



Broomhaugh & Riding Parish Council

Minutes of the AGM held on Thursday 17th May 2018 in Church Cottage, Church Lane, Riding Mill.

Councillors present:

Cllr. Andy Dunhill (Chairman)
Cllr. Jill Mills
Cllr. Eileen Carew

Cllr. David McKenzie
Cllr. Peter Howe

In attendance:

Mrs Anne Dale – County Councillor
Mrs Catherine Harrison – Parish Clerk

3 members of the public were present (one member was present for pre-questions only).

Cllr. Dunhill opened the meeting at 7.37 pm.

18/38 Apologies for Absence

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

It was noted that Malcolm Reid had resigned from the Parish Council due to ill health. It was resolved that the PC should write to thank him formally for all his hard work over the ten years he had served on the council.

ACTION: CH

18/39 Election of Chair and Vice-Chair

Cllr. Dunhill as Chair of Broomhaugh & Riding Parish Council in 2017/18 called for nominations for the positions of Chair and Vice-Chair for 2018/19. Cllr. Howe proposed that Cllr. Dunhill remained as Chair and Cllr. Singer as Vice-Chair. This was seconded by Cllrs. Mills and McKenzie 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.

18/40 Declaration of Interests

Cllr. Dunhill declared an interest in Item 16(d): Sports Club – annual grant.

18/41 Delegation of responsibilities to individual councillors

It had previously been agreed that the Chairman could delegate to councillors the Chairman's authority to take decisions, subject to approval at future PC meetings and working in conjunction with the Clerk, in specific areas. The areas of responsibility were reviewed and the following highlighted changes were agreed:

Planning Sub-Committee – Cllrs. Dunhill, Howe, Singer & Mills (3 from 4 would review each planning application)*

Legal/FOI/GDPR matters – Cllr. Mills

Appraisals – Cllrs. Carew & Singer

VHT representatives – Cllr. Carew (Reserve Cllr. McKenzie)

Website monitoring – Cllr. Dunhill

Handyman/ Amenity matters/ Play park inspection – Cllr. Dunhill

*Accounts – **Cllr. Howe****

Sport & Recreation – Cllr. Singer

*Edible Riding Mill/Spinney/Environmental issues – Cllrs. **McKenzie**, and Howe* (Cllr. Carew – Spinney only)*

East Tynedale Forum representative – Cllr. McKenzie

*RM Play & Regeneration Group – Cllrs. Dunhill and **Howe****

Tyne Valley Community Rail partnership representative – Cllr. Dunhill

Marchburn Lane Residents' Association representative – to be appointed

** Refer Minute 18/52: Cllr. Howe resigned and these tasks will be reallocated at the next meeting.*

18/42 Standing Orders/Financial Regulations/Code of Conduct

It was unanimously agreed to re-adopt the following documents subject to minor amendments to the Standing Orders and Financial Regulations that clarified arrangements for internet banking (proposed Cllr. Dunhill, seconded Cllrs. Mills and McKenzie):

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

Councillors were reminded of the need to ensure that their Declaration of Interest form was up to date. Cllr. McKenzie asked for a new form to be sent to him.

ACTION: CH

18/43 Approval of the minutes of the meeting of 12th March 2018

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).

18/44 Matters Arising

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

- (i) *Minute 18/21(i) – Relocation of the bus stop sign.* This issue was still outstanding and would be deferred to a future meeting;
- (ii) *Minutes 18/21(ii) and Minute 18/21(iii) – signs for Millfield Road and installation of a bollard.*
The Clerk reported that a letter had been sent to all residents on the south side of Millfield Road and to the Marchburn Lane Residents' Association. One resident had written back with comments. The bollard had been installed outside Mr & Mrs Stephenson's property. The signs would be organised and installed shortly.

ACTION: CH

(iii) *Minute 18/24 – Education Consultation*

It was reported that Northumberland County Council had concluded that the three-tier system of education should remain in place for the Hexham Partnership of schools. This meant that there would be no school closures in this area although schools would be expected to work in closer collaboration in order to reduce costs. Following the County's decision, Hadrian Learning Trust had abandoned its plan to change the age range of the High School. In the Haydon Bridge area, schools would be moving to a two-tier system. One school, Bellingham Middle School, was earmarked for closure but Haydon Bridge High School would remain open although its age range would change.

(iv) *Minute 18/26 – Play Park.*

Cllr. Dunhill reported that the final work had recently been completed and there would be an official opening ceremony to mark the completion on Friday 18th May.

18/45 County Councillor Report

Councillor Dale reported on the following issues:

- (i) *Street lighting – there were still some issues to resolve and ADa would continue to liaise with the lighting team.*

- (ii) Introduction of 20 mph speed limit – there were some minor changes to the plans but ADa hoped that the scheme would be introduced shortly.
- (iii) Education consultation – ADa echoed the comments that had been made earlier and felt that the consultation had been flawed. She was delighted that Whittonstall First School would not be closing.
- (iv) Fallen tree in Church Lane – ADa had contacted a local tree surgeon who had agreed to remove the wood and use some of it to make small log seats for the school.
- (v) Road hierarchy consultation – ADa recommended that the PC focus on local issues and identify which were key roads in the village at times of severe weather e.g. to maintain access to the school the lower section of Whiteside Bank and Church Lane should be gritted and cleared of snow.
- (vi) Advertising signs – ADa reported that NCC enforcement officers appeared to have dealt with the issue of the unauthorised signs displayed by the care home.

18/46 Streetlight Marchburn Lane

It was reported that following a meeting with residents of Marchburn Lane in June 2017, the PC had begun exploring the possibility of installing a light by the bridge on Marchburn Lane at the residents' request. The County Council had recently confirmed that this would be possible and provided a quote for the work of £1,500. The PC agreed that the only suitable contractor for this work was the County Council therefore it was unanimously resolved to suspend Standing Orders (proposed Cllr. Dunhill, seconded Cllr. Carew) and to accept the County Council's quote (proposed Cllr. Dunhill, seconded Cllr. Mills).

ACTION: CH

18/47 Repairs to the Old Playground

It was noted that the surface of the Old Playground was breaking up in one particular area most likely due to the buses turning on this section. Two quotes were received for its repair and it was unanimously agreed to accept the lowest quote and appoint The Tarmacadam & Paving Company to undertake the work (proposed Cllr. Dunhill, seconded Cllr. Howe).

ACTION: CH

It was noted that the County Council had not responded to a query re the agreement whereby it paid a fee of £50/year to use the Old Playground as a collection and drop off point for the school buses. The Clerk was asked to pursue this further.

ACTION: CH

18/48 Fish Easement at the Weir

The Councillors were still unhappy with the level of detail provided by the Tyne Rivers Trust and the breakdown of cost contributions for the work. The Clerk was asked to clarify further before a decision could be taken.

ACTION: CH

18/49 General Data Protection Regulation (GDPR) – 25th May 2018

The Clerk reported that the need for a Data Protection Officer for parish councils was likely to be withdrawn when the Data Protection Act was finalised by Parliament. Pro forma documentation had been released which was currently under review and she was undertaking an audit of all the information held by the PC. Councillors were given a privacy notice outlining how any data they provided could be used.

18/50 Neighbourhood Plan /Parish Plan

A brief discussion was held about whether there was a need for a Neighbourhood Plan. As there was currently no Core Strategy in place, which the Neighbourhood Plan was meant to work alongside, it was felt that it would be inappropriate to commence a plan at this time.

Councillors reviewed the Parish Plan developed in 2002 to see what objectives had been met and what were still outstanding. It was pleasing to note that most issues had been addressed although some had come and gone i.e. the riverside footpath to Corbridge. Some suggestions to do with promoting tourism were still relevant and Cllr. McKenzie was tasked with exploring this further e.g. plaques to mark historic buildings and visitor maps.

