

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on  
Thursday 15<sup>th</sup> February 2024 at 7:00 p.m. in Heddon Community Library**

**PRESENT:** Cllrs. D. Keller [DK]; (in the Chair); P. Edwards [PE]; R. Adams [RA]; R. Oatway [RO]; K. Ince [KI]; M. Wilson [MW]; D. Matthews [DM]

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

- | <b>Minute No.</b> | <b>Agenda item</b>  |
|-------------------|---|
| 1.                | <b>APOLOGIES FOR ABSENCE: RESOLVED:</b> That an apology and reason for non-attendance shall be accepted from Cllrs. Dryden and Irving-Munro.  |
| 2.                | <b>DECLARATIONS OF INTEREST:</b> Cllr. Keller declared an interest in matters affecting Karbon Homes, and Tivoli Groundcare. Cllr. Wilson declared an interest in St Andrew's Church, Cllr. Edwards declared an interest in the Knott Hall.   |
| 3.                | <b>NORTHUMBERLAND COUNTY COUNCIL (NCC):</b><br>Cllr. Peter Jackson sent his apologies and said he would try to attend the meeting in March.<br>Cllr. Wilson reported to councillors on a meeting he had attended with St Andrew's school and NCC Highways department regarding parking near the school. Different options are being considered to tackle the issues.  |
| 4.                | <b>MINUTES OF THE PREVIOUS MEETING: RESOLVED:</b> To approve as a correct record and authorise the signing of the minutes of the meeting held on Wednesday 10 <sup>th</sup> January 2024.   |
| 5.                | <b>MATTERS ARISING &amp; REVIEW OF ACTIONS FROM PREVIOUS MEETING:</b><br>Covered elsewhere on the agenda  |
| 6.                | <b>KNOTT HALL REPAIRS</b><br>A member of the Knott Hall Committee attended the meeting and explained to councillors the relationship between the Parish Council and the Knott Hall. The Parish Council owns the freehold of the Knott Hall, but the Hall is run by its own trustees. The Parish Council insures the Knott Hall, but the Knott Hall committee is responsible for maintenance and repair of the building. Therefore, the Knott Hall committee have undertaken the necessary repair work to the damaged guttering. The cost of repairs was significantly less than the sum of £2,500 (agreed at the December meeting). It was <b>agreed</b> that the Parish Council will reimburse the Knott Hall for the cost of the repairs upon receipt of the invoice.                               |
| 7.                | <b>FINANCIAL MATTERS: RESOLVED</b> <ol style="list-style-type: none"><li>1. <u>To approve payment of invoices presented at the meeting.</u><br/>The Income and Expenditure spreadsheet (shared with councillors by email prior to the meeting) was approved and signed.<br/>It was <b>RESOLVED</b> to pay the following invoices presented at the meeting:<br/>Library Cleaning January £66<br/>Window and sign cleaning library £45<br/>Library roof clearing and draining £90<br/>PAT Testing Library £50<br/>Ground Maintenance January £414<br/>Grass cutting September (late invoice) £240<br/>Heddon Gossip Feb / Mar £60<br/>Handyman sweeping / cleaning duties April – November 2023 £303.02<br/>External auditor fee for Year end March 2023 £378<br/>Allotment Tree pruning £252</li></ol> |

Chare Bank Wall repairs – watching brief (archaeologist) - £780  
Brown bin Garden Waste disposal fee for 2024 - £52

2. To consider any applications for grants or donations received at least 3 days before the meeting.

Heddon Carpet Bowls had requested a donation from the Parish Council for the cost of replacing the indoor bowls carpet. It was **agreed** to donate £250 towards the cost of replacing the carpet. The Grants and Donations form will be sent to the group for completion. Cllr. Adams suggested that the group could also approach Sport England for additional funding and Cllr. Edwards suggested they could also approach the Knott Hall committee.

3. Quarter 3 Budget Monitoring:

Councillors **received** and **approved** the Quarter 3 Budget Monitoring spreadsheet (shared by email prior to the meeting). There are variations from budget in two areas: Training (due to a new clerk being appointed and attending NALC and SLCC training sessions on Finance and Audit); Grounds / Tree maintenance (due to a tree survey being carried out and the attendant work being undertaken). Tree surveys will be carried out every three years.

4. Office 1 and 2:

Following the last meeting, a letter was sent to the former tenant asking that they return their keys and collect any remaining possessions. The deadline set out in the letter has now passed and this has not been done. Upon advice from the solicitor, it was **agreed** to authorise a locksmith to change the locks on the doors to Offices 1 and 2 and the main entrance door to the business centre for the quoted price of £260 + VAT.

8. **MAINTAINING OUR VILLAGE FOR ALL:**

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

Since the last meeting, the boiler service has taken place at the library, PAT testing has been carried out and the library roof has been cleared of leaves and detritus, allowing the water to drain away. The fallen tree on Green Lane near the allotments has been reported to NCC for removal. Councillors discussed the water tank at the allotments as another quote has been obtained. It was **agreed** that Cllrs. Keller and Oatway will arrange a meeting with allotment holders to discuss options.

