

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 12th July 2023 at 7:00 p.m. in Heddon Community Library**

PRESENT: Cllrs. D. Keller [DK]; (in the Chair); K Dryden [KD]; R. Adams [RA]; Lesley Irving-Munro [LIM]; P. Edwards [PE]; M. Wilson [MW]; R. Oatway [RO]; K. Ince [KI].

IN ATTENDANCE: L. Barton (Clerk); **Members of the public:** Angela Watt, Locality Coordinator for NCC and one resident

- | Minute No. | Agenda item |
|-------------------|---|
| 1. | APOLOGIES FOR ABSENCE: RESOLVED: That an apology and reason for non-attendance shall be accepted from Cllr. Turnbull. |
| 2. | DECLARATIONS OF INTEREST: Cllr. Keller declared an interest in matters affecting Karbon Homes and Batson's Groundcare; Cllr Wilson declared an interest in any matters affecting St Andrew's Church, Cllr. Edwards declared an interest in any matters affecting the Knott Hall. |
| 3 | NORTHUMBERLAND COUNTY COUNCIL:
Angela Watt (Locality Coordinator for West Northumberland) attended the meeting and addressed councillors explaining more about her role and the organisation she works for. Northumberland Communities Together was set up as a collaboration between the Adult Social Care Team, Public Health and Northumberland Council during the Covid lockdowns to help those in need e.g., those who needed medication collecting or those at risk of social isolation. It has been a successful model and has continued to operate and now offers a range of services. Angela attended the meeting to inform councillors about the services on offer, but also to establish a working relationship with the Parish Council.

A local resident addressed the council in response to an issue raised at the Annual Elector Meeting, where another resident had commented on anti-social behaviour on Station Road. The resident asked if the Parish Council would consider writing to the local MP about this issue. Cllr. Keller agreed this could be done.

2024 / 2025 LOCAL TRANSPORT PLAN RESOLVED:
It was RESOLVED to submit the following priorities for the year ahead:
(1) Speeding in the village - this is an ongoing concern in the village and was raised by residents at our recent Annual Elector meeting. We are seeing an increased level of vehicles passing through the village which is a serious safety concern.
(2) School Parking and drop-off - this is an ongoing concern exacerbated by the growth in the size of the school from a first school to a primary.
(3) Resurfacing of footpath running along the B6528 (Hexham Road) on the north side from the junction of Close House through Houghton to Heddon and then from the junction of Towne Gate |
| 4. | 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 14 th June (Annual Elector Meeting) and Monday 19 th June 2023 (Parish Council meeting). |
| 5. | MATTERS ARISING & REVIEW OF ACTIONS FROM PREVIOUS MEETING:
Several actions have been completed since the last meeting: <ul style="list-style-type: none">• Cllr. Adams met with the Guides at Selman Park and will ensure Selman Park is ready to be used as part of the Heddon Culture Festival in September.• Cllr. Keller met with a representative from the committee running the Heddon Village Show to discuss the support being offered by the Parish Council.• Comments were submitted to Northumberland Planning Department in relation to planning application 23/01679/FUL |

- A regular point of contact has been established between the Parish Council and Heddon Library

6. FINANCIAL MATTERS: RESOLVED

- To approve payment of invoices presented at the meeting **RESOLVED**. Cllr. Edwards recommended a slight change to processes regarding invoices. It was **RESOLVED** that in future the Chair will sign the income and expenditure spreadsheet at each meeting rather than each individual invoice. Uncommon invoices will be presented for approval, but regular direct debit payment invoices do not need to be presented for approval. All councillors will continue to monitor and review spend.
- To consider any applications for grants or donations received at least 3 days before the meeting – it was **RESOLVED** to look for opportunities to support local groups in the community which benefit residents of Heddon.
- To consider information relating to Budget Monitoring, Year End and Internal / External Audit. Cllr. Edwards updated the council on changes in the audit process instigated by Northumberland County Council, which has also led to a change in auditor. It was **RESOLVED** to approve, sign and submit the AGAR.
- Tree Condition Report –it was **RESOLVED** to instruct West Jesmond Tree Services to carry out the work specified in the Tree Condition report.
- Allotments –it was **RESOLVED** to review matters relating to allotments at a later date.
- One business centre tenant is currently in arrears. Cllr. Keller has sent a formal letter requesting payment or contact with the Parish Council by 6th August to resolve this matter.

