



Broomhaugh & Riding Parish Council

Minutes of the Council meeting held on Monday 1st October 2018 in Church Cottage, Church Lane, Riding Mill.

Councillors present:

Cllr. Andy Dunhill (Chairman)

Cllr. David McKenzie

Cllr. Jill Mills

Cllr. Eileen Carew

In attendance:

Mrs Anne Dale – County Councillor (present from Minute 18/86b)

Mrs Catherine Harrison – Parish Clerk

6 members of the public were present (3 for Minute 18/93 only).

Cllr. Dunhill opened the meeting at 7.31 pm.

18/74 Apologies for Absence

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

18/75 Declaration of Interests

Cllr. McKenzie declared an interest in Item 22(ii): Pre-school garden.

18/76 Co-option of Councillor

It was noted that Mrs Christine Howe had indicated a willingness to serve on the Parish Council. She was unable to attend the meeting but had prepared a statement which Cllr. Dunhill read out.

Councillors unanimously agreed that she should be co-opted onto the Parish Council and looked forward to welcoming her to the next meeting (Proposed Cllr. Dunhill, seconded Cllr. McKenzie).

ACTION: CH

18/77 Approval of the minutes of the meeting of 18th June 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. Mills).

18/78 Matters Arising

(i) Minutes 18/62(ii) – Play Park.

It was noted that the yearly RoSPA inspection had been undertaken. A few minor issues had been raised and addressed where possible. The climbing net had been replaced on the large climbing frame. Some of the new wooden adventure trail equipment showed signs of splinters. It was agreed that the equipment would be sanded in places but if the fault worsened the Clerk would contact Playdale.

ACTION: CH

(ii) Minute 18/62(iii) – Streetlight, Marchburn Lane.

It was noted that the Marchburn Lane Residents' Association had written to inform the PC that the majority of residents did not wish a streetlight to be installed near the bridge as previously requested. It was therefore agreed not to pursue this any further and the Clerk would inform the County Council of the decision.

ACTION: CH

(iii) Minute 18/62(iv) – Old Playground repairs.

It was reported that a large section of the tarmac surface of the Old Playground had been renewed in early August.

- (iv) *Minute 18/62(vi) – War Memorial cleaning.*
It was reported that permission had been received from the County Council to allow the Grade II listed war memorial to be cleaned using specialist equipment and this work had been undertaken in early September. Paving stones surrounding the memorial had been found to be loose and these would be re-laid in time for the Armistice commemorations in November.
- (v) *Minute 18/65 – Fish easement at the weir.*
It was noted that the Tyne Rivers Trust had been unsuccessful in securing funding from the Environment Agency for the project at the weir and it couldn't therefore proceed at this time.
- (vi) *18/72(i) – Newsletter.*
It was noted that issue 4 of the newsletter was printed and circulated in August.

18/79 Sports Club

- (i) It was reported that the PC had received correspondence from residents living near to the football pitch with various concerns including: the use of the pitch in the evening by youths who were drinking and being rowdy; excessive swearing during matches; and potential damage to property and/or trespass. These concerns had been relayed to the Sports Club and, where possible, would be addressed. The PC agreed to investigate the cost of installing netting to stop the ball encroaching on properties and would look to install a sign displaying general rules for anyone using the ground. Issues with regard to disturbances at night should be addressed to the police.

ACTION: BS/CH

- (ii) It was noted that the Sports Club's application for further S106 funding had been unsuccessful but the Club was working with Cllr. Dale to clarify the funding criteria.

18/80 Millfield Road Bridge Repairs

It was unanimously agreed that the PC should appoint BT Bell to oversee the maintenance work required to Millfield Road bridge, which included minor metal work repairs and some painting (Proposed Cllr. Dunhill, seconded Cllr. McKenzie). The Clerk was awaiting details of the likely costs and would report back to a future meeting.

ACTION: CH

18/81 Handyman contract

Tenders were reviewed and it was unanimously agreed to appoint Martin Stewart of Neetfleet Services as the village handyman (Proposed Cllr. Dunhill, seconded Cllr. Carew). Martin already undertook the play park quarterly inspections and was familiar with the role as he provided a similar service to Broomley & Stocksfield Parish Council. The Clerk reported that there was a backlog of work which could usefully be done before the winter and it was agreed to ask Martin to undertake this work and to charge for any extra hours.

ACTION: CH

18/82 Tree work

A number of firms had been requested to submit details of their charging structure. These were reviewed and it was agreed to appoint David Ballantyne Tree Services to undertake future tree works for the Parish Council. There were several jobs outstanding including the reduction of an oak tree opposite the school, trees encroaching on the play park and double tennis courts, and the final stage of work identified in the arboricultural survey last year.

ACTION: CH

18/83 General Village Maintenance

- (i) Issues were again raised about the cleaning of the gutters and gullies (see Minute 18/92);
- (ii) There had been a large water leak on the A695 by the junction to Sandy Bank which Northumbrian Water had dealt with;
- (iii) Councillors recorded their thanks to Pam and Andy Pryor for all they had done to enable the two village halls to be upgraded. The amount of work required to raise the funds and then oversee the project had been immense and they were to be congratulated.

18/84 Local Transport Plan Programme 2019-20

It was noted that the following three priorities had been submitted to the County Council for consideration in next year's LTP:

1. Installation of a pedestrian crossing on the main road;
2. Pedestrian and cyclist road safety improvements between Stocksfield and Riding Mill;
3. A safe footpath/cycleway from Riding Mill to Corbridge.

18/85 Consultations

It was agreed that the PC should respond collectively to the County's current consultation on the "Council Tax Support Scheme" and that Cllr. Singer should be asked to prepare a response which could be circulated by email for comment. Councillors were also encouraged to respond individually.

ACTION: BS/CH

18/86 Finance / Insurance

(a) Yearly Audited Accounts

- (i) It was reported that the external auditors PKF Littlejohn LLP had completed their review of the accounts and had raised no issues with them. The final audited accounts were therefore received and approved (Proposed Cllr. Dunhill, seconded Cllr. Carew).
- (ii) It was noted that Mrs Margaret Weatherley was happy to continue as Internal Auditor for the PC and her reappointment was unanimously confirmed (Proposed Cllr. Dunhill, seconded Cllr. Mills).

(b) Monthly accounts

(i) The following payments were authorised (Proposed Cllr. Mills, seconded Cllr. McKenzie):

Seymour Gardens & Trees – shrub removal near to the Nick junction	£50.00
Playsafety Ltd – Play Park yearly RoSPA inspection	£105.00 (inc. VAT £17.50)
Andrew Newton – payment for watering containers over the summer	£50.00
Office Depot – ink cartridges	£51.48 (inc. VAT £8.58)
SB Tree Services – removal of two trees by double tennis courts	£240.00
Unity Trust – quarterly bank charges	£18.00
RM Sports Club – 1 st instalment of yearly grant	£1140.00
RM Sports Club – contribution to cost of repositioning goalposts	£275.00
Seymour G&T – Mare's tail treatment /maintenance of edible garden	£69.00
Catherine Harrison – June salary + home allowance	£454.67
Catherine Harrison – July salary + home allowance	£454.67
T Bell Horticultural Services – grass cutting	£430.00
Seymour G&T – removal of tree by 30 mph sign	£150.00
St James PCC – Church Cottage room hire	£40.00
D Maguire – resurfacing work at Old Playground	£3280.00
Seymour G&T – maintenance of planters/edible garden	£165.50
Robson Print – newsletter printing costs	£318.00
Playdale Playgrounds – replacement of climbing net and other repairs	£977.75 (inc. VAT £162.86)
Stephen Rutherford – bus shelter cleaning	£40.00
Catherine Harrison - August salary + home allowance	£454.67
Radiopages Web Design – web hosting and domain name	£129.00
M E Stewart/Neetfleet – quarterly play park inspection	£85.00
PKF Littlejohn LLP – External audit fees	£480.00 (inc. VAT £80.00)
IMI – War memorial cleaning	£2682.00 (inc. VAT £447.00)
Office Depot – ink cartridges and paper	£100.76 (inc VAT £16.79)
T Bell Horticultural Services – grass cutting	£500.00
Seymour G&T – maintenance of edible garden	£34.00
Seymour G&T – treatment of Mare's tail plants	£35.00
Robin Watson Sign and Design – signs for Millfield Road	£312.00 (inc. VAT £52.00)
RM Sports Club – 2 nd instalment of yearly grant	£1140.00
Martin Bell Agricultural Contractor – rolling of football pitch	£72.00 (inc. VAT £12.00)

Catherine Harrison – September salary + home allowance	£454.67
Catherine Harrison – reimbursement of expenses (Staff training £10.00, Playdale spares for springers £15.93)	£25.93
Information Commissioner's Office – yearly registration fee (DD)	£35.00
Wave – water for cricket pavilion (DD)	£203.65

(ii) *The following receipts were noted:*

Triodos - quarterly interest	£7.66
RM Allotment Association - 2 nd quarter rent	£48.88
Northern Powergrid – Wayleaves	£54.15
NCC – Precept (2 nd instalment)	£18750.00

(iii) **Budget report**

The budget reports were received. The maintenance budget showed an overspend due to the additional repair work required to the surface of the Old Playground and the specialist cleaning of the war memorial. Funds could be reallocated from the capital expenditure budget as two projects would not now be undertaken: the installation of a streetlight on Marchburn Lane and the enhancements to the weir.

