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**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 14th December 2015 in the Parish Hall.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) 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 (5): Mr C Page, Mrs J Rowntree, Mrs S Soulsby, Mrs L Stephenson and one other.

Cllr. Dunhill opened the meeting at 7.42 pm.

15/98 **Apologies**

 Apologies were received from Pam Pryor, Chair of the VHT.

15/99 **Resignation**

Cllr. Dunhill reported that Bill Cairns had decided to resign from the Parish Council for personal reasons. He recorded his thanks to Bill for his help, in particular, his efforts to re-establish a shop in the village and for overseeing the monthly accounts. It was agreed that the Clerk would write a letter of thanks from the Council.

**ACTION: CH**

15/100 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 5(ii) Football Field as he played cricket at the ground.

Cllr. Carew declared an interest in Item 10(b) S137 grant funding for the Table Tennis Club.

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

15/101 **Approval of the minutes of the meeting of 9th November 2015**

Subject to one amendment to the confidential minutes, it was agreed that the minutes of the Council meeting, and of the confidential meeting, held on 9th November 2015 were a true record and duly signed off by Cllr. Dunhill.

**ACTION: CH**

15/102 **Matters arising**

1. *Minute 15/88(i) - Shelter opposite the Wellington Inn.*

The Clerk reported that she had investigated various options of perch seating for the bus shelter but the pavement was just too narrow to allow a seat to be installed and maintain the one metre pavement width required by the County Council. Some shelter designs incorporated a perch seat and when it was felt necessary to replace the shelter then this could be an option.

1. *Minute 15/88(ii) - Football field.*

Councillor Singer reported that the Wellington Hotel had formed a football team and had begun to practise on the cricket field with the Cricket Club’s permission. He highlighted the need to meet with representatives of the Cricket Club to agree day to day management of the new football field and the Clerk was asked to convene a meeting with the Club and Cllrs. Singer and Reid in the New Year

**ACTION: CH**

The Clerk reported that the bin had recently been installed by the entrance to the field and dog fouling signs would be displayed shortly. In the pre-meeting discussion, Mr Page had highlighted the problem of moles on the football field and the cricket outfield and it was agreed that the Clerk would contact a mole catcher.

**ACTION: CH**

1. *Minute 15/88 (iii) – Tree survey*

The Clerk reported that a second quote had been obtained but unfortunately not in sufficient time to be considered at this meeting and therefore it was agreed to defer the discussion until the February meeting.

 **ACTION: DEFER TO NEXT MEETING**

1. *Minute 15/88 (iv) – Play Park*

Cllr. Dunhill reported that the Play Park Regeneration Group was still reviewing possible equipment and would meet again in January.

Play Park Inspection: It was proposed that Martin Stewart, the grounds man from Broomley and Stocksfield PC, should undertake a quarterly inspection of the Play Park as it was felt that this was more cost effective than a councillor attending the two-day playground safety course. This was unanimously agreed.

**ACTION: CH**

1. *Minute 15/88(viii) – WW1 Memorial Panel*

It was reported that the outcome of the pre-application funding request was still awaited and this item was deferred to the February meeting.

**ACTION: DEFER TO NEXT MEETING**

1. *Minute 15/95 (i) - Village Shop*

Cllr. Dunhill reported that the PCC had felt unable to support a village shop in the Parish Hall as this would have entailed changes to the tenancy agreement with regard to the sale of alcohol and cigarettes. Fortunately, the new owner of the Station House had ground floor premises to lease and was currently in the process of applying for change of use with the view to establishing a shop. Discussions were in hand with prospective Tenants and it was hoped that a village shop would reopen shortly. The PC fully endorsed the proposals and recorded its thanks to the new owner of the Station House.

1. *Minute 15/95 (ii) – The Spinney*

Cllr. Reid reported that he and Cllr. Carew had watched children boarding the school buses one morning and felt very strongly that improvements must be made to the Spinney entrance as children simply ran out onto the road. A barrier in front of the gate had been suggested (similar to the one outside the Millennium Hall) but on approaching the County Council, the Clerk had been informed that it was not possible due to the narrowness of the verge and road. Cllr. Dale offered to ask an officer from the County Council to come and view the site.

**ACTION: ADa**

15/103 **Review of Councillors’ responsibilities**

 Following Cllr. Cairn’s resignation his responsibilities were reallocated as follows:

 VHT representative: Cllr. Carew only

 Monthly Accounts: Cllr. Reid

 Shop working group: Cllr. Dunhill

15/104 **Grass Cutting**

T Bell Horticultural Services had confirmed that there would be no increase on this year’s grass cutting fees and it was therefore proposed by Cllr. Dunhill that his services should be re-engaged for a further year. This was seconded by Cllr. Singer and unanimously agreed. He would also be asked to continue with the levelling work in the Play Park.

**ACTION: CH**

15/106 **Ramp**

Cllr. Dunhill outlined that now the ramp and handrail had been installed it was possible to look at landscaping options. The Council had received Mrs Soulsby’s letter outlining her suggestions and a number of councillors had been to view the ramp. It was agreed that the PC would purchase an appropriate number of laurel hedging bushes that would be planted between existing shrubs which would restore Mrs Soulsby’s privacy. However, a request to part fund a new fence was refused. The PC would endeavour to arrange for the bushes to be planted as soon as possible but noting that Mrs Soulsby planned to install a new fence it was felt that this work would be better done after the fence was erected. Cllr. Dunhill agreed to meet with Mrs Soulsby to confirm the positioning of the plants.

