

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 9th October 2024 at 7:00 p.m. in Heddon Community Library**

PRESENT: Cllrs. D. Keller [DK]; (in the Chair); R. Oatway [RO]; K. Ince [KI]; Lesley Irving-Munro [LIM]
IN ATTENDANCE: L. Barton (Clerk); **Members of the public:** None present

- | Minute No. | Agenda item |
|-------------------|--|
| 1. | APOLOGIES FOR ABSENCE: R. Adams [RA]; K. Dryden [KD]; M. Wilson [MW]; D. Matthews [DM] |
| 2. | DECLARATIONS OF INTEREST: Cllr. Keller declared an interest in Karbon Homes. |
| 3. | NORTHUMBERLAND COUNTY COUNCIL (NCC): |
| 4. | MINUTES OF THE PREVIOUS MEETING: RESOLVED: The minutes of the Parish Council meeting on 11 th September were approved and signed by the Chair. |
| 5. | MATTERS ARISING AND REVIEW OF ACTIONS: The Passenger Transport Team have acknowledged receipt of our email about bus services and will reply to each question in due course. The Local Transport Plan priorities have been submitted to Northumberland County Council. |
| 6. | FINANCIAL MATTERS: a) To approve payment of invoices presented at the meeting. RESOLVED. All councillors confirmed that as per our financial regulations and ahead of this meeting, we've circulated via email a full record of accounts, bills and invoices paid and due to be paid this month. The following invoices were approved for payment: |

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|-------------------------|--|
| Window cleaning £33 | Electrician (library light repairs) £315 |
| Library cleaning £53.10 | Grounds Maintenance £414 |

The following invoices (which were paid prior to the meeting using the clerk's delegated authority and to avoid late payment charges) were approved:

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|----------------------------|
| BT PC landline £34.93 |
| BT Library landline £42.89 |
| Vardy Waste Removal £60 |

Items not on the agenda:

The BT bills fall just after the meeting each month and have to be paid within 14 days. The clerk will move these to a direct debit payment.

Cllr. Keller proposed a £25 reduction in rent for Business Centre tenants next month for accommodating the use of the library carpark by ITV Productions. This was **agreed** by all councillors.

- a) To consider any applications for grants or donations received at least 3 days before the meeting: None received
- b) To discuss the findings of the external audit report:
The external audit report for the financial year 2023 – 2024 was received from the external auditor, Mazars, in late September and has been uploaded to the Parish Council website along with the completion notice. There is one qualification on the audit:
The Council asserted in its Annual Governance Statement (Assertion 2) that it maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. However, it came to our attention that the Council has failed to comply with their own financial regulations in the period covered. In

2024/25 the Council needs to put in place arrangements to ensure that it complies with its regulations and should tick the relevant assertion as 'No' where this has not been achieved. This relates to the fact that Income and Expenditure was not included in the minutes prior to December 2023. However, it had been shared with councillors by email prior to each meeting. **Future action:** Income and Expenditure will continue to be listed in the minutes each month.

- c) To discuss budget monitoring (Quarter 2):
Councillors reviewed the budget monitoring document and were satisfied that spending for the quarter was in order.

7. MAINTAINING OUR VILLAGE FOR ALL:

Asset Officer Report – the clerk and Asset Officer are continuing to obtain quotes for fencing repairs and pipe lagging and tap covers at the allotments. Cllrs. Oatway and Irving-Munro offered to contact dry stonewallers to obtain quotes for wall repairs on Taberna Close, in the Welfare Field and for the planter at the entrance to the village. It was **agreed** that the clerk could arrange removal of the tennis net box and the contents of the wooden planters near to Bell e Buon. Applications have been received for the cleaner role at Heddon Library.

Allotments – Inspections were carried out in late summer and feedback has since been given to the allotment holders. A 'Golden Rules' document has also been shared with the allotment holders for consultation. Feedback received from the allotment holders will be shared with councillors at the November meeting. The rubbish near the far access gate at the allotments has been reported to Northumberland County Council and will be removed.

8. IMPROVING OUR VILLAGE FOR ALL:

School Streets Plan – We are awaiting a response from the School Safety Street Team at NCC.

Welfare Field Enhancement Project update – consultation will take place with residents and pupils at the school now that quotes and designs have been received from 3 suppliers. Cllr. Keller suggested using a QR code survey to invite feedback from residents in addition to a possible in person consultation event. The signs in the Welfare Field will be replaced with newer signs.

Selman Park update – Selman Park has been used by St Andrew's Primary School for football matches against other Pele Trust schools. The Pele Trust PE coordinator is keen to use Selman Park for different sporting events in the future. The landlord has offered the Parish Council another year's extension on the current lease. It was **agreed** to extend the lease for another year until October 2025.