18/87 Clerk's Appraisal

It was agreed to approve the Clerk's yearly pay award following the outcome of her appraisal undertaken in July (Proposed Cllr. Carew, seconded Cllr. Dunhill).

ACTION: CH

18/88 Planning

It was reported that:

- (i) the following planning applications were under consideration by NCC:
 - 18/02842/FUL – 3 Church Close. Single storey extension and alterations to the roof. PC – no objection;
 - 18/3003/PRUTPO – 11 Church Close. Removal of deadwood from oak tree. PC – no objection.
- (ii) that the following planning applications had been approved by NCC:
 - 18/01102/FUL & 18/01103/LBC – West Cottage, Shepherds Dene. Single storey kitchen extension;
 - 18/01568/FELTPO – land west of West House, Hollin Hill Terrace. Removal of tree;
 - 18/01612/FUL – Swallow Cottage, Sandy Bank – erection of detached garage;
 - 18/02267/FUL – 1 Oaklands Rise – side extension linking to garage. PC – no objection;
 - 18/02429/FELTPO – The Grange, 9 Riding Grange. Various tree works. PC – no objection;
 - 18/02574/LBC – cleaning of War Memorial. (PC was applicant).

18/89 Meetings to attend

The Clerk highlighted a number of meetings to which the PC had been invited to send a representative. Councillors were asked to respond to the Clerk with their availability.

ACTION: ALL

18/90 Correspondence

- (i) Letters from residents re football field – refer to Minute 18/79
- (ii) Letter from Mrs Rowntree concerning the removal of coping stones from the boundary wall of the allotments. The Clerk had reported the issue to the chairman of the Allotment Association who had investigated and thought that the wall appeared different simply because the ivy had been cut back. No further action was needed.
- (iii) Letter from Mr Stephenson re Japanese Knotweed. The Clerk was asked to respond to confirm the current position.

ACTION: CH

18/91 Minor Matters

(i) WW1 Commemorations / rededication of Roll of Honour memorial panel

Plans were in place for the Roll of Honour to be rededicated by the Vicar following the Armistice Day ceremony at the war memorial on 11th November. Cllr. Dunhill would give a reading and it was hoped that there would be a contributor from the school.

(ii) Pre-School Garden

The Chair of the Pre-School Committee had confirmed in writing that the Pre-School no longer wished to use the small garden by the MUGA court. An offer from the Scouts to take over and maintain the garden had been made and the PC was pleased to accept the suggestion. The garden was quite overgrown and it was agreed that the Clerk should obtain a price from Jason Seymour to clear it and bring it back to an acceptable standard for the Scouts to maintain (Proposed Cllr. Dunhill, seconded Cllr. Carew).

ACTION: CH

(iii) Changes to refuse collection routes and dates

It was noted that the County Council had undertaken a review of its household refuse collection and planned to make changes to its routes/collection days to improve efficiency. When further details were available the Clerk would circulate them widely. As a minimum residents would be required to present their bins by 7 am as collection times were likely to change.

ACTION: CH

18/92 County Councillor Report

Councillor Dale reported on the following issues:

(i) Blocked gullies: the road sweeper for the west of the county was off the road. The gully cleaner was working but had a huge area to cover. Cllr. Dale continued to make representations to the County Council to improve funding for these basic “house-keeping” services;

(ii) Pedestrian crossing: the feasibility study had been received from the Highways Officers and various options had been outlined and costed. The Clerk was asked to circulate the report to councillors so that the PC could agree its preferred option;

ACTION: CH

(iii) 20 mph scheme: the plan was finalised and Cllr. Dale awaited news of the timescale for its implementation.

18/93 School Bus Drop Off issues

The PC listened to the concerns of parents regarding the new drop off point for the school bus from Corbridge Middle School. It had been altered from the Old Playground to outside the Wellington on the main road and had been instigated by problems experienced last year by the bus company accessing the Old Playground during the afternoons due to the size of the coach and parked cars. It was hoped that the proposed pedestrian crossing would be installed next summer but, as a short term measure, the PC and Cllr Dale debated whether a lollipop person could be provided or whether the parking issues at the Old Playground could be addressed (the County Council had indicated that if the area could be kept clear then they would review their decision to change the drop off point).

It was agreed that as a first step the PC should address the parking. A letter would be sent to parents of pupils at Broomhaugh First School and Corbridge Middle School indicating areas which needed to be kept clear and at which times. The letter would first need to be approved by the County Council and Jen Stephenson, Head teacher at Broomhaugh First School.

ACTION: CH

18/94 Date of Future Meeting

It was agreed that the next meeting of the Council should be held on Monday 12th November 2018. Venue: Church Cottage.

Meeting closed at 9.15 pm