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**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 13th March 2017 in Church Cottage, Church Lane, Riding Mill.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. David McKenzie

Cllr. Malcolm Reid Cllr. Eileen Carew

Cllr. Jill Mills Cllr. Peter Howe

**In attendance:**

Mrs Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Ms K Moore - Hexham Courant

3 members of the public were present

Cllr. Dunhill opened the meeting at 7.47 pm.

17/15 **Apologies**

Apologies were received from Cllr. Brian Singer and Mrs Pam Pryor, Chair of the Village Hall Trust.

17/16 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 5 - 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.

17/17 **Approval of the minutes of the meeting of 13th February 2017**

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

17/18 **Matters arising**

1. *Minute 16/90(iii) – Tree works*

It was reported that the priority tree works identified in the arboriculturist’s report had been completed in Sections A & B (Marchburn Woods) and work would shortly start in Section C (area by the double tennis court). The Council needs to review the other work identified in the report and schedule this over the next few years.

**ACTION: CH/AD**

1. *Minute 17/04(i) – Street Lighting*

It was reported that the County Council had responded to the queries identified in the recent street light survey. Where lights had not been working these had either been repaired or scheduled to be repaired. Lighting columns identified as needing painting or having foliage removed from close by would be investigated. A request for additional lighting on Whiteside Bank would be considered against the criteria set out in the lighting renewal contract specification.

1. *Minute 17/04(ii) – Bus shelters*

It was noted that a meeting had been held with the Highways Officer to discuss the possible location of two new bus shelters (opposite the Wellington and eastbound at Riding Grange). Following his recommendations the Clerk was asked to submit a new proposal to the County Council and ask for approval to carry out this work. The Highways Officer had agreed to liaise with the bus company to check that the proposals were acceptable. He would also enquire about the possibility of installing an additional bus stop just before the speed camera on the eastbound A695 as it was quite a distance between the stops (nb: a stop on the westbound carriageway would not be possible in this location).

**ACTION: CH**

1. *Minute 17/06 – Marchburn Lane Bridge*

It was reported that BT Bell had been appointed to project-manage this work. They would prepare a specification within the next 4-6 weeks and contracts would require the work to be completed by the end of September.

1. *Minute 17/07 – Repairs to riverbank*

An initial quote for this work had been sought. Depending upon the amount, a second quote might be required.

**ACTION: CH**

1. *Minute 17/08 – General Village Maintenance*

Cllr. Dale reported that the County Council had cut back trees along the A695 and would be returning shortly to trim those opposite the speed camera.

A query was raised about land ownership opposite Whiteside Bank. Cllr. Dale agreed to establish whether this land was owned by the County Council. If ownership couldn’t be established the PC might have to arrange and pay for overhanging trees to be trimmed.

**ACTION: ADa**

Cllr. Dale also reported that a resident had contacted her about dog fouling in Broomhaugh. She had arranged for the Environmental Enforcement team to visit. Further visits would be undertaken over the next few weeks. She also noted that the County Council were about to launch a campaign aimed at encouraging owners to be responsible.

1. *The Spinney*

Cllr. Reid reported on discussions with the County Council re installing a barrier in front of the exit to the Spinney and noted that the County had changed its earlier stance. They had prepared a design with a barrier preventing anyone exiting the Spinney and walking directly out onto the road. The proposals were quite expensive and it was suggested that the PC should obtain additional quotes for the alterations to the fencing and gate. Work on the highway (kerb alterations and barrier) could be undertaken by the County Council at the same time as work to install the 20 mph signage and rumble strips which might produce some savings. Cllr. Dale was asked to discuss this with the relevant officer and obtain a revised quote.

This whole proposal would be considered formally when all costs had been established.

Cllr. Howe agreed to draw up a detailed specification of the work required to the fencing and gate.

**ACTION: CH/PH/ADa**

Parking issues in the Old Playground were still to be considered and Cllr. Reid was asked to organise a meeting of the Spinney working group to consider the issue.

**ACTION: MR**

17/19 **Sports Club redevelopment**

It was noted that plans for a new pavilion were moving ahead slowly. Unfortunately, the Sports Club had been advised that Sport England had already assigned its funds for the next financial year and any application would have to wait until the 2018-19 financial year. In the meantime the Club was sorting out its governance and business plan and was likely to submit a planning application for the new pavilion shortly.

17/20 **Play Park**

The quarterly inspection report for the Play Park was noted. Most actions identified had now been dealt with. Moss was a problem on play surfaces and it was proposed that these be jet washed later in the spring.

**ACTION: CH**

17/21 **Local Elections**

It was noted that local elections would be held on Thursday 4th May. The Clerk was asked to print out paper copies of the nomination forms and circulate to councillors. These forms needed to be submitted by 4 pm on Tuesday 4th April (or by Monday 3rd April if submitting the forms in Hexham). The Clerk was asked to publicise the elections in the Parish News.

**ACTION: CH**

17/22 **Review of Policy Documents**

The following policy documents were reviewed and readopted subject to minor amendments to the Continuity Plan:

* Financial Risk Assessment (Proposed Cllr. Dunhill/ Seconded Cllr. McKenzie)
* Asset Register (Proposed Cllr. Dunhill/ Seconded Cllr. Reid)
* Continuity Plan (Proposed Cllr. Dunhill/ Seconded Cllr. Howe)

**ACTION: CH**

It was noted that as part of the Financial Risk Assessment a yearly review of all the Council’s assets should be undertaken and recorded. Cllrs. Dunhill and Howe agreed to undertake this task.

**ACTION: AD/PH**

17/23 **Finance**

1. Monthly accounts
2. *The following payments were authorised*: (Proposed Cllr. Dunhill/Seconded Cllr. Howe):

Inarchitecture – fees re cricket club new pavilion – work to take application

through to Planning £1200.00 (inc. VAT £200)

Riding Mill Tennis Club – S137 grant£110.00

Mark Harrod Ltd – portable goalposts (£250 Tynedale Lions, £210

RM Sports Club) £552.00 (inc. VAT £92.00)

SB Tree Services – Area A tree felling £1550.00

SB Tree Services – Area B tree felling £2640.00

M E Stewart / Neetfleet – play park inspection £70.00

Office Depot (UK) Ltd – ink cartridges £62.64 (inc. VAT £10.44)

Clerks & Councils Direct – yearly subscription £12.00

Northumbrian Water – water charges cricket pavilion (DD) £13.03

Catherine Harrison – February pay plus £20 home allowance £428.58

Catherine Harrison – Reimbursement of expenses (Postage £2.37) £2.37

Malcolm Reid – re-issue of lost cheque £11.99

Parish Online – mapping service subscription. £33.60 (inc. VAT £5.60)

Ward Hadaway – fees in respect of Tennis Club lease £952.00 (inc. VAT £150)

Homevend (March 17 Invoice 78) £80.00

*The following receipts were noted:*

Tynedale Lions – grant administered on behalf of the Sports Club

(see above re goalposts) £250.00

1. *Budget report*

It was noted that the Grants and Maintenance budgets were overspent. The grant to the Cricket Club and the cost of the additional tree works had been taken from Reserves and without these additional costs the budgets were on target. A small overspend on the Admin budget was also noted.

17/24 **Handyman**

It was noted that the Handyman had cleared the approach to the station of leaves and swept the area. He had also cut back the ivy hedge and removed tree saplings. This accounted for his March payment.

A discussion was held about whether there were additional tasks the handyman should be asked to tackle such as sweeping pavements and clearing weeds from gullies. The Clerk was asked to explore costs for this additional work. Cllr. Dale offered to ask the County Council to clear leaves in noted locations and also whether it was possible to sweep the pavement.

**ACTION: CH/ADa**

17/25 **Planning**

It was reported that:

1. the following planning application was under consideration by NCC:

17/00510/FUL – Land north of The Old Tavern. Proposed commercial unit and office above.

PC – currently reviewing application.

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

17/00074/PRUTPO – 3 Meadow Park. Tree works

17/26 **Correspondence**

There were no matters of correspondence to note.

17/27 **Minor Matters**

1. *The Spinney – information leaflet*

To increase use of the Spinney, an information leaflet had been produced by Mr & Mrs Charman explaining what could be seen in the Spinney at different seasons. The Council agreed to write to the Charman family to thank them. Laminated copies of the leaflet would be left in the Spinney. The Clerk was also asked to find out the cost of an interpretation board which would provide a more permanent way of displaying this information.

**ACTION: CH**

1. *WW1 Commemoration – November 2018 / Memorial panel*

It was noted that the WI planned to hold a weekend of events to commemorate the end of World War 1 including a poppy cascade at the Parish Hall. The restoration of the Memorial Panel should be completed by May this year but a suggestion was made that the re-dedication of the panel be delayed until November 2018 and included within the WI event. The WI organisers were happy with this suggestion and it was agreed that the Clerk should contact the War Memorials Trust to ensure that they would have no objection to this delay.

**ACTION: CH**

1. *Seat opposite Whiteside Bank*

It was noted that the small bench opposite Whiteside Bank was rotten and becoming unsafe. It was agreed that it should be removed (Proposed Cllr. Dunhill, seconded Cllr. Howe).

**ACTION: CH**

1. *Smell of gas*

Councillors reported smelling gas near the new gateway entrance on the A695 and when crossing the road at Broomhaugh. The Clerk was asked to report the concerns to Northern Gas Networks.

**ACTION: CH**

1. *Play Park grass cutting*

It was agreed that the Clerk should arrange for the play park grass to be cut before the Easter holidays as the grass was quite long.

**ACTION: CH**

17/28 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 8th May 2017. Venue: Church Cottage.

It was noted that the Annual Parish Meeting would be held the same week, on Thursday 11th May in the Parish Hall.

Meeting closed at 9.24 pm