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**Broomhaugh & Riding Parish Council**

Minutes of the Council meeting held on Monday 14th September 2015 in the Parish Hall.

**Councillors present:**

Cllr. Andy Dunhill (Chairman) Cllr. Malcolm Reid

Cllr. Jill Mills Cllr. Eileen Carew

Cllr. Brian Singer

**In attendance:**

Cllr. Anne Dale – County Councillor

Mrs Catherine Harrison – Parish Clerk

Public (4): Mr R Archer, Miss E Clark, Mr S Gardner and Mrs L Stephenson

Cllr. Dunhill opened the meeting at 7.47 pm.

15/71 **Apologies**

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

15/72 **Declaration of Interests**

Cllr. Dunhill declared an interest in Item 4(ii) Football Field as he played cricket at the ground, and Item 12(ii) – Church Cottage Restoration: request for funding, as he lived in the adjoining property

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

15/73 **Approval of the minutes of the meeting of 6th July 2015**

It was agreed that the minutes of the Council meeting held on 6th July 2015 were a true record and duly signed off by Cllr. Dunhill.

15/74 **Matters arising**

1. *Minute 15/60(i) – Shelter opposite the Wellington Inn*

It was agreed that before taking this project any further, the views of residents should be sought. The Clerk was asked to request comments in the next issue of the Parish News.

**ACTION: CH**

1. *Minute 15/60 (iii) – Football Field*

Cllr. Singer reported that he had held a meeting with Martin Bell, who was undertaking the work, and with Peter Nitsch from the Cricket Club. The field would be seeded within the next two weeks. Stones were a problem but Mr Bell claimed that once the field was rolled it should not be an issue but he would arrange for some of the larger stones to be removed.

A discussion was held about whether access to the field should be stopped entirely. It was agreed that the gap should not be closed but that another leaflet to the nearby residents should be sent once the field was seeded to ask them to keep off the area.

**ACTION: BS/CH**

1. *Minute 15/60 (v) – Tree works*

Cllr. Dunhill reported that all tree works outlined at previous meetings had been completed. A request from the resident of 4 St James Close had just been received expressing concern about three trees overhanging their garden from the Play Park. On inspection, the roots of these trees were badly exposed due to the Burn and it was agreed to ask for quotes to have them removed.

**ACTION: CH**

Cllr. Dunhill also outlined that our insurer advised that if a PC had responsibility for trees that an arboricultural report should be commissioned once every 5-10 years to help limit any risk. Cllr. Dunhill proposed that the Clerk should establish how much such a survey would cost and report back to the next meeting. This was unanimously agreed.

**ACTION: CH**

(iv) *Minute 15/60 (viii) – Knotweed problem, Millfield Road*

 It was reported that the knotweed area in Millfield Road had been fenced off but subsequently Mr Henderson had spotted some plants growing outside of the cordon. Additional palings would be installed round this new area. Sally Rogers and the Tyne Rivers Trust had recently sprayed all the plants (they were too small to inject). Independent advice had been received regarding removing the soil from this area. It would be extremely costly and difficult and a full quote was awaited. The Clerk had also spoken to the Tyne Rivers Trust about soil excavation who thought it unlikely that permission would be granted with the area being so close to the river. All advice received indicated that the PC was following the correct course of action i.e. limiting access to the area and treating all new plants. The Clerk should write to Mr Henderson to update him following recent discussions.

**ACTION: CH**

1. *Minute 15/60 (ix) – Tour of Britain*

The PC recorded its thanks to all those who had made the visit of the Tour of Britain Cycle Race such an enjoyable day and to Cllr. Dale for securing the visit itself. The Clerk should write to Geoff Cairns at the County Council to thank him and his team for all the work they undertook in the village and to Mr Trapp at Osbit Power for providing car park facilities.

**ACTION: CH**

(vi) *Minute 15/61 – Play Park*

 Cllr. Dunhill reported that the regeneration group hoped to meet soon to discuss proposals for new equipment at the Play Park. The response to the RoSPA report was also noted as were the actions taken.

 (vii) *Minute 15/66 - Newsletter*

 It was reported that the Newsletter had been well received and it was agreed that it should be produced yearly.

(viii) *Minute 15/68 – Mare’s tail, Marchburn Lane*

 Mr Gibson had obtained agreement from all his neighbours for the Mare’s tail plants to be treated and a contractor had been appointed to undertake the work shortly. Additional treatments might be required next year.

(ix) *Minute 15/69(i) – Methodist Church Notice board*

The new notice board at the Methodist Church had been fitted. The PC had paid for the work and the Church had refunded half the costs as agreed.

15/75 **Disabled Ramp by the Parish Hall**

Mrs Soulsby had written to the PC to express concerns with the current plan and had proposed an alternative ramp. After consideration, this new proposal was deemed too steep and it was agreed to proceed with the current proposals.

Under Minute 14: Confidential matters – three quotes were received and considered and it was agreed to appoint Debmat as the contractor for this work.

**ACTION: CH/MR**

15/76 **Local Transport Priorities 2016/17**

The Council reviewed last year’s submissions and possible issues to consider this year. After discussion it was unanimously agreed to recommend the following three priorities:

1. Widening of the footpath by St James Terrace (this had been included in the County Council’s scheme of work for next year but there was always the possibility that it could be removed if other issues arose elsewhere. To show its importance it was therefore agreed to include again).
2. Introduction of a 20 mph speed limit in Station Close.
3. A pedestrian crossing on the main road to improve safety.

**ACTION: CH**

During the discussion mention was made of the poor state of the pavement at the west end of the Village. As this was a Highways matter rather than something for inclusion in the LTP it was agreed to write separately to Cllr. Dale about this matter.

**ACTION: CH**

The parking in Broomhaugh by the eastern most turning to Wentworth Grange/St James Terrace and obscuring the junction was also discussed. Again it was agreed to write to Cllr. Dale.

**ACTION: CH**

15/77 **Review of current Policy Document**

1. The following Policy Document was reviewed and it was unanimously agreed to readopt it:
* Publication Scheme
1. The following new Policy Documents were circulated in advance to Councillors and it was agreed to adopt them without alteration.
* Freedom of Information Policy
* Data Protection Policy

It was agreed to review these Policy documents every three years.

**ACTION: CH**

15/78 **Finance**

1. *Final Audited Accounts*

The final audited accounts were received and unanimously approved. The Minor Matter Report from the Auditors was noted and it was agreed that no further action was necessary as it was simply a rounding up issue.

 (ii) *Monthly expenditure*

The following payments were authorised:

Office Depot – stationery £38.52 (inc. £6.42 VAT) \*

BDO – External Audit Fees £240 (inc. £40 VAT)

Robert Archer – fence around knotweed. Fitting and materials £594.00

Stuart Burns – various tree works and repair of fence by station £1633.00

Playdale Playgrounds Ltd. New swings and fittings £634.32 (inc. £105.72 VAT)

Robin Watson Signs – Methodist Chapel notice board £768 (inc. £128 VAT)

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

RM Village Hall Trust – Room hire £48.00

Martin Stewart/Neetfleet – fitting of new swings £45.00

RM Allotments Association – Contribution towards insurance £73.90

(actually relates to previous financial year – request submitted late)

Tyne Valley Line Rail Users Group – yearly subscription £5.00

Eileen Carew – reimbursement for Northumberland flags £18.95

Office Depot – ink cartridges £55.40 (inc. £9.23 VAT)

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

Catherine Harrison (reimbursement – Postage £14.04, Stationery £5.98

Petrol (for grass cutting by Alan Thompson) - £5.85, Northumberland

Bunting £49.11, Data Protection registration £35.00) £109.98

ME Stewart/Neetfleet – purchase of wetpour and repair at Play Park £160.00

Northumbrian Water – cricket pavilion water £44.52

Homevend (August Invoice 59) £80.00

Homevend (September Invoice 60) £80.00

The following receipts were noted:

Interest – reserve account £22.52

Northern Powergrid – Wayleave payment £54.15

RM Methodist Church – contribution toward public notice board £320.00

(iii) *Budget report*

A report showing overall budget spending for the financial year was received. Maintenance costs were highlighted as higher than last year due to the number of fencing repairs and tree works undertaken.

15/79 **Handyman**

It was reported that the Handyman had undertaken work around the Spinney, cutting back foliage and weeding areas around the Old Playground. He had also re-varnished the seats and picnic bench in the Play Park. This accounted for his August and September payments.

15/80 **Planning**

1. It was reported that the following planning applications were under consideration by NCC:
* 15/02252/FUL – Land opposite Northumbrian Water. PC - no objection although observations submitted
* 15/02748/LBC – 1 Hollin Hill Terrace – listed building consent required for internal modifications. PC – no objection
* 15/02287/FUL – Westwood, Marchburn Lane – variation of condition 2. PC – no objection.
1. It was reported that the following planning applications had been considered by NCC and granted permission:
* 15/00592/FUL Bokul, Marchburn Lane. 2 new dwellings
* 15/01712/COU Station House, Riding Mill. Change of use
1. A copy of the Healey Estate Woodland Plan had been circulated to councillors for comment. The Parish Council agreed that the proposals were appropriate and would write to support the plan.

**ACTION: CH**

15/81 **Correspondence**

 Correspondence matters not covered elsewhere on the agenda:

 (i) *Email from Mrs Soulsby re misuse of the MUGA court*

Mr Archer reported that he didn’t believe there was any misuse of the MUGA court and did not propose to change the access code to the courts although it appeared to be well known to some of the children in the village. He also felt that the MUGA court was much underused.

Cllr. Reid reminded Mr Archer that agreements had been made with local residents and if the court was to be used at different times then the Tennis Club must inform the residents and he suggested that the TC monitor usage. An information board with named contacts had been promised and Cllr. Dunhill offered to help Mr Archer fit the notice board.

**ACTION: Tennis Club**

1. *Letter from Mrs Rowntree re public participation in consultations*

The Council noted Mrs Rowntree’s comments but felt unable to offer further assistance. All County Council consultations were circulated by email with the relevant links. These were displayed on the Parish Council’s website to help residents but if a paper copy was required then the resident would need to write to the County Council. The alternative for those without a computer would be to use the local library’s computers to gain access to the documents. Notices of consultations were usually given in the local paper. The Clerk should respond thus to Mrs Rowntree.

**ACTION: CH**

1. *Letters from Mrs Rowntree and Mr & Mrs Niven re the Spinney*

These letters were noted. As agreed at the May meeting of the Parish Council an entrance in the Spinney wall was no longer under consideration at the current time.

1. *Mr Haslam – installation of solar panels*

Mr Haslam’s concerns were noted but it was agreed that the Clerk should write back informing him that planning permission was not required for the installation of solar panels and therefore the PC did not have any influence on this matter.

**ACTION: CH**

15/82 **Minor Matters**

1. *Restoration of World War 1 Commemorative Plaque (*Mr S Gardner in attendance)

Mr Gardner outlined how the plaque had been discovered in the attic in Church Cottage which was currently undergoing repairs. The plaque had probably hung in the old School House and he felt it should be restored and hung in the Parish Hall.

All members of the Parish Council felt that this was a worthy cause and it should be supported. Cllr. Dale suggested that a group of interested volunteers should be recruited to work in conjunction with the Village Hall Trust. The group would hopefully be able to secure funding from the Community Chest scheme to help with restoration costs which the Parish Council would not be able to access. It was also suggested that Hexham Local History Society be contacted to see if they would be interested in helping research the project.

**ACTION: CH/VHT**

1. *Funding Request to help with repairs to Church Cottage* (Miss E Clark in attendance)

Miss Clark outlined the proposed repairs to Church Cottage. Currently enough funds had been raised to allow for the roof to be repaired and additional repairs would commence as funds were received.

A number of grant applications had been submitted and it would help if it could be shown that the Parish Council supported the work.

It was noted that the PC had made a £200 award earlier in the year. After discussion it was agreed to make an additional £1000 award (proposed MR, majority decision). It was also agreed that the Parochial Church could make a further application to the PC should other grants applications be unsuccessful.

**ACTION: CH**

1. *Parking of Commercial Vehicles on PC land in Marchburn Lane.*

As this was recreational land it was agreed to write to the resident to ask that the parking of vehicles should cease.

**ACTION: CH**

15/83 **Date of Future Meeting**

It was agreed that the next meeting of the Council should be held on Monday 9th November 2015.

15/84 **Confidential Matters**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was unanimously agreed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following items:

1. Quotes received for the disabled ramp/award of contract;

2. Legal Advice re PC’s assets;

3. Clerk’s appraisal and pay award.

Meeting closed at 10.10 pm