****

**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 12th September 2016 in Church Cottage, Church Lane, Riding Mill.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. Malcolm Reid

Cllr. Brian Singer Cllr. Eileen Carew

**In attendance:**

Mrs Anne Dale – County Councillor (pre-meeting questions only)

Mrs Catherine Harrison – Parish Clerk

Public (3): Mr C Page, Mrs J Rowntree and Mrs L Stephenson.

Cllr. Dunhill opened the meeting at 7.40 pm.

16/68 **Apologies**

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

16/69 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 4(vii) – Cricket Club as his team used the ground.

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

16/70 **Approval of the minutes of the meeting of 4th July 2016**

It was agreed that the minutes of the Council meeting held on 4th July were a true record and duly signed off by Cllr. Dunhill (Proposed: Cllr. Dunhill, seconded Cllr. Carew).

16/71 **Matters arising**

To report: on matters arising from the previous Minutes excluding those included in this agenda.

1. *Minute 16/54 (i) – Landscaping by the ramp/Edible Riding Mill.* Update from Cllr. Reid

Cllr. Reid reported that the laurel bushes had been removed and the new hedging planted. A sign encouraging residents to pick the fruit on offer had also been erected and he thanked those volunteers who had tended the garden over the summer. He proposed to hold another volunteer session shortly and would prepare an update for the Parish News.

**ACTION: MR**

1. *Minute 16/54(ii) – The Spinney.*

Discussion deferred to next meeting as a response from NCC was still awaited*.*

1. *Minute 16/54(iii) – Play Park.*

Cllr. Dunhill reported that moles continued to be a problem in the Play Park and further control might be necessary. The recent quarterly inspection had identified a few minor issues that would be reviewed in the next couple of weeks.

The Play Park Regeneration Group needed to show that it had community backing for its proposals and it was hoped that this would be undertaken in the next few weeks following which the Group would start to make grant applications.

1. *Minute 16/54(iv) – Introduction of 20 mph speed limit at school times*

Cllr. Dale confirmed that the County Council would be undertaking a review of the proposed 20 mph speed limit in the village shortly and she hoped to see its introduction in this financial year although that could not be guaranteed.

1. *Minute 16/54 (v) – Flood Management.*

It was noted that the initial meeting to develop a flood plan was to be held on Wednesday 14th September. Cllr. Dunhill would give an update at the next PC meeting.

**ACTION: AD**

1. *Minute 16/54(vi) – Roadside selling*

Cllr. Dale reported that the County Council Enforcement Team was dealing with this matter and she hoped for an update shortly.

**ACTION: ADa**

1. *Minute 16/55 –* *Cricket Club/Football field*

Cllr. Singer reported that:

1. the football pitch had been marked out and the goalposts installed but that it was felt to have been marked out too narrowly so it would need to be redone, hopefully, within the next couple of weeks;
2. discussions were ongoing with the Cricket Club to help them draw up a business plan and child protection policy in order to meet the criteria for grant applications. Cllr. McKenzie had provided templates which could be easily adapted;
3. efforts to establish football coaching for children were ongoing and it was hoped that these would commence shortly;
4. it would be useful to get some publicity for the new football pitch so that local teams knew that it was available for hire. The Clerk was asked to contact The Courant to see if they would write an article. A piece for the Parish News should also be written to inform residents that they could now use the pitch;

**ACTION: CH**

1. the football pitch required ongoing marking out. The PC agreed to pay for any initial paint and equipment necessary and Mr Page agreed to find out whether the Cricket Club’s groundsman would be happy to take on this task.

**ACTION: CP**

1. *Minute 16/56* – *Marchburn Lane road bridge*.

Cllr. Dunhill reported that he and Cllr. Reid would be attending a meeting with a representative of the Marchburn Lane Residents’ Association to discuss their views following the bridge inspection and he would advise the PC of their comments and concerns at the next meeting.

**ACTION: AD**

1. *Minute 16/57* – *Gateway entrance.*

Cllr. Dunhill confirmed that the County Council had recently given the PC permission to landscape the area around the Riding Mill sign. The Clerk was asked to liaise with Brian Thompson to set a date for this work and to see if it was possible to organise some volunteers to help.

**ACTION: CH**

A meeting to review the speed activated signs had been arranged with SWARCO, the company that provided them and proposals would be considered at the next meeting of the PC.