- 9. **REPORTS:** Cllr. Wilson provided an email update following a meeting with the head at St Andrew's Primary School. The school are participating in a litter pick on Friday 18th October. They have also reminded parents, in their newsletter, to park responsibly and safely at drop off times to keep children safe. A Council Camera Car is active across the county and can issue fines if parking restrictions are ignored. The school will support the Parish Council in seeking feedback on the Welfare Field Enhancement Project by asking for pupil views in class and obtaining parent views via their newsletter. It was **agreed** that the clerk could share the playground designs with the school by email.

Cllr. Keller mentioned Remembrance – it was **agreed** the Parish Council would organize a PA system for the service in the Memorial Park and a wreath to lay on the cross.

- 10. **ONEDRIVE / MICROSOFT TEAMS** – Councillors discussed what is to be shared using Teams or Onedrive. Agendas, minutes and other collaborative documents such as the bank tracker, budget monitoring documents, Parish Council policies and tender documents could be shared in this way.

11. **ROWIP draft countryside Rights of Way Plans NCC** – Cllr. Keller asked councillors to respond by 18th October if they have any comments about the proposals in the draft document.
12. **PLANNING APPLICATIONS:**
Planning consultations:
24/03313/FUL 314 Hexham Road – single storey rear extension and new flat roof. No comments or objections.
Planning decisions:
24/02633/FUL Fox Cottage High Seat – demolition of existing 2 bed bungalow and replacement with 2 bed flat. Permission was **GRANTED**.
24/00627/VARYCO Land North East of Heddon View Birk Road – application withdrawn.
13. **CORRESPONDENCE** –A resident thanked the Parish Council for considering their concerns about speeding in the village; the Knott Hall Committee Trustee board asked the Parish Council to nominate a councillor; a planning query was received from a resident and the clerk directed them to the Northumberland County Council Planning portal.
14. **ANY OTHER BUSINESS** –Cllr. Ince confirmed the village litter pick will go ahead on 19th October; Cllr. Oatway mentioned contacting Northumberland County Council about the possibility of an electric car charger for village. Cllr. Oatway also mentioned that Heddon Common is classed as a nature reserve and this needs to be taken into consideration in future plans for this area. Cllr. Irving-Munro thanked everyone for her flowers.

NEXT MEETING

That the date of the next meeting shall be Wednesday 13th November 2024.

CONCLUSION OF MEETING The meeting closed at 8.50 pm.

Income and Expenditure from 11th September to 8th October:

Account 1 (Precept) Expenditure:

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| Selman Park lease | £350 | 12 th Sept |
| Goalposts (councillor reimbursement) | £756.94 | 12 th Sept |
| Courant vouchers (clerk reimbursement) | £26.88 | 12 th Sept |
| Grounds Maintenance | £414 | 12 th Sept |
| Grass cutting August | £240 | 12 th Sept |
| Donation HETT | £250 | 12 th Sept |
| Payroll (including £20 admin charge) | £1217.94 | 16th Sept |
| NCC Waste disposal (bins) | £16.67 | 16th Sept |
| Waste removals (planters Centurion) | £60 | 17 th Sept |

Account 1 (Precept) Income: Allotment rent (second instalment) £91

Account 2 (Library) Expenditure:

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|-------------------------|---------|-------------------------|
| Water | £153.21 | 11 th Sept |
| Carpet cleaning library | £65 | 12 th Sept |
| Gas Library | £13.67 | 17 th Sept |
| BT (Library landline) | £42.89 | 17 th Sept |
| BT (PC landline) | £34.93 | 17 th Sept |
| Fire Alarm | £19.54 | 25th Sept |
| Burglar Alarm | £60.22 | 25 th Sept |
| CCTV | £43.20 | 30 th Sept |
| Electricity library | £172.38 | 2 nd October |

Account 2 (Library) Income: from 11th September to 8th October

Rental income: £ 1200 + £65 reimbursement for carpet cleaning costs

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

DK to get quotes for Welfare Field signs
LB to contact NCC Highways re HUFC parking at the weekend
KI to organise litterpicks

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

LB contact Batsons re visit pre-Remembrance Service
Ask Batsons to quote for fencing at the allotments and bin in the Welfare Field
RO to contact NCC about car charger
RO and LIM to contact dry stone wallers

FINANCE AND ASSETS:

ACTIONS:

LT / LB to reduce rent by £25 for next month business centre tenants

OTHER:

ACTIONS:

LB to order wreath from RLBI for Remembrance
LB to contact North Star Audio Visual and order PA system for Remembrance
LB Organise Vardy removals for tennis next box and contents of wooden planters near B & B