

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 14th December 2022 at 6:30 p.m. in Heddon Community Library**

PRESENT: Cllrs. P. Edwards [PE] (in the Chair); R. Adams [RA]; K. Dryden [KD]; Lesley Irving-Munro [LIM]; D. Keller [DK]; F. White [FW]; M. Wilson [MW]. **IN ATTENDANCE:** Mr. K. Murray-Hetherington (Parish Clerk).

- | Minute No. | Agenda item |
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| 1. | APOLOGIES FOR ABSENCE: RESOLVED: That an apology and reason for non-attendance shall be accepted from Cllr. K. Dryden [KD]. Cllr. A. Lillico had submitted his resignation. |
| 2. | DECLARATIONS OF INTEREST: Cllr. Edwards declared an interest in matters affecting Knott Hall; Cllr. Keller declared an interest in matters affecting Karbon Homes and Batsons Groundcare; Cllr. Turnbull declared an interest in any matters affecting Northumbrian Water. |
| 3. | MINUTES OF THE PREVIOUS MEETING: RESOLVED: To approve as a correct record and authorise the signing of the minutes of the meeting held on Wednesday 9th November 2022. |
| 4. | MATTERS ARISING & REVIEW OF ACTIONS FROM PREVIOUS MEETING: |
| 4.1 | RESOLVED: To record a vote of thanks to Cllr. Keller for organising the Remembrance Sunday wreath laying event. |
| 5. | NORTHUMBERLAND COUNTY COUNCIL: County Councillor Peter Jackson was not present and had not responded to a written request to take measures to alleviate the problems of parking at Heddon Primary School and to eradicate dangerous parking on the main Hexham Road (B6528). |
| 6. | FINANCE, PREMISES AND STRATEGIC PLANNING COMMITTEE: RESOLVED: To receive and authorise the signing of the minutes of the Finance, Premises and Strategic Planning Committee's workshop held on 22nd November 2022. |
| 6.1 | RESOLVED: That Cllr. Wilson shall discuss the policy checklist with the Parish Clerk using the colour status: Green: Adopted; Amber: Draft prepared; Blue: Reviewed but not applicable, with a view to referring the Policy Checklist back to the whole council for approval thereafter. It was agreed that the Green Policy Statement shall be reviewed and updated by the Committee. |
| 7. | STRATEGIC MANAGEMENT PLAN: On the motion of Cllr. White, it was RESOLVED: To approve the Strategic Management Plan which had been circulated and to publish the plan on the website. It was agreed that a delivery plan would be the next step to be considered in February 2023. |
| 8. | GRANTS AND DONATION POLICY: RESOLVED: To approve the policy on the award of grants and donations which had been circulated by the Parish Clerk. |
| 9. | BUDGET AND PRECEPT SETTING: RESOLVED: To approve the budget for the 2023/24 financial year and confirm that the precept shall remain £42,638.00. It was RESOLVED: That the income and expenditure figures for Selman Park Sportsfield, e.g. grass cutting and lease shall be incorporated into the precept and that the income and expenditure figures for the Business Centre & Library shall not be incorporated into the precept but shown separately (non-precept). |
| 9.1 | It was RESOLVED: That allotment rents shall remain the same for the financial year 2023/24 but allotment holders shall be informed that the Council is looking at a significant increase for the following year; and that, during the rent collection process, allotment holders shall be advised that a strict "use it or lose it" policy will apply to any plot that does not appear to have been kept properly cultivated because there is a long waiting list for any vacant plots. |
| 10. | MAINTAINING OUR VILLAGE FOR ALL: |
| 10.1 | RESOLVED: To approve the specification for grounds maintenance services and issue invitations to tender (ITTs) in January 2023. |
| 10.2 | RESOLVED: To place an order with Home Assist Repairs and Servicing Limited for the supply and |

- fitting of two Worcester Bosch 24kw new boilers with 10 year warranty in the Community Library & Business Centre at the cost quoted: £3,812.00 + standard rate VAT (20%) £635.33 = Total £3,812.00.
- 10.2 **RESOLVED:** To place an advertisement in the Hexham Courant regarding a vacant unit no. 4 within the Business Centre, as well as publishing it on the main notice boards; website; and Facebook.
- 10.3 **RESOLVED:** To ask one of the handymen to use a leaf blower to rid the Multi-Use Games Area (MUGA) of leaves (weather permitting).
- 11. IMPROVING OUR VILLAGE FOR ALL:**
- 11.1 **RESOLVED:** To build the play equipment design around recent surveys and areas where comments have been made and to consult local residents of all ages one final time via Heddon Gossip and QR codes placed in bus shelters before discussing and agreeing at the next meeting.
- 12. REPORTS:** Cllr. Wilson gave a detailed report on St. Andrew's Primary School. **RESOLVED:** To record thanks to David Hall at Halls of Heddon for generously donating plants for the Roman herb garden.
- 12.1 Cllr. Wilson was waiting for Heddon United Football Club Juniors to provide the age group numbers. **RESOLVED:** To continue to pay the quarterly rent to the landowner pending a final decision on proposals for the future use of Selman Park.
- 13. PLANNING APPLICATIONS:** Planning consultations received during the previous month had been circulated for comments as well as results of previous applications granted, refused, or withdrawn.
- 14. CORRESPONDENCE:** A letter of thanks was received from Tynedale Hospice at Home for a donation of £50.00.
- 15. FINANCIAL MATTERS: RESOLVED:** To receive the schedule of monthly expenditure and approve payment of invoices presented to the meeting; and to receive the most recent budget report. There were no applications for grants or donations.
- 15.1 The Parish Clerk and Responsible Financial Officer (RFO) explained the situation with a named tenant and advised that chasing them for rent arrears was taking up a disproportionate amount of time and resources and was manifestly unfair on the other tenants. **RESOLVED:** To take the matter under advisement and reserve judgement while considering the position.
- 16. COMMUNITY LIBRARY:** Cllr. White reported that a library volunteer had contacted her with concerns regarding a new IT system/printer and lack of support for induction and training, and issues with the heating system/boiler. **RESOLVED:** That Cllr. White shall liaise with Ted Burt to arrange a demonstration of the IT system with another regular user (volunteer) and Cllr. Turnbull.
- 16.1 **RESOLVED:** To instruct a locksmith to supply and fit a push button key code lock on the door between the Business Centre and the Community Library to manage access and for better security.
- 17. LOGO:** Members voted for their preferred logo. There were four to choose from. Each member chose to number two logos: 1 next to their favourite and a 2 next to their second favourite. The result would be announced by the Parish Clerk.
- 18. ANY OTHER BUSINESS:**
- 18.1 **RESOLVED:** That Mr. Graham Pyle shall continue to represent the Parish Council on Newcastle Airport Consultative Committee.
- 18.2 **RESOLVED:** To record the Parish Council's sympathies following the death of Barbara Joan Coulson, a former clerk and active member of the community.
- 18.3 **RESOLVED:** That Cllr. Keller shall re-circulate the quotation received for a tree safety report.
- 19. NEXT MEETING: RESOLVED:** That the date of the next meeting: Wednesday 11th January 2023.
- 20. CONCLUSION OF MEETING:** The meeting closed at 8:17 p.m.