



Broomhaugh & Riding Parish Council

Minutes of the AGM held on Monday 13th May 2019 in Church Cottage, Church Lane, Riding Mill.

Councillors present:

Cllr. Andy Dunhill (Chair)
Cllr. Brian Singer
Cllr. Eileen Carew
Cllr. Janet Padgett

Cllr. David McKenzie
Cllr. Jill Mills
Cllr. Christine Howe
Cllr. Pauline Mulholland

In attendance:

County Councillor Anne Dale (until Minute 19/41)
Mrs Catherine Harrison – Parish Clerk
4 members of the public were present

Cllr. Dunhill opened the meeting at 7.35 pm.

19/31 Apologies for Absence

Cllr. Pam Bridges

19/32 Election of Chair and Vice-Chair

Cllr. Dunhill as Chair of Broomhaugh & Riding Parish Council in 2018/19 called for nominations for the positions of Chair and Vice-Chair for 2019/20. Cllr. McKenzie proposed that Cllr. Dunhill remained as Chair and Cllr. Carew proposed that Cllr. Singer remain as Vice-Chair. Both proposals were seconded by Cllr. Mills and agreed unanimously. Cllr Dunhill was duly elected as Chair and Cllr. Singer as Vice-Chair. Cllr. Dunhill signed an Acceptance of Office Form for the position of Chair.

19/33 Declaration of Interests

As Chair of the Village Hall Trust, Cllr. Padgett declared an interest in item 10c – VHT grant.
Cllr. Dunhill declared an interest in item 9 – Sports Club, as he played for the cricket team.

19/34 Sports Club

- (i) It was unanimously agreed to ratify an interest-free loan of £12,000 made to the Sports Club to allow for the installation of electricity to the pavilion. The loan would be repayable by 31st August 2019 or within 7 days of receipt of the final S106 reimbursement, whichever was soonest.
- (ii) The Sport's Club accounts for 2018/19 were received and queries answered by the Sports Club representatives attending the meeting. Councillors were concerned that the football team were not making a contribution towards hiring the pitch or paying a yearly subscription to the Club. It was noted that from next season there would be a £15 joining fee for all players which would be paid directly to the Sports Club. As other teams had stopped using the pitch for various reasons, income generated by the football side of the Club was lower than anticipated. The grant awarded in 2018/19 was £2280. It was agreed that this year's award would be raised to £2,500 but that the Sports Club must take on all responsibility for the water rates which would be an incentive to minimise leaks. Long term, the PC wished to see the grant decreasing as more income was generated, but for now recognised that the pavilion needed to be improved before more teams would consider using the ground.

ACTION: CH

- (iii) Plans for the new pavilion: It was noted that Cllr. Howe was working with the Sports Club to identify additional sources of funding for the new pavilion. The appeal to the Ombudsman relating to the second tranche of S106 funding had been unsuccessful which meant the club had a considerable amount to raise. A 10-year loan from the ECB was a possibility for some of the funding. It was imperative that a sound business plan be completed. It was also noted that the planning permission would expire by May 2020. Cllr. Howe had appealed for residents to get involved to help with the redevelopment. She was particularly keen to hear from a quantity surveyor but as yet no one had come forward. Other ideas for fundraising were discussed.

19/35 Delegation of responsibilities to individual councillors

The responsibilities had previously been reviewed in February 2019 and it was therefore felt unnecessary to review them again although Cllr. Howe would join Cllr. Singer in overseeing Sports and Recreation issues.

19/36 Standing Orders/Financial Regulations/Code of Conduct

It was unanimously agreed to re-adopt the following documents without amendment:

- Standing Orders (Proposed Cllr. Dunhill, seconded Cllr. McKenzie);
- Financial Regulations (Proposed Cllr. Dunhill, seconded Cllr. Padgett);
- Code of Conduct issued by NALC (Proposed Cllr. Dunhill, seconded Cllr. Singer).

It was noted that Standing Order 3.2 might need to be reworded as the default method of delivering papers for each PC meeting was by email rather than by paper copy. The Clerk was asked to review this before next year's AGM.

ACTION: CH

19/37 Approval of the minutes of the meeting of 11th March 2019

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

1938 Matters Arising

- (i) *Minute 19/29(i) – Streetlight at station.* It was noted that the light had been repaired.

19/39 County Councillor Report

Cllr. Dale reported on the following issues:

- (i) *Improvements to the footpath to the Broomhaugh roundabout.* This was still under discussion with the County Council;
- (ii) *Northern Rail.* Cllr. Dale had held a useful meeting with Northern Rail's Regional Director who had listened to the concerns of residents re the new ticketing system. Signs would be installed explaining the new measures and mitigating measures introduced;
- (iii) *Sports Club.* Cllr. Dale was disappointed by the Ombudsman's decision re the S106 funding. The decision was due to the interpretation of "vicinity" in the S106 agreement and she was seeking to clarify the implications of this with the County Council with regard to future agreements;
- (iv) *20 mph project.* Cllr. Dale was disappointed to report that the project was delayed although she hoped work would recommence shortly;
- (v) *Fibre installation.* Cllr. Dale noted the current project to install fibre cables through the village. This was being undertaken by a private company, Comex 2000, who were a global organisation with full rights to work on the highway. It was hoped all work would be completed by 20th June;
- (vi) *Drains/gullies.* Cllr. Dale reported that a breakdown in the gully network had been identified near Riding Farm and she was working with the landowner and NCC to resolve the problem;
- (vii) *Pedlars.* Cllr. Dale had received reports from the police and residents about the issue of pedlars. Police advice detailing how residents should deal with unwanted callers should be highlighted in the next parish newsletter.

ACTION: ADa/CH

19/40 **Finance / Insurance**

a) **Annual Governance and Accountability Return for 2018/2019**

- (i) It was noted that the Internal Auditor, Mrs Margaret Weatherley, had raised no issues of concern after auditing the accounts.

The following documents were received in advance of the meeting and were unanimously approved:

- (ii) the Annual Governance Statement 2018/19 (proposed Cllr. Padgett, seconded Cllr. Dunhill)
 (iii) the draft annual accounts for 2018/19 (proposed Cllr. McKenzie, seconded Cllr. Mills)
 (iv) the Accounting Statement for 2018/19 (proposed Cllr. Howe, seconded Cllr. McKenzie)
 (v) the Explanation of Variances (proposed Cllr. Padgett, seconded Cllr. Dunhill)

It was noted that the period for the Exercise of Electors' Rights to view the accounts would be from 10th June until 19th July. A notice to this effect would be displayed on the notice board.

(b) *Monthly accounts*

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

Geosphere – yearly subscription to Parish Online	£42.00 (inc VAT. £7.00)
RM VHT – room hire	£12.00
Swarco – maintenance of speed signs (see receipts)	£707.04 (inc. VAT £117.84)
Unity Trust bank – quarterly bank charges	£18.00
Tyne Rivers Trust – feasibility study contribution	£2,500.00
RM Sports Club – loan (to be paid back by 31.08.19)	£12,000.00
Catherine Harrison – March pay + home allowance	£468.45
Stephen Rutherford – bus shelter cleaning	£40.00
St James PCC – room hire	£55.00
Tyne Valley Woodlands – arboriculture survey	£1248.00 (inc. VAT £208.00)
Martin Stewart/Neetfleet – materials	£60.00
Ray Dryden – stone wall at edible garden	£225.00
Martin Stewart/Neetfleet -extra work identified in yearly review	£100.00
Tyne Valley Community Rail Partnership – yearly subscription	£10.00
NALC – yearly subscription	£232.80
Seymour Gardens & Trees – maintenance of planters/ spring plants	£148.00
Margaret Weatherley – internal auditor fee	£100.00
Catherine Harrison – April salary* + home allowance (* new pay scale From 1 st April)	£482.56
Catherine Harrison – reimbursement for staff training course fee £10.00 Plants £4.50, travel costs £9.00, first aid kit £13.89, Land Registry fee £4.00, Anti slip grips £37.00, Accident book £4.99	£83.38
Sandy Bank Residents' Association – contribution to Nick insurance	£200.64
SignPro – posters for annual parish meeting	£81.60 (inc. VAT £13.60)
Martin Stewart/Neetfleet – monthly handyman payment (April)	£160.00
Martin Stewart/Neetfleet – monthly handyman payment (May)	£160.00

The following receipts were noted:

Nationwide - yearly interest	£130.95
Triodos - quarterly interest	£10.12
Unity Trust (reserve account) – quarterly interest	£1.81
NCC – Precept – 1 st instalment	£21,000.00
RM Allotment Association – 1 st quarter rent	£50.11
NCC- payment for use of Old Playground for buses	£50.00
HM Land Registry – fee reimbursement	£4.00
Stocksfield PC – part reimbursement for Swarco contract	£294.60

(ii) *Budget report*

The budget report was received and accepted. No new issues were identified.

c) *Annual grant to the VHT*

It was agreed to award the Village Hall Trust a grant of £2,500 which was comparable to last year's figure (Proposed Cllr. Dunhill, seconded Cllr. Singer). In future, the VHT would submit a grant request at the same time as other village organisations i.e. 31st October, so that the Council could decide the award when setting the budget for the coming year.

ACTION: CH

d) *Insurance*

It was noted that the Council's insurance premium for 2019/20 was £2266.53. The PC had signed up to a 3-year agreement through Came & Company and this was the final year of the agreement. An insurance replacement valuation for the war memorial was still awaited and, once received, a discussion would be held about the merits of insuring the memorial.

ACTION: AD/CH

19/41 **General Village Maintenance**

There were no current issues to note. Cllrs. Dunhill, Carew and Howe had inspected the village and considered how best to spend the additional funds allocated in this year's budget for enhanced services. A report had been compiled which would be circulated to all councillors and the matter considered at a future meeting once all costs had been identified.

ACTION: CH

The work undertaken to the walls at the edible garden was noted and the Clerk was asked to write to Mr Dryden to thank him for all his efforts as the area had been greatly improved by his services.

ACTION: CH

19/42 **Handyman**

The Clerk reported that the handyman had completed the following work which accounted for 3 monthly payments:

- all picnic benches and seats had been re-stained
- a traffic mirror adjusted
- the Old Playground tidied and foliage cut back
- various footpaths swept of leaves/grit
- planters at the east end of the village re-stained
- reflector tape added to bike racks
- site meeting at Play Park.

The Handyman had submitted a quote for re-roofing both bus-stops at Broomhaugh which Cllrs. Howe and Dunhill would review before reporting back at a future meeting.

ACTION: AD/CHo/CH

19/43 **Play Park**

Cllr. Dunhill reported that unfortunately one of the harness straps from the disabled swing had been lost over the Easter holidays (both straps had originally been lost but he had found one in undergrowth near the Play Park). To replace the harness would cost £275. It was agreed that the Clerk would explain what had happened in the Parish News in the hope that this might prompt someone to return it. A sign would also be displayed at the Play Park.

ACTION: CH

Cllr. Mulholland asked if the fenced off area adjacent to the Play Park could be used for storage of bikes and scooters to stop them being left on the footpath. It was agreed that the Clerk should contact Rob Archer as the land in question was leased to the Tennis Club and seek his views.

ACTION: CH

Two quotes were received for cleaning the wet pour surfaces and the play equipment. It was agreed to appoint The Gleam Team as they had done an excellent job previously.

ACTION: CH

19/44 Tree Survey

The Clerk reported that the arboriculture survey had been completed in early April. Some new work had been identified but nothing on the scale of the previous survey. One area in particular was highlighted as being of concern – this was the area behind the tennis club pavilion. Trees had been removed higher up the embankment when two new houses had been built on Marchburn Lane. This thinning could affect the stability of the embankment and it was suggested that a number of trees be pollarded. There were also a group of beech trees in Marchburn Woods which needed to be monitored closely. It was therefore agreed that the PC would ask for these two areas to be inspected annually. The Clerk would circulate the full report to councillors once she had updated the spreadsheet to confirm what work had already been done.

ACTION:CH

19/45 Website

It was noted that the ridingmill.org website needed to meet new Accessibility standards by September 2020 as well as meeting GDPR requirements. Dave Porter, who currently oversaw the website, had indicated that he would shortly be retiring and he suggested the PC consider appointing an alternative company to manage the site. There were a number of web companies which specialised in parish councils and it was agreed to ask one of these, Town & Parish Council Website (trading as Zizi Design), to take over the website and ensure it met all the correct standards (Proposed Cllr. Padgett, seconded Cllr. Singer).

ACTION: CH

19/46 Archive material to be scanned

This item was deferred to a future meeting as the quote had not been received in time.

19/47 GDPR

A number of policy documents relating to GDPR were received prior to the meeting. It was unanimously agreed to adopt these policy documents and display them on the website with a further review in 12 months time (Proposed Cllr. Padgett, seconded Cllr. Howe).

ACTION: CH

Cllr. Padgett reminded councillors that they must ensure that any emails they receive were kept secure on mobile or computer devices, that antivirus and firewall software be installed and up to date, and that password protection was used at all times.

19/48 “Green” Riding Mill

Cllr. Dunhill noted that some councils had declared a climate emergency and although there was no such proposal under consideration at the current time he wondered if residents were interested in this issue and would like more information. Suggestions as to how the village could help ranged from a solar farm, planting more trees, improved recycling facilities and installing electric charging points in public places e.g. the pub car park. Anyone interested in such matters was encouraged to contact the council.

19/49 Planning

It was reported:

(i) that the following applications were under consideration by NCC:

- 19/01259/PRUTPO – 5 Meadow Park. Tree works. PC – no objection;
 - 19/01141/FELTPO – 1 Manor Close. Tree works. PC – no objection;
 - 19/01242/FUL – Riding Hill Farm. Change of use of paddock and construction of field shelter. PC – no objection;
 - 19/00923/FUL – Holmfield, Sandy Bank. Construction of garage to rear of property. PC – no objection.
- (ii) that the following planning application had been approved by NCC:
- 19/00770/VARYCO – Thirlwell, Broomhaugh.

19/50 Consultations

Cllr. Singer had circulated a draft response to NCC's Housing Strategy consultation to fellow councillors. It was agreed he would circulate a further copy after reviewing one section.

ACTION: BS

19/51 Correspondence

Correspondence from Mrs Linden Stephenson re painting of the MUGA court was noted and it was confirmed that a response had been sent.

19/52 Minor Matters

Exit from Sandy Bank: the Sandy Bank Residents' Association had written to request that a further mirror be installed to aid motorists exiting Sandy Bank and giving sight to cars coming from the east along the A695. It was agreed that Cllr. Dunhill would meet with representatives from the Association to discuss their request.

ACTION: AD

19/53 Date of Future Meeting

It was agreed that the next meeting of the Council should be held on Monday 8th July 2019. Venue: Church Cottage.

19/54 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. Consideration of quotes and appointment of a contractor to undertake repairs to Millfield Road Bridge,
2. Consideration of Osbit's request to install a barrier entry system limiting access to the lane by the sports field.

Meeting closed at 9.40 pm