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**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 14th March 2016 in Church Cottage, Church Lane, Riding Mill.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. Malcolm Reid

Cllr. Brian Singer Cllr. Eileen Carew

Co-opted at meeting: Cllr. David McKenzie

**In attendance:**

Mrs Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Public (2): Mrs J Rowntree and Mrs L Stephenson.

Cllr. Dunhill opened the meeting at 7.47 pm.

16/17 **Apologies**

Apologies were received from Cllr. Jill Mills and Mrs Pam Pryor, Chair of the VHT.

16/18 **Declaration of Interests**

Cllr. Singer declared an interest in Item 11 – Allotment Association – yearly rent review, as he was an allotment holder.

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

16/19 **Co-option of Councillor**

Cllr. Dunhill proposed and Cllr. Reid seconded that Mr David McKenzie be co-opted as a Councillor and this was unanimously agreed. Mr McKenzie then signed the requisite form and was welcomed to the Council.

16/20 **Register of Interests**

Each councillor verified that their entry in the Register of Interests was correct by re-signing the document. Cllr. Singer updated his entry and the Clerk would send this to the County Council.

**ACTION: CH**

16/21 **Approval of the minutes of the meeting of 8th February 2016**

It was agreed that the minutes of the Council meeting held on 8th February 2016 were a true record and duly signed off by Cllr. Dunhill.

16/22 **Matters arising**

1. *Minute 16/05 – Landscaping by the ramp*

Cllr. Reid recorded his thanks to the 10 people who had attended the first gardening session on Thursday 10th March. The first stage had been completed and the screening bushes planted. The next session would be held during the week commencing 18th April when the remaining land would be cleared and fruit trees planted. A request for volunteers would again be made via the Parish News.

**ACTION: MR/CH**

1. *Minute 16/14(ii) – Water Leak, Old Playground*

Cllr. Dale confirmed that both Northumbrian Water and the County Council had been to view the problem. Northumbrian Water had established that it was not a burst pipe rather the leak was due to the recent excessive rainfall. The County Council had agreed to monitor the problem as the water was running onto a public highway and if necessary a gully would be installed. As the PC owned the land there would be a cost implication if this work was undertaken.

1. *Minute 16/15 – Annual Parish Meeting.*

It was noted that it was not possible to hold the APM during the week commencing 18th April and it was therefore agreed that the meeting be held on Thursday 12th May at 7 pm in the Parish Hall.

1. *Minute 16/04(iv) - The Spinney*

Cllr. Dale confirmed that she would arrange for the relevant officer from the County Council to visit the site next time they were in the area to discuss possible safety improvement by the gate and would invite Cllr. Reid to be present.

**ACTION: ADa/MR**

16/23 **Play Park**

Cllr. Dunhill reported that Martin Stewart, the handyman used by Broomley & Stocksfield PC who was qualified to undertake playground inspections, had undertaken his first quarterly inspection of the Play Park. Overall he had reported that the play park was satisfactory although there were a few issues which could be addressed such as wood starting to rot on the edges of the Little Hamlet play equipment, bits of frayed rope that should be taped and anti-slip grips added to the stile. The Clerk would draw up a list of actions and liaise with the handyman or appropriate contractor to action them.

**ACTION: CH**

Play Park rules: Cllr. Dunhill proposed that a sign be displayed outlining various rules and reminding users to take care on uneven surfaces and in icy/wet conditions. This was unanimously agreed.

**ACTION: CH**

16/24 **Gateway Entrance**

Cllr. Dale reported that plans had been completed and costed for a gateway entrance at the eastern end of the village. However, the County Council was planning to introduce 20 mph speed limits at school times which would also require new signage. She therefore advised that the gateway plans be put on hold until the additional signage requirements were known. This was unanimously agreed as was the desire to see 20 mph limits enforced on the Main Road and on Church Lane at school times.

**ACTION: ADa**

16/25 **Flood Management**

Cllr. Dale reported that she and Cllr. Dunhill had met with residents affected by the recent flooding together with officers from the County Council, the Environment Agency (EA) and Northumbrian Water (NWL). Reports were awaited from the EA and NWL but in the meantime assistance was being given to residents so that they could apply for financial aid.

The EA would like the Parish Council to prepare a Flood Risk Management Plan and appoint Flood Wardens. It was agreed to form a working group to take this forward using Broomley & Stocksfield PC’s plan as a template.

**ACTION: AD/ADa/CH**

 A further meeting with the residents and relevant authorities would be held in April.

Cllr. Dale also reported that residents who hold riparian water rights must ensure that obstructions are removed swiftly in order that flooding is not exacerbated.

