

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 15th October 2025 at 7:00 p.m. in Heddon Community Library**

PRESENT: Cllrs. Di Keller [DK] (in the Chair); Rob Oatway [RO]; Richard Adams [RA]; Lorraine McMaster [LM]; Lila Pendragon [LP]; Sarah Harrison [SH]; Sarah Harris [S Harris] **IN ATTENDANCE:** L. Barton (Clerk); County Councillor Michaela Horncastle **Members of the public: 7 present**

- | Minute No. | Agenda item |
|------------|---|
| 1. | APOLOGIES FOR ABSENCE: S. Hall |
| 2. | WELCOME GUESTS AND RESIDENTS AND INVITE THEM TO SHARE MATTERS OF INTEREST:
Knott Hall: The Chair of Trustees for the Knott Hall attended the meeting. He told councillors that the Culture Festival was a success; people especially enjoyed the marching band and the Wellbeing theme proved popular. All classes were fully subscribed and the event at Selman Park was very popular. The mural on the Memorial Park shelter was finished within budget. The Sycamore tree, created by Rusty Restorations, is currently outside the Knott Hall, but will be moved to a more permanent location. The Knott Hall caretaker has retired and a new caretaker will be sought. A celebration event will be organised in 2026 to mark 90 years of the Knott Hall. |
| 3. | DECLARATIONS OF INTEREST: Cllr. Keller declared an interest in Karbon Homes. |
| 4. | COUNCILLOR VACANCY: It was unanimously agreed to co-opt Liam O'Donnell to the councillor vacancy.
Cllr. Keller announced her decision to resign as Chair of the Parish Council and as a councillor. Cllr. Harrison was proposed, seconded and unanimously elected as the new Chair. The vacancy for a parish councillor will be advertised. |
| 5. | MINUTES OF THE PREVIOUS MEETING: RESOLVED: The minutes of the Parish Council meeting on 10 th September were approved and signed by the Chair [SH]. |
| 6. | MATTERS ARISING AND REVIEW OF ACTIONS: covered elsewhere |
| 7. | SPEEDING ON HEXHAM ROAD – four residents attended the meeting to share their concerns about speeding on Hexham Road. They commented on the speed survey which was carried out earlier this year and which recorded higher speeds on the eastbound carriageway than the westbound. They pointed out that average speeds on the westbound carriageway would be slower due to a number of vehicles joining this carriageway from the Towne Gate junction. Traffic still exceeds the speed limit. They also expressed concerns about the Towne Gate junction as the wide corner allows vehicles to turn the corner at speed. They suggested changes to the junction would help remedy this issue.
County councillor, Michaela Horncastle, explained that Northumberland County Council Highways Team is looking at measures to reduce the speed on Hexham Road. Two options have been proposed by the Highways Team. Both include chicanes at each entrance to the village. One involves a physical build out of the island near the Three Tuns to narrow the carriageway. Both involve changing the slip road at the Throckley junction to a definite give way. Councillors favoured the option involving a build out of the island. The clerk will feed back to the Highways Team who will carry out a Road Safety Audit.
It was further agreed to request that Horse and rider warning signs are installed following requests from local horse riders. |

Approved

12/11/25



8. **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:

Groundwork GEMS surveys £2,000	Hexham Courant vouchers £26.88 (clerk reimbursement)
BT landline (Library) £40.51	Selman Park rates October £62 (clerk reimbursement)
Grounds Maintenance £414	Microsoft 365 Business £138.24 (clerk reimbursement)
Library cleaning September £180	Window cleaning August £33

The following were also presented for approval:

These were paid using the clerk's delegated authority to ensure accounts are settled swiftly and late payment charges are avoided.

BT landline (library October) £39.28 paid 17/09/25; Petty Cash £100 paid 06/10/25; Asset Officer Phone allowance £150 paid 06/10/25

- b) To consider any applications for grants or donations received at least 3 days before the meeting: Christmas cinema night – it was **agreed** to donate £250 to the Christmas Cinema Night.
- c) Quarter 2 Budget Monitoring – this was **approved**.
- d) To review Standing Orders and Financial Regulations. Moved to November
- e) External audit feedback – the external audit has been completed and no major points of note have been made. The completion notice has been received and posted on the website and noticeboard.

Item not on the agenda:

Change of energy supplier (library). From September 2025 both gas and electricity will be supplied by British Gas. From February 2026 Electricity will be supplied by EDF and Gas by British Gas to ensure the best rates.

9. **ROLES AND RESPONSIBILITIES:** Councillor roles and responsibilities were finalised.

10. **NORTHUMBERLAND COUNTY COUNCIL:**

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

Updates:

Local Transport Plan – The following priorities will be submitted to the Local Transport Plan 2027 – 2029: 1. Review of and changes to dropped kerbs; 2. Raised Zebra Crossing across Hexham Road where the island is; 3. A request for the 30mph limit to continue past the entrance to Bays Leap.

School Street Scheme – double yellow lines are now in place near to the school. Traffic signs still need to be installed and the School Street team have chased this up with the Local Area Officer.

Welfare Field and Memorial Park Lighting request –

Welfare Field Enhancement project donation request –

Any Other business:

Library Net Zero: The 6 monthly update report has been submitted to the Climate Change Fund Team.

11. **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:

Approved
12/11/25



The Business Centre sign will be cleaned and new decals added showing the names of the occupying tenants. A quote of £144.72 for this work was submitted by JMF Print. This was approved.

Butterfly Garden: Cllr. Oatway is organising a volunteer session to prune buddleia on 26th October.

Welfare Field Enhancement project update: none

Selman Park update:

Allotments update: none

Any other matters: the following quotes were discussed: A wreath will be purchased for Remembrance.

12. **PLANNING APPLICATIONS:**

Planning consultations:

25/03251/FUL Land west of Rose Cottage – conversion of existing agricultural building into 2 x dwellings. The Parish Council submitted the following comment: With regard to the above planning application, the Parish Council notes the objection submitted by the neighbour and owner of Rose Cottage. We trust that any matters raised in relation to land ownership or boundaries will be fully considered and verified by Northumberland County Council as part of their assessment.

25/03563/FUL 72 Trajan Walk – single storey extensions to front and rear – no comments

Planning decisions:

25/02325/FUL – Land West of Ashtree Farm – change of use from agriculture to dog walking. Permission was **granted**.

25/02996/FUL – 1 Antonine Walk – garage conversion with roof alterations. Permission was **granted**.

13. **COMMUNITY GOVERNANCE REVIEW:** The Community Governance Review was completed. Councillors agreed to request to keep the current arrangements and remain unwarded and ungrouped with the same number of councillors as present (9). The clerk will send the completed form to Northumberland County Council Electoral Services Team.

14. **CORRESPONDENCE:**

15. **ANY OTHER BUSINESS:** Cllr. Oatway proposed organising a thank you event for volunteers. It was agreed to hold this on Friday 19th December.

16. **NEXT MEETING**

That the date of the next meeting shall be Wednesday 12th November 2025 at 7pm.

CONCLUSION OF MEETING The meeting closed at 9.10 pm

Approved
12/11/25

GD

Income and Expenditure from 10th September to 14th October:

Account 1 (Precept) Expenditure:

Grass cutting Selman Park £264 11/09/25	Website fee (clerk reimbursement) £78 11/09/25
Grounds Maintenance £414 11/09/25	Payroll £1,332.37 15/09/25
Heddon Gossip £60 11/09/25	Payroll Admin fee £21 15/09/25
Selman Park Quarter 2 lease £350 11/09/25	Bins £17.56 15/09/25
Hexham Courant vouchers library (clerk reimbursement) £13.44 11/09/25	Asset Officer Mobile phone voucher £150 06/10/25
Selman Park rates (clerk reimbursement) £124 July / August 11/09/25	

Account 1 (Precept) Income: £0

Account 2 (Library) Expenditure:

Lighting Selman Park £21 10/09/25	Burglar alarm £62.92 25/09/25
Window cleaning £33 11/09/25	PC landline £38.56 26/09/25
Library cleaning £90 11/09/25	CCTV £43.20 30/09/25
Library landline £39.28 17/09/25	Electricity library £189.98 03/10/25
Gas library £17.59 17/09/25	Asset Officer Petty Cash voucher £100 06/10/25
Fire alarm £19.54 25/09/25	

Account 2 (Library) Income: from 10th September to 14th October: Rental income: £ 1236

Approved
12/11/25

SH

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

LT / LB Timber in the roof of the Memorial Park shelter needs to be replaced – liaise with handyman
LB Check insurance re Knott Hall

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

LB feed back to Highways Team re Hexham Road speed reduction measures

FINANCE AND ASSETS:

ACTIONS:

LB organise mid-term internal audit
LB liaise with NCC re councillor vacancy
LB advertise councillor vacancy

OTHER:

ACTIONS:

LB comments to Planning Team re Land West of Rose Cottage

Actions outstanding from previous months:

Sponsored trees – to be planted in November

Hadrian's Wall

Brown road signs – Highways are looking into the request for a more visible brown sign (rather than the one on the fence which is obscured by the hedge)

Repainting coach markings in layby – Highways have asked the inspector to raise a job for this to be done

Fingerposts refurbishment – JK Rusby has been asked to carry this out; LT has also contacted National Trails to discuss the fingerposts; DK has also been in touch with English Heritage regarding signage and accessibility at Hadrian's Wall

Wooden Planter (on way in from A69) – fence stain to be applied every 2 – 4 years (so 2027 – 2029)

Allotment water tank – annual preventative – partially empty / disconnect to prevent freezing in winter

Approved
12/11/25

gfl