



Broomhaugh & Riding Parish Council

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No. 392, this meeting was conducted "online".

Minutes of the Parish Council meeting held virtually via Zoom on Monday 8th March 2021.

Councillors present:

Cllr. Christine Howe (Chair)	Cllr. Andy Dunhill
Cllr. Jill Mills	Cllr. Pam Bridges
Cllr. Brian Singer	Cllr. Eileen Carew
Cllr. David Irwin	

In attendance:

County Councillor Anne Dale
Mrs Catherine Harrison – Parish Clerk
3 members of the public observed the meeting via Zoom

Cllr. Howe opened the meeting at 7.31 pm.

21/18 Apologies for Absence

Cllr. McKenzie

21/19 Declaration of Interests

Cllr. Dunhill declared an interest in Item 7 – the Sports Club.

21/20 Approval of the minutes of the meeting of 8th February 2021

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

21/21 Matters Arising

- (i) *Minute 21/12(vii) – Cars parking on grassed areas.* It was noted that these issues appeared to have been resolved;
- (ii) *Minutes 21/12(viii) – Rubbish bags.* It was noted that the rubbish bags were being left by someone who was helpfully collecting litter from the A695 and surrounding area. In future, the bags would be disposed of in a household waste bin rather than left on the ground. The resident had collected over 500 bags of litter and councillors commended him for his efforts.

21/22 County Councillor Report

Cllr. Dale reported on the following issues:

- (i) **Rights of Way – Footpath 5.** Cllr. Dale noted that the Footpaths Officer had visited the site and had issued a report stating that the fencing in of the footpath was lawful and that it did not infringe public rights of way legislation. His report had been circulated to those residents who had contacted Cllr. Dale and she had received no further correspondence on the matter.

Cllr. Irwin questioned the legality of installing a bridge across a ditch on land which the owner of the field didn't own and without consulting or getting permission. He also reported that he had contacted Planning Enforcement to see if any planning laws had been broken by the

installation of a fence on greenbelt land and was waiting for a response. Cllr. Dale asked him to email her and she would ask the Footpaths Officer to consider these further issues;

ACTION: ADa

- (ii) *Trees.* Cllr. Dale had been asked by the Village Hall Trust to establish whether a tree behind the Millennium Hall was subject to a Tree Preservation Order and she confirmed it wasn't;
- (iii) *20 mph scheme.* Cllr. Dale was pleased to report that the 20 mph scheme had been completed following the installation of rumble strips outside of the school, changes to the Spinney entrance and improved road markings;
- (iv) *Parking issues.* Cllr. Dale noted she was working with residents to resolve parking issues in the village;
- (v) *History Trail.* Cllr. Dale reported that she had received permission to support the project and would be making a £2000 contribution from her Members Small Allowance Scheme;
- (vi) *Covid Business Funding.* Cllr. Dale reported that she was assisting local businesses to access funding to help support them during the pandemic;
- (vii) *Heavy Wagons.* Cllr. Carew had raised the issue of the volume of traffic passing through the village, especially HGVs, in the pre-meeting discussion. Cllr. Dale reported that there were a number of new developments nearby including at Corbridge and Hexham. If residents thought the trucks were speeding, they should contact her with the time, date, operator and if possible vehicle registration, and she would contact the company and ask them to investigate;
- (viii) *Pedestrian Crossing.* Cllr. Dale noted that Northern Gas Networks were undertaking major gas works through the village. The County Council was unable to install the crossing until these works were completed but she hoped it would be installed shortly thereafter.

21/23 **Neighbourhood Plan**

Cllr. Howe reported that there had been a response rate of 54% to the neighbourhood plan survey which was excellent. A prize draw had been held and winners identified and the Clerk would be contacting them shortly (Penny Macloughlin had won the first prize voucher).

Cllr. Irwin had collated the data and produced a draft report which had been circulated to councillors. He asked that any further comments were sent to him by the end of the week after which the report would be finalised and widely circulated. The intention was now to set up six sub-groups to explore different areas in more detail: housing and the built environment, the natural environment, climate change and renewable energy, local economy, transport and streetscape, and leisure and recreation. These sub-groups would then feed into an overarching steering group tasked with developing the final plan and policies. The assistance of a qualified planner would be required at a future stage and a funding application would be made in the next financial year.

Councillors agreed to ratify these proposals and again thanked Cllr. Irwin for all the work he had done and for producing the report.

21/24 **Sports Club**

Cllr. Howe reported that the bid for funding to the Football Foundation had been successful and a grant of £22,685 had been secured. Cllr. Singer congratulated Cllr. Howe on her fundraising efforts and proposed a vote of thanks which was endorsed by the other councillors.

Nicholson Construction had commenced Phase 1 of the redevelopment and councillors were asked to approve that the Phase 2 contract should be awarded so that the work could follow on now that the funding had been confirmed. This was unanimously agreed (Proposed. Cllr. Howe, seconded Cllr. Bridges). [NB. Phase 2 quotes had been considered alongside the quotes for Phase 1 at a confidential meeting of the Council on 16th November 2020].

