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**Broomhaugh & Riding Parish Council**

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

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. Malcolm Reid

Cllr. Brian Singer Cllr. Eileen Carew

Cllr. Jill Mills Cllr. David McKenzie

Co-opted at meeting: Cllr. Peter Howe

**In attendance:**

Mrs Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Ms K Moore - Hexham Courant

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

Cllr. Dunhill opened the meeting at 7.47 pm.

16/82 **Apologies**

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

16/83 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 6 - Cricket Club redevelopment as his team used the ground.

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

16/84 **Co-option of Councillor**

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

16/85 **Approval of the minutes of the meeting of 12th September 2016**

It was agreed that the minutes of the Council meeting, and of the Confidential Council meeting, were a true record and duly signed off by Cllr. Dunhill (Proposed: Cllr. Dunhill, seconded Cllr. Reid).

16/86 **Matters arising**

1. *16/71(ii) – The Spinney entrance*.

The discussion was deferred to the next meeting as a response from NCC was still awaited*.*

1. *16/71(v) – Flood Management.*

It was reported that Cllr. Dunhill had prepared an initial draft flood management plan. It had been circulated to Cllr. Dale and Lynne Dunleavy who was advising the PC on behalf of NCC and the Environment Agency. Ms Dunleavy would now pass the plan to the Northumberland Civil Contingencies Team and the Environment Agency for comment and a meeting would be scheduled with these bodies and members of the Flood Group so that the plan could be developed further.

**ACTION: CH**

1. 16/71(vi) – *Roadside selling*.

This issue was being dealt with by the Enforcement Team at the County Council and there was nothing further to report.

Cllr. Singer highlighted that the pedestrian crossing sign needed in this location had still not been replaced. Cllr. Dale agreed to contact the relevant officer at NCC.

**ACTION: ADa**

1. *16/71(ix) – Gateway Entrance landscaping/Speed signs*.

It was noted that there would be a community gardening session on Tuesday 15th November with further sessions planned over the next few weeks.

With the introduction shortly of new speed limits at different times of day, quotes were being sought for new speed signs (or costs for the current ones to be altered) and this would be discussed at a future meeting.

**ACTION: CH**

1. *16/71(xi) – Bus shelter cleaning*.

The Clerk had obtained a quote of £30 to clean the three glass bus shelters. This was felt to be much more reasonable and it was agreed to accept the quote and ask for the shelters to be cleaned three times a year.

**ACTION: CH**

1. *16/72 – Street lighting review*.

Cllr. Dunhill reported that he had started the task of logging and photographing all the street lights in the village and had about a third still to do. Decisions would need to be taken by early in the new year (the Clerk should obtain the exact date) if the PC wished to ask the County Council to install any additional lights or for columns to be painted [NB: possible implications for next year’s budget].

**ACTION: CH/AD**

1. *16/72 – War Memorial Panel.*

The Clerk reported that no further donations had been forthcoming so, as agreed at the last meeting, the PC would cover the outstanding costs of approximately £700.

A decision still needed to be made about where to site the panel and it was suggested that the vicar be consulted. The most fitting day for it to be re-dedicated might be next Remembrance Sunday.

**ACTION: CH**

1. *16/78 – Stone troughs, Main Road*.

The Clerk had contacted the owner of the troughs, Mrs Morse, who had arranged for a builder to inspect them. No work was currently proposed but the owner had cleared weeds from around the troughs and would ensure ongoing maintenance. The PC recorded its thanks to Mrs Morse.

 (ix) Minute 16/79(ii) – Dementia Group

Cllr. Dale reported that she had spoken to the organiser of the Dementia Group who would provide details for Mrs Pam Pryor to include in her Village Notes.

16/87 **Cricket Club redevelopment**

(i) *Current plans*

Cllr. Singer reported that since the pitch had been marked out, football coaching had begun on a Sunday morning for juniors and articles had appeared in the Parish News and Hexham Courant to publicise that the football field was available.

The preliminary designs for a new pavilion had encountered planning obstacles as the planners did not want to see a material increase in the size of the structure as it was on green belt land. It was hoped that outbuilding and storage structures could be considered as part of the current footprint and if the planners agreed it would allow for some increase in size.

To take these preliminary plans on to full planning approval would require further funding. £985 was all that was left in the grant allocated to the Cricket Club. The Cricket Club was asked if it could make any funding contribution.

Cllr. Singer was keen to highlight to the Cricket Club that it was not just an issue of obtaining planning permission. They must have properly constituted management documents, policy documents and a business plan showing that the Club was viable if its overheads increased because of the new pavilion [It was noted that the PC would like to negotiate a fixed grant each year rather than be liable for variable costs as was currently the case].

Cllr. Singer proposed that no further funding should be released until these documents had been produced. This was seconded by Cllr. Reid and unanimously agreed (Cllr. Dunhill recorded an interested and did not participate).

