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**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 11th September 2017 in Church Cottage, Church Lane, Riding Mill.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. Eileen Carew

Cllr. Brian Singer Cllr. Peter Howe

**In attendance:**

Mrs Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

1 member of the public was present

Cllr. Dunhill opened the meeting at 7.42pm.

# 17/72 Apologies for Absence

Apologies were received from Cllrs. Jill Mills, Malcolm Reid and David McKenzie.

17/73 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 8 – Sports Club redevelopment, as his team used the ground.

17/74 **Approval of the minutes of the meetings of 19th June and 24th July 2017**

1. It was agreed that the minutes of the Council meeting held on 19th June were a true record and duly signed off by Cllr. Dunhill (Proposed: Cllr. Dunhill, seconded Cllr. Singer).
2. It was agreed that the minutes of the extraordinary Council meeting held on 24th July were a true record and duly signed off by Cllr. Singer (Proposed: Cllr. Singer, seconded Cllr. Howe).

17/75 **Matters arising**

1. *17/54(i) – Standing Orders/Financial Regulations*.

It was reported that NALC intended to review Standing Orders and Financial Regulations in view of the increasing use of internet banking but that this would not be for some time.

1. *17/54(iii) – Bus Shelters.*

It was noted that the bus shelters opposite the Wellington and by Riding Grange had been installed. Work to landscape the area around the shelter at Riding Grange had recently been completed and the Clerk had asked for the bus stop sign to be moved to the new location.

1. *17/54(iv) – Safety mirror for the Nick.*

Cllr. Dale confirmed that the land agent had obtained consent for the installation of the mirror subject to certain conditions which had been agreed to by the PC. The Sandy Bank Residents’ Association had been asked to confirm the size of mirror required following which the mirror would be purchased and installed.

**ACTION: CH**

1. *17/54(vi) – Repairs to riverbank*

The work by the Tyne Rivers Trust (River Catchment Services) to the riverbank by the double tennis courts had been completed and would be monitored by RCS over the coming months.

1. *17/55 – Trees*

The Clerk reported that she hoped the work outlined at the last meeting would be undertaken within the next 2-3 weeks.

1. *17/60 – Invasive Plants*

The Clerk reported that the Mare’s Tail plants in Marchburn Lane and the Knotweed plant in Millfield Road had been treated. Initial reports from Marchburn Lane indicated that the treatment appeared more successful than last year. Both areas would be monitored and further treatments applied if required.

1. *17/65(i) – Memory Café*

It was reported that no one had come forward to express an interest in helping start a dementia group following the article in the yearly newsletter. Cllr. McKenzie was still exploring options with the church and wider community and would report back at a future meeting.

**ACTION: DM**

1. *17/65(ii) – Newsletter*

It was noted that the newsletter had been printed and distributed in August and a number of favourable comments had been received.

1. *17/65(iii) – Memorial Panel*

 It was reported that Cllr. Dunhill had collected the memorial panel from the conservator in Edinburgh and it would shortly be hung in the Parish Hall. A re-dedication ceremony would be held in November 2018 as part of the village’s Armistice commemorations.

1. *17/65(iv) – Interpretation Board for Spinney*

Cllr. Howe reported he was liaising with Mr & Mrs Charman and would hopefully have the new information and drawings shortly. He would then create a PDF file for the printers.

**ACTION: PH**

1. *17/65(vii) – Condition of Slaley Road*

Cllr. Dale reported that NCC was investigating the state of the Slaley Road along with a number of other roads.

