

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 10th July 2024 at 6:00 p.m. in Heddon Community Library**

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

IN ATTENDANCE: L. Barton (Clerk); **Members of the public: 2 present**

- | Minute No. | Agenda item |
|------------|--|
| 1. | APOLOGIES FOR ABSENCE: D. Matthews; L. Irving-Munro |
| 2. | DECLARATIONS OF INTEREST: Cllr. Wilson declared an interest in St Andrew’s Church and Heddon Education and Training Trust, Cllr. Keller declared an interest in Karbon Homes. |
| 3. | NORTHUMBERLAND COUNTY COUNCIL: |
| 4. | LOCAL TRANSPORT PLAN 2025 – 2026 – moved to September meeting |
| 5. | MINUTES OF THE PREVIOUS MEETING: RESOLVED: The minutes of the Parish Council meeting on June 12 th were approved and signed by the Chair. |
| 6. | MATTERS ARISING AND REVIEW OF ACTIONS:
The nettles in the Welfare Field have been dealt with by Northumberland County Council; the overhanging branches on the access ramp to the Welfare Field have been cut back and the drains in the village are being cleaned by the Highways Team. |

7. FINANCIAL MATTERS:

- a) To approve payment of invoices presented at the meeting. **RESOLVED.** The following invoices were approved:

£33 Window cleaning	£414 Grounds Maintenance
£59.10 Library cleaning	£26 Flowers (reimbursement to clerk)

The following invoices (which were paid prior to the meeting to ensure swift payment and avoid late payment charges) were approved:

BT £84.68 (paid 14 th May)	JC Accountants £315 (paid 13 th June)
BT £75.65 (paid 14 th May)	J Cotton Ltd £120 (paid 13 th June)
BT £34.93 (Paid 18 th June)	Heddon Gossip £60 (paid 13 th June)

- b) To consider any applications for grants or donations received at least 3 days before the meeting:
It was **agreed** to donate £250 to the Heddon Village Show for the cost of hall hire and a contribution towards band upon receipt of a completed donation request form
It was **agreed** to donate £250 to the Heddon Culture Festival upon receipt of a completed donation request form
Councillors asked the clerk to request written feedback from both organisations after the events have taken place.
- c) Quarter 1 Budget Monitoring – councillors discussed and approved the Quarter 1 Budget Monitoring. All expenditure was within what was expected.
- d) Delegated Authority – it was **agreed** that the clerk has delegated authority to make any payments up to £250. It was further **agreed** that the clerk can make any routine payments over £250 during the summer with invoices being presented at the September meeting. Councillors must be notified of any uncommon invoices by email.
- e) The 2024 – 2025 risk assessment was approved and signed by the Chair and will be kept in the file with the Minutes.

- f) Cllr. Dryden informed councillors that she had carried out the first quarterly review of banking on 4th July with the clerk and found everything to be in order. The completed checklist was shared with councillors and will be kept in the file with the Minutes.

8. MAINTAINING OUR VILLAGE FOR ALL:

Asset Officer Report – it was **agreed** to email the grounds maintenance team about the shrub beds in the Memorial Park which, in some areas, still need weeding. It was further **agreed** to stop supplying dog waste bags for the time being and monitor the situation as a significant number of bags are being taken, but dog fouling remains an issue.

Allotments –it was **agreed** that regular inspections of allotments will be carried out by the Parish Council and one month’s notice will be given to inspect the allotments in August.

The clerk updated councillors on the situation regarding the allotment water tank, which has been ordered at a cost of £3,024 including VAT for the tank and £594 including VAT for delivery. Delivery to the site had been attempted by the selected company (NEC), but had failed as the HIAB vehicle could not access the turning into the allotment site. An alternative solution for delivery is being sought using a local contractor with a Manitou. The clerk will update councillors by email about this.

Sponsored Trees – Cllr. Keller updated councillors on the sponsored trees in the Memorial Park and Welfare Field. Two trees need to be replaced. It was **agreed** to approve the cost of replacement trees up to the sum of £240. Cllr Keller explained that some of the sponsored trees in the Welfare Field are struggling due to encroaching branches from nearby hedgerows and mature trees. It was **agreed** to obtain quotes for cutting back the overhanging branches from the trees at both sides of the Welfare Field, including the large cherry tree on the ramp into the Welfare Field.