The costs for a new pavilion were still awaited and these would be circulated to councillors hopefully within the next few days.

As further funding was an issue, Cllr. Dale offered to liaise with the planning department to identify what was the minimum information necessary to obtain planning permission (i.e. would a highway survey be necessary at this stage). She would also ask Kathie Keady, from Active Northumberland, to provide further advice regarding funding applications.

**ACTION: CH/ADa**

(ii) Dog Fouling

In the pre-meeting discussions, the issue of continued dog fouling on the sports field was noted. It was agreed to write an article for the Parish News highlighting that the field was in regular use by children and that dog fouling would not be tolerated because of the health hazard it posed, especially for children. If further instances were reported then the PC would have no option but to ban dogs from the field. It was also suggested that any dog faeces spotted on the field should be sprayed pink to highlight the problem (Cllr. McKenzie offered to inspect the field while walking his own dog).

**ACTION: CH/DM**

16/88 **Bus shelters by the Wellington Hotel and Riding Grange**

Cllr. Dunhill reported that he had asked the Clerk to investigate whether it would be possible to install a waiting shelter approximately 15 metres from the current bus stop opposite the Wellington as the pavement widened at this point. A company had provided some initial plans together with plans for a shelter on the east bound A695 at Riding Grange. It was agreed that the Clerk should circulate the details to councillors so that a full discussion could be held at the next meeting. She should also contact NCC’s Highways Department for an initial assessment as to whether the plans met highway requirements.

**ACTION: CH**

16/89 **Safety Mirror**

The Clerk confirmed the prices of safety mirrors needed to help traffic exiting Sandy Bank (Minute 16/54(vii). It was agreed that the PC would purchase the mirror with the longest warranty.

**ACTION: CH**

16/90 **Maintenance of Village Assets**

 (i) *Enhancements to the village*

Cllr. McKenzie asked councillors to consider whether the village could be enhanced by flower baskets or displays. This was felt to be a good idea if volunteers could be found to do the work. Cllr. McKenzie agreed to put together some proposals and provide an indication of any costs. He also undertook to write a piece for the Parish News seeking volunteers. Cllr. Dale offered to check with the County Council if there were any restrictions on what the PC could do.

**ACTION: DM/ADa**

A general discussion was also held on the current service provided by NCC and it was noted that with further budget cuts more and more tasks might be devolved to the parishes.

 (ii) *Grass cutting*

As Trevor Bell proposed no increase to the price for grass cutting in 2017 it was agreed that no other contractors would be asked to tender for the contract and that he should be reappointed (Proposed Cllr. Dunhill, Seconded Cllr. McKenzie – approved by a majority).

Cllr. Carew raised concerns about the quality of the cut at the Play Park and it was agreed that the weekly cutting schedule should be brought forward to the beginning of May.

**ACTION: CH**

(iii) *Tree works*

Following the tree survey, it was agreed that the PC must undertake the work highlighted as urgent after which it should commence a rolling programme of maintenance. The quotes for this work were substantial. The work had been broken down into three areas and it was suggested that in this financial year the PC should undertake the urgent work in Marchburn Lane woods (Areas 1 & 2). In the next financial year it would complete the urgent work in Millfield Woods. This year’s costs would have to be met from the PC’s reserves (Proposed Cllr. Singer, seconded Cllr. Reid. Unanimously agreed).

Quotes from two companies were received and it was agreed to accept the lower quote and appoint Stuart Burns to undertake the work.

**ACTION: CH**

16/91 **Young People’s Survey (Appendix A)**

Cllr. McKenzie explained that as agreed he had contacted representatives of all the clubs and groups in the village to find out just what was available for children and young people. From the survey it was clear that there were lots of activities for people to do but only limited things for teenagers. Various issues had been raised such as a lack of young families in the village, children taking part in numerous activities outside of the village, parents unwilling to volunteer to help run activities. Cllr. McKenzie felt that the survey highlighted a need for a place where teenagers could meet. Cllr. Dale offered to find out from the County Council how many children were resident in the parish. Cllr. McKenzie’s report made a number of recommendations suggesting how to take this forward and he agreed to return to the PC with some firm proposals.

**ACTION: DM/ADa**

16/92 **S137 donations**

1. The following £60 donations were approved:
* Riding Mill Pre-School
* Royal British Legion

**ACTION: CH**

It was noted that funding requests from other bodies would be considered at the December meeting. Councillors were reminded of the Grant Award Policy which could be read on the ridingmill.org website.

(ii) It was agreed that as the Parish Council owns land on Marchburn Lane it should pay yearly frontager fees to the Marchburn Lane Residents’ Association (currently £75) rather than make an ex-gratia payment (Proposed Cllr. Singer, seconded Cllr. McKenzie).

**ACTION: CH**

16/93 **Monthly accounts**

1. *Monthly summary:*

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

Bank charges £18.00

Northumbrian Water – cricket pavilion water costs £20.56

St James Church PCC – room hire £35.00

M Stewart/Neetfleet – dog bins installation £65.00

Catherine Harrison – September salary, £10 home allowance and back pay £496.43

Jeff Mills – mole control £80.00

Trevor Bell – grass cutting for parish and football field £2000.00

Howarth Litchfield Architects – cricket club feasibility study £2256 (inc £376 VAT)

Martin Stewart/Neetfleet – quarterly play park inspection £70.00

Tynedale Home and Garden Ltd – Mares’ Tail treatment £45.00

Catherine Harrison – October salary + £10 home allowance £418.58

Catherine Harrison – reimbursement. (Travel expenses £24.30, plants

for ramp £61.98, A3 photocopies £8.60) £94.88

Swarco – Speed sign maintenance

(Half to be refunded by Broomley & Stocksfield PC) £667.44 (inc £111.24 VAT)

Royal British Legion – donation £60.00

RM Pre School – donation £60.00

Homevend (October 16 Invoice 73) £80.00

Homevend (November 16 Invoice 74) £80.00

 *The following receipts were noted:*

VHT – payment of grant towards restoration of War Memorial Panel issued

by Community Chest awards £500.00

RM Allotment Association rent £46.75

Grant payment from S106 Housing Developer Fund re football field £4050.00

Triodos -quarterly interest reserve account £17.75

(ii) *Budget report*

A report showing overall budget spending for the financial year was received. It was noted that the grant budget showed considerable overspending but it had been agreed to fund the grant for the Cricket Club from the PC’s Reserves and therefore this figure was overstated.

 (ii) *Yearly Budget*

It was noted that the yearly budget would be set at next month’s meeting. Any ideas for capital expenditure projects should be notified to the Clerk in advance and she would prepare an initial budget summary in advance of the meeting for Councillors to consider.

16/94 **Handyman**

It was noted that the Handyman had treated the six benches with wood preserve. He had also cut back trees and shrubs in the Spinney and those overhanging Church Lane and the Old Playground. This accounted for this October and November payments.

16/95 **Planning**

 It was reported:

(i) that the following planning application was under consideration by NCC:

* 16/03429/FELTPO – St James Church. Tree works. PC – no objection.
1. that the following planning applications had been considered by NCC and granted permission:
* 16/03427/PRUTPO – 5 Meadow Park. Tree works. PC – no objection;
* 16/03428/PRUTPO – 4 Meadow Park. Tree works. PC – no objection;
* 16/02005/FUL – land west of Grovefield, Sandy Bank. New dwelling;
* 17/02762/FUL – 4 St James Close. Extension and conversion of outbuilding.

16/96 **Consultations**

The following consultation was noted:

* Consultation on further major modifications to the Northumberland Local Plan Core Strategy.

The consultation would take place between 11 November 2016 and 23 December 2016 and councillors were asked to respond with any comments as soon as possible.

**ACTION: CH**

16/97 **Meetings to attend**

 Planning Development Management (30th November, Hexham Mart) – Cllr. Dunhill to attend;

Local Services Liaison (6th December, SICA, Stocksfield) – Cllr. Dunhill and the Clerk to attend.

16/98 **Correspondence**

1. Mr Tully re Millfield Road.

A response had been sent.

1. Mr Proud re defibrillator.

The PC noted Mr Proud’s comments and agreed that it would be useful to have some instructions by the defibrillator together with regular reminders in the Parish News. The Stephen Carey Fund would be returning to give refresher training on how to use the defibrillator but it was suggested that in addition to this, regular CPR training would be useful.

16/99 **Minor Matters**

1. *Website development / E-communication update*

It was noted that only two people had contacted the PC asking to receive the E-news mailing. It was agreed that with so little interest it was not worth pursuing at the current time.

A request had been made to include a Village History section on the website. This was felt to be a good idea and if the information was provided to the Clerk then she would ensure it was added to the site.

**ACTION: CH**

(ii) *Grant aid and funding awareness for local groups*

It was noted that there were details on the website of how to apply to the PC for grant aid and information had been given in the yearly newsletter. This would be repeated in advance of next year’s application deadline.

(iii) *Seats*

The Clerk reported that the seat at the bottom of Whiteside Bank had been attacked by woodworm and one leg was rotten. A quote for repair had been received and she was asked to proceed with the work.

The Handyman had suggested that the seat at Beauclerc should be turned to face the road. It had once faced a view of the valley but the trees had now grown and obscured the view. The Clerk was asked to find out if it was possible to turn the seat and how much it might cost to do so.

**ACTION: CH**

16/100 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 12th December. Venue: Church Cottage.

16/101 **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. Repair of Marchburn Lane road bridge and weir footbridge).

Meeting closed at 10.10 pm