17/76 **County Councillor Report**

 Cllr. Dale updated councillors on the following issues:-

* *The withdrawal of the Core Strategy by the new administration.* The withdrawal was not something she had supported and she was concerned that there was now no planning strategy in place except for the Tynedale Local Plan developed back in 2006. Councillors reported that they were dismayed at the withdrawal of the Core Strategy after so much time and effort had been expended in responding to the earlier consultations;
* *Consultations taking place at two local schools.* Cllr. Dale was keen that all the schools work together and focus on what was best in the long term in order to address future funding needs;
* *Station Close.* Cllr. Dale had had issues with a sewerage smell being reported which NWL hoped to rectify by capping various drains. There was also an issue of water running into residents’ gardens from properties on the main road. The NCC Environment Officer and various organisations had looked into the problem and it was clear from old maps that there were springs in the area and therefore the problem was not due to leaks from NWL’s system. Householders will be receiving advice.

17/77 **Marchburn Lane bridge and weir footbridge**

 It was reported that Northumberland County Council as the agency responsible for giving consent to works on ordinary watercourses had approved the repairs which the PC wished to undertake to Marchburn Lane bridge and the weir footbridge. To meet their requirements the work needed to be undertaken before the end of September. The Clerk was asked to confirm with BT Bell who should write to the residents to advise them that the work would be commencing shortly.

**ACTION: CH**

 17/78 **Play Park**

1. The yearly RoSPA safety report was received and all issues noted. Overall the play park was rated as low risk. The report did highlight damage being caused to the wooden posts by the grass cutting strimmer and the Clerk was asked to explore whether plastic protector sleeves could be installed.

**ACTION: CH**

 Some minor repairs to the equipment had been undertaken over the summer and it was proposed to have all wetpour surfaces power-washed to remove moss.

1. The Play Park group had raised approximately £35000 which was enough to buy the equipment. The group still needed to raise approximately £6000 to cover the cost of installing paths linking the equipment.

17/79 **Sports Club**

1. Mr Clive Page, chairman of the sports club, gave a report covering the following:
* *Current fundraising activities*. So far, 58 applications had been sent. The main application to Sport England would be considered at the end of September. Applications had been enhanced by two affiliated football sides asking to use the pitch this season (Wylam Rockettes). There was also interest from junior sides at Corbridge to use the pitch for both matches and training.
* *Improvements to the football field.* Members of the sports club had spent time trying to improve the football field. Stones remained a problem but there were ongoing attempts to remove as many as possible. It was felt that having the field heavy rolled again would be helpful and he had discussed this with a local farmer.
* *Insurance.* The sports club had amended its insurance to ensure it covered users for both football and cricket.
* *Dog fouling.* There was a problem again. Cllr. Dale offered to speak to the dog warden and ask for his advice. A ban on dogs on sports fields was common although might be difficult to enforce. An article should again be written for the Parish News.

**ACTION: ADa/CH**

 It was noted that the quarterly water bill had been much larger than usual (an increase of 2300%). The Clerk had been in contact with NWG Business. All attempts to find the water meter had been unsuccessful and a site visit by an engineer had been requested.

**ACTION: CH**

1. Yearly grant for the sports club

 A summary of previous payments made to the club was received. It was reported that for the purposes of budget planning for both the Parish Council and the sports club it would be helpful if a yearly grant could be awarded rather than paying for items ad hoc. The sports club needed to establish the likely income generated by the football field now that two teams had asked to use it regularly. It was therefore agreed that Cllr. Singer should liaise with Mr Page to clarify the likely income so that a grant figure could be decided at the next PC meeting. The Clerk was asked to forward a copy of the Council’s Grant Awards Policy to Mr Page so that he was aware of what information which would be required each year when making a grant application.

**ACTION: BS/CH**

17/80 **Street Lighting**

 Cllr. Dale reported that she had held a meeting with officers from NCC’s lighting team to resolve residents’ queries with regard to the new LED lighting being installed in Station Close. These issues were now hopefully resolved although she was waiting to review the final installation plan. Additional lighting on Whiteside Bank and Marchburn Lane was also discussed and again a formal response from NCC was awaited.

17/81 **20 mph safety zone**

 Cllr. Dale reported that she had held a consultation with residents in June and the majority had been in favour of a 20 mph speed limit being introduced throughout the village. Recently, residents in Beauclerc had asked if the scheme could be extended to cover their road and she would be meeting shortly with a Highways Officer to discuss the possibility and agree the final proposals.