7. MAINTAINING OUR VILLAGE FOR ALL:

Several issues were discussed including:

- Regular monitoring of the grounds maintenance work being carried out around the village to ensure that work is being completed as per specifications and on schedule
- Relaying the patio below the bench and bin in welfare field. It was **RESOLVED** to go ahead with this work.
- Clearing the blocked drain gulley near the shops. It was **RESOLVED** to go ahead with this work.

8. IMPROVING OUR VILLAGE FOR ALL:

Cllr. Keller reported on works undertaken since the last meeting:

- Tennis nets have been put up in the MUGA
- Signs for the tennis net box and dog poo bag dispensers have been ordered
- Paving slabs have been replaced beneath the bench at Heddon Banks
- Two bins have been re-sited
- A new bench has been sited on Gorse Hill
- The Welfare Field survey has closed and input has been received from residents and from Brownies
- Terms of reference have been updated and will be published on the Parish Council website

9. **REPORTS:**
- Chare Bank** – Cllr. Wilson reported to the council on repairs needed on Chare Bank Wall following meetings with Historic England, Northumberland County Council and St Andrew’s Church. A watching brief is required for one part of the wall repair and Scheduled Monument Consent is required for Chare Bank resurfacing and for the whole wall repairs. The Council is currently awaiting sign off from the Secretary of State before any repair work can be undertaken. Councillors discussed the quotes submitted for the work. It was **RESOLVED** to proceed with the work once it has been approved by the Secretary of State.
- Selman Park** – Cllrs. Wilson, Dryden and Adams reported back to the Parish Council following a meeting with the landowner.
- Roman Herb Garden** – Cllr. Irving-Munro shared some details of Phase 2 plans for the Butterfly Garden, which include the possibility of a wildflower garden or permaculture garden for the benefit of the school and local residents. Sustainable gardening will be considered a priority in any future plans. More details will be shared when plans are finalised.
- Sustainable Heddon** – Cllr. Oatway reported to the council following the first meeting of Sustainable Heddon on 28th June. It was agreed that further information about this group will be shared with residents via the Heddon Gossip and a dedicated Facebook page. It was **RESOLVED** to discuss with librarians the possibility of accessing books about sustainability for display in a dedicated area within the library. It was further **agreed** to obtain two noticeboards for use by Sustainable Heddon; one for the library and one for the bus shelter near to the Three Tuns. These noticeboards will be used to communicate future projects and updates with residents.
10. **PLANNING:** no applications received this month
11. **CORRESPONDENCE:** This has been communicated with councillors via email due to time constraints.
12. **ANY OTHER BUSINESS:**
- Cllr. Keller asked a question about the Heddon Culture Festival. It was **AGREED** that the Parish Council would contribute towards the cost of workshops taking place during the Heddon Culture Festival.
 - Cllr. Oatway asked a question about personalised bricks for the Hadrian Head Mosaic and suggested that 24 of the bricks could have street names on them. It was **AGREED** to consider this further at a future meeting.
 - Cllr. Ince asked a question about preparing information for submission to the Heddon Gossip. It was **agreed** that Cllrs. Keller and Ince would work together on this.
 - Cllr. Wilson asked a question about protocols in the event of the library alarm being activated. Councillors discussed procedures and confirmed current keyholders.
13. **NEXT MEETING: RESOLVED:** That the date of the next meeting: Wednesday 13th September 2023 at 7pm.

CONCLUSION OF MEETING: The meeting closed at 9.19pm.

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

LB update terms of reference on Heddon website
LB / LT to visit allotments
LB to email allotment holders re disposal of green waste (i.e., not depositing it in the carparking area)

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

MW to redraft lease agreement and user agreement policy for Selman Park
PE to contact librarians re accessing books about sustainability for the library
LT to price up noticeboards for the library and bus shelter at the 3 Tuns for use by Sustainable Heddon
PE to initiate contact with Go North East re bus services to Heddon
LB/ DK to contact Guy Opperman, Northumbria Police and landowner re Station Road
RA to contact Ian Armstrong about land near the Butterfly Garden – use as allotments
LIM to contact Northumbria Planning Department regarding use of land near Butterfly Garden

FINANCE AND ASSETS:

ACTIONS:

LB to contact David Blackett re payment of £250 for workshops (Culture Festival)
LB to contact David Blackett re payment of rent for the Heddon Village Show
LB to contact Linda Jones to arrange payment of £100 donation towards Heddon Village Show
LB to scan and submit AGAR

Other: