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**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 6th July 2015 in the Parish Hall.

**Councillors present:**

Cllr. Andy Dunhill Cllr. Malcolm Reid

Cllr. Jill Mills Cllr. Eileen Carew

Cllr. Brian Singer

**In attendance:**

Cllr. Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Public (3): Mr D Gibson (pre-meeting questions only), Mrs L Stephenson and Mr B Young

Cllr. Dunhill opened the meeting at 7.39 pm.

15/57 **Apologies**

 Apologies were received from Cllr. Cairns.

15/58 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 13(ii) – Church Cottage Restoration: request for funding, as he lived in the adjoining property.

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

15/59 **Approval of the minutes of the meeting of 11th May 2015**

It was agreed that the minutes of the Council meeting held on 11th May 2015 were a true record and duly signed off by Cllr. Dunhill.

15/60 **Matters arising**

1. *Minute 15/09 (09.03.15) – Shelter opposite the Wellington Inn.*

The Clerk reported that she had discussed the proposal for a shelter on Whiteside Bank with the relevant officer at the County Council and in principle there would be no objection providing it didn’t interfere with sightlines for drivers exiting the junction. It would need to have a sign indicating that it was not the bus stop and before proceeding tests would need to be undertaken to ensure anyone waiting in the shelter had time to reach the actual bus stop once they saw the bus approaching. The Clerk then outlined possible costs for a shelter which were in the region of £5000 plus installation costs. A discussion was held as to the merits of a shelter as opposed to other possible projects in the village. Cllrs. Mills and Carew were tasked with reviewing the practicalities of this project.

**ACTION: JM/EC**

1. *Minute 15/45(i) – Underwood Road Bridge*

The Clerk reported that NCC enforcement officers were still pursuing Network Rail to arrange for the bridge to be painted.

1. *Minute 15/45(iv) – Reconditioning of the football field*

It was reported that the field had been rolled and stones removed and now appeared ready for sowing. The Clerk was asked to arrange a meeting with the contractor to review the work and to ensure that the field was seeded right up to the edge of the cricket field boundary. In addition, notices asking residents to keep off the field should be displayed.

**ACTION: CH**

It was noted that there already appeared to be a problem with moles and it would be necessary to arrange for a pest control contractor to be appointed.

**ACTION: CH**

1. *Minute 15/25 – Grass cutting*

It was reported that there had been some issues deciding whether the PC or NCC were responsible for grass cutting in certain areas of the village but that this had now been resolved. Work to level the Play Park had not taken place as hoped and the Clerk was liaising with the contractor about this. A weekly grass cut of the Play Park would commence shortly to cover the school holiday period.

1. *Minute 15/45(vii) – Tree works*

Various tree works were in progress and should be completed by the end of the week. Rob Archer had recently informed the PC of a number of trees overhanging the Tennis Clubhouse. A price of £220 had been quoted to remove the trees which was unanimously accepted.

**ACTION: CH**

1. *Minute 15/46 – Ramp by Parish Hall*

It was reported that the PC had been advised that Planning Permission was not required for the ramp nor was Building Regulations approval. The Building Surveyor had recommended a slope of 1:20 but Cllr. Reid explained that this would then make the ramp over 26m long and the exit would be by the far end of the tennis court. He felt that it would be better to stick to the original plan which would mean a slightly steeper ramp that would end by the MUGA court entrance. This was unanimously agreed and the Clerk was asked to obtain three quotes for the Council to consider at its September meeting.

**ACTION: CH**

1. *Minute 15/48 – Spinney*

No further proposals had been submitted and this item was deferred until the September meeting.

1. *15/50(iii) – Knotweed Problem, Millfield Road*

It was reported that Rob Archer had been asked to construct a fence around the knotweed plants following the current line of the posts. He was awaiting materials and would commence the work shortly.

1. *15/51 – Tour of Britain Cycle race*

The major task for the Parish Council was to arrange parking on the day for spectators. Tony Trapp at Osbit Power had agreed to allow cars to park in his grounds and Whiteside Bank and Church Lane would also be used. A request for volunteers had been made in the Parish News. NCC had suggested a red and yellow colour scheme for bunting and roadside decorations and it was proposed to hold a best decorated bicycle competition.

15/61 **Play Park**

1. Cllr. Dunhill reported that in order to progress the plans for the Play Park it had been suggested that a separate group should be convened independent of the Parish Council which would be able to bid for Community Chest funding unlike the PC. A number of residents had been approached to ask if they would be interested in helping. The group would have its own constitution and bank account and could be called the Broomhaugh & Riding Play and Regeneration Group which would allow it to consider other projects not just ones involving the Play Park. Cllr. Dunhill proposed the group be formed and this was unanimously agreed.

**ACTION: AD/ADa/CH**

1. It was reported that the Clerk had ordered new seats and chains for the large swing and she would arrange for them to be fitted shortly. The yearly RoSPA report had recently been received. A number of minor issues had been raised which would be reviewed. The report should be circulated to all councillors.

**ACTION: CH**

15/62 **Review of current Policy Document**

The following Policy Documents were reviewed and it was unanimously agreed to readopt them without alteration:

* Complaints Policy
* Vexatious Communications Policy

It was agreed to review the Policy documents again in one year.