17/82 **Right of Way to Corbridge using riverside path**

 Cllr. Dale reported that there were ongoing discussions with the County Council and they were going to provide a report on their legal obligations, etc. The ROW had been lost with the landslip and the landowners were under no obligation to provide a new route across their land. She did feel that the PC should highlight to NCC the need for a safe footpath to Corbridge but this might only be possible along the road and she suggested that the proposal be included in the Local Transport Plan submission.

17/83 **Local Transport Plan Programme 2018-19**

 It was reported that the PC had been asked to put forward three transport and road safety priorities to NCC for possible inclusion in the 2018-19 Local Transport Plan Programme. After a discussion it was unanimously agreed to submit the following three priorities (Proposed Cllr. Dunhill, seconded Cllr. Howe):

1. A pedestrian crossing on the A695 (it was proposed that the Council offer to make a contribution to the costs and Cllr. Dale offered to do likewise);
2. A safe footpath/cycleway from Riding Mill to Corbridge which would be accessible to all residents including those who were disabled;
3. A cycleway from Riding Mill to Stocksfield.

**ACTION: CH**

NB: Cllr. Carew again raised the issue of the state of the pavement along the Main Road from Riding Grange to Station Close. Although not something the PC could include in the LTP, it would like to see it repaired/re-surfaced in places and agreed to continue to highlight the problem to the County Council.

17/84 **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. Dunhill, seconded Cllr. Howe). It was noted that no issues of concern had been raised by BDO. The Clerk reported that the Annual Return and the notice of conclusion of audit certificate had been displayed on the notice board.

1. *Internal Auditor*

 It was noted that Peter Basnett had indicated that he would be retiring shortly and was reducing the number of councils for which he acted as internal auditor. After consulting with other local parish councils, Mrs Margaret Weatherley, the auditor for Healey and Slaley PCs, had indicated that she would be willing to act as auditor for Broomhaugh & Riding. This offer was unanimously agreed and the Clerk was asked to contact her to agree an initial one year appointment.

**ACTION: CH**

1. *Monthly accounts*

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

Unity Trust Bank – quarterly bank charges £18.00

 Graciela Ainsworth Sculpture Conservation – WW1 memorial panel £5232.00 (inc. VAT £872.00)

 Catherine Harrison – June salary + home allowance £432.68

St James Church PCC – room hire £90.00

Office Depot – ink cartridges £68.69 (inc. VAT £11.45)

Jewson Ltd – Handyman supplies £37.86 (inc. VAT £6.31)

Playsafety Ltd – RoSPA inspection £88.20 (inc. VAT £14.70)

T Bell Horticultural Services £985.00

Maypole Manufacturing – supply of 2 bus shelters & installation £7930.80 (inc. VAT £1321.80)

Stephen Rutherford – bus shelter cleaning £40.00

Information Commissioner – Data Protection registration £35.00

River Catchment Services – repairs to March Burn riverbank £3174.00 (inc. VAT £529.00)

SD Building Services – repair of benches and footbridge £135.00

Robson Print Ltd – newsletter printing costs £284.00

Catherine Harrison – July Salary + home allowance £432.68

Complete Weed control – treatment of knotweed and Mare’s tail £360.00 (inc. VAT £60.00)

East Tynedale Community Forum – yearly subscription £30.00

ME Stewart/Neetfleet – play park inspection and minor repairs £110.00

Northumbrian Water – cricket pavilion water charges £198.58

BDO LLP – External auditor fees £360.00 (inc. VAT £60.00)

 RM Village Hall Trust – room hire £36.00

 Radiopages Web design – website hosting and domain charges £129.00

 SD Building Services – landscaping by new bus shelter £180.00

 Catherine Harrison – August salary + home allowance £432.68

 Ward Hadaway – interim payment for work for Tennis club lease £888.00 (inc. VAT £148.00)

 Homevend (July 17 Invoice 82) £80.00

 Homevend (August 17 Invoice 83) £80.00

 Homevend (September 17 Invoice 84) £80.00

 *The following receipts were noted:*

 Triodos – quarterly interest £5.04

 RM Allotment Association quarterly rent £47.50

 Northern Powergrid – Wayleaves £54.15

 St James Church PCC – donation to WW1 Memorial Panel restoration £126.00

 Mrs Robson - donation to WW1 Memorial Panel restoration £50.00

1. *Budget report*

The budget reports were received and reviewed. It was noted that the miscellaneous expenditure budget was overspent. This was due to the payment to Graciela Ainsworth to cover the restoration costs of the Memorial Panel. Most of these funds would be reimbursed once the grant from the War Memorials Trust was received. No other issues of concern were noted.

17/85 **Handyman**

It was reported that the handyman had re-varnished all the benches and, where necessary, cut back foliage around them. This accounted for his July, August and September payments.

17/86 **Planning**

 It was reported that:

1. the following planning applications were under consideration by NCC:
* 17/02636/FUL: White Hemmels – redevelopment of barn, extension and conversion of outbuilding to gym. PC – no objection;
* 17/02710/FUL: Land south of Tudor Mount, Church Lane. Construction of single, 4 bedroomed detached dwelling with detached double garage. PC – no objection;
* 17/02799/FUL: Land west of the Beeches, Sandy Bank. Construction of two-storey house and detached double garage. PC – objection.
* 17/02800/FUL: Land east of South Close, Sandy Bank. Construction of two-storey house and detached double garage. PC – no objection
1. the following planning applications had been considered by NCC and granted permission:
* 17/02188/FUL: The Peth, Main Road. Extension of ground floor kitchen and erection of new first floor bathroom. PC – no objection;
* 17/01508/FUL: 15 Station Close. First floor extension. PC – no objection.
1. the following planning applications had been considered by NCC and refused permission:
* 17/02234/FUL: 2 Mill View, Mill Close. 2-storey extension. PC – no objection;
* 17/02388/FUL: 5 Dene Terrace. 2-storey extension. PC – no objection.

17/87 **Correspondence**

 Two letters from residents had been received concerning the insurance held for the bridges in Marchburn Lane and Millfield Road (Mrs Rowntree) and regarding the Mare’s Tail treatment in Marchburn Lane and weeds in general in the village (Mr Gibson). The Clerk was asked to reply to both residents.

**ACTION: CH**

17/88 **Minor Matters**

1. Defibrillator refresher training.

It was reported that the Stephen Carey Fund seemed unable to offer refresher defibrillator training at this time although the Clerk would enquire again. The St John’s Ambulance Service offered other courses although these were chargeable. The Clerk was asked to verify what was covered by the St John’s Ambulance Service course and report back to a future meeting.

**ACTION: CH**

17/89 **Meetings to attend**

 It was noted that the following meetings were due to be held:

* Annual Town & Parish Council Conference – Thursday 5th October, 4-6 pm, County Hall
* NALC – AGM – Saturday 7th October, 10 am, Pegswood
* Joint meetings with Town/Parish Councils – Tynedale Area. 6 pm, Tuesday 10th October

 The Clerk was asked to circulate the details to all councillors to establish if anyone could attend.

**ACTION: CH**

17/90 **Clerk’s Appraisal & Pay Award**

Cllr Carew reported that the Clerk’s appraisal meeting had been held and on the basis of this it was recommended that the Clerk received an incremental pay award backdated to 1st April 2017 as laid out in the Clerk’s contract. This was unanimously agreed (Proposed Cllr. Carew, seconded Cllr. Singer).

**ACTION: CH**

17/91 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 13th November 2017. Venue: Church Cottage.

Meeting closed at 10.02 pm