**ACTION: AD/ADa/CH**

1. *Minute 16/58* – *Invasive plants*.

The Clerk reported that:

1. the Mare’s Tail plants in Marchburn Lane had been treated twice this year and appeared to have died back. The area would be monitored and further treatments applied if necessary;
2. the area in Millfield Road prone to Japanese Knotweed had been treated by a specialist company. All plants in the area appeared dead and it was not particularly attractive to look at but the company had advised that it should be left alone and then further treatments applied next year. It was agreed to remove dead vegetation from outside of the cordoned off area that bordered the road.

The Clerk was asked to write to neighbouring properties to update them with what had been done and the advice received.

**ACTION: CH**

1. the knotweed plant on the Main Road near Riding Grange had been treated by the County Council and appeared to be dying.

The Clerk was asked to confirm with NCC that the plant had been treated. She was also asked to check that the plant by the footpath to the river at Broomhaugh had been treated.

**ACTION: CH**

1. *Minute 16/59- Local Transport Priorities.*

It was noted that the following priorities were submitted to NCC by the deadline in August:

* Pedestrian and cyclist road safety improvements between Stocksfield and Riding Mill;
* Gateway entrance at the west end of the village / Improvements to the Slaley Road junction;
* Pedestrian Crossing on the main road.

1. *Minute 16/62 – Quotes for cleaning the bus shelters.*

It was noted that the Clerk had received two quotes both for a similar amount but higher than the Council had hoped to pay. She was asked to seek additional quotes to see if the cost could be reduced.

**ACTION: CH**

1. *Minute 16/66(i) – Newsletter.*

It was reported that the newsletter had been well received. Responses from some residents to questions posed in the newsletter had been received as well as suggestions for articles in future editions.

1. *Minute 16/66(ii) – Needs of Children and Young People in Riding Mill.*

Discussion deferred to a future meeting.

16/72 **Replacement Street Lighting**

Cllr. Dunhill reported that NCC would be installing LED streetlights in Riding Mill as part of a county-wide initiative to reduce costs. The PC could make some requests during this process i.e. it could ask for the street lights to be painted or additional lights installed where it was thought necessary. The PC would have to pay for this extra work but he suggested that it was a good time to review the current street lighting provision.

He suggested forming a working group to undertake a survey and offered to lead this and work alongside local residents. This was unanimously agreed.

**ACTION: AD**

16/73 **WW1 Memorial Panel**

The Clerk reported that the application for funding to the War Memorials Trust had been successful and they had given a grant to fund 75% of the costs of restoring the panel. An additional £500 had been secured from the Community Chest Fund together with a donation from St James Church. A local resident had also offered a large donation. This left a shortfall in the region of £500.

It was agreed that residents should be asked if they could suggest/hold fundraising activities or if they simply would like to make a donation to the fund. In order to expedite the work, it was unanimously agreed that the PC would cover the outstanding costs for now with the hope that some of the funds would be recouped. (Proposed Cllr. Dunhill, seconded Cllr. Singer.)

**ACTION: CH**

16/74 **Annual Accounts / Monthly Accounts**

1. Annual Accounts

It was reported that the Annual Accounts had been approved by the external auditor, BDO. The Council agreed to unanimously approve and accept the completed Annual Accounts including the certificate issued by BDO (Proposed Cllr. Reid, seconded Cllr. Dunhill). The minor matter highlighted was noted (the Clerk needed to tick a second box to verify that the PC did not manage any Trust Funds). It was agreed that the Clerk should now display the Annual Return and the certificate and notice of conclusion of audit.

**ACTION: CH**

1. ***Monthly accounts***

*The following payments were authorised*: (Proposed Cllr. Reid/Seconded Cllr.Singer):

Tyne Valley Woodlands – tree survey £1248.00 (inc. VAT £208)

Playsafety Ltd – Play Park RoSPA report £88.20 (inc VAT £14.70)

Ward Hadaway – legal advice £1209.00 (inc VAT £200)

Glasdon UK – dog bins £207.64 (inc VAT £34.60)

Jeff Mills – mole control £160.00

ICO – data protection registration £35.00

Robson Print – newsletter printing £270.00

Catherine Harrison – reimbursement for trees for Edible RM £237.54

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

NCC – planning advice re cricket pavilion £300.00

Robin Watson Sign & Design – Edible RM sign and play park sign £83.70 (inc. VAT £13.95)

