

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 13th September 2023 at 7:00 p.m. in Heddon Community Library**

PRESENT: Cllrs. D. Keller [DK]; (in the Chair); R. Adams [RA]; R. Oatway [RO]; K. Ince [KI].

IN ATTENDANCE: L. Barton (Clerk); **Members of the public:** one member of the public present

Minute No.	Agenda item
1.	APOLOGIES FOR ABSENCE: RESOLVED: That an apology and reason for non-attendance shall be accepted from Cllrs. Wilson, Edwards, Dryden and Irving-Munro.
2.	DECLARATIONS OF INTEREST: Cllr. Keller declared an interest in matters affecting Karbon Homes and Batson's Groundcare.
3.	NORTHUMBERLAND COUNTY COUNCIL: No one from Northumberland County Council attended the meeting.
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 12 th July
5.	MATTERS ARISING & REVIEW OF ACTIONS FROM PREVIOUS MEETING: Several actions have been completed since the last meeting: <ul style="list-style-type: none">• Updated terms of reference have been added to the website.• The Parish Council made donations to the Village Show and the Heddon Culture Festival. Both events were a big success with many people from the village attending the different events on offer. It was AGREED that Cllr. Keller would thank the organisers on behalf of the Parish Council and provide some feedback to them.• Allotment holders have been emailed about the disposal of green waste.• Station Road: it was RESOLVED to accept the landowner's offer to close in their land again.
6.	COUNCILLOR VACANCY It was RESOLVED that Cllr. Adams will become the Parish Council representative on the Newcastle Airport Consultative Committee. It was further RESOLVED to advertise the councillor vacancy on social media, the Parish Council website, the noticeboards and in the Heddon Gossip.
7.	FINANCIAL MATTERS: RESOLVED <ul style="list-style-type: none">• To approve payment of invoices presented at the meeting. It was RESOLVED to pay the invoices presented. The summary of income and expenditure (bank tracker) was approved for June to August.• To consider any applications for grants or donations received at least 3 days before the meeting. None received.• To consider information relating to Budget Monitoring, Year End and Internal / External Audit. Cllr. Keller and the clerk fed back to councillors regarding the audit. It was RESOLVED to appoint JC Accountants as the Internal Auditor for the Parish Council. The financial paperwork will be submitted to JC Accountants for an internal audit. Once this has been completed, an external audit will take place.• Blue Row Tree work – it was AGREED to carry over this discussion to the next meeting and to discuss developing a Tree Policy.

8. **MAINTAINING OUR VILLAGE FOR ALL:**
- Noticeboards for Sustainable Heddon – it was **AGREED** to spend up to £300 + fitting for noticeboards for Sustainable Heddon. One noticeboard will be placed in the library and the other will be placed in the bus shelter near to the Three Tuns. It was further **AGREED** that these noticeboards will be for the use of other community groups as well as Sustainable Heddon.
 - The tennis nets in the MUGA have now been taken down.
 - The work detailed in the tree survey report was carried out at the end of July. Councillors agreed that the work had been done well, particularly in terms of trimming back the sycamore in the Welfare Field.
 - Cllr. Keller informed councillors that the trees in the Memorial Park have now stabilised and are growing well and the owners of the trees will be informed. Where this isn't the case a recovery plan will be discussed with the council.
9. **IMPROVING OUR VILLAGE FOR ALL:**
- The replacement bench at Heddon Banks is now in situ.
 - The shelter in the Memorial Park shelter has been cleaned and the bench cleaned and repainted.
 - The broken toilet extractor fan in the library has been replaced.
10. **REPORTS:**
- Chare Bank** – Cllr. Keller extended her thanks to Cllr. Wilson for his hard work on this project. The resurfacing work on Chare Bank will take place over the next couple of weeks.
- Selman Park** – the draft documents were shared with councillors by email prior to meeting. Councillors discussed, ratified and approved the documents to support ongoing work being carried out by the Selman Park Working Group.
- Roman Herb Garden** – nothing to report
- Sustainable Heddon** – Cllr. Oatway fed back to councillors on the work undertaken by the group in the last couple of months. The Transport North East bus survey was shared with residents via a QR code displayed on the notice board. There was a good response to this survey with several residents taking the opportunity to share their views about bus services to the village.
- Lower Churchyard closure** – Cllr. Keller and the clerk will meet with a representative from Northumberland County Council tomorrow to discuss the next steps to finalise the process. There will be a meeting on 18th October for residents to seek further information.
11. **PLANNING:** The following have been received:
- Planning Consultations:**
- 23/02284/FUL Houghton Moor – permission sought to convert a single dwelling into 2 dwellings
- 23/03330/FUL Remus Avenue – permission sought to remove and replace a non-pitch roof
- 23/03003/FELTPO Permission sought to carry out works on a tree with a TPO
- Planning Decisions:**
- 22/04059/FUL Military Road Heddon – permission has been REFUSED
- 23/00811/FUL Burnside Farm Birk Road – permission has been REFUSED
12. **CORRESPONDENCE:** This has been communicated with councillors via email.
13. **ANY OTHER BUSINESS:**
- Cllr. Keller proposed upgrading the Microsoft package to include access to Teams. This would cost approximately £10 per month. Councillors **RESOLVED** to proceed with this.
 - Cllr. Oatway advised councillors that he will attend the Northern Gas Network Stakeholder meeting online on behalf of Heddon Parish Council.

- Cllr. Keller discussed one business centre tenant who is currently in arrears. It was **RESOLVED** to meet with the client to discuss the situation and make arrangements to resolve the situation.

14. NEXT MEETING: RESOLVED: That the date of the next meeting shall be Wednesday 11th October 2023 at 7pm.

CONCLUSION OF MEETING: The meeting closed at 8.40 pm.

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

DK to email owners about Memorial Park Trees
RO to confirm requirements for noticeboards
RA to oversee grounds maintenance and grass cutting at Selman Park

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

LB to liaise with Batson's re grounds maintenance
LT to get quotes for cleaning finger post signs and main road signs
LB to report road sign opposite Throckley turn off on FixMyStreet as it has been damaged
LB to introduce RO to lead library volunteer by email to discuss sustainable books

FINANCE AND ASSETS:

ACTIONS:

LB / DK to look into obtaining Microsoft Teams for PC
DK/ MW to meet client in arrears at the Business Centre

OTHER:

ACTIONS:

DK to review the allotment tenancy agreement prior to renewal next year
RO to look at the Green Policy and review it
LB to upload Aircraft documents onto PC website
LB to share Wylam Tree Policy (website link) with councillors with a view to developing PC policy
RA to liaise with LT re comms cupboard