9. **IMPROVING OUR VILLAGE FOR ALL:**

See below Project Development

10. **PROJECT DEVELOPMENT:**

Councillors discussed the following two projects:

Welfare Field Enhancement:

Last year the Parish Council carried out a resident survey and a QR code survey of younger residents to find out what changes people would like to see in the Welfare Field. The Parish Council also liaised with St Andrew's School and considered the findings of the Zurich Insurance report regarding what repairs are needed to equipment. The results have been collated. It was **agreed** that the project team will establish what steps to take next in terms of what is realistic and practical in the space available and also in terms of securing quotes and, where needed, grants or funds. Councillors reiterated that funding will come from Parish Council reserves initially.

### Memorial Park Enhancement Phase 2:

Councillors discussed different possibilities to enhance the Memorial Park, including the widening of paths to be DDA compliant; Christmas Lights and general lighting; identified repair works such as flagstones which need replacing; the possibility of an area for memorial plaques. It was **agreed** that the project team will establish what steps to take next.

It was also **agreed** that some of the signs around the village need refreshing. This will be considered separately to the two projects.

**11. REPORTS:**

Covered in Item 3 Northumberland County Council above

**12. PLANNING:**

**Planning consultations:**

**23/04684/FUL** – Fox Cottage. This application has now been WITHDRAWN by the applicant.

**24/00216/FUL** – 22 Marius Avenue single storey rear extension, partial garage conversion and porch to front – no comments or objections.

**24/00078/LBC** – The Bothy – listed building consent for change of external paint colour, replacement garage door and two additional car parking spaces – no comments or objections.

**Planning decisions:**

**23/04594/FUL** – 5 Mithras Gardens extension – permission **GRANTED**

**Planning Appeal Notification:**

**23/02284/FUL** - a Planning Appeal Notification has been made by the applicant against the refusal of permission by NCC

**13. CORRESPONDENCE:**

Ad Murum Singers thanked councillors for the use of the library for their meeting last night and requested permission to use the library again on Wednesday 17<sup>th</sup> April. Councillors agreed that the clerk could **agree** to any future requests for use of the library from Ad Murum Singers.

**14. ANY OTHER BUSINESS: None raised**

**15. NEXT MEETING: RESOLVED:** That the date of the next meeting shall be Wednesday 13<sup>th</sup> March 2024 at 7pm.

**CONCLUSION OF MEETING:** The meeting closed at 8.45 pm.

**Income and Expenditure from 10<sup>th</sup> January to 15<sup>th</sup> February:****Account 1 (Precept) Expenditure:**

Clerk Mileage reimbursement	£62.10	11-Jan-24
Ground Maintenance January	£414	11-Jan-24
Additional Grass cuts 2024	£958.94	11-Jan-24
Payroll	£1229.05	15-Jan-24
Petty Cash	£150	25-Jan-24
Payroll	£1229.05	15-Feb-24

**Account 1 (Precept) Income:**

VAT reclaim for 2023 - £4708.41

**Account 2 (Library) Expenditure:**

Electricity Selman Park	£21	10-Jan-24
Window cleaning library	£33.00	11-Jan-24
Library cleaning	£55.00	11-Jan-24
Broadband	£45.54	12-Jan-24
Boiler Service	£192	16-Jan-24
Fire Alarm	£18.43	25-Jan-24
Burglar Alarm	£56.04	25-Jan-24
Broadband	£45.17	26-Jan-24
CCTV	£43.20	31-Jan-24
Electricity Library	£132.55	02-Feb-24
Electricity Selman Park	£21	12-Feb-24
Broadband	£69.60	14-Feb-24

**Account 2 (Library) Income:**

Rental income: £300

**Invoices for Approval at the meeting:**

Library Cleaning January £66  
 Window and sign cleaning library £45  
 Library roof clearing and draining £90  
 PAT Testing Library £50  
 Ground Maintenance January £414  
 Grass cutting September (late invoice) £240  
 Heddon Gossip Feb / Mar £60  
 Handyman sweeping / cleaning duties April – November 2023 £303.02  
 External auditor fee for Year end March 2023 £378  
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## **APPENDIX**

### **MAINTAINING OUR VILLAGE FOR ALL:**

ACTIONS:

LB Look for maps from Sovereign re Welfare Field Enhancement  
MW to update Welfare Field checklist to remove out of scope items  
DK to update Memorial Park checklist to remove out of scope items  
DK to approach MA re memorial park bench and railings

### **IMPROVING OUR VILLAGE FOR ALL:**

ACTIONS:

LB to speak to DK about Scrivens Memorial Tree

### **FINANCE AND ASSETS:**

ACTIONS:

DK Update tenancy lease agreement for Business Centre

### **OTHER:**

ACTIONS: