



# Broomhaugh & Riding Parish Council

Minutes of the Parish Council meeting held in Church Cottage, Church Lane, on Monday 13<sup>th</sup> February 2023.

## Councillors present:

Cllr. Christine Howe (Chair)  
Cllr. Andy Dunhill  
Cllr. David Irwin  
Cllr. Brian Singer

Cllr. Jill Mills  
Cllr. Eileen Carew  
Cllr. Stephen Lightley

## In attendance:

County Councillor Anne Dale (until Minute 23/16)  
Mrs Catherine Harrison – Parish Clerk  
2 members of the public were present.

Cllr. Howe opened the meeting at 7.33 pm.

## 23/09 Apologies for Absence

Councillors Pam Bridges and David McKenzie.

## 23/10 Declaration of Interests

Cllr. Singer declared an interest in Item 4(ii): Allotment lease;  
Cllr. Dunhill declared an interest in Item 4(vi): Sports Club.

## 23/11 Approval of the minutes of the meeting of 23<sup>rd</sup> January 2023

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

## 23/12 Matters Arising

- (i) *Minute 22/136(i) – PC Withdrawal as Custodian Trustee of the Millennium Hall.* The Clerk confirmed that the transfer of the title deed for the Millennium Hall to the Riding Mill Village Hall CIO had been completed and the Council's responsibilities in respect of the title ceased on 18<sup>th</sup> January 2023;
- (ii) *Minute 22/136(ii) – Allotment Lease.* The Clerk reported that the final changes had been made to the lease and it was ready to be signed which would be done as soon as possible and returned to the solicitor for registration with the Land Registry;
- (iii) *Minute 22/136(iii) – Defibrillator Provision within the parish.* The Clerk reported that she felt unable to progress this matter without further input from the North East Ambulance Service (NEAS). NEAS had concerns with the idea of the PC establishing a volunteer emergency telephone number in case residents chose to ring the number rather than 999. It had been suggested that rather than make the number widely known, NEAS could call the number if there was no one present to fetch the defibrillator but it hadn't been possible to confirm if this was possible. Also to report, was that the Sandy Bank Residents' Association was proceeding with a plan to install a defibrillator on Sandy Bank organised via the Community Heartbeat Trust. The defibrillator would remain an asset of the Community Heartbeat Trust and the Residents' Association would take out a service agreement with the Trust to manage and maintain the defibrillator. Councillors continued to believe that the best place to install an additional defibrillator was at the sports pavilion and the Clerk would investigate this further including possible funding options;

**ACTION: CLERK**

- (iv) *Minute 22/136(vi) – Tennis Club Parking Issues.* It was noted that nearby residents had reported further instances of inconsiderate parking near the double tennis courts. A general discussion was held about other parking problems in the village and it was agreed that Cllr. Howe would update a suggested village parking map which the Clerk would then circulate to the tennis club and the Village Hall Trust;

**ACTION: CH/CLERK**

- (v) *Minute 22/136(vii) – Traffic calming measures at Beauclerc.* The Clerk reported that 29 homes in Beauclerc had been contacted and views sought on the issue of speeding. To date only four responses had been received. Some useful ideas had been proposed which the PC would share with Cllr. Dale and highways officers for comment before reporting back at a future meeting;

**ACTION: CLERK**

- (vi) *Minute 22/136(viii) – Sports Club.* Cllr. Howe confirmed that the sports pavilion had been recently inspected. There had been a burst water heater before Christmas which the club were repairing. Some other work was still outstanding and although the showers for both changing rooms were accessible, storage items had been moved to the referee's changing room making it unusable. The other issue was the general level of cleanliness. The pavilion was extremely dirty caused by muddy footwear. The Cricket Club had a new vice-chair who lived in the village and it was hoped that a meeting could be scheduled shortly to discuss the outstanding lease issues;
- (vii) *Minute 22/136(ix) – Review of signage.* As previously reported, Cllr. Dale had conducted a review of signage in the village and some signs would be removed or others corrected. It was agreed that whilst the County Council undertook this work, it should also remove the speed activated signs installed by the Parish Council which had never worked particularly well. As the signs were old, the County Council could not reuse them elsewhere and there would therefore be a small fee for their removal which councillors approved;
- (viii) *Minute 22/139 – Mill Pond.* The Clerk reported that she had been in contact with the Tyne Rivers Trust and work should start shortly on preparing a detailed scheme.

**23/13 County Councillor Report**

Cllr. Dale reported on the following issues:

- (i) *Footpaths* – Cllr. Dale reported that the footpaths officer was dealing with a number of matters in the parish and work was in hand;
- (ii) *Water leak on Whiteside Bank* – Cllr. Dale noted that officers were monitoring the leak and working with NWL to resolve the problem;
- (iii) *EV charging points* – Cllr. Dale noted that a company had been promoting installation of EV charging points to Northumberland parishes. The County Council didn't wish to comment on the validity of the company but Cllr. Dale recommended that the Parish Council should instead work with NCC to agree possible locations;
- (iv) *NCC Town & Parish Conference* – Cllr. Dale thanked Cllrs. Howe and Dunhill for attending the conference which she felt had been a useful meeting.

**23/14 Neighbourhood Plan**

Cllr. Howe reported that since the plan was ratified at the last PC meeting, it had been adjusted by our planning consultant and submitted to NCC for screening, prior to them sending it for independent examination. It had been agreed that the Manor House site would be included in the plan, against the wishes of our NCC liaison officer, because it was still felt to be a possible site within the village and the only site that was not in the green belt. As a planning application on this site had recently been refused due to conservation concerns and highway access issues, the NCC liaison officer was minded to put the plan in for a strategic environmental assessment (SEA). This was disappointing as the 6-week consultation had resulted in no specific comments from any of the agencies which would need to be consulted as part of an SEA. An SEA would also delay the plan considerably and was considered to be excessive for such a small area of land. The view of the Steering Group was to seek advice from Historic England to see if it agreed an SEA was required in the hope that it didn't and that NCC would accept the opinion.

It was unanimously agreed that, to avoid further delay in submitting the Plan, Historic England should be given a week to respond and if an SEA was required, then the Manor House site should be removed from the Plan (Proposed Cllr. Lightley, seconded Cllr. Irwin). Cllr. Howe was asked to establish how soon a plan could be reviewed after it was adopted to see if there was a possibility of including the site in the plan at a later stage. She was also asked to write to Cllr. Dale to outline all the difficulties encountered during the NP process with a view to arranging a meeting with the relevant senior officers.

**ACTION: CH**

**23/15 Climate Change**

- (i) Cllr. Dunhill reported that he and Cllr. McKenzie had attended a meeting arranged by the NCC climate change team which he felt had been useful and would hopefully result in more practical advice for the parishes;
- (ii) EV charging points – a meeting had been held with a company which offered to install EV charging points for parishes and a number of possible sites were viewed. In follow up documents, the company had not appreciated that the parish did not own all the land and that without further involvement from NCC, the project could not progress. Meantime, NCC had contacted parishes asking for suitable sites which could be included in a future funding bid. It was considered that this was a better option to pursue at the current time and it was agreed that the Clerk would respond to the request.

**ACTION: CLERK**

**23/16 Finance**

(a) *Monthly accounts:*

(i) *Payments/Receipts*

The following payments were authorised (Proposed Cllr. Howe, seconded Cllr. Dunhill):

RM VHT – room hire	£30.00
Calibre Metalwork – 50% payment for alteration of war memorial plaque	£1,158 (inc. VAT £193.00)
Tyne Valley Nurseries – Christmas Tree	£85.00 (inc. VAT £14.16)
Earth Anchors – waste bin for station area	£482.40 (inc. VAT £80.40)
T Bell Horticultural Services – grass cutting	£340.00
Jo-Anne Garrick – NP consultancy fees	£1,000.00
Unity Trust Bank – quarterly service charges	£18.00
Nest Pension – December pension contribution	£68.16
M E Stewart/Neetfleet – handyman materials	£20.00
Playdale Playgrounds – replacement nets for play equipment	£6,478.08 (inc. VAT £1079.68)
St James PCC – Church Cottage room hire	£90.00
RM Outdoor Pre-school – yearly donation	£150.00
Garden Invaders – yearly donation (paid via VHT)	£150.00
Drop in Group – yearly donation (paid via VHT)	£150.00
Citizens Advice Northumberland – donation	£100.00
Age UK Northumberland – donation	£100.00
Tynedale Hospice – donation	£100.00
Sport Tynedale – donation	£100.00
Great North Air Ambulance – donation	£100.00
Community Action Northumberland – donation	£100.00
Jo-Anne Garrick- NP consultancy fees	£1,800.00
NCC – reimbursement of January salary	£1,006.37 (inc. VAT £2.50)
Nest Pension – January pension contribution	£30.69
Natural Ability – maintenance of edible garden	£66.00
Neetfleet – additional maintenance wok (installation of bin, removal of wire fence, Repair of leaflet dispenser)/ Quarterly play park inspection	£260.00
Catherine Harrison – reimbursement of expenses	£98.70 (inc. VAT £10.50)
(War memorial plaque – courier costs, insurance and packaging £61.70,	

Courier costs for sending legal papers to solicitor £22.01,  
 reflectors for new bin £9.99, stationery £5.00)  
 Neetfleet – monthly handyman payment (paid in arrears to cover December) £240.00  
 Neetfleet – monthly handyman payment (paid in arrears to cover January) £240.00

The following receipts were noted:

HMRC – VAT reclaimed for the period 1.1.22 – 31.12.22 £1,518.19  
 Triodos – quarterly interest £19.95

*(ii) Budget reports*

The budget reports were received and approved (Proposed Cllr. Howe, seconded Cllr. Lightley). The Clerk gave a review of the miscellaneous budget which appeared to be overspent but was in fact covered by income received via grants and fundraising.

23/17 **General Village Maintenance**

- (i) *Handyman* - The Clerk reported that the handyman had swept footpaths and cleared leaves, cleaned road signs, dismantled the Christmas tree; removed a broken wire fence on a footpath which was causing a trip hazard. cut back growth along footpaths, cleaned moss from Marchburn Lane bridge, repaired the leaflet box on the display board following vandalism and installed a new litter bin on the approach to the station;
- (ii) *Asset Review* - Cllr. Howe reported that she and Cllr. Dunhill had undertaken the yearly asset review. They had identified no major problems but there were some minor repairs needed which had been notified to the Clerk;  
**ACTION: CLERK**
- (iii) *Natural Ability – maintenance of the edible garden and garden by MUGA court.* It was agreed that the Council should continue to use the services of Natural Ability to maintain the gardens (Proposed Cllr. Dunhill, seconded Cllr. Howe);  
**ACTION: CLERK**
- (iv) *Play Park inspection* – it was noted that the handyman had completed the quarterly Play Park inspection and no new issues had been identified. Work would shortly commence on fitting the new nets to the large climber followed by other repairs;
- (v) *Fencing along the footpath to Broomhaugh* – A fence post was loose and needed replacing. As ownership of the fence was disputed, it was agreed that the parish council should undertake the necessary repairs;  
**ACTION: CLERK**
- (vi) *Water leak on Whiteside Bank* – earlier comments from Cllr. Dale had been noted. The Clerk continued to be in contact with NWL and was expecting an update from the engineer dealing with the matter;
- (vii) *Football field maintenance* – the Clerk had notified Mark Robinson that the PC had some funds available which could be spent on the upkeep of the field but the costs needed to be claimed before the end of the financial year;
- (viii) *Weir footbridge repairs* – the Clerk reported that she would be meeting a contractor on site to discuss the repairs recommended by BT Bell;
- (ix) *Work to improve the area by Dene Terrace.* It was agreed that further quotes should be sought for this work;  
**ACTION: CLERK**
- (x) *Duke of Edinburgh Scheme* – the Clerk asked if her son and his friend could undertake some community work for the Parish Council as part of the Duke of Edinburgh Award scheme. The work could include such things as litter picking, balsam removal, cutting back hedgerows. Councillors were happy to approve the request.

## 23/18 Planning

### (a) Planning applications

- (i) It was reported that the following planning applications were under consideration by the County Council:
- 22/04706/AGTRES – High Shilford Cottage. Notification of Prior Approval for conversion of a traditional stone agricultural building into two dwelling houses. PC – no objection;
  - 23/00413/FELTPO – Oaklands Lodge. Tree work – to fell 1 beech tree. PC – no objection.
- (ii) It was reported that the following planning applications had been granted permission by the County Council:
- 22/03573/FUL – Lea Grange, Beauclerc. One bedroom guest/store annex;
  - 22/03433/FUL – Land NE of Beauclerc. 2 dwellings within walled garden;
  - 22/01723/FUL - Riding Farm. Conversion of existing building into two new dwellings and retention of existing farmhouse;
  - 22/04443/FELTPO – 8 Hollin Hill Terrace. Tree work.
- (iii) It was reported that the following planning application had been withdrawn:
- 22/03633/FUL – Grey Court. Erection of single storey conservatory.
- (iv) It was reported that the following planning applications had been refused permission by NCC:
- 22/03697/LBC – 7 Hollin Hill Terrace. Internal works to kitchen;
  - 22/04465/FUL – The Hemmel, Broomhaugh. Replace existing roof of extension, WC moved to garage, window replacement.

## 23/19 Correspondence

- Mrs Stephenson – amendments to the Neighbourhood Plan Submission Draft. A response explaining the changes had been sent by Cllr. Howe;
- Mr Appleton – Northumbria area coordinator of Neighbourhood Watch. Email was referred to local watch coordinator;
- Mr Stephenson – parking in Millfield Road. Discussed – see Minute 23/12(iv).

## 23/20 Minor Matters

- (i) *Annual Parish Meeting* – it was agreed that the annual Parish Meeting should be held on Thursday 11<sup>th</sup> May with a possible topic of climate change/home energy efficiency measures. **ACTION: CLERK**
- (ii) *Litter Pick* – it was agreed that the litter pick should be held on Saturday 25<sup>th</sup> March; **ACTION: CLERK**
- (iii) *King's Coronation (5 – 8<sup>th</sup> May)* – it was reported that Churches Together would be holding a service on the Friday evening and the Coronation screened in the Parish Hall on the Saturday. Linda Shepherd planned to hold a Coronation Lunch on Sunday 7<sup>th</sup> May to raise funds for two charities and had asked if the PC would fund the room hire costs. This was approved by councillors. It had still to be decided if an event should be held on the Bank Holiday Monday. One possible idea was to hold a picnic in the grounds of the Parish Hall with some entertainment. **ACTION: CLERK**
- (iv) *Fire in Spinney* – it was noted that the Clerk had given permission for Reverend Johnson to hold a fire in the Spinney on Easter morning.

## 23/21 Date of Future Meeting

It was agreed that the next meeting of the Council should be held on Monday 13<sup>th</sup> March 2023 in Church Cottage, Church Lane.

Meeting closed at 9.10 pm