

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 10th September 2025 at 7:00 p.m. in Heddon Community Library**

PRESENT: Cllrs. D. Keller [DK] (in the Chair); R. Oatway [RO]; R. Adams [RA]; L. McMaster [LM]; Lila Pendragon [LP]; Sarah Harrison [SH]; **IN ATTENDANCE:** L. Barton (Clerk); **Members of the public: 1 present**

**Minute
No.**

Agenda item

1. **APOLOGIES FOR ABSENCE:** S. Harris; S. Hall;
2. **WELCOME GUESTS AND RESIDENTS AND INVITE THEM TO SHARE MATTERS OF INTEREST:**
3. **DECLARATIONS OF INTEREST:** Cllr. Keller declared an interest in Karbon Homes.
4. **MINUTES OF THE PREVIOUS MEETING: RESOLVED:** The minutes of the Parish Council meeting on 9th July were approved and signed by the Chair.
5. **MATTERS ARISING AND REVIEW OF ACTIONS:** The drains have been cleared on the road past Bays Leap and are now on 6 monthly cleaning cycle; a road sweep has been requested. Repainting the white lines at the coach layby – a job has been raised. Parked cars prevented the work last time and the team will attend again. Batson's will plant the replacement sponsored trees in November.
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:

Grass cutting Selman Park £264	Selman Park rent Q2 £350
Heddon Gossip £60	Selman Park rates July/August £124 (clerk reimbursement)
Grounds Maintenance £414	Website renewal £78 (clerk reimbursement)
Library cleaning August £90	Hexham Courant vouchers £13.44 (clerk reimbursement)
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.

NALC invoice training £35 paid 10/07/25	Library window cleaning £33 paid 01/08/25
BT landline (library July) £38.92 paid 14/07/25	Library cleaning July £210 paid 01/08/25
Wicksteed swing seats £358.06 paid 01/08/25	BT landline (library) £39.17 paid 14/08/25
Grounds maintenance £414 paid 01/08/25	SLCC annual subscription £150 paid 01/09/25

- b) To consider any applications for grants or donations received at least 3 days before the meeting: Sport Tynedale requested a donation. Councillors declined the request as Sport Tynedale are not directly operating in the village.
- c) To review the Local Government Pay Award – it was **agreed** to award this to staff employed by the Parish Council.



- d) To review Standing Orders and Financial Regulations. There was some discussion around spending limits and authorities. Cllr. Keller and the clerk will finalise the details and these documents will be signed off at the October meeting.

7. ROLES AND RESPONSIBILITIES

Cllr. Keller gave some information about the different roles and responsibilities within the Parish Council. It was **resolved** that no sub-committees will be appointed at the current time. Responsibilities for Planning, Finance and Staffing will remain with the full Parish Council at present. Therefore, terms of reference for these sub-committees will not be updated. Individual roles and responsibilities were discussed and will be finalised at the October meeting.

8. NORTHUMBERLAND COUNTY COUNCIL:

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

Updates:

Local Transport Plan – feedback has been received from NCC Highways Team for the 2025/26 Local Transport Plan. The request for speed reduction measures on Hexham Road will be incorporated into the Local Transport Plan and details of the measures to be introduced will be shared with the Parish Council in due course. The request for footpath maintenance will be considered as part of future maintenance programmes. NCC Highways Team explained that the Local Transport Plan is moving to 3 yr programme. Priorities for the next programme need to be submitted by 17th October 2025, so these will be decided at the October meeting.

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 –

Electric Car charger scheme – Cllr. Oatway is looking into this

Any Other business:

Library Net Zero:

Cllr. Oatway fed back to the council on this. Groundwork have carried out a survey of the library and have submitted a report suggesting actions which could be taken to reduce the carbon footprint of the library. One of the suggestions was to change the current lighting units in the library to LED lights. It was **agreed** to get a quote for this.

The report also mentioned improving insulation. Cllr. Adams and Cllr. Harrison will check what insulation is currently in place in the library roof. The suggestion of a heat pump was discussed and rejected due to the high cost and the fact that new boilers have recently been installed at the library. The installation of solar panels was also mentioned in the report. This is something the Parish Council may consider in the future, but discussions would need to take place with Northumberland County Council, who own the library building.

