**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 9th March 2015 in the Parish Hall.

**Councillors present:**

Cllr. Malcolm Reid (Chairman) Cllr. Andy Dunhill

Cllr. Jill Mills Cllr. Eileen Carew

Cllr. Bill Cairns Cllr. Brian Singer

**In attendance:**

Cllr. Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Public (4): Mr D Griffin, Mr E Stephenson, Mrs Z Shepherd and Mrs S Weston

Cllr. Reid opened the meeting at 7.46pm.

In opening the meeting, Cllr. Reid reported the death of Mrs Myra Dixon, a long serving councillor and former Chair of the Parish Council. The Parish Council offered its condolences to the family and agreed to record this formally in the next issue of the Parish News.

15/21 **Apologies**

Apologies were received from Mrs Pam Pryor, Chair of the Village Hall Trust

15/22 **Declaration of Interests**

Cllr. Singer declared an interest in Item 10 – ‘Allotment Association – yearly rent’ as he was an allotment holder.

No other disclosures of personal and prejudicial interests on matters to be considered at the meeting were given.

15/23 **Approval of the minutes of the meeting of 9th February 2015**

It was agreed that the minutes of the Council meeting held on 9th February 2015 were a true record and duly signed off by Cllr. Reid.

15/24 **Matters arising**

1. *Minute 15/04(i) – Superfast Broadband*

It was noted that the service via BT was now live although it was not yet available through other providers.

1. *Minute 15/04(iii) – MUGA Court*

It was noted that the Tennis Club hoped to circulate the questionnaire to residents via the April issue of the Parish News. The work to tidy the entrance area to the MUGA court was almost complete.

1. *Minute 15/04(iv) – Defibrillator*

The defibrillator was now operational following the training session on 22nd February. The Stephen Carey Fund would arrange refresher training each year and looked to the residents to hopefully help raise funds in the future. Consideration could be given to awarding the Fund a yearly grant as with other local organisations.

1. *Minute 15/04(vi) – Light on path from Broomhaugh to the station*

The light had been installed as scheduled. Cllr. Dale reported that she had requested two signs to be installed in Broomhaugh showing this as the disabled access route to the eastbound platform.

1. M*inute 15/06 – Wheelchair access by the Parish Hall leading to the Play Park*

It was noted that 19 people had registered written support for a ramp and that the main issue now was over the type of surface. It was agreed to allow for further comment at the annual Parish Meeting and, in the meantime, the Clerk should obtain a second quote for a tarmac path.

**ACTION: CH**

1. *Minute 15/07 – Reconditioning of the football field*

It was noted that the S106 application had been submitted and the outcome would be known by 20th March. Work should start in April.

1. *Minute 15/09 – Bus shelter opposite the Wellington Hotel*

The Clerk reported that she had arranged for the bus shelter to be painted. She had also made enquiries with NCC about the possibility of installing a shelter at the bottom of Whiteside Bank. No response had yet been received and Cllr. Dale offered to follow this up.

**ACTION: CH/ADa**

1. *Minute 15/11 – Shop*

Cllr. Cairns reported that discussions were ongoing but he was unable to report much progress as yet.

1. *Minute 15/13 – Yearly Newsletter*

The Clerk reported that the editors of the Parish News had confirmed that they were happy for the PC to produce a yearly newsletter that would include information about the clubs and societies in the village and it was agreed that the Clerk should start to put together ideas.

**ACTION: CH**

1. *Minute 15/16(iii) – NCC Planning Service changes*

It was noted that a letter had been sent to Northumberland County Council outlining the PC’s concerns about the proposed changes to the Planning Services. A copy of the letter was available on the website.

1. *Minute 15/17 – annual Parish Meeting*

The Clerk confirmed that Peter Rutherford from NCC would be attending the meeting to talk about Neighbourhood Plans. It was also hoped that someone would come to talk about the proposed new gateway entrance to the village. Cllr. Dale offered to follow this up with the officer involved.

**ACTION: ADa**

15/25 **Grass Cutting – award of the contract from 2015**

A number of quotes were received and reviewed. Cllr. Dunhill proposed that the cheapest quote be accepted, this was seconded by Cllr. Cairns and unanimously agreed. This quote was tendered by Trevor Bell Horticultural Services of Ovingham (NB. Trevor Bell currently holds the grass cutting contract for the cricket field awarded by RM Cricket Club).

**ACTION: CH**

15/26 **SCATA**

It was reported that Stocksfield Community Association Trading Arm (SCATA) was about to complete its first affordable housing project and the Chair of SCATA, Pete Duncan, had offered to brief the PC on what it had learnt and how it might be of benefit to Riding Mill.

It was agreed that interested councillors should meet Mr Duncan and, if it was felt appropriate, then a discussion should be held at a future Council meeting.

**ACTION: MR**

15/27 **Policy Documents**

1. *Review of policy documents*

A schedule for the review and re-adoption of policy documents was received. Cllr. Dunhill proposed that the schedule be approved. This was seconded by Cllr. Singer and unanimously agreed. A number of additional policies were suggested by the Clerk which she would draft and bring to the Council in due course.

