDGE PARISH COUNCIL BUDGET	2023/24 BUDGET	2023/24 ACTUAL TO DATE	VARIANCE	2023/24 ACTUAL END OF YEAR
<b>INCOME</b>				
Parish Hall Hire	25000	37462	-12462	37462
Bank Interest & Dividend	175	1167	-992	1167
Cemetery Fees	25000	34617	-9617	34617
Lodge rental	6000	5500	500	5500
Allotment site	1200	1300	-100	1300
Miscellaneous	5000	6771	-1771	6771
Community Led Housing	41050	41025	25	41025
Precept	150000	150000	0	150000
Play Areas	0	25678	-25678	25678
Social housing rent	21020	14505	0	14505
VAT reclaim				
<b>TOTAL [Credit]</b>	<b>274445</b>	<b>318025</b>	<b>-43580</b>	<b>318025</b>
<b>EXPENDITURE</b>				
<b>Admin</b>				
Advertising	0	0	0	0
Audit Legal Bank charges	1500	1853	1400	1853
Postages, telephone and stationery	2000	2318	2000	2318
Lease of office equipment & renewals	750	1682	750	1682
Subscriptions Travel Training	2000	1754	2000	1754
Insurance	7500	8239	6500	8239
Newsletter and website	12000	15398	10300	15398
Staff wages inc pension contributions	32037	34361	26814	34361
<b>Sub</b>	<b>57787</b>	<b>65605</b>	<b>49764</b>	<b>65605</b>
<b>Community Support</b>				
Grant Aid	2000	1870	130	1870
Corbridge in Bloom	2500	2500	0	2500
Corbridge Youth Initiative	8000	8000	0	8000
Remembrance Day	350	350	0	350
Christmas Lights	1000	1000	0	1000
<b>Sub</b>	<b>13850</b>	<b>13720</b>	<b>130</b>	<b>13720</b>
<b>Parish Hall</b>				
Refuse collection	600	0	600	0
Heating Lighting Water – Parish Hall	4500	4500	0	4500
Cleaning & Consumables – Parish Hall	2500	2500	0	2500
Repairs & Maintenance premises	2500	2500	0	2500
Miscellaneous	2500	2500	0	2500
Staff wages inc pension contributions	22600	25150	-2550	25150
<b>Sub Total</b>	<b>35200</b>	<b>37150</b>	<b>-1950</b>	<b>37150</b>
<b>Property/Land/Open Spaces</b>				
Corchester Playfield	1000	20320	-19320	20320
Closed Churchyard	500	345	155	345

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Stanners wood	0	0	0	0
Riverside to Well Bank Green	0	350	-350	350
Play Areas inc skateboard park	1000	3128	-2128	3128
Allotment Site	500	1674	-1174	1674
Maintenance of Seats/ Shelters/Signage/Plants	2500	585	1915	585
Groundworks inc outsourcing	45000	47982	-2982	47982
Tree works	2500	663	1837	663
Litter bins	2500	1846	654	1846
Misc	3000	4078	-1078	4078
Public toilets	2000	2000	0	2000
<b>Sub</b>	<b>60500</b>	<b>82971</b>	<b>-22471</b>	<b>82971</b>
<b>Cemetery</b>				
Skip Hire	475	0	475	0
Cemetery Chapels - Repairs & Maintenance	2500	2579	-79	2579
Cemetery Lodge - repairs/refurbishments	500	266	234	266
Cemetery - Heating and Lighting	450	369	81	369
Cemetery Chapels - rates	1800	1472	328	1472
Miscellaneous	500	486	14	486
<b>Sub</b>	<b>6225</b>	<b>5172</b>	<b>1053</b>	<b>5172</b>
Community Led Housing	12500	56100	-43600	56100
Fixtures and fittings	0	11930	-8279	11930
Maintenance costs @ £500 per property	2000	683	2000	683
Management costs @ £500 per property	2000	0	2000	0
Sinking fund - long term	2992	0	2992	0
<b>Sub</b>	<b>19492</b>	<b>68713</b>	<b>-44887</b>	<b>68713</b>
Handyman	8000	6028	1972	6028
Contingency/Capital	12500	12692	-192	12692
Street Lighting	10000	0	10000	0
<b>Sub Total (DEBITS)</b>	<b>30500</b>	<b>18720</b>	<b>11780</b>	<b>18720</b>
<b>TOTAL (DEBITS)</b>	<b>223554</b>	<b>292051</b>	<b>38306</b>	<b>292051</b>

