

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 10th January 2024 at 7:00 p.m. in Heddon Community Library**

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

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

- | 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 Cllrs. Edwards and Adams. |
| 2. | DECLARATIONS OF INTEREST: Cllr. Keller declared an interest in matters affecting Karbon Homes and Tivoli Groundcare. Cllr. Wilson declared an interest in St Andrew's Church. |
| 3. | NORTHUMBERLAND COUNTY COUNCIL (NCC):
Cllr. Wilson reported on the School Street Scheme; a meeting has been arranged with the school, NCC School Street Scheme and NCC Highways on 31 st January to discuss parking and safety. Cllr. Peter Jackson was not present at the meeting and no update was provided. |
| 4. | CO-OPTION OF NEW COUNCILLOR
It was unanimously resolved to co-opt Daniel Matthews as a Councillor. |
| 5. | 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 20 th December 2023. |
| 6. | MATTERS ARISING & REVIEW OF ACTIONS FROM PREVIOUS MEETING:
Quotes are being obtained for library roof repairs and will be forwarded to councillors in due course. |
| 7. | KNOTT HALL REPAIRS
This will be discussed further at the February Parish Council meeting, when a representative from the Knott Hall committee will attend with quotes for repairs. |
| 8. | POTENTIAL BREACHES OF PLANNING
Councillors discussed what steps to take when potential breaches of planning regulations are identified either by residents or by councillors. It was AGREED that these will be considered on a case-by-case basis and, when necessary, brought to the attention of NCC. |
| 9. | FINANCIAL MATTERS: RESOLVED <ol style="list-style-type: none">1. <u>To approve payment of invoices presented at the meeting.</u>
The Income and Expenditure spreadsheet (shared with councillors by email prior to the meeting) was approved and signed.
It was RESOLVED to pay the following invoices presented at the meeting:
Library Cleaning December £55
Ground Maintenance December £414
NCC Additional Grass cuts for 2024 £958.94
Clerk Mileage Claim form £62.10
Window Cleaning Library £332. <u>To consider any applications for grants or donations received at least 3 days before the meeting.</u> None received. |

3. i.To consider information relating to External Audit for the year ending March 2023:
The Parish Council has received the completed external audit report and completion certificate and these have been published on the Parish Council website. Action on the recommendations is already being taken based on the discussion of the draft findings at the December meeting.
- ii. To consider information relating to the Internal mid-term Audit:
The Parish Council has received the mid-term internal audit from JC accountants. Based on the report, the following action points will be taken:
 - 1) The clerk will obtain duplicate copies of the missing direct debit statements from Scottish Power
 - 2) The minutes will now detail monthly income and expenditure
4. Budget / Precept setting
The draft budget was approved and agreed by councillors. It was **agreed** that the precept will remain the same for the next financial year.
5. Office 1 and 2:
A quote has been received for the work required to repair the windowsill, decorate both offices and rebuild the stud wall with an interconnecting lockable door. It was agreed to proceed with this work at the price quoted.
It was further **agreed** to send a letter to the former tenant of these offices, asking them to remove any remaining possessions and return the keys.
6. Potential purchase of a PA System – it was **agreed** to move this item to a future meeting.

10. MAINTAINING OUR VILLAGE FOR ALL:

The Asset Officer report was discussed and the following decisions made:

Repairs to the Welfare Field gate – it was **agreed** that repairs are needed and this item will be discussed at a future meeting to decide on whether to proceed with repair or incorporate within the scope of works for the Welfare Field Enhancement Project.

It was agreed to proceed with a repair required to the Rocking Seesaw in the park and a part will be ordered from Proludic.

Allotments – Councillors will consider all options relating to the water tank at a future meeting.

It was **agreed** to proceed with pruning an overhanging branch at the allotments at the price quoted.

11. IMPROVING OUR VILLAGE FOR ALL:

Nothing to report here

12. REPORTS:

The Staffing Committee met with clerk and assets officer in November and December to discuss, review and agree revised job descriptions and key work objectives. Cllr. Wilson advised that minutes of these meetings will be shared with the Staffing Committee who will progress any action points identified. There will be a further meeting in 3 months' time with both the clerk and Assets Officer. Sustainable Heddon met last week and information was shared about recycling. A seed exchange is being organised which will take place in the library on Easter Saturday. This will be advertised in the Heddon Gossip.

13. PLANNING: None received

14. CORRESPONDENCE:

A resident contacted the Parish Council to report dog fouling on the footpath to the west of Heddon House and to request better signage in this area. Councillors will consider signs required in and around the village at a future meeting.

A resident contacted the Parish Council regarding large branches which are lying on the brambles near Leigh's Nursery and which look unsightly. It was **agreed** to arrange removal of these as soon as possible.

14. **PROJECT DEVELOPMENT** – it was **AGREED** to move this item to the February meeting. Councillors will look at the project checklists and Strategic Business Action Plan ahead of the meeting.
15. **ANY OTHER BUSINESS: None raised**
16. **NEXT MEETING: RESOLVED:** That the date of the next meeting shall be **Thursday 15th** February 2024 at 7pm.

CONCLUSION OF MEETING: The meeting closed at 8.45 pm.

Income and Expenditure from 12th December to 9th January:

Account 1 (Precept) Expenditure:

Payroll	£1,825.16	15-Dec-23
Grass Cutting October	£120.00	21-Dec-23
Selman Park Q3 lease	£392.32	21-Dec-23
Tree work near Blue Row	£480.00	21-Dec-23
Internal audit fee Year end March 2023	£360.00	21-Dec-23
Allotments water 2022 - 2023	£522.74	21-Dec-23
Dressing the cross	£480.00	21-Dec-23
Heddon Gossip Dec/Jan + extra content	£95.00	21-Dec-23
Courant vouchers library	£8.40	21-Dec-23
Stamps	£5.00	21-Dec-23
Oct/Nov Ground maintenance (2x £414) + trees (£180)	£1,008.00	21-Dec-23
Information Commission Office Fee (Data Protection)	£35.00	09-Jan-24

Account 2 (Library) Expenditure:

Broadband	£45.54	13-Dec-23
Water bill	£139.36	13-Dec-23
Nov Dec window cleaning library	£66.00	21-Dec-23
November library cleaning	£82.50	21-Dec-23
Fire Alarm	£18.43	27-Dec-23
Burglar Alarm	£56.04	27-Dec-23
Broadband	£29.94	29-Dec-23
CCTV	£43.20	29-Dec-23
Electricity Library	£180.60	02-Jan-24

Account 2 (Library) Income:

Rental income: £525

Invoices for Approval at the meeting:

Library Cleaning December £55
 Ground Maintenance December £414
 NCC Additional Grass cuts for 2024 £958.94
 Clerk Mileage Claim form £62.10
 Window cleaning library £33

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

Batsons – check if there has been a response since our email
NCC Additional Grass cuts – request schedule for cuts and check payment timescale
LT to ask JP to go ahead with work in offices 1 and 2 – check it's a lockable door between the two offices
LB to ask LT about changing the alarm code for the library – how is this done?
LB to forward to Knott Hall agreement / deed to DK / MW
LB to request update from NCC Planning re December correspondence

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

LB to chase NCC re drain cleaning quote
LB to chase NCC re library buildings insurance
DK to compile list of all memorial trees and share with councillors
Letter to allotment holders about water tank

FINANCE AND ASSETS:

ACTIONS:

Clerk Mileage Claim form – add postcodes to the mileage claim form
Clerk to complete precept request form and send to NCC

OTHER:

ACTIONS: