

Heddon on the Wall Parish Council

MINUTES

Minutes of the Annual Meeting of the Heddon on the Wall Parish Council
On **Wednesday 11th May 2022 @ 18.30** in Heddon Library

Louise Pringle
Clerk to the Council

MINUTES

- 1) **APPOINTMENT OF THE CHAIRMAN OF THE PARISH COUNCIL** – Mr Paul Edwards was voted chair of the Parish Council, he stated that he will stand until the end of the calendar year and revise his position at that point.
- 2) **APPOINTMENT OF THE DEPUTY CHAIRMAN OF THE PARISH COUNCIL** – Mr Richard Adams was voted in as Deputy Chairman.
- 3) **DECLARATIONS OF ACCEPTANCE OF OFFICE and Declarations of Interest** – Mr Edwards signed the declaration of acceptance of office. Declarations of interest Mr Edwards- Knott Hall, Mrs Keller - Karbon Homes, Mr Adams Selman Park
- 4) **PRESENT & APOLOGIES FOR ABSENCE** - Mr Edwards, Mr Adams, Mrs Dryden, Mrs Irving Munro, Mrs Keller, Mrs White, Mr Wilson. Clerk (Mrs Pringle) Apologies Mr. Lillico.
- 5) **APPOINTMENT OF COMMITTEE MEMBERS**
 - ❖ **Planning Approval Committee** – Mr Edwards, Mr Adams, Mrs White and Mr Wilson
 - ❖ **Finance Committee** – This has changed to the Finance, Strategy and Assets Team, Mr Wilson will write terms of reference and members will be decided at the next meeting.
 - ❖ **Selman Park Committee** – Mr Adams, Mr Wilson and Mrs Dryden.
 - ❖ **Staffing Committee** – It was agreed to form a staffing committee to advertise and fill new roles, provide support and performance management for the Council employees. Mr Edwards, Mrs Dryden and Mr Wilson. It was agreed that this team would post the clerk role to ensure plenty of time for a handover.
 - ❖ **Review of lead roles** – School Mr Wilson, Airport Mr Graham Pyle, Knott Hall Mr Edwards. Volunteers Mrs Keller, Facebook and website Mrs Irving Munro. It was decided to fill the Residents Association Role when they reconvene. Library remains vacant.
- 6) **MINUTES OF THE MEETING HELD ON 13th APRIL 2022** – Minutes were agreed and signed off
- 7) **MATTERS ARISING FROM THE MINUTES**

Karbon Homes Tea Party Donation - £500 donation has been received from Karbon Homes and will be used for decorating the village for the tea party and the party itself. Many thanks to Karbon Homes for their generosity.

Sponsored tree update – All the sponsored trees have now been taken, it was agreed to close the Just giving account which has a total of £224. The Parish Council agreed to match that and the £1950 for the memorial trees to a total of £2174 moneys will be accounted for under a separate section of the Number 1 Account and used for trees within the village.

Memorial tree for Lil – it was agreed to get a cherry tree and plaque. DK to provide a selection of round tree seating for the PC to agree on.
It was agreed to get prices for a tree survey for the village.

Memorial Park and Chare Bank tidy up quotes- As only one quote had come forward it was decided to defer this to next meeting.

- 8) **PLANNING**
22/01007/FUL – Heddon Steads cottages, loft conversions 2 bedrooms and en-suite, doors and roof lights. Circulated
22/01335/FUL – 33 Aquila Dr, single story extn to front and side, demolish garage. Circulated
22/01069/RENE – Land west of Fox Cottage, High Seat, Ground mounted solar PV and battery storage. Circulated
GRANTED APPLICATIONS
 21/04881/FUL – The Wynding, 40 Heddon Banks , new dormer windows and porch
 22/00334/FUL – 18 Heddon Banks, bedroom and sun lounge extn.
 21/04598/FUL – High Seat, relocation of door/stairs and changes to windows.
- 9) **ACCOUNTS**
Sign off April/May Accounts three regular invoices were added to the signoff see in bold on the table at the end of this document. All invoices and income was agreed.
Sign off annual risk assessment 2022/23. This was agreed and signed off by the chair.
Return part of MUGA donation £17,500 to Heddon Village Trust savings/HVT account. Agreed by all councillors clerk to action.
Insurance renewal agreement £3,505 – it was agreed the clerk would ring up to see if a discount was available before paying. If none available it was agreed to pay.
Tennis net box for MUGA £179, it was agreed to purchase this item. It was also agreed to put up the tennis nets for three weeks around Wimbledon when tennis becomes more popular.
Approval for 2 more planters Clayton Terrace. Agreed
Early payment D Irving – The following was agreed to enable David to afford materials which have gone up considerably. Bills presented by Mr Irving for agreed jobs less than £250 to be paid within 7 days, bills for over £250 need to be authorised in advance by the Parish Council at a meeting and will then be paid within 7 days, bills over £250 but not authorised in advance to be treated with the normal PC procedure.
Clerk retirement – The clerk confirmed that she will be retiring on 12th August. The chair thanked the clerk for her service. See point 5 staffing committee.
- 10) **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2021/2022**
 10.1 To consider and agree any actions arising from the report of the internal auditor. No action required. Clerk to check an invoice for M Hadden
 10.2 To approve the Annual Governance Statement (draft copy attached) this was unanimously approved.
 10.3 To approve the draft annual accounts for 2021/20122(draft copy attached) this was unanimously approved
 10.4 To approve the Accounting Statement and Explanation of Variances (draft copies attached) this was unanimously approved.
- 11) **CORRESPONDENCE**
Email
 Resident **placement of trees on Chare Bank** – This was discussed and the Council was fine with the placement of the tree
 Resident **bins in coach park** Roman Wall – It was felt that two large bins was enough for this area, point to be made in gossip regarding suitable places to leave rubbish.
Halton Shields Traffic Survey – This was not commissioned by the parish council.

Resident **play equipment welfare Field** – the Parish Council is in the process of getting several proposals for play equipment from different companies to form the basis of a community working group on this point.

12) **ANY OTHER BUSINESS**

Tommy Military Road NCC to strim tidy

Roman garden it was agreed that lesley could put this forward for the NCC love Northumberland awards.

Expenditure				Income			
12/04/2022	Solicitors Blue row	1424	£ 457.20	29/03/2022	refund AO petty cash	1424	£ 103.32
19/04/2022	Mem park Footpath from trees (D Irvir	1424	£ 95.50	28/03/2022	rental income (4)	1424	£ 290.00
28/04/2022	Signs Gorse hill (JMF Group)	1424	£ 78.00	21/03/2022	rental income 3	1424	£ 300.00
27/04/2022	Internal Audit (P Basnett)	1424	£ 273.00				
15/05/2022	NCC payroll Apr	1424	£ 1,074.55				
12/05/2022	mileage (clerk)	1424	£ 30.60				
12/05/2022	Bin waggonway (Roadware)	1424	£ 176.34				
11/05/2022	Zurich Insurance	1424	£ 3,505.73				
11/05/2022	Water Allotments (Halls)	1424	£ 449.60				
11/05/2022	Cross decoration MP (Halls)	1424	£ 480.00				
13/05/2022	All Clean windows library	1424	£ 32.00				
12/05/2022	Grass (J Cotton)	1424	£ 240.00				
12/05/2022	Cleaning (H. clark)	1424	£ 60.00				
	British Gas (electric)	1424	£ 115.16				
	Crown gas	1424	£ 91.19				
	ADT Intruder Alarm	1424	£ 62.04				
	ADT Fire Alarm	1424	£ 14.70				
	24/7 Bus Supp	1424	£ 24.00				
	scottish power (SF)	1424	£ 13.00				
	Sky connect	1424	£ 41.94				
	Sky Connect	1424	£ 56.34				

Twist locks notice boards £83.40

NALC membership £323.14

Gossip article £60