

MELDON PARISH COUNCIL

Clerk: Miss Dee Smith

Email: meldonparishcouncil@gmail.com

Website: www.northumberlandparishes.uk/meldon

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Wednesday 8th May 2024 at 7.30pm at the Dyke Neuk, Meldon for the purpose of transacting the following business. Members of the public and press are invited to attend.

The meeting will be preceded by the Annual Assembly of the Parish at which any elector of the parish can attend and speak.

ANNUAL MEETING AGENDA

1. Election of Chairman for 2024/25

Councillor G Sanger will ask for nominations to elect the Chairman of the Parish Council for 2024/25.

2. Election of Vice-Chairman for 2024/25

To elect the Vice-Chairman of the Parish Council for 2024/25. The new Chairman will ask for nominations.

3. Apologies for Absence

4. Declarations of Interests

Members are invited to declare disclosable pecuniary interests and other interests on items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

5. Parish Council Vacancies

Members are advised that there two vacancies on the Parish Council, and are asked to consider the co-option of local residents. Co-option application forms will be circulated prior to this meeting.

6. Minutes of the Meeting held on 10th April 2024

Members are asked to approve the above minutes (see appendix A).

7. Public Participation Time

In accordance with Meldon Parish Council Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council reserves the right to respond or debate the issue at a later date.

8. Police Update

9. County Councillor Update

10. Matters arising from previous Council meetings

To consider any matters arising from previous meetings.

11. Year end Accounts for 2023/24

Members are requested to scrutinise and approve the following documents in relation to the Annual Governance and Accountability Return (AGAR) 2023/24 (see appendix B).

- (i) Annual Internal Audit Report
- (ii) Section 1 – Annual Governance Statement
- (iii) Draft Accounts for 2023/24
- (iv) Section 2 – Accounting Statement and Explanation of Variances
- (v) Certificate of Exemption

12. Financial Matters

- (i) Members are provided with the payments and receipts and budgetary report up to 30th April 2024 (see appendices C & D).
- (ii) Members are asked to consider a grant request for support for Meldon churchyard maintenance.

13. Town and Country Planning Act 1990

Members are asked to consider planning application 24/01192/FUL – Pigdon Farm, Pigdon NE61 3SE: Proposed redevelopment of existing stable building(s) to create no.3 residential units (see appendix E).

14. Defibrillator - Molesden
An update will be given on the night.
15. Highways
To discuss any highways issues raised at the meeting.
16. Environmental & Climate Change Issues
To discuss the Dial Up Dial Down work and any other issues raised at the meeting.
17. Pigdon Update
An update will be given at the meeting.
18. Any Other Urgent Business
To consider any other urgent business which is for information only.
19. Dates of Future Meetings
The next meeting will take place on Wednesday 12th June 2024.

Yours sincerely

Miss Dee Smith
1st May 2024

MELDON PARISH COUNCIL

**DRAFT MINUTES OF MEETING HELD ON
WEDNESDAY 10TH APRIL 2024
AT 7.30PM IN DYKE NEUK, MELDON**

Present:

Councillors: G Sanger (Chairman)
H Waddington
A Taylor
A Frankland
F Bowles
J Garnett
A Lloyd

Clerk: Miss D Smith

Apologies: None

Northumberland County Council (NCC) Councillor Glen Sanderson, NCC Officer Tony Derbyshire and one member of the public were also in attendance.

86. **Chairman's Announcements**

The Chairman welcomed everyone present.

87. **Declarations of Interest**

There were no declarations of interest on this occasion.

88. **Public Participation Time**

There were no public questions on this occasion.

NCC Officer Tony Derbyshire gave a presentation on NCC's Great Northumberland Forest Tree Planting Scheme.

89. **Report from the Police**

There was no police update on this occasion and no update email has been received.

90. Report from the County Councillor

NCC Councillor Sanderson gave the following update:

- Potholes are continuing to be a huge problem, another £10m into Highway budget to tackle the problem;
- No cutbacks to frontline services;
- Work on the Northumberland train line is continuing and should be open in late summer 2024. There will be 2 trains running every hour;
- Hirst Masterplan has been agreed;
- Clean up being carried out at Lynemouth beach to tackle historical pollution with £5m allocated to undertake the work.

91. Minutes of the meetings held on 6th February 2024

- (i) Members were asked to approve the draft minutes of the above meeting.

RESOLVED

That the above minutes, a copy of which has been previously circulated to each member, be approved and signed as correct by the Chairman.

92. Matters Arising

There were no matters arising on this occasion.

93. Parish Council Vacancies

Members were advised that there are currently two vacancies on the Parish Council, however, one of the vacancies is still within the 14 days notice period which ends on 22nd April 2024.

RESOLVED

- a. Information duly noted.
- b. To consider co-option at the next meeting and send a co-option application form to all those interested.

94. Town and Country Planning Act 1990

There were no planning matters to consider on this occasion.

95. Financial Matters

- a. Members were provided with a payments & receipts list and budgetary report up to 31st March 2024.
- b. Members were asked to consider the following Year End Policies and Procedures:
 - Internal Audit Policy;
 - Financial Risk Assessment;
 - Review of Effectiveness of Internal Audit.

RESOLVED

- i. To approve the payments and receipts list and budgetary report.
- ii. To review the Internal Audit policy to ensure it aligns with current banking procedures.

96. Defibrillator - Molesden

Members were advised that the defibrillator was recently used for reassurance. Online training is to be arranged and Councillors Lloyd and Taylor to carry out maintenance checks and update Circuit website.

RESOLVED

Information duly noted.

97. Highways

Members discussed highways issues within the parish.

RESOLVED

Videos to be taken of current problem areas in the parish and sent to NCC.

98. Environment & Climate Change Issues

Members discussed the Dial Up Dial Down work Councillor Lloyd is currently carrying out.

RESOLVED

To defer to the next meeting and any comments to be made via email.

99. Pigdon Update

Councillor Bowles gave an update on Maidens Hall Farm.

RESOLVED

Information duly noted.

100. Any Other Urgent Business

- i. Members advised of the 777 Arriva bus service, launched earlier this year, connecting Morpeth to Newcastle Airport and Kingston Park.
- ii. Concerns were raised regarding the gully under Molesden Burn, which NCC have previously advise they would maintain.

RESOLVED

Information duly noted.

101. Date & Time of Next Meeting

The next meetings (Annual Assembly and Annual Meeting) will take place on Wednesday 8th May 2024.

The meeting concluded at 8.45pm.

Annual Internal Audit Report 2023/24

MELDON PARISH COUNCIL

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/04/2024

Name of person who carried out the internal audit

T. Bell

Signature of person who carried out the internal audit

T. Bell

Date 14/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

SYSTEM OF INTERNAL CONTROL

I have provided an internal audit service for Meldon Parish Council for the financial year ending 31 March 2024 and acting independently, I examined the system of internal control by undertaking the following initial interim tests and reporting my findings to the Council.

TEST	UNDERTAKEN	
1	Checking that books of account have been properly kept throughout the year to date	Yes
2	Checking a representative sample of payments (100% of all transactions 1 April – 31 st March 2024) to ensure that the Council's financial regulations have been met, invoices support payments, expenditure is approved and VAT is correctly accounted for	Yes
3	Reviewing the Council's risk assessment records and ensuring that adequate arrangements and insurance cover are in place to manage all identified risks.	Yes
4	Verifying that the annual precept request is the result of a proper budgetary process, that the budget process has been regularly monitored and that the Council's reserves are adequate	Yes
5	Checking of income records to ensure that correct prices have been charged, income received, recorded and promptly banked and VAT is properly accounted for.	Yes
6	Reviewing petty cash records to ensure receipts support payments, expenditure is approved and VAT is correctly accounted for.	Yes
7	Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.	Yes
8	Checking the accuracy of the assets and investment records	Yes
9	Evaluating the accuracy and timeliness of periodic and year-end bank account reconciliations.	Yes
10	Year-end testing on the completeness and accuracy of the financial statements	Yes

Based on my initial interim examination of the Council's records, which is limited to the tests indicated above, it is my view that the Council have a system of internal controls in place that are adequate and effective for the purpose intended. Where considered appropriate, I have made recommendations to the Town Council for both reference and action.

Tracey Bell

Internal Auditor Date: 14 April 2024

67 Burnstones
Newcastle
NE5 2DF

14th April 2024

Dear Miss Smith

Internal Audit – Meldon Parish Council Financial year ended 31st March 2024

I have completed the internal audit for the 2023/2024 financial year.

I enclose a copy of my assessment of the systems of internal control and my audit checklist detailing the checks completed.

I have carried out the audit in accordance with the Accounts and Audit Regulations 2015 and the Governance and Accountability for Smaller Authorities 2018.

I am satisfied that the financial and administration systems of Council remain robust and I have no matters or issues to bring to the Council's attention.

I have completed the internal audit section of the external audit return.

Yours Sincerely



Mrs T Bell

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

MELDON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N A	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

www.northumberlandparishes.uk/meldon.

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Budgetary Control Report 2023/2024 up to 31.03.2024

	2023/2024	Spend at 31.03.2024		Expected
	Budget	sub-total		turn out
	£	£ p	£ p	£
Balance brought forward at 1st April 2023	4,181		6,074.57	
Add Receipts				
Precept 23/24			2,345.00	2,345
	0	0.00		0
Receipts to date				0
Sub-total	4180.65		8,419.57	2,345
Deduct payments				
Clerk's Salary		930.00		
Workplace pension		0.00		
Travel Expenses		36.00		
Administration		0.00		
IT/Website/DPA		110.00		
Insurance		227.06		
Internal Audit fees		70.00		
NALC Subscription		90.92		
Other Subscriptions/minor grants		0.00		
Other grants LGAct 1972 s. 137		500.00		
Election costs		0.00		
Contingencies		0.00		
Projects		587.97		
Defib		2323.90		
Bank charges		35.91		
VAT paid		464.78		
Payments to date		5,377	5,376.54	
Balance in hand per cash book			£3,043.03	2,345
Cash at Bank 31.03.2024			3,043.03	
less unrepresented payments			0.00	
Add income not yet credited			0.00	
Agreed to cash book balance			3,043.03	

Notes

Unrepresented Payments	Cheque no.	£ p
		£0.00

Earmarked Balances	b/f	c/f
Commemoration Projects		0.00
Advertising		£1,000.00
Working balance		£2,043.03
Total		3,043.03

Section 2 – Accounting Statements 2023/24 for

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	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	4181	6075	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2400	2345	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2299	0	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	855	930	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1950	4447	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	6075	3043	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	6075	3043	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3786	6000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/> The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

4.4.24

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Explanation of variances – pro forma

Name of unit/authority: **WILDORF PARISH COUNCIL**
 County area post code/s: **GU11 1JH**
 Fiscal figures from Section 2 of the AGAR to all blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
 • variances of more than 15% between totals for individual boxes (except variances of less than £200);
 • New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/levies & levies value (Box 2)

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	(Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES)	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	4,181	6,076					
2 Precept or Rates and Levies	2,400	2,345	-55	2.20%	NO		
3 Total Other Receipts	2,359	0	-2,359	100.00%	YES	No additional funding received 23/24	
4 Staff Costs	855	930	75	8.77%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,950	4,447	2,497	125.05%	YES	Defibrillator purchased £2244.00	
7 Balances Carried Forward	6,076	3,043			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	6,076	3,043				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	3,738	6,900	2,364	60.80%	YES	Insurance (Zurich) value risen to £6000 in 2023-2024 due to purchase of a defibrillator.	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

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certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: 2345-00

Total annual gross expenditure for the authority 2023/24: 5376-54

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either by email or by post** (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chair Date

as recorded in minute reference:

Generic email address of Authority

Telephone number

meldonparishcouncil@gmail.com

07775 907001

*Published web address

www.northumberlandparishes.uk/meldon

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

APPENDIX C - FINANCIAL LIST

Payments

Date	Payment Method	Supplier		£ p
01.04.2024	Bacs	James Hammond Electrician	Wire & fit defib and light	321.12
01.04.2024	Bacs	BW McMillan	Trench digging, laying of cable for defib	40.00
01.04.2024	Bacs	NALC	Subs and Annual Website fee 24/25	169.20
14.04.2024	Bacs	Bells Audit Service	Internal audit 23/24	70.00
26.04.2024	Bacs	HMRC	PAYE Mar 24	15.00
26.04.2024	Bacs	Miss Dee Smith	Salary April 24	60.00

Receipts

Date	Payment Method	Supplier		£ p
08.04.2024		NCC	1st half precept 24/25	1172.50

Appendix E



Northumberland County Council

The Occupier
67 Burnstones
Morpeth
Newcastle Upon Tyne
NE5 2DF

Planning Ref: 24/01192/FUL
Your Ref:
Contact: West Area Team
Direct Line: 0345 600 6400
Date: 22nd April 2024

Dear Sir/Madam,

TOWN & COUNTRY PLANNING ACT 1990 (As Amended)

Town & Country Planning (Development Management Procedure) (England) Order 2015

Proposal Proposed re-development of existing stable building(s) to create no.3 residential units
Location Pigdon Farm Pigdon Morpeth Northumberland NE61 3SE
Applicant Blakey
Case Officer West Area Team

The above application has been received and is being dealt with by the West Area Team and will be allocated to a Case Officer in the next five working days. The officer's name will appear on our Public Access system under the "Further information" Section should you wish to contact them.

You can look at the application, plans and other submitted documents on our website at www.northumberland.gov.uk. Guidance on how to view the application on line is provided on the back of this letter.

You can make comments on line at <http://publicaccess.northumberland.gov.uk/online-applications> or in writing to the Planning Department, County Hall, Morpeth, Northumberland, NE61 2EF. Please note your comments will not be acknowledged but will be made publicly available on line. Anonymous comments will not be taken into account so please include your name, address and postcode. Comments must be received by **13th May 2024**

Yours faithfully,

Registration Team
Development Services