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 Asset Officer reported on the state of Parish Council assets in the village and recommended the following actions:

- Replace the bins at the coach layby and the bus stop near the Methodist Chapel
- Resecure the bins on Station Road and in the Welfare Field
- Resecure the benches on Centurion Way, Gorse Hill and Heddon Banks mid-point
- Benches to strip and paint (Library, Overhill, Towne Gate, Military Rd)
- Repairs to bus shelters

Councillors requested quotes for the above maintenance jobs

Butterfly Garden: removing cuttings from the Butterfly Garden will increase costs significantly. It was **agreed** to stick with the current arrangements until the end of the current contract (Mar 26).



Welfare Field Enhancement project update: none

Selman Park update: After some discussion and reflection on the declining use of Selman Park, it was agreed to hand the land back to the landowner.

Allotments update: none

Any other matters: the following quotes were discussed: A quote of £250 was received to remove the tree stump in Taberna Close. Councillors agreed not to go ahead with this at present.

10. PLANNING APPLICATIONS:

Planning consultations:

25/02996/FUL – 1 Antonine Walk – garage conversion with roof alterations – no comments or objections

Planning decisions:

25/01161/FUL – Whitchester Farm. Permission was **GRANTED** for the subdivision of 6 bed farmhouse to form 1 x 4 bed home and 1 x 2 bed home

25/01670/VARYCO – Former laboratory building at Close House. Permission was **GRANTED** to reduce the footprint of the building.

25/02996/DISCON – War Memorial Heddon. The discharge of conditions 3 (Mortar specification) and 4 (Biocide details) were **PERMITTED**. The work can now proceed.

25/02053/FUL – Proposed formation of 15 parking spaces at the driving Range and café at Close House. This application was **WITHDRAWN** by the applicant.

11. CORRESPONDENCE:

12. ANY OTHER BUSINESS:

13. NEXT MEETING

That the date of the next meeting shall be Wednesday 15th October 2025 at 7pm.

CONCLUSION OF MEETING The meeting closed at 9.15pm

Income and Expenditure from 9th July to 9th September:

Account 1 (Precept) Expenditure:

Grass cutting Selman Park £264 10/07/25	Payroll Admin fee £21 15/07/25
Internal Audit fee £342 10/07/25	Bins £17.56 15/07/25
Grounds Maintenance £414 10/07/25	Toddler swing seats £358.06 01/08/25
Handyman (WF fence repair / planter) £513 10/07/25	Grounds Maintenance £414 01/08/25
Selman Park rates (clerk reimbursement) £62 10/07/25	Payroll £1,332.37 15/08/25
McAfee subscription (clerk reimbursement) £129.99 10/07/25	Payroll Admin fee £21 15/08/25
NALC Training course £35 10/07/25	Bins £17.56 15/08/25
Planter costs (volunteer reimbursement) £45 14/07/25	SLCC subscription £150 01/09/25
Payroll £1,332.37 15/07/25	

Account 1 (Precept) Income: £21,960 Precept Payment

Account 2 (Library) Expenditure:

Lighting Selman Park £21 10/07/25	PC landline £38.24 28/07/25	Fire alarm £20.81 26/08/25
Window cleaning £33 10/07/25	Electricity library £137.37 28/07/25	Burglar alarm £62.92 26/08/25
Library cleaning £195 10/07/25	CCTV £43.20 31/07/25	PC landline £38.24 27/08/25
Library drain repair £330 10/07/25	Window cleaning £33 01/08/25	CCTV £43.20 29/08/25
Library landline £38.92 14/07/25	Library cleaning £210 01/08/25	Electricity library £186.56 31/08/25
Gas library £28.48 17/07/25	Lighting Selman Park £21 11/08/25	Water £189.47 07/09/25
Fire alarm £19.54 25/07/25	Library landline £39.17 14/08/25	
Burglar alarm £62.92 25/07/25	Gas library £16.55 19/08/25	

Account 2 (Library) Income: from 9th July to 9th September Rental income: £ 2,472



APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

LB collect litter-picking equipment
LB / RA Liaise with landowner re Selman Park
RA/ S Harrison to look at insulation in library

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

Thanks to LT for hard work over the summer
LT to get quotes for actions / repairs needed
Adjust swing seats on toddler swings – LP to take a picture / RA to arrange
LT to get quote for LED lights in library

FINANCE AND ASSETS:

ACTIONS:

LB / DK Finalise standing orders / Financial regs and share with councillors
RO/ LB to liaise re Butterfly Garden
LB liaise with Batson's re Butterfly Garden leave as per current contract this year
LB to arrange mid-term internal audit
LB to prepare Budget Monitoring Q2 for October meeting

OTHER:

ACTIONS:

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

Electric car charger – Cllr. Oatway researching the cost of these

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