9. IMPROVING OUR VILLAGE FOR ALL:

Cllr. Wilson fed back on the Welfare Field project. A meeting has taken place with one supplier, with a further 2 meetings planned with other suppliers later in July, which will ensure that 3 quotes are obtained. It was **agreed** to adopt a four-phase approach to the project in order to obtain like for like quotes.

10. REPORTS:

Selman Park: Cllr. Wilson has spoken to the PE Lead for the Pele Trust about plans to use the Selman Park site for school football matches from September. The Parish Council will fund the cost of suitable goal posts and will proceed with organising these. Correspondence around purchasing the goalposts will take place via email over the summer period to ensure they are purchased and in place for use at the beginning of September 2024. It was **agreed** to support the cost of line marking and pitch maintenance for the first year.

Cllr. Keller reported that the Brownies and Guides are interested in using the space at Selman Park. This will be discussed further at the September meeting.

11. PLANNING APPLICATIONS:

Planning consultations:

24/02123/FUL – 27 Aquila Drive proposed single storey front extension. No comments or objections.

24/01099/FUL – 72 Trajan Walk – application has been withdrawn.

Planning decisions:

24/01020/FUL – 53 Military Road – single storey extension. Permission was **GRANTED**.

21/01358/FUL – Mount Hope Forge – 2 storey side extension. Permission was **REFUSED**.

12. CORRESPONDENCE

Cllr. Wilson mentioned a request from a resident to hold a Y6 Leavers camping event at Selman Park. It was **agreed** that this could go ahead with suitable adult to child ratios.

13. ANY OTHER BUSINESS

Cllr. Wilson updated councillors on a staffing sub-committee meeting which took place recently. The staffing committee confirmed that the clerk has completed her probation period. Cllr. Wilson also informed councillors that St Andrew's Church is having to look at ways to fund repairs to the church roof with an estimated cost of £120,000.

14. NEXT MEETING

That the date of the next meeting shall be Wednesday 11th September 2024.

CONCLUSION OF MEETING The meeting closed at 7.30pm.

Income and Expenditure from 12th June to 9th July:

Account 1 (Precept) Expenditure:

Grounds Maintenance	£414	13 Jun 24
Volunteer reimbursement for planter costs	£28.99	13 Jun 24
Year end audit fee (internal auditor)	£315	13 Jun 24
Insurance premium	£3458.82	13 Jun 24
SLCC subscription	£148	13 Jun 24
Grass cutting Selman Park	£120	13 Jun 24
Selman Park lease	£350	13 Jun 24
Heddon Gossip	£60	13 Jun 24
Payroll (including £20 admin charge)	£1217.94	17 Jun 24
NCC Waste disposal (bins)	£16.67	17 Jun 24
Refund to allotment holder	£43	25 Jun 24

Account 1 (Precept) Income: £0

Account 2 (Library) Expenditure:

Water	£140	12 Jun 24
Window cleaning library	£33	13 Jun 24
Library cleaning	£47.28	13 Jun 24
Carpet cleaning Business Centre	£75	13 Jun 24
BT (PC landline)	£34.93	18 Jun 24
Fire Alarm	£18.43	25 Jun 24
Burglar Alarm	£60.22	25 Jun 24
Gas library	£52.82	28 Jun 24
CCTV	£43.20	28 Jun 24
Electricity library	£149.19	02 Jul 24

Account 2 (Library) Income: from 12th June to 9th July

Rental income: £ 1200

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

LB to email Village Show and Culture Festival re grant application
LB to reply to Heddon Carpet Bowls Club re use of donation from PC

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

LT to replace missing bolt cover on equipment
LT to contact electrician re library lights
LB / LT to sources gates for allotments
LB / MW / KD to meet with playground suppliers to obtain quotes

FINANCE AND ASSETS:

ACTIONS:

LB to speak to DM for advice on getting land on Mithras Gardens valued

OTHER:

ACTIONS: