

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 14th May 2025 at 6:30 p.m. in Heddon Community Library**

PRESENT: Cllrs. D. Keller [DK] (in the Chair); R. Oatway [RO]; R. Adams [RA]; J. McGreevy [JM]
IN ATTENDANCE: L. Barton (Clerk); **Members of the public: 1 present**

- | Minute No. | Agenda item |
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| 1. | APPOINTMENT OF THE CHAIR OF THE PARISH COUNCIL Cllr. Keller was unanimously elected as Chair. |
| 2. | APPOINTMENT OF THE VICE-CHAIR OF THE PARISH COUNCIL Cllr. Oatway was unanimously elected as Vice – Chair. |
| 3. | DECLARATIONS OF ACCEPTANCE OF OFFICE AND DECLARATIONS OF INTEREST All declarations of Acceptance of Office were signed and witnessed. All Declarations of Interest were completed and returned to the clerk. |
| 4. | APOLOGIES FOR ABSENCE: None |
| 5. | MINUTES OF THE PREVIOUS MEETING: RESOLVED: The minutes of the Parish Council meeting on 9 th April were approved and signed by the Chair. |
| 6. | MATTERS ARISING AND REVIEW OF ACTIONS: The Grant form has been updated to show the amount requested; Cllr. Keller and the clerk will meet to discuss sponsored trees and then the new sponsors will be updated regarding the location of their tree. |
| 7. | FINANCIAL MATTERS: <ul style="list-style-type: none">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: |

Window cleaning £33	Acoustic panels £284.97
Grounds Maintenance £414	Graffiti removal bus stop £250
Handyman Taberna Close fencing repair £156.60; fitting acoustic panels Office 4 £65	Selman Park rates £125.26 April and May (clerk reimbursement)
Library cleaning £180	NALC subscription £353.91
Plaque for sponsored tree £22.50	BT Library landline / broadband £38.24

The following invoice, paid before the meeting to avoid a late payment charge, was also approved:
BT Library landline and broadband £45.25 paid on 22nd April

- b) To approve regular direct debit payments for the year ahead – a list of regular direct debits was circulated to councillors prior to the meeting. All direct debits were **approved**.
- c) To consider any applications for grants or donations received at least 3 days before the meeting: None received
- d) To approve the annual risk assessment for 2025 / 2026. The risk assessment was **approved** and signed by the Chair.
- e) To review the bank mandates: The Barclays Bank mandate has recently been updated. The Coop Bank mandate will now be updated; any councillors who have stood down will be removed from the mandate and Cllrs. Oatway and McGreevy will be added.
- f) To review Standing Orders and Financial Regulations – new NALC model documents have been released. Councillors will read and review these with a view to accepting them at the June meeting.

D Keller Approved 12/06/25

8. **NORTHUMBERLAND COUNTY COUNCIL:**

To consider any matters relating to Northumberland County Council (NCC)

Updates:

Local Transport Plan – no feedback yet

School Street Scheme – awaiting implementation dates

Welfare Field and Memorial Park Lighting request – no feedback yet

Welfare Field Enhancement project donation request – no feedback yet

Electric Car charger scheme – no feedback yet

Any Other business: Cllr. Keller will meet with the newly appointed county councillor, Cllr. Horncastle.

Library Net Zero

The Parish Council is working in partnership with Sustainable Heddon to deliver this project to install solar panels to the roof of the Library and the Knott Hall. Cllr. Oatway is leading the project. He shared three quotes with councillors and recommended that they accept Groundwork Yorkshire's quote on the grounds that they are a charitable enterprise focusing on community sustainability and their quote offered the best value for money at £2,000. It was **agreed** to go ahead with this quote. Cllr. Oatway will make the arrangements for the survey to take place.

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

To consider any matters relating to maintenance, repairs, and assets management, projects

Reports and updates:

Asset Officer report: the quote of £321 for fencing work at the Welfare Field and applying a wood preserver to the planter at the entrance to the village was **approved**. A further quote to refurbish the finger posts in the village at a cost of £35 per finger post was also **approved**. Cllr. Keller mentioned improving signage to direct tourists to Hadrian's Wall. Cllr. Keller has engaged with residents about this and will discuss requirements at the next meeting.

The current tenant in Office 1 and 2 is leaving at the end of May and a new tenant is taking over these offices. The Clerk and Asset Officer will complete all necessary paperwork and will refund the deposit payment of £600 for the outgoing tenant.

Welfare Field Enhancement project update:

Selman Park update:

Allotments update: all rents have been paid; 2 plots became available and have been offered to the next people on the waiting list; the tap at the top end of the site is now working.

Any other matters: Sustainable Heddon will help to maintain the Butterfly Garden moving forwards. Cllr. Keller explained that some of the residents, who look after the planters for the Parish Council, have bought plants and need to be reimbursed. It was **agreed** that the clerk could reimburse residents if they submit a receipt for their purchases.

Cllr. Oatway fed back on the recent bat survey which was organised by Sustainable Heddon. The event was a real success with over 20 people attending. Cllr. Keller thanked Cllr Oatway and Sustainable Heddon for organising this.

10.

PLANNING APPLICATIONS:

Planning consultations:

25/01161/FUL – Whitchester Farm subdivision of 6 bed farmhouse into 2 dwellings – no comments or objections

25/01157/FUL – 35 Remus Avenue extension to rear – no comments or objections

25/01428/FUL – 23 Station Road – demolish detached garage – no comments or objections

25/01670/VARYCO - Variation to approved plans to reduce footprint of building – no comments or objections

Planning decisions:

25/00884/LBC – War Memorial Hexham Road – permission was **GRANTED** for the cleaning and repair work

 Approved 12/06/25

11. **CORRESPONDENCE:** None requiring action

12. **ANY OTHER BUSINESS:**

Cllr. Adams mentioned blocked drains on the road to the A69 and the Military Road – this will be reported to NCC Highways team.

Cllr. Keller has contacted Halls of Heddon re the Memorial Park project to see if they want to be involved with this project.

Cllr. Oatway met with a representative from a company to discuss having a car charger for electric vehicles in the village. The representative will approach businesses in the village in the first instance. It was **agreed** that the Parish Council could offer a small subsidy towards the cost of installation for any businesses who choose to install an electric vehicle car charger.

13. **NEXT MEETING**

That the date of the next meeting shall be Wednesday 11th June 2025 at 7pm.

CONCLUSION OF MEETING The meeting closed at 7.30pm

Income and Expenditure from 9th April to 13th May:

Account 1 (Precept) Expenditure:

Grounds Maintenance	£414	10-Apr-25
Heddon Gossip	£60	10-Apr-25
NCC Payroll	£1260.87	15-Apr-25
NCC Payroll Admin fee	£20	15-Apr-25
Culture Festival donation	£250	24-Apr-25
Poppy Carpet project donation	£100	24-Apr-25
VE Day afternoon tea donation	£50	24-Apr-25

Account 1 (Precept) Income: £932.50 Allotment rents and sponsored tree

Account 2 (Library) Expenditure:

Lighting Selman Park	£21	10-Apr-25
Window cleaning	£33	10-Apr-25
Library cleaning	£150	10-Apr-25
Gas library	£262	17-Apr-25
BT (Library landline)	£45.25	22-Apr-25
Petty Cash	£100	22-Apr-25
Office 4 rent rebate (overpayment)	£18	22-Apr-25
Fire Alarm	£19.54	25-Apr-25
Burglar Alarm	£62.92	25-Apr-25
BT (PC landline)	£38.87	28-Apr-25
CCTV	£43.20	30-Apr-25
Electricity library	£191.79	01-May-25
Lighting Selman Park	£21	11-May-25

Account 2 (Library) Income: from 9th April to 13th May Rental income: £ 1236

Regular Direct Debit Payments:

Account 1 (Precept):

Northumberland County Council Payroll (currently £1260.87) + Admin fee (£20) per month

Northumberland County Council Bins payment (awaiting statement)

Account 2 (Library and Business Centre):

British Gas Electricity library (varies dependent on usage)	ADT Fire Alarm (£19.54 per month)
Scottish Power lighting at Selman Park (£21 per month)	ADT Burglar Alarm (£62.92 per month)
EDF Gas library (varies dependent on usage)	BT Parish Council landline / broadband
24/7 Business Support CCTV Library (£43.20 per month)	(varies dependent on number of calls made)

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APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

Drains blocked out of village towards A69 and Military Road – LB to chase NCC re cleanse of drains
DK / LB liaise with English Heritage / NCC re improved signage for tourist
RO / Sustainable Heddon to look at plans for maintaining the Butterfly Garden
DK/ LB to discuss sponsored trees and update new sponsors

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

Chase up NCC outstanding items in June
RO to find out cost of electric car chargers

FINANCE AND ASSETS:

ACTIONS:

School / Church – LB to email each month so they can share any news

OTHER:

ACTIONS:

