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**Broomhaugh & Riding Parish Council**

Minutes of the AGM held on Monday 8th May 2017 in Church Cottage, Church Lane, Riding Mill.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. David McKenzie

Cllr. Malcolm Reid Cllr. Brian Singer

Cllr. Jill Mills Cllr. Peter Howe

**In attendance:**

Mrs Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

2 members of the public were present

Cllr. Dunhill opened the meeting at 7.48 pm.

17/29 **Declaration of Acceptance of Office Forms**

All Councillors duly completed the Acceptance of Office Forms. As Councillor Carew was not present it was resolved to extend the requirement for her to sign the form until the next meeting.

**ACTION: CH/EC**

# 17/30 Apologies for Absence

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

17/31 **Election of Chair and Vice-Chair**

Cllr. Dunhill as Chair of Broomhaugh & Riding Parish Council in 2016/17 called for nominations for the positions of Chair and Vice-Chair for 2017/18. Cllr. Reid proposed that Cllr. Dunhill remained as Chair and Cllr. Singer as Vice-Chair. This was seconded by Cllr. Mills and Howe respectively and agreed unanimously. Cllr Dunhill was duly elected as Chair and Cllr. Singer as Vice-Chair. Cllr. Dunhill signed an Acceptance of Office Form for the position of Chair.

17/32 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 15(i) - Cricket Club planning application for a new pavilion, as his team used the ground.

17/33 **Delegation of responsibilities –**

It was noted that the delegation of responsibilities to individual councillors was recently reviewed (December 2016) and it was proposed to leave these unchanged. It was suggested that a PC representative was needed to join the Marchburn Lane Residents’ Association. Cllr. Reid offered to take on this role from November but another councillor would need to stand in for him should a meeting be called before this date.

17/34 **Standing Orders/Financial Regulations/Code of Conduct**

It was unanimously agreed to re-adopt the following documents [proposed Cllr. Dunhill, seconded Cllr. Mill]:

* Standing Orders
* Financial Regulations
* Code of Conduct issued by NALC

One minor amendment was proposed to Standing Orders:

Item 5.5.5. The word IF should be changed to WHEN. This was unanimously approved.

The Clerk was also asked to liaise with NALC to see if they planned to update these documents because of the increased use of internet banking by parish councils.

**ACTION: CH**

17/35 **Approval of the minutes of the meeting of 13th March 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. Howe).

17/36 **Matters arising**

1. *Minute 17/18(i) – Tree works*

It was noted that some of the tree work had been completed by the double tennis courts with the rest to be done shortly. The remainder of the lower priority work identified in the survey would be put in hand in due course.

**ACTION: CH/AD**

1. *Minute 17/18(iv) – Marchburn Lane Bridge*

Cllr. Dunhill reported that a specification for the bridge repairs had been provided by a newly appointed engineer at BT Bell, who was tasked with overseeing this work. Tenders would be sought providing a cost for both options; bollards or titan kerbs. It was suggested that a meeting with all the residents living on the far side of the bridge (or perhaps the whole of Marchburn Lane) should be scheduled to discuss the final options.

**ACTION: AD/CH**

1. *Minute 17/18(v) – Repairs to riverbank*

It was noted that the Tyne Rivers Trust was yet to provide a quote. The Clerk and Cllr. Howe were following this up.

**ACTION: PH/CH**

1. *Minute 17/18(vi) - General Village Maintenance*

It was noted that Cllr. Dale had arranged for the road sweeper to clear priority roads in the village. Other streets would be swept when possible. Also, Northumberland County Council planned to launch its dog fouling campaign in June.

1. *Minute 17/22 – Review of Assets*

It was reported that Cllrs. Dunhill and Howe had completed a review of all the PC’s assets. Minor maintenance issues had been identified and would be dealt with over the next few months. It was agreed that this exercise would be repeated yearly, before the end of the financial year.

1. *Minute 17/27(ii) – WW1 Memorial Panel*

It was noted that the War Memorials Trust had no objection to the rededication ceremony being held in November 2018. The panel was currently with the restorer in Edinburgh and the work was expected to be completed within the next month. Suitable siting had yet to be agreed.

1. *Minute 17/27(iii) – Seat opposite Whiteside Bank*

It was reported that although it had been proposed to remove the seat opposite Whiteside Bank entirely, the upright supports had been found to be in good condition. These had been left in place and new cross pieces would be installed.

