

# Heddon on the Wall Parish Council

Heddon Parish Council - Here to maintain and improve our village for all

## MINUTES

Minutes of the meeting of Heddon on the Wall Parish Council  
Wednesday 08<sup>th</sup> June 2022 @ 19.00 at Heddon Library

1. **PRESENT & APOLOGIES FOR ABSENCE** – Mrs Dryden, Mrs Irving Munro, Mrs Keller, Mr Lilloco, Mrs White, Mr Wilson. Clerk (Mrs Pringle) Apologies Mr Edwards, Mr Adams.  
As the first action it was agreed that Mr Wilson would chair the meeting and that action points would be represented on the minutes and next agenda.
2. **DECLARATIONS OF INTEREST** – Mr Wilson, St Andrews Church, Mrs Keller Karbon Homes and Batsons
3. **MINUTES OF THE MEETING HELD ON 11<sup>th</sup> May 2022** – Minutes were agreed and signed off.
4. **MATTERS ARISING FROM THE MINUTES (if not covered elsewhere)**
5. **MAINTAINING OUR VILLAGE FOR ALL**  
Sponsored tree plaque for discussion and permission to request payment. It was agreed that the clerk could ask for payment for the sponsored trees, ask sponsors if they wanted to attend the planting and wording for the plaques. It was agreed that the plaques would go on the end of rectangular fence posts. The type of the trees being different dependant on the conditions was agreed. **LP contact sponsors, Price for plaques and posts.**  
Tree seat memorial park and quotes for trees looking at September date. It was agreed that September was a suitable date. Mr keller agreed to plant the trees Free of charge but there would be a cost of approx £40 per tree for fertilizer and suitable compost. The council would like to thank Mr keller for his offer and take him up on it. Quotes have been received from two companies for trees and we are awaiting a final quote.  
It was agreed to buy the Memorial Tree for Councillor Cruickshank at £70 for a large ornamental Cherry on hold until a tree seat is chosen.  
The council would like to thank Mr Keller for the two trees provided free of charge on Chare Bank  
**DK to send out several tree seat ideas and prices for next meeting**  
MUGA goalposts – update held over to the next meeting as Mr Adams did not attend. **RA price for powder coating MUGA goal posts**  
Handymen – two handy men have agreed to do maintenance work in the village Mr Neil McGreevy and Mr. Paul Tiffin. The council have agreed to go forward with them.  
**Lime tree Welfare Field – Agreed to prune lower branches LP to ask PT for price**  
Bus shelter ivy – it was agreed to clear the ivy off the shelter before any damage is done. **LP to ask PT for a price**  
Chare bank/Memorial Park tidy up – Two quotes had been sourced and it was decided to give the Chare bank Job to Batsons who have already started in that area and to ask Leedale landscapes to do the Memorial Park. **LP to instruct suppliers for Chare Bank and Memorial Park**  
Paint bus shelter seat and Military Road seat It was agreed to paint these seats and the one in the Memorial Park **LP to ask PT for price**  
Bollard Station road seat – Not available at the current time.  
Renewal of grounds maintenance Contract – DK had submitted a draft of a ground maintenance contract for comments, it was agreed to add the piece of land next to 5 Mithras

Gdns onto the plan, regular monthly strimming of the Roman Herb Garden and cutting of Selman Park. Areas to be split into blocks to facilitate pricing for different sections. Service level delivery section to be added with **Service level agreements and penalty clauses for non delivery of contract.** **DK to add items in and submit for comments again.**

#### 6. IMPROVING OUR VILLAGE FOR ALL

New play equipment Welfare Field – meeting to be held on 23<sup>rd</sup> June with a playground company to get a basic plan to make a start for a community group to look at this.

Glass recycling – The parish Council are still in discussions with the County Council regarding glass recycling. It is not the policy of the County Council to do kerbside recycling as has been suggested. The Parish council have agreed to trial an area on Mill Lane but are concerned re fly tipping in this area. **DK to arrange trial with NCC**

Proposal to install adapted water butts at key or remote sites – It was agreed to price rainwater butts for several areas to help with plant watering i.e. Roman Herb Garden.

**LIM to contact DK with details of butts.**

**DK to price water butts.**

Proposal to install a notice board in the Towne Gate bus stop – It was decided to add this to the strategic plan currently being prepared for future plans.

VFA subcommittee – It was agreed that the Village for all will be a **working group of the Finance, premises and strategic planning committee.**

Agree/purchase reserve planters – It was agreed to purchase 4 new planters to be held in reserve at the changing rooms at Selman Park. **LP to purchase 4 planters**

Christmas lights - agree scope to suggest further tenders. There has also been interest for local electricians. Required spec to be sent out and firmed up for quotes. **DK to produce spec for lights**

Environment session to be held late June, early July – It was agreed to hold these sessions. **DK to facilitate Environmental sessions.**

#### 7. WORKING WITH OUR RESIDENTS ASSOCIATION

#### 8. PLANNING

##### APPLICATIONS

22/01498/FUL – Hill head Cottage NE15 OEC – Infill extension. Circulated, no comments made

##### APPLICATIONS GRANTED, DENIED OR WITHDRAWN

21/04985/FUL – 4 Station Road – Withdrawn

21/04469/FUL – West Meadow House, Birks Road. Home Office. Refused

22/01007/FUL Heddon Steads Cottages 1 Heddon Steads NE15 OJP, 2 bed plus ensuite lost conversion - Granted

#### 9. ROMAN WALL and QUEENS JUBILEE FESTIVALS

A huge thanks was given to Di Keller and everyone from the community who helped to pull together the fabulous jubilee events and the litter pickers who ensured everything was safe and tidy.

Use of Selman Park for car parking for the festival. It was stated that parking is only available in the car park area so needs to be considered again as it may not be big enough.

Funding grant - are we happy to manage the budgets. It was agreed in principle. **DK to set terms of reference grant.**

## 10. FINANCE AND ASSETS

Sign off invoices – Two extra invoices were agreed along with the ones advertised see below table.

Barclays account changes – we are in a poor situation with only 2 signatories for the Memorial Park Charity (Barclays) account. In order to get a mandate change for one of the signatories needs to ring. **PE or RA to ring for form.**

Halls account agreement – Forward to next month **DK to get terms of reference Halls**

Clerk role applications and interviews – There have been two candidates and they will be interviewed by MW, FW and PE. KD was recused as she knew the candidate. **LP to arrange interviews**

Regular payments and direct debits for signoff – agreed by all and signed off by MW acting chair.

CCTV maintenance plan. It was agreed to go forward with the System support payment only.

**LP to set up**

Allotments update – All allotments taken and rents paid for 2022/23

Di addition to Facebook – it was agreed to add Di to Face book for the site to be more dynamic. **LIM to add Di to Facebook account.**

Mobile for Assets Officer – Agreed to get Nokia pay as you go phone for £99. **LT to organise on her return to work.**

Library Mangrove payments – as Mangrove are in arrears by £2400 it was agreed to write to them and invoke the next steps after a 14 day grace period if they do not pay and reinstate the standing order. **LP to write letter.**

Hard wire internet to Hadrian's Haul – Hadrian's Haul have had this done by their own work men, the Parish Council have agreed payment of this bill as their suppliers were more expensive. **LP to organise HH payment**

Selman Park Gate and toilet seat – Toilet seat now repaired, gate needs fixing **LP to get price for gate off NM.**

## 11. TERMS of REFERENCE - MW

For discussion agreement

Finance premises and strategic planning members agreed MW, PE, DK, KD, AL

Planning Applications Committee agreed PE, RA, LIM, FW, AL it was agreed that the majority of work done by this committee would be by email due to tight time frames, with in person meetings reserved for contentious issues.

Staffing Committee agreed – PE, MW, KD, FW

The terms of reference were agreed for the three committees.

**MW to forward approved final versions of Sub Committee TOR's to LP**

**LP to put TOR's on website**

**LP to provide list of outstanding action points to MW to support Strategic Business Plan.**

Lead role for volunteers – **DK to produce a volunteer policy, LP to keep list of all volunteers**

## 12. LOCAL TRANSPORT PLAN

Three Highways suggestions for 2023/24 – **ALL ideas for July meeting**

## 13. CORRESPONDENCE

Resident email – Grass cutting Centurion Way – LP to check areas and contact NCC/Karbon Homes again

Resident email – Japanese Knotweed – landowners have been informed.

Resident email – Broken equipment Welfare Field – Price for kit to fix equipment £1004.85 plus labour to do the job. It was agreed **LP ask NM to make the equipment safe then decide whether to repair or replace.**

Resident email – HJFC communication - It was decided to discuss the future use of Selman park with the landowner before deciding a way forward **LP to arrange meeting re Selman Park for MW and KD and reply to HJFC.**

NCC email – Pharmaceutical needs assessment – on Facebook

Email – Charity trustee survey

Letter – Issues for Guy Opperman (Will Wearmouth assistant)

#### 14. COUNTY COUNCIL

Escalation of sign Military Road

Bus stop markings opposite Three Tuns

Hexham Road dangerous parking for discussion

Slip Road trees –

#### 15. ANY OTHER BUSINESS

Fix signs Overhill, Remus Ave,

Clerk extra Hours – It was agreed that the clerk could claim for extra hours during this period of change with LT off sick and new clerk coming on board. Best wishes were sent to LT for a speedy recovery.

**RA to check with Bays leap re land usage**

Roman Herb garden requires cloches to stop rabbits, a temporary solution has been fixed up with chicken wire. **LIM to get prices for cloches**

Volunteers required for planting sections of butterfly **LIM is working on this. DK to ask for volunteers in the gossip.**

**MW advised that he was having a meeting with Mr Wheatley (Headteacher St. Andrews School) on 9<sup>th</sup> June and will report back for next meeting.**

Meeting closed 21.30

\*Any members of the press or public wishing to attend the meeting are very welcome. Please contact the clerk on [heddonpc@gmail.com](mailto:heddonpc@gmail.com) or 01661 854583 at least 24 hours before the meeting so arrangements can be made for social distancing.

Expenditure			Income				
26/05/2022	refund unused donation HVT	1427	£ 17,500.00	01/04/2022	Allotment 12	1427	£ 40.00
11/05/2022	Dog bags WF	1427	£ 70.74	01/04/2022	Allotment 15	1427	£ 40.00
09/06/2022	Allotment fence (Burn)	1427	£ 36.00	04/04/2022	Allotment 3	1427	£ 40.00
08/06/2022	M hadden payment correction (audit)	1427	£ 39.96	11/04/2022	Allotment 6	1427	£ 40.00
08/06/2022	Planting tommy (DK)	1427	£ 114.67	04/04/2022	Allotment 12	1427	£ 40.00
08/06/2022	Oakfield Beds etc. Butterfly Garden	1427	£ 4,250.00	19/04/2022	Allotment 2	1427	£ 40.00
08/06/2022	Flowers jubilee (H edwards)	1427	£ 150.00	19/04/2022	Allotment 9	1427	£ 40.00
08/06/2022	Garden buildings tennis net box	1427	£ 179.00	08/04/2022	Precept	1427	£ 21,319.50
15/06/2022	NCC payroll May	1427	£ 968.39	29/04/2022	Allotment 11a	1427	£ 30.00
08/06/2022	Jubilee expenses D Keller	1427	£ 322.25	09/05/2022	Allotment 4	1427	£ 30.00
26/05/2022	24/7 Support call out fee	1427	£ 102.00	13/05/2022	Allotment 4a	1427	£ 30.00
09/06/2022	CCTV Library 24/7 support	1427	£ 915.97	17/05/2022	Allotment 11	1427	£ 30.00
09/06/2022	All Clean windows library	1427	£ 32.00	29/04/2021	Jubilee event Karbon Homes	1427	£ 500.00
09/06/2022	Cleaning (H. clark)	1427	£ 60.00	03/05/2022	Rental income 3	1427	£ 300.00
	Crown gas	1427	£ 58.61				
	ADT Intruder Alarm	1427	£ 59.43				
	ADT Fire Alarm	1427	£ 14.08				
	24/7 Bus Supp	1427	£ 24.00				
	scottish power (SF)	1427	£ 16.00				
	sky	1427	£ 45.54				
	sky	1427	£ 34.09				

09/06/2022 Kids disco £150

09/06/2022 J Cotton grass £240