



# Heddon-on-the-Wall Parish Council

Minutes of the meeting of Heddon-on-the-Wall Parish Council held on  
Wednesday 13<sup>th</sup> May 2026 at 6:00 p.m. in Heddon Community Library

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

**IN ATTENDANCE:** L. Barton (Clerk);

**Members of the public: 1 present**

Minute  
No.

Agenda item

1. **APPOINTMENT OF THE CHAIR OF THE PARISH COUNCIL** Cllr. Harrison was unanimously elected as Chair.
2. **APPOINTMENT OF THE VICE CHAIR OF THE PARISH COUNCIL** Cllr. Oatway was unanimously elected as Vice Chair.
3. **DECLARATION OF ACCEPTANCE OF OFFICE and declarations of interest** 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. **DECLARATIONS OF INTEREST: None**
6. **MINUTES OF THE PREVIOUS MEETING: RESOLVED:** The minutes of the Parish Council meeting on 15<sup>th</sup> April were approved and signed by the Chair.
7. **MATTERS ARISING AND REVIEW OF ACTIONS:** Sanitary bin has been installed in the library toilet; Handyman will go ahead with the jobs on the maintenance list over the coming weeks as weather permits. Invoices will be submitted to council meetings.
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 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 April £341	Tarmac works and gate repair WF £1,412.32
Library cleaning April £120	NALC subscription renewal £353.01
Window cleaning April £33	Playground inspection training £200
Handyman re bird spikes £104.88	Handyman re tidying, litter picking £200.72
Insurance premium £3,479.81	

A petty Cash voucher for £100 and Mobile Phone allowance for £150 paid to the Asset Officer on 29<sup>th</sup> April were also approved.

**Item not on the agenda:**

Amended budget monitoring for Quarter 4 was received and signed. The exceptional expenditure has now been allocated a line within the Precept expenditure.

Approved 10/06/26

- b) To approve 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: Citizen's Advice Bureau Northumberland had requested a donation. It was **agreed** to donate £250 upon receipt of completed donation request form. Cllrs requested an update from Citizen's Advice Bureau at the end of the financial year.
- d) To approve the risk assessment for 2026 – 27. The risk assessment was **approved** and signed by the Chair.
- e) To review Parish Council bank mandates – it was **agreed** to keep the bank mandates as they are for the time being, as there are already enough authorised signatories in place.
- f) To review Standing Orders and Financial Regulations – these were **agreed** and **adopted** in November 2025 and there have been no changes. They will be reviewed again in May 2026.

9. **NORTHUMBERLAND COUNTY COUNCIL:**

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

**Updates:** The Highways Team have provided an update regarding the road safety improvements on Hexham Road and the junction improvements on Towne Gate. These are now within the 3-year Local Transport programme (2026 – 2029) and will not be carried out until 2027/28 at the earliest.

**Any Other business:**

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

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

**Reports and updates:**

**Welfare Field:** a resident had contacted the Parish Council with concerns about some of the play equipment. They were offered a meeting to discuss this further, but were unable to attend the meeting. The Parish Council have contacted the equipment manufacturer and an independent playground maintenance company to seek further advice and quotes for repairs.

11. **PLANNING APPLICATIONS:**

**Planning consultations:**

**26/01608/FUL Loudside Farm, Eachwick** – conversion of agricultural buildings to enlarge residential dwelling. It was **agreed** to comment as follows: We have no objection to the proposal, but we would ask that materials that are appropriate to a traditionally constructed building are used in the conversion.

**Planning notifications:**

**26/00702/FUL 34 Antonine Walk** – the application was **withdrawn** by the applicant

12. **CORRESPONDENCE:** A new allotment holder requested permission to put up a polytunnel for leek trenches on their plot. Permission was **granted**.

13. **KNOTT HALL** A representative from the Knott Hall attended the meeting to present the financial accounts for 1<sup>st</sup> January to 31<sup>st</sup> December 2025 and to answer questions from the council. Energy costs now make up around 50% of all Knott Hall expenditure, but use of the hall has been good over the past year with new users meaning more income. The Knott Hall has a small contingency fund and seeks grants for any major works or projects. A grant from the Arts Council in 2024 has contributed to the mural and sycamore tree sculpture and will pay for plaques for both. The Hall was built 90 years ago and celebration events are being organized by the Knott Hall committee. A new caretaker has recently been appointed. A 5-year plan will be drawn up in September. The Knott Hall is now registered as an assistance centre with the Northumberland Resilience Forum.

Approved 10/06/26

JH.

14. ANY OTHER BUSINESS: Cllr. Oatway requested that Village Newsletter is added to the June agenda;

15. NEXT MEETING

That the date of the next meeting shall be Wednesday 10<sup>th</sup> June 2026 at 7pm.

CONCLUSION OF MEETING The meeting closed at 7.02pm

**Income and Expenditure from 15<sup>th</sup> April to 12<sup>th</sup> May:**

**Account 1 (Precept) Expenditure:**

15/04/26 Payroll £1,377.55	16/04/26 Clerk reimbursement compost £15
15/04/26 Payroll admin fee £21	16/04/26 Clerk reimbursement courant vouchers £38.40
16/04/26 Grounds Maintenance March £414	16/04/26 Clerk reimbursement garden waste bin renewal library £59
16/04/26 Installation of bin in coach layby £214.19	29/04/26 Mobile phone allowance for 26 /27 asset officer £150
16/04/26 Clerk reimbursement planters £44.97	

Account 1 (Precept) Income: £526.50 Allotment rents

**Account 2 (Library) Expenditure:**

16/04/26 Window cleaning £33	27/04/26 Fire alarm £20.81
16/04/26 Library cleaning March £120	27/04/26 Burglar alarm £66.82
16/04/26 Library broadband and phone £45.37	29/04/26 Petty cash voucher Asset Officer £100
17/04/26 Electricity library (EDF) £97.47	30/04/26 CCTV Library £24
27/04/26 PC broadband and phone £44.72	05/05/26 Gas library £184.53

Account 2 (Library) Income: from 15<sup>th</sup> April to 12<sup>th</sup> May: Rental income: £ 1280

Approved 10/06/26



**APPENDIX**

**MAINTAINING OUR VILLAGE FOR ALL:**

ACTIONS:

RO mentioned protruding fence posts in Welfare Field – these will be added to the maintenance jobs list  
LOD mentioned hedge encroachment on Antonine Road – clerk will contact Batson’s re cutting this back

**IMPROVING OUR VILLAGE FOR ALL:**

ACTIONS:

**FINANCE AND ASSETS:**

ACTIONS:

**OTHER:**

ACTIONS:

Clerk to contact Batson’s re tarmac levels – not quite flush – can this be rectified?

**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 10/06/26

