**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 8th December 2014 in the Parish Hall.

**Councillors present:**

Cllr. Malcolm Reid Cllr. Brian Singer

Cllr. Andy Dunhill Cllr. Jill Mills

Cllr. Eileen Carew

**In attendance:**

Cllr. Anne Dale – Northumberland County Council

Mrs Catherine Harrison – Parish Clerk

Public (6): Mr P Goldsmith, Mr D Henderson, Mr P Latham, Mrs J Rowntree, Mrs L Stephenson and Mr B Young.

Cllr. Reid opened the meeting at 7.34 pm.

**Presentation by the North East Ambulance Service**

A request had been received from a resident asking the PC to consider purchasing a defibrillator for the community and Alex Wheeler and her colleague from the North East Ambulance Service kindly offered to come along and give a presentation.

They demonstrated that the defibrillator was extremely easy to use and explained that it cannot harm anyone as it cannot deliver a shock to someone whose heart is beating. The defibrillator would need to be easily accessible 24 hours a day and they suggested it was positioned in the centre of the village, so either outside of the pub or Parish Hall. Free training would be offered but this was really only to give people reassurance as the machine was designed to be used by people with no experience. Partial funding was available from various charities and normally a PC would purchase a defibrillator and the charity would provide the housing box. Costs were approximately £850 with some ongoing costs.

Cllr. Reid thanked Ms Wheeler and her colleague for their time and for their informative presentation.

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1. **Apologies**

 Apologies were received from Cllr. Cairns.

2. **Declaration of Interests**

No disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting were given.

3. **Approval of the minutes of the meeting of 10th November 2014**

It was agreed that the minutes of the Council meeting held on 10th November 2014 were a true record and duly signed off by Cllr. Reid.

4. **Matters arising from the November meeting other than those listed on the agenda**

1. *Minutes 13 & 22 – Security Cameras / Superfast broadband*

Mr Goldsmith confirmed that BT had a target date of March 2015 for the installation of superfast broadband in the village. Work had commenced and villagers might notice the new green boxes being installed. Some houses on the periphery of the village would not be connected until later and Cllr. Dale confirmed that she would be holding a meeting with BT to discuss all outlying areas and developing a systematic approaching for their connection. Once installed BT would have a marketing campaign to alert residents to the possibility of signing up for superfast broadband. It was noted that there would be an additional charge for the service. Those choosing not to sign up to superfast broadband should not however be disadvantaged. Mr Goldsmith was thanked for his time and effort helping with this project.

Mr Goldsmith had also investigated the cost of security cameras which had been discussed at the last meeting. With only one road through the village the installation of cameras at both entrances was a viable option as a security deterrent. It was possible to purchase cameras with the ability to record 30 days worth of data for approximately £500-£800. Cllr. Dale highlighted the need to comply with data protection and suggested police advice was sought. If the PC did purchase cameras Cllr. Reid confirmed that he anticipated that the data would be made only accessible to the police. Mr Goldsmith was waiting to hear back from one company and it was agreed that he would pass the details to the Clerk for the PC to consider further at a future meeting.

**ACTION: PG/CH**

1. *Minute 4 (v) – Japanese Knotweed*

It was reported that the posts had been installed around the Knotweed area.

Cllr. Reid outlined that the long-term objective once the knotweed had been treated should be to create parking spaces in this area using a type of “green” paving to be determined at the time. It was noted that this would require planning permission. This was agreed unanimously.

1. *Minute 4 (vii) – Footpath adjacent to railway*

Tim Fish, NCC Footpaths Officer, suggested working with Network Rail to either establish an informal arrangement covering maintenance of the path or if the PC preferred, the County Council could explore the possibility of formalising the arrangement with Network Rail asking them to dedicate the path as a public right of way. It was agreed to work with Tim and Network Rail to hopefully establish the path as a public right of way.

**ACTION: CH**

It was noted that Mrs Hunter had already arranged for the overgrown shrubs to be cut back along the path and the Parish Council recorded their thanks which the Clerk was asked to pass on.

**ACTION: CH**

1. *Minute 15 – MUGA court.*

Mr Archer was unable to attend the meeting but had supplied a copy of the Tennis Club’s accounts for this year as requested. It was noted that a storage box had been installed by the MUGA court and the final work to tidy the area was underway. Residents had not yet been consulted on next year’s plans for the MUGA court as the Tennis Club committee had not met to approve Mr Archer’s report. The PC requested that local residents and the PC are kept informed of the proposed use of the MUGA court for next year as soon as possible.

**ACTION: RA/CH**

1. *Minute 22 –* Erosion of bank defences by Dere Hollow

It was noted that Professor Malcolm Newson of the Tyne Rivers Trust had been to view the area and was happy that the erosion was not untypical. The Clerk would pass on his report to Mrs Jones together with an emergency number should she need to contact Northumbrian Water.