15/63 **Finance**

 (a) *Monthly expenditure*

1. The following payments were authorised:

Office Depot – ink cartridges £35.11 (inc. £5.85 VAT)

RM Village Hall Trust – annual grant £2500.00

Sandy Bank Residents’ Association – contribution to Nick Insurance £283.00

Jewson Ltd – supplies for Handyman £54.25 (inc. £9.04 VAT)

Homevend – additional work to move posts Millfield Road £40.00

St James PCC – cost of additional pages Parish News £37.00

St James PCC – contribution to Revd. White’s leaving present £100.00

Office Depot – files £7.49 (inc. £1.25 VAT)

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

Northumbrian Water – water at cricket pavilion £27.89

Ward Hadaway- legal advice £2400 (inc. £400 VAT)

Robert Archer – capping for fencing – material cost only £43.09

Wendy Robe – plants for WI planters £47.70

Tyne Valley Woodlands Consultancy – removal of tree by play park £300 (inc. £50 VAT)

Playsafety Ltd – annual Play Park inspection £85.20 (inc. £14.20 VAT)

Catherine Harrison – June Salary + £10 home allowance £393.08

Catherine Harrison – reimbursement: Stamps £6.48, Land Registry fee

£25, Voucher for Erica Singer re logo design £50, plants £10 £91.48

Robson Print Ltd - Newsletter printing costs £270.00

Homevend (June invoice 57) £80.00

Homevend (July Invoice 58) £80.00

The following receipts were noted:

Interest – current account £15.50

Allotment Association – 2nd quarter rent £39.12

(b) *Budget report*

A report showing overall budget spending for the financial year was received. No issues of concern were raised.

 (c) *Appointment of Internal Auditor.*

It was unanimously agreed to reappoint Peter Basnett as the Internal Auditor for 2015/16.

15/64 **Handyman**

It was reported that the Handyman had weeded, cut back vegetation, swept and cleared debris from the Weir bridge and those in Millfield Road and Marchburn Lane. He had also cut back vegetation by the Play Park and MUGA court and on the approach to the station. In addition he had varnished play apparatus.

15/65 **Consultations**

It was noted that NCC was currently conducting a consultation on a Draft Private Sector Housing Strategy. Cllr. Dunhill had circulated his comments to councillors in advance of the meeting and it was agreed to submit these to NCC. A copy of the response would be displayed on the website.

**ACTION: CH**

15/66 **Newsletter**

Copies of the recently published newsletter were received. As not every house in the village subscribed to the Parish News it was necessary to deliver the newsletter separately. Councillors agreed to each deliver to different areas.

**ACTION: ALL**

15/67 **Planning**

1. It was reported that the following planning applications were under consideration by NCC:
* 15/01712/COU – Station House, Riding Mill. Change of use from residential to office space (PC – no objection)
* 15/00592/FUL – Bokul, Marchburn Lane. Construction of 2 new homes on site (PC – no objection).

It was noted that the development of Bokul was subject to release of covenant. The developer had indicated that he would like the PC to initiate the request to the District Valuer now rather than wait until permission was granted. It was agreed that the PC would do this as long as he agreed to bear all costs should planning permission be refused or if a neighbour objected. It was also suggested that the PC should write to him regarding the use of Marchburn Bridge by heavy lorries and suggest that care should be taken including the possible offloading of lorries before the bridge.

**ACTION: CH**

It was noted that there appeared to be some damage to the road and verges at the entrance to Marchburn Lane because of large lorries working at a neighbouring property. This situation should be monitored. It did not seem sensible to initiate repairs now as there was likely to be heavy usage shortly but households undertaking building work (or their contractors) should be reminded of the responsibilities to make good all roads and pavements.

1. It was reported that the following planning applications had been considered by NCC and granted permission:
* 15/01629/FUL – 10 Riding Grange – sun room extension
* 15/00120/FUL – Hampton House, Wentworth Grange. Retrospective planning application for Orangery
* 15/01247/FUL – Lyndene, Millfield Road. Extension to garage

15/68 **Correspondence**

 (i) *Denzil Gibson re weed damage in Marchburn Lane.*

In the pre-meeting discussion, Councillors agreed to Mr Gibson’s request that the weed growing by his house, Mare’s Tail, should be treated with herbicide by a licensed contractor, as it was starting to break up tarmac on the road. A condition of this work was that all Mr Gibson’s neighbours must agree to the treatment as it was liable to kill off all plants on the bank side. Mr Gibson agreed to obtain written consent from his neighbours.

**ACTION: DG/CH**

1. *Philip Winspear re rights of access to football field*

It was noted that a letter had been sent to Mr Winspear confirming that all access to the football field would be via the current entrance to the Cricket Club.

1. *Colin Lisgo re access across football field*

It was noted that Cllr. Reid had been to see Mr Lisgo to discuss rights of access across the football field. It was agreed to follow this up with a letter.

**ACTION: BS/MR**

15/69 **Minor Matters**

 (i) *Notice Board – Methodist Church*

A request for funding to help install a new notice board was received from Christine Andersen, Secretary of the Methodist Church. As this was a public notice board and the PC had previously helped fund earlier boards it was agreed to pay half the cost although it was suggested that the PC pay for the work as it would allow the VAT to be reclaimed so requiring a smaller contribution.

**ACTION: CH**

1. *Church Cottage Restoration*

A request for funding to help with the restoration of Church Cottage was received from Ena Clark, Parochial Church Council Member. It was noted that the PC had already made a small contribution. The level of funding requested was not clear so it was suggested that Miss Clark be asked to attend the next PC meeting in order to clarify this.

**ACTION: CH**

1. *Attendance at meetings*

It was agreed that Cllr. Carew would attend the next meeting of the East Tynedale Forum on 14th July.

NCC would be holding the Town & Parish Council Conference on 24th September. The Clerk would attend if possible and further details would be circulated to councillors when available.

1. *Duck Race*

It was reported that the School PTA hoped to hold a duck race in September starting from the weir bridge and ending by the land by the double tennis courts. The PC recorded that it had no objection as long as the PTA had insurance cover for this event. Homeowners along the March burn should also be consulted by the PTA to ensure that they had no objection.

**ACTION: CH/PTA**

15/70 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 14th September 2015.

Meeting closed at 9.43 pm