



Heddon-on-the-Wall Parish Council

Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 10th June 2026 at 7:00 p.m. in Heddon Community Library

PRESENT: Cllrs. Sarah Harrison [SH] (in the Chair); Rob Oatway [RO]; Richard Adams [RA]; Liam O'Donnell [LOD]; Sarah Harris [S Harris]; Suzy Hall [S Hall]; Lorraine McMaster [LM]

IN ATTENDANCE: L. Barton (Clerk); L. Twizell (Asset Officer)

Members of the public: 0 present

Minute
No.

Agenda item

1. **APOLOGIES FOR ABSENCE:** Lila Pendragon [LP]
2. **WELCOME GUESTS AND RESIDENTS AND INVITE THEM TO SHARE MATTERS OF INTEREST:** None
3. **DECLARATIONS OF INTEREST:** None
4. **MINUTES OF THE PREVIOUS MEETING: RESOLVED:** The minutes of the Parish Council meeting on 13th May and the Annual Elector meeting on 13th May were approved and signed by the Chair.
5. **MATTERS ARISING AND REVIEW OF ACTIONS:** Protruding fence posts in the Welfare Field have been removed; rectification works have been carried out to the tarmac repairs at the north entrance to the Welfare Field.
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 have 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:

Grounds Maintenance May £341	Clerk reimbursement £34 (Bitdefender Asset Officer laptop)
Library cleaning May £180	PHS £127.03
Window cleaning May £33	Resident reimbursement re planters £248.48
Year end internal audit fee £393	

- b) To consider any applications for grants or donations received at least 3 days before the meeting: A donation request form has been received for the Heddon Culture Festival. It was **agreed** to donate £250 to support the festival.
- c) To discuss the internal and external audit for the year 2025 / 2026, in particular to:
 - i) Receive and discuss the internal audit report **RESOLVED**
The internal audit letter had only one minor comment. The council approved and accepted the report.
 - ii) Review and discuss internal controls **RESOLVED**
- Clerk sends monthly Income and Expenditure spreadsheet to councillors to inform them of the current financial position; this is added to the minutes each month

Approved 08/07/26

SH

- Clerk presents invoices for approval at each meeting (details of these are emailed to councillors prior to the meeting); details of invoices are also included in the minutes each month
- Budget Monitoring takes place quarterly
- Adherence to the Financial Regulations Guidance and associated policies
- Asset register and risk assessment are updated each year

iii) Approve the Annual Governance Statement **RESOLVED**

Councillors considered, signed and approved the Annual Governance Statement.

iv) Approve the Statement of Accounts prepared by the clerk **RESOLVED**

Councillors considered, signed and approved the Statements of Accounts prepared by the clerk.

v) To review the Asset Register – councillors reviewed and approved the asset register

7.

NORTHUMBERLAND COUNTY COUNCIL:

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

Updates:

Local Transport Plan 2026 - 2029 Feedback has been received from Northumberland County Council on the Local Transport Plan. The Parish Council submitted the following priorities:

1. A review of and changes to the positioning of dropped kerbs to improve pedestrian safety. This has been **included** in the programme.
2. A raised zebra crossing on Hexham Road in two parts incorporating the existing traffic island near the Three Tuns pub. Northumberland County Council have said that a survey will be carried out to determine whether a zebra crossing is justified. If it is, it will be considered for a future year.
3. An extension of the 30mph restriction on Hexham Road to continue past the entrance to Bays Leap Farm. Northumberland County Council have said that this section of road does not meet the criteria for 30mph speed limits which must be associated with built-up areas.

Local Plan consultation – NCC is in the process of developing a new Local Plan and is currently consulting with residents. Consultation with Parish and Town councils will take place in Autumn.

Community Governance Review – NCC is currently undertaking a Community Governance Review into how parishes are organised. They have received 861 responses from Parish Councils and are now developing draft recommendations.

Any Other business: none

8.

MAINTAINING AND IMPROVING OUR VILLAGE FOR ALL:

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

Reports and updates:

The Asset Officer attended the meeting and reported as follows: PAT testing has been arranged for the library; the hole on the side of the slide has been repaired; the tennis nets will not be replaced at present and so socket covers will be fitted to the post holes in the MUGA; dog waste bags will be replenished on a trial run. The Asset Officer asked about Christmas lights for the village. it was **agreed** to look into this for 2026. The tarmac border outside the MUGA fence (at the back) is crumbling and needs repairing. It was **agreed** to seek quotes for this work.

Knott Hall: it was suggested that a building survey be undertaken at the Knott Hall.