**ACTION: AD**

Cllr. Dunhill suggested that a small sub-group be convened to put together plans and costs for landscaping the additional area. Cllrs. Reid and Mills agreed to be on the sub-group together with the Clerk and other interested residents and they were asked to report back with their full plans in time for the February meeting.

**ACTION: MR/JM/CH**

15/107 **Bridge surveys**

It was reported that BT Bell had been instructed to undertake surveys of the Marchburn Lane Bridge and wooden weir footbridge and their report was expected shortly.

15/108 **Finance**

 (i) *Monthly expenditure*

The following payments were authorised:

Ward Hadaway – legal expenses £906.00 (inc. £150 VAT)

SLCC – yearly subscription £103.00

Debmat Surfacing Ltd – installation of ramp & handrail £6213.60 (inc. £1035.60 VAT)

Northumbrian Water – Cricket Pavilion water charges £13.85

Stuart Burns – removal of trees by Play Park £250.00

Catherine Harrison – November salary + £10 home allowance £403.01

Catherine Harrison – reimbursement for postage for

archive materials (£23.00) and dog fouling signs (£12.12) £35.12

Andy Dunhill – reimbursement of travelling expenses £16.56

Homevend (December Invoice 63) £80.00

There were no receipts to note.

 (ii) *Budget report*

A report showing overall budget spending for the financial year was received. Particular note was made of the maintenance budget which was overspent – the reasons for which were outlined at the last meeting. The Legal and Audit budget was also overspent due to large legal fees incurred recently.

(iii) *S137 Funding requests*

A paper was tabled detailing requests for funding which had been received. Following review it was agreed to make the following grants/donations:

* RM Table Tennis Club - £150 to help buy a replacement table (one-off award)
* Marchburn Lane Residents’ Association (£60)
* Core Music (£60)
* Tynedale Hospice at Home (£60)
* CAN (£60)
* Sport Tynedale (£60)
* CAB (£60)
* Age UK (£60)
* Great North Air Ambulance (£60)
* Royal British Legion (£60)
* The Stephen Carey Fund (£100)

**ACTION: CH**

15/109 **Budget for the next Financial Year**

A document showing current budget spending and proposed spending for next year was received. After discussion the budget was agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Proposed budget for 2016/17** | **Last year’s budget** |
| Staff Costs | £5,200 | £5,200 |
| Insurance | £3,000 | £3,000 |
| General Admin | £1,300 | £1,200 |
| Professional Fees | £5,600 | £3,400 |
| Donations | £3,500 | £3,500 |
| Maintenance | £8,000 | £7,000 |
| Capital Expenditure | £10,500 | £10,500 |
| Miscellaneous | £800 | £800 |
| TOTAL | ***£37,900*** | ***£34,600*** |

Points to note:

* The largest increase was for Professional Fees and this was felt necessary because of the cost of undertaking a tree survey and the possibility of defending further legal action.
* The main capital expenditure item for next year was likely to be the gateway entrance at the east end of the village which Cllr. Dale was currently finalising with the County Council.

As the PC did not wish to see the Precept at a higher level than that set in 2013/14 and 2014/15 it was agreed to transfer £2,900 from the reserves and set the Precept at £35,000. This was proposed by Cllr. Singer, seconded by Cllr. Reid and unanimously agreed.

**ACTION: CH**

15/110 **Policy Documents**

 The following new Policy documents were received:

* Health & Safety Policy for the Play Park
* Grant Award Policy

Minor amendments were made to the Grant Award Policy before both policies were unanimously approved.

**ACTION: CH**

15/111 **Handyman**

It was reported that the Handyman had cleaned the mirrors and bus stops, cut back trees by the double tennis courts in Millfield Road and cleaned the path to the tennis courts. This accounted for his December payment.

15/112 **Planning**

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

 15/03706/ADE – erection of signs by Northumbrian Water. PC – no objection

 15/04031/COU – Change of use, Station House. PC – no objection

 15/04084/LBC – 1 Hollin Hill Terrace. Listed building consent. PC – under review

15/113 **Correspondence**

 It was noted that most items of correspondence had been dealt with under Item 15/106.

Mrs Rowntree had raised concerns about the Edible Riding Mill initiative and it was reiterated that the policy of the PC was to support the planting of fruit trees and bushes if appropriate places were identified.

 The Clerk would respond formally to the letters.

**ACTION: CH**

 It was also noted that one item of nuisance mail relating to dog fouling had been received.

15/114 **Minor Matters**

1. *Meetings to attend*

Cllr. Dunhill confirmed that he would be able to attend the next meeting of the East Tynedale Forum on 13th January 2016.

1. *Landslip on footpath to Corbridge*

It was noted that there had been a major landslip along the banks of the Tyne to Corbridge which had destroyed the footpath. The PC felt that this was a crucial footpath and that every effort to re-route the path should be made. It was agreed to write to the County Council and the landowner.

**ACTION: CH**

1. *Fire & Rescue Consultation*

It was noted that the Northumberland Fire & Rescue Service was currently undertaking a review of services. One of the proposals was to close Haydon Bridge Community Fire Station. In view of the support offered by this station during the recent floods it was felt it would be inappropriate to close it and that the PC should respond to the consultation accordingly.

**ACTION: CH**

15/115 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 8th February 2016.

Meeting closed at 9.31 pm