**ACTION: CH**

17/37 **Bus shelters**

It was reported that the County Council had approved the revised positioning of the proposed bus shelters opposite the Wellington and at Riding Grange on the eastbound carriageway. Cllr. Dale asked that note be taken as to the position of the proposed western gateways and to a mirror to help drivers exiting the Nick. It was agreed that Cllrs. Dunhill and Singer would check that there were no conflicts before confirming the bus shelter at Riding Grange. Cllr. Dale also suggested that the locations of the main utilities were established. Councillors then reviewed the quotes and unanimously agreed to appoint Shelter Solutions to install the two new shelters (a significant saving was achieved by installing both shelters at the same time) [proposed Cllr. Reid, seconded Cllr. McKenzie].

**ACTION: AD/BS/CH**

17/38 **The Spinney**

Cllr. Reid outlined the current position with regard to making a safer entrance to the Spinney. Having consulted widely, it seemed that amending the current gateway was a better option than creating a new entrance in another section of the wall. The County Council had drawn up a scheme of work and with one minor amendment this seemed acceptable (Cllr. Reid proposed that the barrier was extended further). If these changes to the highway were combined with work being undertaken by the County Council when introducing the 20 mph limit by the Spinney and the school there would be a cost saving. As the PC considered it best that the County Council undertook this highways work it was agreed that Standing Orders would need to be suspended and this matter would therefore be considered again at the next meeting. The Clerk was asked to seek quotes for alterations to the fencing which it had been agreed could be handled by another contractor as it would likely prove cheaper than asking the County Council to do all the work. Cllr. Dale agreed to liaise with officers from the County Council to find out when the 20 mph work was likely to be undertaken.

**ACTION: CH/ADa**

17/39 **Trees opposite Whiteside Bank**

It was noted that the ownership of the area from Dere Hollow to the land opposite the Old Tavern could not be identified (Cllr. Dale had confirmed that NCC did not own it). Trees in this area badly overhung the pavement and road and needed to be cut back. It was therefore proposed that the PC take on the task on this occasion and a quote should be sought for the work. This was unanimously agreed [proposed Cllr. Dunhill, seconded Cllr. Reid]. There was a similar situation on Church Lane opposite the school where a large oak branch overhangs the road. Again, no one claimed ownership of the land. It was agreed to ask the tree surgeon for his opinion on the state of the tree.

**ACTION: CH**

17/40 **Safety Mirror – The Nick**

The Sandy Bank Residents’ Association had asked whether it would be possible to install a safety mirror to aid motorists exiting from The Nick. Cllr. Dale would liaise with the landowner about installing a post and it was proposed that the PC should purchase the mirror as it currently provided the four other safety mirrors in the village. This was unanimously agreed subject to the landowner’s permission [proposed Cllr. Dunhill, seconded Cllr. Howe].

**ACTION: ADa/CH**

17/41 **Finance / Insurance / VHT Grant**

 a) *Annual Accounts*

The following documents were received in advance of the meeting and were unanimously approved:

* The Annual Governance Statement 2016/17 [proposed Cllr. Howe, seconded Cllr. Dunhill]
* The 2016/17 accounts
* Budget Summary
* Annual Return [proposed Cllr. Dunhill, seconded Cllr. McKenzie]

It was noted that the period for the Exercise of Electors’ Rights to view the accounts would be from 13th June until 24th July. A notice to this effect would be displayed on the notice board.

The Internal Auditor, Peter Basnett’s report was then received. He had noted that the PC was now making most of its payment via internet banking. It was agreed to send him a copy of the PC’s Financial Regulations and to ask his advice as to whether the procedures were adequate.

**ACTION: CH**

Peter had indicated that he would be retiring later this year and would not be able to act as the Internal Auditor next year. The PC expressed its thanks to him for his service and agreed to write to NALC to see if they could provide a list of possible auditors experienced in this type of work.