<b>Cash in hand at this date [per balance sheet] 31.03.24</b>			<b><u>92584</u></b>
Actual expenditure at this date	<u>292051</u>		
Actual income at this date	<u>318025</u>		
<b>Balance of funds at year end 31.03.24</b>			<b><u>92584</u></b>

<b>Miscellaneous Income</b>		<b>Earmarked Funds</b>	
Corbridge Matters Advertising	6624	Sinking Fund	2992
Cemetery wayleave	35	Street lighting	10000
Refunds	112		
	<b><u>6771</u></b>		<b><u>12992</u></b>

**CORBRIDGE PARISH COUNCIL**

**APPENDIX A(2)**

**PAYMENTS OF ANNUAL SUBSCRIPTIONS AND CONTRACTS**

<b>Payee</b>	<b>Description</b>	<b>Net payment</b>	<b>Payment frequency</b>	<b>Payment method</b>
Rentokil	Washroom services	323.00	Monthly	DD
BT Plc	Parish Hall telephone/WIFI	84.60	Monthly	DD
EE	Mobile phone contracts	Variable	Monthly	DD
Engie Gas Ltd	Parish Hall gas supply	Variable	Monthly	DD
Everflow	Parish Hall water rates	Variable	Monthly	DD
H M Revenue and Customs	PAYE	Variable	Monthly	BACS
T W Pension Fund	Pension contributions	Variable	Monthly	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00	Monthly	BACS
Corona Energy	Cemetery electricity supply	Variable	Monthly	DD
Corona Energy	Parish Hall electricity supply	Variable	Monthly	DD
Agilico Technology Ltd	Photocopier maintenance contract	Variable	Monthly	DD
Grenke Leasing	Photocopier lease	120.00	Quarterly	DD
Anglian Water	Allotment water rates	Variable	Quarterly	DD
Swansons of Hexham Ltd	Security alarm service x 3	72.00	Annually	BACS
ADT Fire & Security Plc	CCTV maintenance	96.74	Quarterly	BACS
Dilston Farms	Lease of allotment site	50.00	Annually	BACS
PPL/PRS Ltd	Music Licence – Parish Hall	Variable	Annually	BACS
Microsoft 365	Subscription	10.30	Monthly	CARD
Northumberland ALC	Subscription	Variable	Annually	BACS
Lloyds Bank Corporate Card	Card fee	3.00	Monthly	CARD
Northumberland CC	Groundworks contract	11,995.62	Quarterly	BACS
Hallmaster Ltd	Parish Hall booking system	220.84	Annually	CARD
Moneysoft Ltd	Payroll software system	164.00	Annually	CARD
MiJan Ltd (Easy PC Accounts)	Accounting software	120.00	Annually	BACS
Allendale Estates	Tourist information signs	20.00	Annually	BACS

**APPENDIX B**

**PLANNING APPLICATIONS RECEIVED FOR PLANNING CONSIDERATION ON 24<sup>th</sup> APRIL 2024**

<b>REFERENCE NUMBER</b>	<b>DESCRIPTION</b>	<b>ADDRESS</b>
None		

**APPENDIX C**

**PLANNING DECISIONS RECEIVED ON 24<sup>th</sup> APRIL 2024**

<b>REFERENCE NUMBER</b>	<b>DESCRIPTION</b>	<b>DECISION</b>
23/04632/FUL	New ancillary garden building (as amended 13.03.24) Corbridge House, Main Street, Corbridge	GRANTED