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**Broomhaugh & Riding Parish Council**

Minutes of the Meeting and Annual Meeting of the above Parish, held on Monday 11th May 2015 in the Parish Hall.

**Councillors present:**

Cllr. Malcolm Reid Cllr. Andy Dunhill

Cllr. Jill Mills Cllr. Eileen Carew

Cllr. Bill Cairns Cllr. Brian Singer

**In attendance:**

Cllr. Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Public (8): Mrs H Alder, Mr D Griffin, Mr M Marsh, Mrs P Pryor, Mrs J Rowntree, Mrs L Stephenson, Mr J Tennet and Mr B Young

Cllr. Reid opened the meeting at 7.56 pm.

15/38 **Apologies**

 None.

15/39 **Election of Chair and Vice Chair**

(i) Cllr. Reid as Chairman of Broomhaugh & Riding Parish Council in 2014/15 called for nominations for Chairman for 2015/16. Cllr. Reid proposed and Cllr. Mills seconded Cllr. Dunhill as Chairman. This was agreed unanimously and he was duly elected.

Cllr. Dunhill took over as Chairman.

(ii) Cllr. Dunhill asked for nominations for the Vice Chairman of the Parish Council. Cllr. Reid proposed and Cllr. Cairns seconded Cllr. Singer as Vice Chairman. This was agreed unanimously and Cllr. Singer was duly elected.

15/40 **Declaration of Interests**

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

15/41 **Delegation of Responsibilities**

The Chairman proposed to 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. This was agreed as follows:

 *Planning Sub-Committee – Cllrs. Dunhill, Singer & Mills*

 *Neighbourhood Plan – Cllr. Dunhill*

 *Legal/FOI matters – Cllr. Mills*

*Appraisals – Cllrs. Carew & Singer*

 *VHT representatives – Cllrs. Carew and Cairns*

 *Website monitoring – Cllr. Singer*

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

 *Accounts – Cllr. Cairns*

*Edible Riding Mill/Spinney/Environmental issues – Cllr. Reid*

*Shop working group – Cllrs. Dunhill and Cairns (supported by Clerk)*

 *Footpaths Group – Cllrs. Dunhill and Reid*

*Minutes – Chair of the meeting*

15/43 **Standing Orders/ Financial Regulations/Code of Conduct**

It was noted that the Standing Orders and Financial Regulations were re-adopted earlier this year and would be reviewed again in May 2016.

 A copy of the Code of Conduct issued by NALC was received and re-adopted without change.

15/44 **Approval of the minutes of the meeting of 9th March 2015**

It was agreed that the minutes of the Council meeting and of the confidential meeting held on 9th March 2015 were a true record and duly signed off by Cllr. Dunhill.

15/45 **Matters arising**

1. *(09.02.15) Minute 15/04(v) – Underwood Road Bridge*

It was noted that Network Rail had undertaken remedial drainage work on the bridge although it was queried whether it would be sufficient come the autumn when the bridge would be covered in leaves and it was agreed to monitor the situation. It was not yet known if Network Rail had agreed to paint the bridge and the Clerk was asked to enquire.

**ACTION: CH**

1. *(09.02.15) Minute 15/10 – CCTV*

It was noted that the PC had been advised by Northumbria Police that they will not install CCTV cameras on the A695 through the village.

1. *Minute 15/24(ii) – MUGA Court*

It was reported that the Tennis Club had distributed the questionnaire and was awaiting the return of some before analysing the responses. Mr Archer had confirmed that work to tidy the area around the MUGA court would be completed shortly.

1. *Minute 15/24 (vi) – Reconditioning of football field*

It was reported that work had begun to restore the football field and a further update would be given at the next meeting.

1. *Minute 15/24 (viii) – Shop*

It was reported that Frank Turner had confirmed that he did not wish to let the premises beneath his flat and alternative accommodation for a shop would need to be sought. A working group would now look at possible locations if a definite need could be established.

1. *Minute 15/25* – Grass Cutting

The Clerk reported that the contractor had been appointed and that there were no problems with his work. It was noted that this was only for PC owned land and that most other public areas of the village remained the responsibility of NCC.

1. *Minute 15/31* – Tree works

Cllr. Dunhill confirmed that instructions had been given to remove various trees and to dead wood others in order to be proactive rather than just dealing with the problem when a tree fell.

1. *Minute 15/33* – Litter Pick

Over 20 residents had helped with the litter pick and the PC recorded its thanks to all those involved.

15/46 **Wheelchair access by the Parish Hall leading to the Play Park**

A discussion was held about whether to proceed with the ramp by the Parish Hall and the PC noted the number of supporters and objectors and reviewed the concerns expressed. Cllr. Reid outlined his belief that it was bringing facilities together and making them accessible to everyone and he therefore proposed that the ramp plans should be approved. This was agreed by a majority decision [For: AD, MR, JM, BC, MS / Against: EC]. The surface of the ramp was discussed and it was agreed that it should be tarmacadam as opposed to grass paving [majority decision: Tarmacadam: BS, MR, AD, BC Grass: JM].

The PC would now need to apply for planning approval. Mr Tennet offered to prepare a better plan and Cllr. Reid and the Clerk would make the application.

**ACTION: MR/CH/JT**

15/47 **Play Park**

It was reported that a number of ideas had been proposed for the Play Park and Councillors were meeting with a couple of companies to gain ideas and costings which would be considered at a future meeting. Work to improve the surface of the play park would begin shortly once the threat of frost had fully passed and grass seed could be sown.

Cllr. Dunhill reported that he felt that the two large swings should be replaced as they were starting to show signs of rust and the Clerk was asked to arrange this through Play Dale.

**ACTION: CH**

15/48 **Spinney**

The Pre-School had asked if it would be possible to make use of the Spinney and had submitted ideas for possible pieces of play equipment which could be installed. Cllr. Reid also outlined the need for making a better entrance into the Spinney if more children would be accessing it and he confirmed that he had been to speak to all the surrounding neighbours about making a new gateway in the stone wall of the playground and none objected.

It was agreed that the current entrance was not ideal but that the new entrance would still pose a risk as cars would park in front of it and small children might not be seen emerging from between the cars.

The PC was happy to support greater use of the Spinney by the Pre-School and had no objection to play equipment being added as long as the products were made from natural or recycled materials and were in keeping with the surroundings. The PC also had no objection to a lock being fitted to the gate when the Spinney was in use by the Pre-School. The Pre-School was asked to report back at a future meeting with its full plans and costs and, if it was possible, the PC would consider making a contribution.

**ACTION: PRE-SCHOOL**

It was agreed that no new entrance would be made in conjunction with the new use for the time being.

15/49 **Finance /Insurance**

 a) *Annual Accounts*

The following documents were received in advance of the meeting and were unanimously approved [proposed AD, seconded EC]:

* The 2014/15 Accounts
* Budget Summary
* Annual Return
* Governance Statement

Additions to the Asset Register were noted and approved. It was noted that the Financial Risk Assessment had been approved at the last meeting in March.

It was noted that the Notice of Appointment of Date for the Exercise of Electors’ Rights to view the accounts would be posted on the notice board on Monday 18th May as per the legislation. The dates for inspection were from Monday 1st June until Monday 29th June and the notice would advise of the available times.

The Internal Auditor, Peter Basnett’s report was received and noted. He had recommended that all unused Bank of Scotland cheques should now be cancelled and the Clerk was asked to arrange this forthwith.

**ACTION: CH**

 b) *Monthly expenditure*

1. *The following payments were authorised:*

Northumberland CC – Grass cutting (reduced due to insufficient cuts) £801.54

Getmapping – Parish Online software – annual fee £33.60

M E Stewart/Neetfleet – painting of bus shelter £240.00

Office Depot – stationery £80.22

Catherine Harrison – March salary + £10 home allowance £393.08

Stuart Burns – removal of fallen tree by Cartref £450.00

RM Village Hall Trust – room hire £48.00

Peter Basnett – Internal Auditor fees £104.30

Northumberland CC – installation of street light £5340.40

NALC – Annual Subscription £212.98

Broker Network Ltd (Annual Insurance via Came & Company) £2462.76

Catherine Harrison (April salary + £10 home allowance) £393.08

Catherine Harrison reimbursement (£7.44 postage, £41.98 APM advert) £49.42

Office Depot – ink cartridges £35.11

**Standing Orders:**

Homevend (April invoice 55) £80.00

Homevend (May Invoice 56) £80.00

1. *The following receipts were noted:*

Interest Bank of Ireland £1.66

Interest Triodos £22.24

Interest Unity Trust current account £11.46

Northumberland County Council Precept £16000.00

Northumberland CC – use of Play ground for school bus £50.00

RM Allotments Association – Quarterly rent £39.12

RM Tennis Club – Yearly Rent £25.00

RM Cricket Club – Yearly Rent £25.00

1. Budget report

A report showing overall spending for the financial year was received. There were no issues to note.

 c) *Annual grant to the VHT*

The PC was asked to consider making an S137 award to the Village Hall Trust. This was normally £2000 although last year an extra £1000 had been awarded as a one-off to help with the extension costs. It was noted that the award had not increased since at least 2008. Mrs Pryor outlined the current financial position of the Trust which was satisfactory although she anticipated increased expenses as the plan was to install a new heating system which would allow zoned heating in the Parish Hall.

It was agreed that the award should increase with inflation each year and that as it had not, an award of £2500 should be made. This was proposed by Cllr. Carew and seconded by Cllr. Reid and agreed unanimously.

**ACTION: CH**

 d) *Insurance*

It was noted that the insurance premium for 2015/16 was £2462.76 which was a slight reduction on last year’s premium. [NB: the PC signed up to a 3-year agreement through Came & Company – this was the 2nd year of the agreement].

15/50 **Handyman**

1. *Recent work*

It was reported that the Handyman had swept the old playground, cut back growth and generally tidied both entrances to the village, cleaned all the bus shelters, washed the mirrors and cleaned the play equipment and surfaces in the Play Park. This accounted for his April and May invoices.

1. *Wooden Footbridge*

The Handyman had written to express his concern about the wooden footbridge at the weir which was showing signs of wood rot in places. It was agreed that someone qualified should be asked to look at it and report to the Council on any remedial works necessary.

**ACTION: CH**

1. *Knotweed problem Millfield Road*

It was reported that the knotweed plants had spread beyond the area that was currently cordoned off on Millfield Road. Cllr. Reid explained that last time plants had been found a compromise arrangement had been agreed, cordoning off the plants but still allowing some parking in the area for the Tennis Club. As the plants had spread past this barrier, a longer term solution was required. He proposed that a fence up to the road and near the path should be installed which would stop anyone walking on the area and allow the plants to grow undisturbed until they were sufficiently large in September to be injected. The fence would likely have to remain for a few years until the PC was satisfied that the plants had been eradicated. These proposals were seconded by Cllr. Singer and agreed unanimously. The Clerk was asked to obtain quotes and organise the installation of the fence.

**ACTION: CH**

15/51 **Tour of Britain Cycle Race**

It was noted that the cycle race would pass through Riding Mill on Thursday 10th September. Cllr. Carew offered to work with the VHT and other interested bodies to help facilitate the race on the day. The Clerk reported that there would be a meeting on Friday 15th May at which she expected to find out timings and she agreed to raise the issue of resurfacing the main road.

15/52 **Consultations**

It was noted that NCC were conducting a consultation on their Street Trading Policy. It was agreed that no response was necessary although details could be found on the website should residents wish to respond.

15/53 **Planning**

 It was reported:

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

15/00120/FUL – Hampton House, Wentworth Grange. Retrospective planning application for Orangery

15/01247/FUL – Lyndene, Millfield Road. Extension to garage

1. That the following planning applications had been considered by NCC and granted permission:

14/03862/FUL – Construction of 2 bungalows by Scotchwell House, Broomhaugh

15/00526/FUL – Coppas, Main Road. Single storey extension

1. That Cllr. Dunhill had clarified with NCC the position of the PC with regard to the positioning of Riding Mill and Broomhaugh within the Green Belt and had confirmed approval of the County Council’s position that Riding Mill and part of Broomhaugh should be inset into the Green Belt with the majority of Broomhaugh washed over by it. (Reference: Small Settlements and the Green Belt Consultation Document).

A discussion was held re the PC’s position that housing might be possible in the green belt on the area between the cricket ground and pumping station. Cllr. Dunhill explained that the PC did not advocate building in the green belt but when presented with other alternatives from NCC the Council had considered this as the least objectionable. NCC would shortly be releasing its Delivery Document for consultation which would contain much more information about where it believes housing developments should be sited. It was noted that there had been a number of developments in Riding Mill since 2011 which would count towards any quota imposed.

Cllr. Dunhill outlined that a Neighbourhood Plan, which would require full consultation with the residents, could help agree areas for any future developments in the village but very little interest had been shown in the proposal outlined at the APM. If a group of residents, working in conjunction with the PC, was prepared to take on the work of preparing a plan, then the PC would support them but it was noted that it was a lengthy and costly process and the PC was not yet convinced of its merits.

15/54 **Correspondence**

It was noted that most correspondence issues had been covered during the meeting and all other issues were minor and the Clerk should reply to the letters.

**ACTION: CH**

15/55 **Minor Matters**

1. *PC Logo*

Cllr. Singer had circulated in advance of the meeting the amended logo design. Cllr. Cairns proposed that the design be adopted by the Council [seconded Cllr. Reid and agreed unanimously]. It was suggested that Erica should be given a small gift as a thank you for her work and it was agreed that a £50 voucher would be appropriate [Proposed EC, seconded JM – agreed unanimously].

**ACTION: CH**

1. *Footpaths Group*

Dr Chainey had written to confirm that the Footpaths Group had surveyed all the network of footpaths and submitted this information to NCC. A meeting with Tim Fish, the Countryside Officer would be held in June to decide how to proceed further. It was noted that discussions between NCC and Network Rail were ongoing re making the footpath adjacent to the railway a public right of way.

1. *Meetings to attend*

Tynedale Forum – Cllr. Carew agreed to attend the next meeting on behalf of Cllr. Dunhill

Tyne Valley Community Rail Partnership Stakeholder Event – Cllr. Singer to attend if possible.

1. *Departure of Revd. Canon Alison White*

It was suggested, and agreed unanimously, that the PC should make a donation to the leaving collection for Alison White. Cllr. Carew offered to speak to one of the organisers of the collection and would report back to the Council.

**ACTION: EC**

15/56 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 6th July 2015.

It was noted that future meetings would be held on the second Monday of the following months: September, November, December, February, March, May and July. The annual Parish Meeting would be held in April 2016 – date to be advised.

In closing the meeting both Cllr. Dunhill and Mrs Pryor, on behalf of the VHT, thanked Cllr. Reid for his time as Chair and for his work and support.

Meeting closed at 9.50 pm