Memorial Park: the Chair fed back to the Council regarding the paths in the Memorial Park. Advice has been sought from Historic England on this matter as the Memorial Park sits on the vallum associated with Hadrian's Wall. Scheduled Monument Consent would be required for any widening

Approved 08/07/26

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of the paths as this would mean digging in an area which does not have an existing sub-base. This would likely also entail professional involvement and additional costs. However, relaying the existing paving slabs and replacing the damaged ones with like for like replacements would not require Scheduled Monument Consent. After discussion, the council **agreed** to keep the paths the same width and carry out repairs within the existing layout. Quotes will be sought for this work. **Weifare Field repairs:** following the latest playground inspection, the tyre swing needs urgent repair and cannot be used in the meantime. It has been temporarily disabled. It was agreed to email Zurich Insurance with a proposal for repairs to the tyre swing. Other playground repairs which the Parish Council is seeking quotes for are:

- repairs to the ground at either side of the embankment slide and landscaping of the existing concrete at the top of the slide;
- replacement of the existing grass mat safety surfacing underneath the climbing frame with a shock pad and grass mats;
- replacement chains on the junior swings and repairs to the damaged safety surfacing underneath

Allotments: all plots are let. 6 half plots became available upon renewal. 2 requests have been received from new allotment holders to keep hens on their plot. The council agreed to no more than 3 hens on a half-sized plot and any coop or hen house must be maintained in good repair and must not impact neighbouring plots. Permission for a shed on one of the new plots was also granted. It was **agreed** that from now on plots will only be let to households which do not already have an allotment.

Butterfly Garden: a volunteer session to weed the planters will be held on 17th June 6-7pm.

Library: an increase of the hourly cleaning rate to £16 per hour was **agreed**. It was further **agreed** to change the frequency of window cleaning at the library to every two months.

Planters: the damaged planter at the entrance to the Roman Wall has been cleared away and will be replaced with a plastic planter and replanted.

Any other matters: 3 quotes for a tree survey were presented by the clerk. It was **agreed** to proceed with Arbor-Folia's quote at £480 + VAT as representing the best value for money.

9. **VILLAGE NEWSLETTER:** It was **agreed** to produce a Parish Council newsletter consisting of 2 sides of A4 and updating residents on Parish Council business.

10. **PLANNING APPLICATIONS:**

Planning consultations:

26/01822/FUL 42 Campus Martius – construction of a balcony at the front of existing bungalow – no comments or objections

Planning decisions:

26/00862/FUL 15 Killiebrigs – demolition of rear conservatory and construction of orangery – Northumberland County Council **refused** permission

11. **CORRESPONDENCE:** NCC letters will be shared with cllrs;

12. **ANY OTHER BUSINESS:** Cllr Oatway will attend the Climate Change celebration event on 12th June

13. **NEXT MEETING**

That the date of the next meeting shall be Wednesday 8th July 2026 at 7pm.

CONCLUSION OF MEETING The meeting closed at 9.02pm

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Income and Expenditure from 13th May to 8th June:

Account 1 (Precept) Expenditure:

14/05/26 Handyman bird spikes W. Field £104.88	15/05/26 Payroll NCC £1,377.55
14/05/26 NALC renewal £353.01	15/05/26 Payroll Admin fee £21.60
14/05/26 Grounds Maintenance £341	15/05/26 NCC Bins collection £18.34
14/05/26 Handyman litter picking / sweeping £200.72	20/05/26 Insurance renewal £3,479.81
14/05/26 Playground Inspection Training course £200	04/06/26 Gate repair / tarmac works £1,412.32

Account 1 (Precept) Income: £631 (£550 sale of goalposts; £81 allotment rent)

Account 2 (Library) Expenditure:

14/05/26 Library cleaning April £120	26/05/26 Burglar Alarm £66.82
14/05/26 Window cleaning library £33	27/05/26 PC landline and broadband £43.14
18/05/26 Library landline and broadband £42.30	29/05/26 CCTV library £24
20/05/26 Electricity library £87.80	01/06/26 Gas library £145.64
26/05/26 Fire Alarm £20.81	07/06/26 Water library £187.27

Account 2 (Library) Income: from 13th May to 8th June: Rental income: £ 1280

Approved 08/07/26 

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

Clerk to contact NCC re grass cutting in Welfare Field
Clerk to contact NCC Highways re speed reduction measures on Hexham Road
Clerk to contact Batson's re trimming back hedges on Antonine Walk
Clerk to share tree map with councillors
Clerk to contact school re Butterfly Garden Planters
Clerk to contact Zurich re proposed repairs to tyre swing
Clerk and RO to hold volunteer session at Butterfly Garden on Wednesday 17th June

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

Chair to contact English Heritage re gate refurbishment
Clerk to respond re sycamore sculpture – PC is happy with preferred option – however PC does not own land, check permissions with landowner
Clerk to seek quotes for path repairs in the Memorial Park
Clerk / Asset Officer to seek quotes for tarmac repairs at the back of the MUGA

FINANCE AND ASSETS:

ACTIONS:

Clerk to email all audit documents to external auditor
Clerk to publish notices re Elector rights Public Inspection period on website and noticeboards
Clerk to publish unaudited accounts on PC website

OTHER:

ACTIONS:

Clerk and LOD to draft a Parish Council newsletter

Actions outstanding from previous months:

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)

Fingerposts refurbishment – the Asset Officer is organising this in conjunction with National Trails

Fences in Heddon Common in need of repair – these have been reported to Northumberland County Council and the Rights of Way Team will take on the repairs

Approved 08/07/26. 