Cllr. Howe reported that she was still waiting for approval from Building Control to proceed with the work. Cllr. Dale offered to contact the relevant department and noted that there were staffing issues within Building Control.

ACTION: CH/ADa

The Phase 1 redevelopment should be completed by April and then work to install showers on either side of the pavilion would follow. Club members were also carrying out some internal improvement works.

The issue of the new trustees and the lease needed to be resolved. The Football Foundation required a lease to be in the name of the new club and to be valid for a certain number of years. It appeared that the Cricket Club lease had not been registered with the Land Registry back in 2011 which made changing trustees difficult and therefore legal advice was needed as to how to resolve this.

ACTION: CLERK

With the installation of toilets and showers there would be a maintenance/cleaning requirement and Cllr. Howe felt it was key that the cricket and football clubs come together to establish some financial ground rules. Cllr. Howe suggested that a meeting be arranged with the PC and representatives of both clubs.

ACTION: CLERK

21/25 Covenant Release

It was unanimously agreed to ratify a decision to release the restrictive covenant attached to East Rigg, Long Rigg to allow for the plot to be split and for a 2-storey dwelling to be built (Proposed Cllr. Howe, seconded Cllr. Mills). A fee for the release had been received and councillors agreed that the funds should be transferred to the Bridges sinking fund.

ACTION: CLERK

21/26 Footpath Five

It was reported that the owner of land south of Church Lane had installed a fence restricting use of the footpath to the edge of the field. This item had been discussed earlier in the meeting with Cllr. Dale and it was agreed that before any further action was taken, the answers to Cllr. Irwin's queries needed to be known and the issue should therefore be deferred to a future meeting.

ACTION: ADa/MAY MEETING

21/27 Stopping up of Highway by Spellbound, Whiteside

It was reported that there had been a proposal to make an Order under section 247 of the Town and Country Planning Act 1990 to authorise the stopping up of a part-width of Whiteside, adjoining Spellbound. If made, the Order would authorise the stopping up only to enable development as permitted by Northumberland County Council under reference 20/00181/FUL.

Cllr. Singer objected to the proposals as he was against the loss of the verge and the loss of parking on Whiteside Bank. Cllr. Howe disagreed and proposed that the parish council should not object to the Order. This was seconded by Cllr. Bridges and agreed by a majority of councillors [FOR: 6, AGAINST: 1].

21/28 Spinney Entrance

Cllr. Howe reported that a safety barrier had now been installed by the entrance to the Spinney. The barrier installation was a little different to what the parish council had expected and therefore the designs for a gate had had to be revised. Four proposals were considered and councillors favoured the option where the gate opened inward and users forced to change direction as they left the Spinney. Councillors hoped this option would slow children down when exiting and would prevent them from running onto the road. The Clerk was asked to arrange the work with the handyman.

ACTION: CLERK

21/29 Review of Policy Documents

The following policy documents were reviewed and readopted following minor amendments:

- Financial Risk Assessment (Proposed Cllr. Howe, seconded Cllr. Dunhill);

- Asset Register (Proposed Cllr. Howe, seconded Cllr. Dunhill)
Amendment: Removal of one asset – a safety mirror opposite the junction to Wentworth Grange was broken. It was agreed that the item should not be replaced.

Consideration of the Business Continuity Plan was deferred to a future meeting as the Clerk was asked to clarify an issue.

ACTION: CLERK

21/30 Climate Change

There were no specific issues to discuss but it was noted that one of the working groups preparing the Neighbourhood Plan would be looking at climate change and renewable energy.

21/31 Finance

(a) Monthly accounts

- (i) The following payments were authorised (Proposed Cllr. Howe, seconded Cllr. Dunhill):
- | | |
|---|-----------------------------|
| Northumberland County Council – building inspection fees | £360.00 (inc. VAT £60.00) |
| In Architecture Ltd – architectural services pre-construction | £1800.00 (inc. VAT £300.00) |
| David Irwin – reimbursement for 1-year subscription to Survey Monkey | £384.00 (inc. £64.00 VAT) |
| ME Stewart/Neetfleet – playground inspections /removal of fencing | £160.00 |
| The Station Coffee House – gift vouchers – neighbourhood plan grant | £50.00 |
| Catherine Harrison – February salary + home allowance | £514.29 |
| Catherine Harrison – reimbursement of expenses (Zoom subscription Feb £14.39, Condolence Book and stationery £27.98, postage £1.50, black tablecloth £9.95, Spring bulbs for planter £9.95) | £63.77 (inc. VAT £1.66) |
| Standing Orders/Direct Debits: | |
| Martin Stewart/Neetfleet – monthly handyman payment (March) | £160.00 |

The following receipts were noted:

Covenant Release – East Rigg	£17,000.00
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(ii) Budget report

The budget report was received and approved (Proposed Cllr. Howe, seconded Cllr. Bridges). No new issues were identified.

(b) Standing orders/direct debits

A list of yearly direct debits and standing orders was received for review. There were no issues to note and the payments were reapproved (Proposed Cllr. Howe, seconded Cllr. Mills).

21/32 General Village Maintenance

- (i) *Handyman*: it was noted that the Handyman had completed his usual tasks of sweeping footpaths. He had also cleaned road signage throughout the village and also cleared ice and snow from footpaths. In addition to his monthly contract work, he had removed the old fencing at the Spinney entrance and undertaken a safety inspection of the play park.
- (ii) *Asset Review*: It was noted that Cllrs. Howe and Dunhill had conducted the yearly asset review. There were a few minor issues which the clerk would ask the handyman to deal with including refixing the mesh on the weir footbridge and replacing a slat on a bench.

ACTION: CLERK

It was noted that the planters at either of the village were beginning to rot and wouldn't last much longer. Councillors were asked to give some thought as to whether they should be replaced or whether a tree would make a better statement to the village entrance which would have the benefit of having no ongoing maintenance costs. The Clerk was asked to find out how much planters made from recycled plastic would cost .

ACTION: CLERK

(iii) Trees:

- *Land opposite the Old Tavern* - Cllr. Dunhill reported a tree on land opposite the Old Tavern which was growing at an odd angle and if it fell it would cause problems along

the main road. Ownership of the land was unknown and he therefore suggested that the parish council remove the tree. This was agreed and the Clerk was asked to contact the tree surgeon.

ACTION: CLERK

- *Community tree planting* – the Clerk reported that the trees arriving from the Woodland Trust had been delayed until the end of April. Although not an ideal time, the Trust suggested that communities could plant the trees in early May or alternatively they could be placed in pots and planted in late autumn. It was agreed that a community tree planting event should be held in May. The Clerk would publicise the event and identify with the tree surgeon various locations on parish council land where the trees could be planted. The Clerk was asked to inform Cllr. McKenzie in case the scouts wished to take part in the event.

ACTION: CLERK

- *Survey of trees* – the Clerk reminded Councillors of the need to inspect certain areas of woodland on a yearly basis. She proposed to ask the tree arborist to carry out a survey as soon as possible and this was agreed.

ACTION: CLERK

- (iv) *Play Park quarterly inspection* – the handyman had identified a few minor issues such as bushes which would need replacing soon on the swings. He had also noted that one of the platforms on the large climber was beginning to rot and would need to be monitored;
- (v) *State of roads/gullies* – Cllr. Carew raised concerns about the state of the roads especially the A695 coming from Corbridge. There were issues on other minor roads and the Clerk was asked to write to Cllr. Dale so she had a written record of the problems;
- (vi) *Litter bin at the station* – the Clerk reported that the County Council were unable to collect litter from the eastbound platform but would empty a bin if it was sited in the Station car park. This had been communicated to Northern Rail but no further response had been received;
- (vii) *Hole adjacent to the footpath from Broomhaugh to the station* – it was noted that the work to repair this was still outstanding but the Footpaths Officer was aware.

ACTION: CLERK/ADa

21/33 **Planning**

It was noted:

- (i) that the following planning applications were under consideration by NCC:
 - 21/00384/FUL – East Rigg, Long Rigg. 1st floor rear extension, provision of pitched roof over garage and demolition of conservatory. PC – no objection but minor comments relating to energy saving and insulation;
 - 21/00600/FUL – Wentworth Grange Nursing Home. Kitchen and orangery extensions. PC – no objection.
- (ii) that the following planning application had been approved by NCC:
 - 20/04039/FUL - Land to the rear of East and West Glade, Marchburn Lane. Proposed 1.5 m wooden boundary fence.

21/34 **Correspondence**

- A resident had written with concerns about traffic at Low Shilford. The query had been referred to Cllr. Dale and would also be considered when the parish council submitted its priorities for the Local Transport Plan later in the year.
- A number of letters had been received re the fencing in of Footpath 5 – the residents had been referred to Cllr. Dale.

21/35 **Minor Matters**

- (i) *Website – visitor numbers / page views* - The Clerk reported that it was possible to get the webhost to update the website so that the parish council could monitor how many visits the website received and which posts were being viewed. This would cost £50. Cllr. Irwin offered

to see if he could install the plugin to the WordPress site but if was unable to then it was agreed that the Clerk should proceed to ask the webhost as long as the fee was a one-off.

ACTION: CLERK

Mail chimp – Cllr. Irwin asked that the parish council sign up to mail chimp as it would be a useful way of distributing information to residents whilst allowing easy management of personal data. Councillors were happy to approve the request.

ACTION: DI/CLERK

- (ii) *Annual Parish Meeting* – The Clerk reported that there had still been no notification as to whether electronic meetings could continue beyond early May and whether there was any requirement to hold an annual Parish Meeting (APM). Reports suggested that the government was likely to grant an extension to the regulations issued last year but there was no information as yet about parish meetings. It was agreed that if it was possible to continue to hold meetings via Zoom, then the APM should be held online and should focus on the Neighbourhood Plan.

ACTION: CLERK

- (iii) *Local Elections* – The nomination papers had recently been received. All councillors present confirmed that they planned to stand again. The Clerk reported that she had arranged to deliver the nomination papers on Wednesday 31st March so councillors had approximately three weeks to complete them.

ACTION: ALL

21/36 **Date of Future Meeting**
Monday 10th May 2021.

Meeting closed at 9.03 pm.