ACTION: DM

A discussion was also held about Marion Cooke's history book of the village and whether it could be updated and reprinted. An article suggesting this and asking for volunteers to help should be placed in the Parish News.

ACTION: CH

18/51 Marchburn Lane Mill Pond

It was agreed to look at whether the mill pond in Marchburn Lane could be restored and, if so, what this might cost. It was agreed that this could be a future task for the Riding Mill Play & Regeneration Group.

ACTION: PH/CH

18/52 General Village Maintenance

The following issues were raised in the pre-meeting discussion:

(i) Area opposite the Old Tavern. There were bags of concrete and rubble abandoned by the roadside and Mrs Rowntree asked if these could be removed. Cllr. Dunhill offered to investigate.

ACTION: AD

(ii) Fallen tree in the March Burn: it was noted that the Clerk had spoken to the riparian owner and had been assured that a tree surgeon would be removing the tree shortly.

Other issues to note:

(iii) The gardener had replanted the area around the gateway sign with plants that were repellent to rabbits. He had also filled the planters in Marchburn Lane. Watering the plants in these locations was difficult and it was agreed that the Clerk should look to find a company that offered a bowser watering service to see how much this might cost. It was also agreed that the Clerk could buy a slow drip hose system to water the edible garden after first taking advice from the gardener.

ACTION: CH

(iv) The area of shrubs at the entrance to Riding Grange still needed to be cut back to improve visibility for those exiting the Nick. If necessary, the Clerk was asked to try alternative tree surgeons in order to get the work undertaken quickly.

ACTION: CH

There followed a discussion about whether a picnic table should be sited on the grassed area adjacent to the double tennis courts. A consensus could not be reached and the discussion concluded with Cllr. Howe announcing his resignation as he felt he could no longer serve on a body whose collective value he no longer respected. He then left the meeting.

18/53 Finance / Insurance

a) *Annual Governance and Accountability Return for 2017/2018*

(i) It was noted that the Internal Auditor, Mrs Margaret Weatherley, had raised no issues of concern after auditing the accounts.

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

- (ii) the Annual Governance Statement 2017/18 (proposed Cllr. Carew, seconded Cllr. McKenzie)
- (iii) the draft annual accounts for 2017/18 (proposed Cllr. Cllr. Dunhill, seconded Cllr. Mills)

- (iv) the Accounting Statement and Explanation of Variances Annual Return (proposed Cllr. Dunhill, seconded Cllr. Mills)

It was noted that the period for the Exercise of Electors' Rights to view the accounts would be from 4th June until 13th July. A notice to this effect would be displayed on the notice board.

b) **Monthly accounts**

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

Unity Trust – quarterly bank charges	£18.00
Debmat Surfacing Limited – urgent repairs to Old Playground	£1404.00 (inc. VAT £234)
Office Depot – Ink and paper	£96.16 (inc. VAT £16.03)
St James PCC – room hire	£40.00
Catherine Harrison – March salary + £20 home allowance	£446.16
Jeff Mills – pest control services	£80.00
Brian Tilley – speaker's fee	£30.00
Stephen Rutherford – bus stop cleaning	£40.00
Monster Mulch – new paths at Play Park	£2369.04 (inc. VAT £789.68)
HAGS – new swing chains	£33.38 (inc. VAT £5.56)
Robin Watson Sign & Design – new signs for Play Park and Spinney	£1176.00 (inc. VAT £196.00)
Office Depot – ink cartridges	£51.48 (inc. VAT £8.58)
Water – cricket pavilion	£14.70 (Direct Debit)
Seymour Gardens & Trees (maintenance of edible garden, planters Marchburn Bridge, planters and area by 30 mph sign, maintenance + new plants)	£1040.00
Catherine Harrison – April salary (please note new rate from 01.04.18) + £20 home allowance	£454.67
Catherine Harrison – reimbursement of expenses (APM gift for speaker £10, Travel costs £10.80, Play park expenses £15.97)	£36.77
Came & Company – yearly insurance	£2200.51
Sandy Bank Residents' Association - contribution to Nick insurance	£353.00
Margaret Weatherley – internal auditor fees	£100.00
RM Sports Club – cost of reseeding and fertilising football field	£385.00 **

** the Sports Club currently owes the PC £167. This money will be deducted from the above invoice and the PC will pay £218.