**ACTION: CH**

1. *Minute 12 – Defibrillator*

Cllr. Singer proposed that the PC should agree in principle to purchase a defibrillator but that the Council should liaise with the VHT first to seek their permission to install it on the outer walls of the Parish Hall. This was seconded by Cllr. Dunhill and unanimously agreed.

**ACTION: CH**

1. *Minute 4(ii) – A695 road bridge over the railway: removal of wall.*

Cllr. Dale reported that NCC planning enforcement officers were liaising with Network Rail on this issue and also regarding the bridge on Underwood Road which urgently required drainage improvement works.

1. *Minute 4(iii) – Lighting on the footpath from Broomhaugh to the station*

The Clerk had been unable to progress this further so Cllr. Dale had contacted the relevant officers at NCC to ask for an update.

**ACTION: ADa/CH**

1. *Minute 4(vi) – Paths & Parishes Initiative*

It was agreed that the Clerk should convene a meeting of this group for the last week in January.

**ACTION: CH**

5. **Wheelchair access by the Parish Hall leading to the Play Park and Tennis Court**

It was reported that residents had been asked for their opinion on the proposed ramp. The majority of the respondents had been against the ramp as access was not perceived to be a problem. The current plan was likely to cost in the region of £7000 due to the amount of infill which would be required. After debate Cllr. Singer proposed that the current plan be rejected on cost grounds. This was seconded by Cllr. Reid and unanimously agreed. The Clerk was asked to obtain indicative quotes for a ramp running in parallel to the existing path and the Council would reconsider the matter at a future meeting but would again ask residents for their views.

**ACTION: CH**

6. **Cricket Club/Reconditioning of Football Field**

Three quotes were received to recondition the football field. Cllr. Singer proposed to accept the cheapest quote for £1800-2200 submitted by Martin Bell. This was seconded by Cllr. Reid and agreed unanimously. Work was likely to commence in March. Cllr. Dunhill asked that the cricket club be informed of the Council’s plans.

**ACTION: CH**

7. **Grass cutting & Play Park**

Cllr. Dunhill reported that he and the Clerk were waiting to hold discussions with NCC regarding next year’s grass cutting as he had requested that a full review of costs for specific areas be undertaken as previous quotes had relied on historical data that could not be verified. NCC was also undertaking a review of this year’s grass cutting as a reduction to the invoice was required as approximately only half of the scheduled cuts had been made. Three firms had been asked to tender for grass cutting for areas for which the PC was responsible. There was discussion whether the PC should pay for additional high profile areas to be cut more frequently but Cllr. Dunhill argued that first NCC must be asked to improve their service.

**ACTION: AD/CH**

8. **Consultations**

 It was noted that the PC had been asked to respond to the following consultations:

* Northumberland Local Plan Core Strategy
* NCC Proposed Budget 2015-2017
* Pharmacy Need Assessment

All documentation had been made available via links on the website for residents to take part should they wish. The PC did not plan to comment on the proposed budget or the Pharmacy Needs Assessment.

Cllr. Dunhill reported that the Parish Plan group would meet to discuss the Core Strategy response in time for it to be endorsed at the February meeting. Cllr. Singer agreed to attend a special meeting on the Core Strategy to be held at Wylam Institute on Tuesday 6th January at 7pm. The Clerk would arrange to obtain further paper copies of the Core Strategy document, one of which would be made available to view in the Parish Hall.

**ACTION: BS/CH**

9. **Parish Plan**

Cllr. Dunhill reported that some members of the Parish Plan group were keen to produce a Statutory Neighbourhood Plan which might be appropriate now that the NCC Local Plan Core Strategy document had been produced. This was a major undertaking as it involved the development of a future vision for the village. Cllr. Dunhill recommended that residents’ views should be sought on whether they felt it appropriate and he agreed to write a piece for the Parish News explaining what was required.

**ACTION: AD**

10. **Finance**

a) Monthly expenditure

 (i) The following payments were authorised:

Swarco Traffic Ltd – speed activated signs warranty £336.00

Stuart Burns – tree works (by Tennis club house and

fallen tree March Burn) £300.00

Marchburn Lane Residents Association – ex gratia payment £50.00

Archer Builders– repairs to bridge leading to double tennis courts £450.00

Homevend – repairs to fencing by Marchburn Lane bridge £140.00

Homevend – installation of posts Millfield Road £65.00

SLCC membership renewal £103.00

Office Depot – ink cartridges, paper £67.56

Northumbrian Water – cricket pavilion £13.53

Catherine Harrison – November salary inc £10 home allowance £384.83

Catherine Harrison –reimbursement (stamps £13.80,

A3 photocopying £4, wooden posts £34.56) £52.36

Royal British Legion – poppy appeal donation £50.00

In Architecture Ltd – J Tennet fees for disabled ramp work £540.00

St James PCC – 10% donation from J Tennet to church from fees £50.00

Archer Builders – repairs to footpath leading to double tennis courts £300

**Standing Orders:**

Homevend (December) £75.00

1. The following receipts were noted:

Bank of Ireland interest – November £1.79

1. A report showing budget spending for the financial year was received. It was noted that the PC had overspent on the Admin budget. The Clerk explained that previously some admin costs were recorded as clerk’s expenses e.g. postage and whilst the Admin budget was overspent, the Staff budget showed substantial savings. She suggested addressing this when agreeing next year’s budget.

