

CORBRIDGE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 22 JANUARY 2020

PRESENT Councillor W Clouston, Chair of the Council together with Councillors: Mrs E S Buckley, C G Curry, S Ahmed, N M Oliver, L Stenhouse, M J Stone and M F Griffin.

- 0120.01 **RESIDENTS** present raised a number of matters and where relevant they are listed together with the actions that will be taken, if required. In due course, if necessary, reports will be made back to the Council.
- RESIDENTS PARKING – PRINCES STREET.** A resident of Princes Street requested that the residents parking scheme be extended up to his house as it stops just short of the row of houses. It was **AGREED** that the Parish Council would support this request and look into this further.
 - DOG FOULING.** Dog fouling is becoming a problem around The Chains, St Helen's Street and The Crofts Estate. A request will be made to NCC for the pavements stencils to be refreshed and enforcement action. **Action: Cllr N M Oliver to contact enforcement. Mrs M Senior to contact NCC to refresh the pavement stencils.**
 - ROAD SURFACE.** The road surface around the garages and Windsor Terrace is in a terrible condition. This is private land however this will be looked into.
 - VE DAY 75th ANNIVERSARY.** The Parish Council have not organised anything to commemorate the 75th Anniversary of VE Day however the RBL Corbridge Branch is organising an event on Saturday 9th May at Corstopitum Social Club.
- 0120.02 **TO CONSIDER CO-OPTIONS TO FILL ONE VACANCY.** Three candidates were considered for co-option and after a ballot, Lee Rogers received the most votes. It was **AGREED** to co-opt Lee Rogers onto the Parish Council to fill one vacancy. Unfortunately, Mr Rogers was unable to attend the meeting. He will be invited to the next meeting to give his declaration of acceptance of office.
- 0120.03 **APOLOGIES FOR ABSENCE.** Apologies received and approved from Cllr Mrs J Neal and Mrs M V Kemp.
- 0120.04 **DECLARATIONS OF INTEREST** - Cllr N M Oliver declared a personal and prejudicial interest in item 0120.09 as a member of Northumberland County Council's Planning Committees
- 0120.05 **MINUTES.** It was proposed by Cllr S Ahmed, seconded by Cllr Mrs E S Buckley and **AGREED** the minutes of the meeting held on **18 December 2019** having been circulated, be signed as a true record.
- 0120.06 **ACTIONS FOLLOWING THE MEETING HELD ON 18 DECEMBER 2019**
- MILKWELL/LEAZES LANE.** Minute 1219.02a refers. A further road closure is to take place. NCC had met with the developers and a schedule of works is being agreed. The road will be repaired once the main entrance via Cow Lane is fully open. This is expected mid-March. Bellway had erected signs to the new development directing people along Milkwell Lane. They have been asked to remove the signs. It was noted that the road from Priory Gardens to Stagshaw Roundabout is covered in mud from the site.
 - CASHPOINT MACHINE.** Minute 1219.07a refers. No further update. There was a suggestion of installing the ATM in the library building which would make the building more sustainable.
- 0120.07 **FINANCE**
- Accounts for payment.** Payments were reviewed and it was **AGREED** to approve the items of expenditure on the list, previously circulated
 - Bank Reconciliation up to 31 December 2019.** It was **AGREED** to accept and approve the bank reconciliation which shows the balances as at 31 December 2019 as £165,322.82.
 - To receive and approve the budget report for the period ended 31 December 2019.** It was **AGREED** to approve the Accounts and budget report for the period ended 31 December 2019.
 - To consider request from Corbridge Chamber Music Festival for grant aid 2020-21.** After discussion, it was **AGREED** to decline the request for grant aid.
- 0120.08 **PLANNING DECISIONS.** It was proposed by Cllr W Clouston, seconded by Cllr Mrs E S Buckley and **AGREED** that the Council receive the details of the Planning Decisions made by Northumberland County Council, in accordance with the list circulated.
- 0120.09 **PLANNING APPLICATIONS.** It was proposed by Cllr W Clouston, seconded by Cllr Mrs E S Buckley and **AGREED** to accept the decisions of the Planning Advisory Group in accordance with the list circulated.
- 0120.10 **CORRESPONDENCE.** Correspondence and information items received since the December meeting had been listed on the agenda and were noted. Most items had already been circulated by email. No action was needed on the items received.
- TEMPORARY ROAD CLOSURE ORDERS**
 - B6321 DILSTON TO CORBRIDGE – 23RD February 2020 until 24th February 2020
 - U8190 MILKWELL/LEAZES LANE – 11TH December 2019 for 21 days.
 - U8187 FRONT STREET/MARKET PLACE – 6TH January 2020 until 7th February 2020
 - WELLBANK GREEN.** A request had been made via Corbridge in bloom to plant a memorial tree on Wellbank Green. It was **AGREED** that the resident could plant a Rowan Tree in the position recommended by Corbridge in Bloom.

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0120.11 TO RECEIVE REPORTS FROM WORKING/LIAISON GROUPS AND UPDATE FROM CHAIRMAN AND COUNTY COUNCILLOR

- a) **CHAIRMAN'S REPORT.** Cllr W Clouston gave his verbal report which included;
- i. Update on the gas works by NGN in the village. NGN had intimated that they may be able to help with some projects in the village i.e. Milkwell Lane access over ford; quality of footpath from St Helen's Lane to the Chains; Corchester pavilion; replacement bench on the Crofts Estate. Cllrs N M Oliver and W Clouston are to have a walk around the village to identify potential projects.
 - ii. Neighbourhood Plan. A meeting was held on 17 January to revive the steering group. The last public consultation had been held in March 2019. The next meeting will be held in February. The process will take 2 years.
 - iii. Parish Hall Extension. Cllr W Clouston is to meet with NCC officers to discuss the planning and design of the proposed extension.
 - iv. Railings outside the Co-op. There are two potential designs for the processed replacement railings. They will need to be a minimum of 1.1m high. It was noted that the footpath outside the Co-op had been resurfaced by the Co-op.
 - v. Corchester Field. It was noted that the fencing along the roadside needs to be repaired/replaced.
- b) **COUNTY COUNCILLOR'S REPORT.** Cllr N M Oliver gave his verbal report on matters relating to Northumberland County Council and other matters relating to Corbridge Parish Council.
- i. Bus Timetable. The bus stop timetable holder had been replaced on the Hill Street bus shelter.
 - ii. Community Led Housing. The draft documents for the purchase of 4 no affordable homes had been received. A deposit of £34k will be paid in due course. This payment will be covered by the first grant payment of £34K. The Parish Council will need to make arrangements to apply for the loan to the PWLB which had already received approval.
 - iii. Parking. Negotiations between the landowner and NCC had halted until the issue with the allotment land had been resolved. Legal advice is being sought. The principal of building the car park extension had been agreed by NCC and NCC Estates department are dealing with the land purchase.
 - iv. Blocked gulleys. Several blocked gulleys around the village were identified.
- c) **TO CONSIDER RECOMMENDATIONS FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE AND TO AGREE THE BUDGET AND SET THE PRECEPT FOR 2021-21.** The minutes of the meeting held on 17th December 2019 had been circulated and the recommendations noted. The following recommendations were AGREED.
- **PRECEPT 2020-21.** The precept will be increased to £128,000 for the coming financial year. This includes a £10k allocation towards the annual running costs of the public toilets.
 - **CEMETERY FEES.** The cemetery fees will be increased as per the list circulated. A copy is attached to this minute.
 - **PARISH HALL FEES.** The Parish Hall fees will remain at the current level for the coming financial year.
- d) **TO CONSIDER THE DRAFT AGREEMENT FROM NCC FOR THE PARISH COUNCIL TO MANAGE THE MARKET PLACE.** The draft agreement had been received from Northumberland County Council and it was AGREED to sign the agreement and proceed.
- e) **TO CONSIDER RESPONSE TO NCC PUBLIC LIBRARIES CONSULTATION.** A drop in event had taken place in the library on 17 January which had a good turnout. It was AGREED that Cllr Mrs E S Buckley would draft a response from the Parish Council and circulate for comments. The Parish Council would like to continue to see a library service in Corbridge which is sustainable. Corbridge Village Trust are keen to create a Heritage Centre in the library.
- f) **TO RECEIVE REPORT FROM EAST TYNE DALE PARISH COUNCILS FORUM.** The meeting of the Forum had held last week and the minutes circulated for information. Discussions had taken place regarding invasive species along the Tyne including; Japanese Knotweed, Giant Hogweed, Himalayan Balsam and mink, Tyne Rivers Trust are preparing a plan for eradication. Corbridge Parish Council had agreed to survey their area and identify hotspots for Himalayan balsam.
- g) **TO CONSIDER THE MANAGEMENT OF THE PARISH COUNCIL THROUGH BUSINESS UNITS.** Cllr M F Griffin had suggested that individuals take over responsibility of specific areas. It was noted that several working groups were in existence and a list of the working groups are on the Parish Council website.
- h) **TO DISCUSS THE LEASE OF THE STANNERS WOOD.** After discussion, it was agreed that the Parish Council would continue with the lease of the Stanners Wood. Costs would be kept to a minimum.