The following receipts were noted:

Nationwide – yearly interest	£96.13
Triodos -quarterly interest	£7.56
Northumberland County Council – 1 st instalment Precept	£18,750.00
RM Allotment Association – quarterly rent	£48.88
RM Tennis Rent – Yearly rent	£25.00
Northumberland County Council – Yearly fee for use of Old Playground	£50.00
Riding Mill Play & Regeneration group – Donation to Play Park redevelopment	£2000.00

(ii) **Budget report**

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

c) **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. Carew that the same figure be awarded this year. This was seconded by Cllr. McKenzie and unanimously agreed.

ACTION: CH

d) Annual grant to the Sports Club

It was noted that the Sports Club had submitted their most recent accounts. As plans to replace the pavilion were progressing slowly it was decided to continue to insure the pavilion as part of the PC's overall policy. However, the Clerk would write to ask the Sports Club to take on this responsibility in the next financial year. It was agreed that a yearly grant of £2,280 should be approved (proposed Cllr. McKenzie, seconded Cllr. Carew). This grant was made with certain conditions (Ref. Minute 17/100) and the Clerk should write to the Sports Club to remind them of these.

ACTION: CH

d) Insurance

It was noted that the insurance premium for 2018/19 was £2200.51. The PC had signed up to a 3-year agreement through Came & Company – this was the second year of the agreement. It was agreed to leave small value items e.g. bike racks, seats etc on the policy for now but a full review should be undertaken before the 3-year insurance agreement came to an end. It was noted that the war memorial should be added to the policy and the Clerk was asked to obtain a replacement valuation.

ACTION: CH

18/54 Planning

To report

- (i) that the following planning applications were under consideration by NCC:
- 18/01102/FUL & 18/01103/LBC – West Cottage, Shepherds Dene. Single storey kitchen extension. PC – no objection subject to preserving key architectural features.
 - 18/01223/FUL, 18/01224/LBC, 18/01246/FUL – Redevelopment of Riding Farm. PC – no objection. Asked if pavement could be widened as part of the redevelopment.
 - 18/01568/FELTPO – land west of West Cottage, Hollin Hill Terrace. Removal of tree
 - 18/01612/FUL – Swallow Cottage, Sandy Bank – erection of detached garage.
- (ii) that the following planning applications had been approved by NCC:
- 18/01012/FUL – Hollin House, Hollin Hill Terrace. Double storey extension and detached garage. PC – no objection;
 - 18/00589/FUL – 4 Burnside, Mill Close. Porch to side of house.
 - 18/00246/FUL – Spellbound, Whiteside Bank. 4 single storey extensions
 - 17/03218/FUL – Osbit, Broomhaugh House. Extension of office and retention of mobile offices.
- (iii) that the following planning application had been withdrawn:
- 18/00502/FUL – White Hemmels. Demolition of existing rear conservatory and construction of new rear extension. Conversion of existing out buildings to ancillary residential accommodation.
- (iv) that the following planning application had been refused permission:
- 18/00475/FELTPO – Removal of oak tree, land south of St James Close

18/55 Correspondence

There were no matters of correspondence to note.

18/56 Minor Matters

The group organising the World War One commemorations in November had asked if the PC could arrange for the war memorial to be cleaned. It was noted that the structure was Grade II listed and advice would need to be sought. It was suggested that Cllr. Singer be tasked with looking into this.

ACTION: BS

18/57 Date of Future Meeting

It was agreed that the next meeting of the Council should be held on **Monday 18th June 2018**.
Venue: Church Cottage.

Meeting closed at 9.54 pm