Jewson Ltd- Handyman supplies £61.55 (inc. VAT £10.26)

BDO LLP – audit fees £240.00 (inc. VAT £40)

RM VHT – room hire £24.00

Complete Weed Control – Japanese Knotweed treatment Millfield Road £180.00 (inc. VAT £30)

Martin Stewart/Neetfleet – Play park inspection and repairs £120.00

Peter Basnett – (reissue - earlier cheque lost) Internal Audit fees £112.30

Sustain Landscapes Ltd – installation of goalposts/football field marking £1668.60 (inc. VAT£278.10)

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

Catherine Harrison – reimbursement. Stamps £19.39, photocopying of

Plans £22.40 £41.79

RM Cricket Club – contribution towards grass cutting £1093.32

Office Depot – paper and ink cartridges £89.22 (inc. VAT £14.87)

Homevend (August 16: Invoice 71) £80.00

Homevend (September 16: Invoice 72) £80.00

*The following receipts were noted:*

Interest - Triodos reserve account £18.70

RM Allotment Association – quarterly rent £46.75

Northern Electric PLC – yearly wayleaves £54.15

HMRC – VAT reclaim (June 15 – July 16) £3828.12

Northumberland County Council – 2nd instalment Precept £17500.00

(ii) *Budget report*

A report showing overall budget spending for the financial year was received.

A discuss was held re the tree survey and the likely costs of undertaking the suggested work which would be substantial. As quotes were still being sought for the work a decision on how much the PC should actually do was deferred to a future meeting.

**ACTION: CH**

16/75 **Handyman**

It was noted that the Handyman had cut back shrubs along the route to the station, he had varnished the wood on the play equipment and all the seats and benches in the Play Park. This accounted for his August and September payments.

16/76 **Planning**

It was reported:

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

* 16/02518/FUL – Hill House, Riding Hills. Erection of studio/garage workspace. PC – objection: infringement of green belt;
* 16/02762/FUL – 4 St James Close. Extension and conversion of outbuildings to provide C1 use (guest house). PC – no objection although consideration needed to be given to off-road parking.

1. that the following planning applications had been considered by NCC and granted permission:

* 16/01687/FUL – Bowmont, Whiteside Bank. Demolition of garage, new car port and single storey rear extension;
* 16/01914/FUL – Wirral House, Sandy Bank. 2 storey garage extension;
* 1602125/FELTPO – The Vicarage, Oaklands. Removal of various trees.

1. that the following planning application had been considered by NCC and refused permission:

* 16/02621/FUL & 16/02622/LBC – West Cottage, Shepherds Dene. Extension to kitchen. (PC – no objection).

16/77 **Consultations**

It was noted that the County Council were undertaking the following consultations:

* Proposal to implement The Northumberland County Council (Dog Control) Public Spaces Protection Order. PC – no comment.
* Consultation regarding the enforcement of unauthorised obstructions on the highway. PC – not an issue in Riding Mill therefore no comment.

16/78 **Correspondence**

1. Stone Troughs

Mrs Law had written to highlight the poor state of the stone troughs on the Main Road. Cllr. Dale had liaised with the County Council and had established ownership of the troughs. It was agreed that the PC should write to the owner to see if it could facilitate any repairs.

**ACTION: CH**

1. Mr Young re covenant release and accessibility of councillors. Responses had been sent.
2. Mr Tully re Millfield Road. Responses had been sent.

16/79 **Minor Matters**

*(i)* *Underwood Road Bridge*

It was reported that Underwood Road Bridge had finally been painted by Network Rail. Thanks were recorded to Cllr. Dale for persevering with Network Rail and the County’s Enforcement Team to ensure this work was completed.

1. *Dementia Friendly Group, Corbridge*

Cllr. Dale had been contacted by one of the organisers of the Dementia Friendly Group in Corbridge who was keen to raise awareness of the group to residents of Riding Mill. It was suggested that he write an article for the Parish News to gauge interest.

**ACTION: ADa**

1. *Remembrance Sunday*

Cllr. Singer agreed to represent the Parish Council at the Remembrance Sunday Church Service. The Clerk was asked to inform the Church Wardens.

**ACTION: CH**

16/80 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 14th November. Venue: Church Cottage.

16/81 **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:

1. Clerk’s appraisal and pay award.

Meeting closed at 9.08 pm