**ACTION: CH**

1. *Financial Risk Assessment and Contingency Plan*

A new Financial Risk Assessment document and PC Contingency Plan proposal was considered. Subject to a few minor amendments Cllr. Cairns proposed that the documents be accepted. This was seconded by Cllr. Dunhill and agreed unanimously.

The Clerk agreed to look into registration with the Data Protection Agency.

**ACTION: CH**

15/28 **Finance**

1. *Monthly expenditure*
2. The following payments were authorised:

Catherine Harrison – February salary + £10 home allowance £393.08

Catherine Harrison – reimbursement Land Registry charges £10.00

Ward Hadaway – legal fees £864.00

CommuniCorp – Clerks & Councils Direct yearly subscriptions £12.00

Northumbrian Water – Cricket Pavilion £19.23

Homevend (March invoice 54) £75.00

1. The following receipts were noted:

Bank of Ireland Interest £1.85

War Stocks (redemption value) £123.02

Interest from War Stocks £1.15

1. *Budget report*

A report showing overall spending for the financial year was received. It was noted that the Maintenance budget was overspent and that there would be a further invoice to come from NCC for grass cutting. The Clerk was chasing the invoice for the new lighting column before the end of the financial year.

15/29 **Allotment Association – Yearly Rent**

It was noted that the Association’s rent had not been increased since 2001. Using the formula as outlined in the lease a new yearly figure of £156.50 was proposed, meaning the rent would increase from £31.50 per quarter to £39.12. Cllr. Reid proposed that this increase be approved. This was seconded by Cllr. Dunhill and agreed by a majority (Cllr. Mills abstained, Cllr. Singer did not vote as he was an allotment holder).

**ACTION: CH**

15/30 **NCC Flood Risk Strategy Consultation**

It was agreed that no response was necessary from the PC. A link was available on the website and the Clerk was asked to leave details in the folder in the Parish Hall should residents wish for further information.

**ACTION: CH**

15/31 **Handyman / Village Maintenance**

(i) It was noted that the handyman had cleared leaf debris from the kerb along Millfield Road and on the path leading to the single tennis court. He had also cut back ivy in the Play Park (March payment).

(ii) Cllr. Dunhill reported that a number of trees appeared damaged in the Mill Pond area, Marchburn Lane and also one by the Play Park. Instead of being reactive and only dealing with the problem when a tree fell, he suggested that the Council be proactive and seek the advice of a tree surgeon regarding this and also whether heavy ivy growth was damaging the trees. This proposal was seconded by Cllr. Reid and agreed unanimously. If cutting back the ivy would help prolong the life of a tree then it was suggested that this work be incorporated into the handyman’s schedule.

**ACTION: CH**

15/32 **Planning**

It was reported that the following planning application was under consideration by NCC:

15/00526/FUL – Coppas, Main Road. Single storey side extension. No objection by PC.

15/33 **Correspondence**

1. FOI request from Mrs Linden Stephenson re frontager responsibilities

Cllr. Reid recalled that in earlier discussions with NCC it had been claimed that recreational land did not have frontager responsibilities. He was attempting to establish the basis of this claim and would respond to Mrs Stephenson as soon as possible.

**ACTION: CH/MR**

1. Fly tipping – top of Whiteside Bank

Mrs Susan Laws had reported the litter at the top of Whiteside Bank. It was agreed that it would be a priority to clear this area during the Litter Pick on Saturday 28th March.

15/34 **Wayleave Agreement**

A wayleave request had been received from Northern Powergrid to run a new power supply to Bokul, Marchburn Lane. The Clerk confirmed that the Marchburn Lane Residents’ Association had no objection to the works. Cllr. Reid proposed that the wayleave be granted. This was seconded by Cllr. Mills and unanimously agreed.

**ACTION: CH**

15/35 **Minor Matters**

1. *Dog Fouling – Cricket field*

A number of residents had complained about dog fouling on the cricket field. It was suggested that the red dog waste bin be moved from outside the Parish Hall and placed near the entrance to the field. A new general bin should be purchased for the Parish Hall. Signs should be installed at the cricket field warning of fines for owners. This was unanimously agreed.

It was also suggested that the fence be repaired by the caravans to stop access across the football field once the work commenced to restore the grass. A note explaining what was happening should be displayed and Cllrs. Reid and Singer offered to speak to residents nearby to alert them to the impending work.

**ACTION: CH/MR/BS**

(ii) *Fence along path leading from Broomhaugh to the station*

Cllr. Dunhill highlighted the unsightly fence leading from the station to Broomhaugh. As the PC had been unable to establish ownership of the land he suggested that the PC undertake basic repairs to the fence. Cllr. Reid proposed that minimal repairs were undertaken to make the area safe. This was seconded by Cllr. Singer and agreed by a majority (Cllr. Carew abstained).

**ACTION: CH**

15/36 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 11th May 2015.

It was noted that the annual Parish Meeting would be held at 7pm on Monday 27th April 2015.

15/37 **Confidential Matters**:

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was unanimously agreed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item: Request to increase monthly fee for handyman services.

Meeting closed at 9.16 pm