b) S137 Requests for Funding

Requests for funding for a number of organisations had been received. After discussion it was agreed to award grants to the following organisations:

* Tynedale Hospice
* Community Action Northumberland
* Sports Tynedale
* Citizens Advice Bureau
* Age UK
* Great North Air Ambulance

As grants had not been increased for a number of years it was decided to increase the amount awarded to each organisation to £60.

Cllr. Carew also proposed that the PC make an award to St James PCC to help them with the renovations to St James’ Cottage. As Cllr. Dunhill’s property adjoined the cottage he declared an interest and did not take part in the discussions. After discussion there was a majority agreement to make an award of £200.

**ACTION: CH**

 c) Review of rents for 2015/16

It was noted that the PC had not considered rent increases for the Allotments Association, Tennis Club or Cricket Club for a number of years. The Clerk was asked to review the leases to check how often the PC should consider this matter.

**ACTION: CH**

11. **Budget for next Financial Year**

The Clerk presented a report showing current budget spending and projected budget spending for the remainder of the financial year which showed that it was likely the PC would have some funds remaining, namely funds in the capital expenditure budget which had been earmarked for the disabled ramp by the Parish Hall. A discussion was held on possible projects for next year. It was also noted that funds held in reserve were adequate. As there were unspent funds Cllr. Reid proposed that this year’s Precept be reduced to £32,000. This was seconded by Cllr. Carew and agreed unanimously.

**ACTION: CH**

12. **Financial Regulations**

New Financial Regulations, issued by NALC in light of the changes to Standing Orders, had been circulated in advance of the meeting. Item 1.13 had been queried and on investigation the Clerk had found that it did not apply to this PC and could therefore be removed from the Regulations. Cllr. Reid proposed that the new Financial Regulations be adopted. This was seconded by Cllr. Dunhill and agreed unanimously.

**ACTION: CH**

13. **Handyman**

It was reported that this month the handyman had cleaned and treated all benches and the picnic table in the Play Park. In addition, he had carried out repairs to the fence by Marchburn Lane bridge and installed the posts around the knotweed area in Millfield Road as additional duties which had been invoiced separately.

14. **Tree works – station approach**

Cllr. Dunhill reported that the trees on the approach to the station overhung the road and needed trimming. He explained the trees were on NCC land but that they were unlikely to arrange for them to be cut back. He proposed that the PC undertake this work and that Cllr. Dale be asked to obtain permission from NCC. The tree surgeon had suggested the work would cost approximately £200. Cllr. Reid seconded his proposal and it was unanimously agreed.

**ACTION: CH**

15. **Planning**

 To report:

1. that the following planning applications were under consideration by NCC:

14/04022/FUL - 4 Oaklands: replacement of conservatory

14/03925/FELTPO – Tree works east of Hollin Hill Terrace

14/03862/FUL - land by Scotchwell House, Broomhaugh – application to build 2 two-bedroom bungalows

It was noted that the Planning Sub-group had visited the site and had agreed to raise no objection to the planning application although a number of concerns had been identified which would be passed on to the planning department.

1. that the following planning application had been considered by NCC and granted permission:

14/02745/CLPROP – Grey Court – re-opening of blocked doorway.

1. that the planning application by UK Coal for a surface mine at Hoodsclose, Whittonstall had been withdrawn.

16. **Correspondence**

 (i) Mrs Estyn-Jones re dangerous ice on Underwood Road Bridge – see Minute 4(vii) above.

(ii) Mr Stephenson and Mr & Mrs Prior re positioning of posts around knotweed area on Millfield Road. Noted Cllr. Reid had dealt with the issue.

1. Copy of letter from Mincoffs on behalf of Mr Tully to Northumberland County Council re adoption of Millfield Road. No action required.

17. **Minor Matters**

New Council Logo – Cllr. Singer reported that his daughter, a design graduate, had sketched a few ideas incorporating an image of the mill wheel which could be found on Mill House. A preferred design was chosen and the Clerk was asked to contact the owners of Mill House to check that they had no objection to the image being used. Erica Singer, who was undertaking this work for free, was thanked for her efforts.

**ACTION: CH**

18: **Date of Future Meeting**

It was agreed to hold the next meeting of the Council on Monday 9th February 2015.

Meeting closed at 10.38 pm.