**ACTION: CH**

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

Ward Hadaway – legal fees in regard to tennis club lease £952 (inc VAT £150)

ME Stewart/Neetfleet – play park repairs £55.00

Stephen Carey Fund – S137 donation (replaces cheque lost) £60.00

Stephen Carey Fund – pads for defibrillator £54.90

Northumberland County Council – Cricket Pavilion planning fee £195.00

Unity Trust – quarterly bank charges £18.00

St James PCC – room hire charges £100.00

Catherine Harrison – March salary + home allowance £428.58

NALC – yearly subscription £221.17

PB Basnett – internal auditor fees £117.80

RM Cricket Club (part refund of planning fees) £100.00

Tyne Valley Community Rail Partnership £10.00

Catherine Harrison – April salary + home allowance £432.68

(NB: new rates of pay introduced 01.04.17)

Catherine Harrison – reimbursement of expenses (Land Registry fees) £7.00

ME Stewart/Neetfleet – quarterly inspection fees £70.00

Office Depot – paper and ink cartridges £87.29 (inc VAT £14.55)

Homevend (April 17 Invoice 79) £80.00

Homevend (May 17 Invoice 80) £80.00

Sandy Bank Residents’ Association – contribution to Nick insurance £334.00

*The following receipts were noted:*

Nationwide: £150.43 (yearly interest)

Triodos: £4.98 (quarterly interest)

Northumberland County Council – Precept (1st instalment) £17,750.00

Riding Mill Cricket Club

(contribution towards goalposts and planning fee) £410.00

Ward Hadaway – refund of Land Registry search fees £40.00

Riding Mill Allotment Association – quarterly rent £47.50

Riding Mill Tennis Club – yearly rent £25.00

1. *Budget report*

The budget reports were received but there were no issues to note.

1. Annual grant to the VHT

A letter from Mrs Pryor, the Chair of the VHT, was received requesting that the Trust be considered for an S137 grant again this year. In her letter she explained all current expenditure and future plans for the halls. Last year, the Council awarded the VHT a grant of £2,500 and it was proposed by Cllr. Dunhill that the same figure be awarded this year. This was seconded by Cllr. McKenzie and unanimously agreed.

**ACTION: CH**

1. Insurance

It was noted that the 3-year insurance deal negotiated through Came & Company had come to an end. The broker had provided 3 quotes from different companies for the coming year. These were reviewed and the differences between the policies noted. It was unanimously agreed to accept the quote from Inspire/AXA which was the cheapest at £1952.83. It was also agreed to sign up to a further 3-year deal which would result in an additional 5% saving, reducing the premium to £1855.19 [proposed Cllr. Reid, seconded Cllr. Dunhill].

A discussion was held about the insurance for the two road bridges. These were covered under the public liability section of the policy but not for accidental damage. The Clerk was asked to clarify certain issues with Came & Co.

**ACTION: CH**

17/42 **Handyman**

It was noted that the Handyman had cut back growth around the perimeter of the Play Park and cleared The Nick drain. He had also swept the Old Playground and bus shelters and cut back growth near the entrances to the village. This accounted for his April and May payments.

Following the review of assets, it had been proposed that the benches were only painted once every two years. It was therefore agreed that the Clerk should revise the Handyman’s schedule to accommodate these changes.

**ACTION: CH**

17/43 **Planning**

 It was reported that:

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

17/01031/FUL – 1 The Bungalow, Broomhaugh. New dwelling. PC – objections submitted;

17/01043/FUL – Cranford, Millfield Road. Extension. PC – no objection;

17/01085/FUL – Riding Mill Cricket Club. New pavilion. PC – no objection;

17/01196/FUL – South Close, Sandy Bank. New dwelling and triple garage. PC – objections submitted;

17/01197/FUL – South Close, Sandy Bank. New dwelling and double garage. PC – no objection.

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

16/04658/FELTPO – Glenbrook, Oaklands (resubmission). PC – no objection

17/44 **Correspondence**

 There were no matters of correspondence to note.

17/45 **Minor Matters**

1. *St James Terrace – footpath widening*

It was noted that a detailed specification for this work had been drawn up by the County Council and the work would be undertaken this financial year.

1. *Tyne Valley Youth Theatre Group*

The TVYTG proposed to hold a performance in Riding Mill involving multiple sites. They had asked if they could use the Spinney and Playground and possibly the area by the double tennis courts. The Group held insurance and were well supervised and would ensure all spaces were returned to the state they were found in. Cllr. Dunhill therefore proposed to give them permission to use these areas which was unanimously agreed.

1. *The Nick Insurance*

The Sandy Bank Residents’ Association had requested a contribution towards The Nick insurance as in previous years. This was unanimously approved.

**ACTION: CH**

17/46 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 19th June 2017. Venue: Church Cottage.

Meeting closed at 9.12 pm