It was agreed that emergency telephone numbers for the Environment Agency, Northumbrian Water plus utility companies should be displayed on the notice board.

**ACTION: CH**

16/26 **20 mph limit for Station Close**

Cllr. Dale reported that she had received a number of requests from residents of Station Close to address the issue of speeding. There had also been queries raised about parking, the damage to pavements caused by tree roots and a request to create an area in Station Close for edible plants.

Proposals would be drawn up to address these issues following which she would consult with residents of Station Close to seek their agreement. If approved she would fund the work from her Members’ Local Improvement scheme allowance.

**ACTION: ADa**

16/27 **Review of Policy Documents**

The following policy documents were received and unanimously approved subject to minor amendments:

* Financial Risk Assessment
* Asset Register
* B&RPC Continuity Plan

In the course of the discussion the following matters were addressed:

*Signatories*: it was agreed that Cllr. McKenzie should become a bank signatory and that Cllr. Reid would cease to be a signatory as he acted as the Council’s Internal Auditor (Proposed AD, seconded EC, unanimously agreed)

**ACTION: CH**

*Display of addresses:* Councillors felt uneasy that their home addresses were publicly displayed and would prefer just their telephone numbers and email addresses to be listed. The Clerk agreed to check the legal requirement and amend the website and notice board if permitted.

**ACTION: CH**

16/28 **Finance**

 (i) *Monthly expenditure*

The following payments were authorised:

Valuation Office Agency – land valuation of Bokul £1348.29 (inc. £224.71 VAT)

(to be refunded)

Homevend – repairs to bench and weir footbridge £45.00

Northumbrian Water – water charges cricket pavilion £10.32

M E Stewart/Neetfleet- play park inspection £70.00

Jewson Ltd – handyman materials £7.93 (inc. £1.32 VAT)

St James Church PCC – room hire £40.00

CommuniCorp – subscription to Clerks & Councils Direct £12.00

RM Allotment Association – contribution towards insurance £77.00

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

Catherine Harrison – reimbursement (£11.20 printing, £5.16 anti-slip

Strips for stile, £16.98 gloves and litter picks) £33.34

Getmapping plc – Parish Online subscription £33.60 (inc. £5.60 VAT)

**Standing Orders:**

Homevend (March 16 Invoice 66) £80.00

There were no receipts to note.

 (ii) *Budget report*

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

16/29 **Allotment Association – Yearly Rent**

A discussion was held regarding the rent calculation and the request to pay the Association’s insurance. Cllr. Reid and the Clerk were asked to review when the arrangement to pay the insurance was first agreed and to report back to the next meeting when a decision about the rent would be made.

**ACTION: CH/MR**

16/30 **Handyman**

It was reported that the Handyman had cut back shrubs in Millfield Road and cleared leaves. He had also cut back ivy growth on trees near the weir. This accounted for his March payment.

A discussion was held about the need to cut back tree saplings growing along the Main Road. It was felt that it was too dangerous a job for the handyman and the Clerk was asked to raise the matter with the County Council.

**ACTION: CH**

16/31 **Planning**

It was reported:

1. that the following planning applications were under consideration by NCC:

16/00169/FUL – Burnside, Riding Mill. Erection of greenhouse in front garden. PC – no objection.

16/00603/FUL – Land NW of Grove Field, Sandy Bank. Construction of 2-storey dwelling and separate garage. PC – still to submit comments.

1. that the following planning applications had been approved by NCC:

16/00075/FUL – Land south of Tudor Mount, Church Lane – construction of single storey dwelling;

16/00083/FUL – Lyndale, Millfield Road – Porch, side extension and rear garden room.

16/32 **Correspondence**

There were no issues of correspondence to address.

16/33 **Minor Matters**

1. *Newsletter*

It was agreed that the PC should produce another newsletter to be published in June/July.

**ACTION: CH**

A discussion was held as to how the website could be improved. Cllr. Dunhill reported that he had taken some new photos and Susan Law had also offered to supply some. The report for the Parish News could also be displayed each month on the website.

**ACTION: CH**

1. *Shop*

Cllr. Dunhill reported that there had been a delay in finding a tenant for the shop. Jason Tennet was holding an open meeting on Wednesday 16th March for residents to discuss how the reopening of the shop might be achieved. Cllrs. Reid and McKenzie offered to attend.

1. Defibrillator Training

The Clerk was asked to contact the Stephen Carey Fund to discuss refresher training for the village.

**ACTION: CH**

16/34 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 9th May 2016.

Meeting closed at 9.34 pm