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- i) **TO DISCUSS THE LEASE OF THE CEMETERY LODGE.** It was noted that the Parish Council engages the services of an Estate Agent to value the property every few years and obtain a rental valuation.
- j) **TO CONSIDER REQUEST FROM CLLR M F GRIFFIN FOR ITEMISED COSTS ON NCC GROUNDWORKS CONTRACT.** It was AGREED to place the re-negotiation of the 2021-22 contract on the agenda for September/October 2020 to discuss in further detail.

0120.12 **ITEMS FOR THE NEXT AGENDA.**

- Cllr M J Stone will give an update on The Chains Public Open Space at the next meeting.
- **RURAL COMMUNITIES ENERGY FUND.** Cllr M J Stone had obtained information from the Rural Community Energy Fund which has been made available by the Government to support rural communities to develop renewable energy projects. Community can apply for a grant up to £40,000 that would be used to work with an environmental consultant to look at whether a renewable energy project would be workable in terms of technology, planning, finance, legal issues, community group capacity and expertise and that the local community supports the proposed project. Cllr M J Stone is to look into this further for the Parish Hall.

0120.13 **DATE OF NEXT MEETING.** The next meeting of the Parish Council will be held on **Wednesday 26th February at 7pm** in Room One of the Parish Hall.

Signed as a true and accurate record

CORBRIDGE PARISH COUNCIL

CORBRIDGE PARISH COUNCIL
CORBRIDGE CEMETERY, DILSTON ROAD, CORBRIDGE, NE45 5QT
J. T. Hedley, Cemetery Superintendent, 1, Synclen Avenue, Corbridge, NE45 5JF
Telephone: 07966 330762 Email: jim.hedley@northumberland.gov.uk
CHARGES AND RULES – 2020/21
72 hours advance notice must be given for all burials

PART 1: Burials [These charges apply if the burial takes place Monday to Friday]

		Standard charge	Parish resident
1	Body of a stillborn child or baby not over six months old	NIL	NIL
2	Body or cremated ashes of a child	NIL	NIL
3	Body of a person whose age at death exceeded 18 years	1530	752
4	Cremated ashes of person whose age at death exceeded 18 years	504	247
5	Cremated ashes - scattered below turf level	388	190
6	For graves more than 5 foot deep a further fee for each additional foot depth of	200	160

PART 2: Rights granted

		Standard charge	Parish resident
1	Right of burial for 99 years	520	304
2	Right to construct and to burial in a walled grave	Fee by prior arrangement	Fee by prior arrangement
3	Right to erect a full size memorial for 30 years	805	550
4	Right to erect on grave a small memorial for 30 years	670	435
5	Renewal of Right to Erect a memorial for a further 30 years	FOC	FOC
6	Right to place on grave a small block vase or plinth	FOC	FOC

PART 3: Other charges

		Standard charge	Parish resident
1	Search of burial register and for copy of the entry	30	30
2	Certified copy of entry of burial	60	30
3	Transfer of Right of Burial	60	60
4	Sale of memorial fixing saddle, each	160	160
5	Any item not described heretofore	Fee by prior arrangement	Fee by prior arrangement

PART 4: Cemetery Rules.

[1] **These Rules** must be read in conjunction with the Rules relating to the erection and maintenance of Memorials.

[2]. **In all matters** relating to the Cemetery, the Council's decision is final. The Council acts under the Local Authorities Cemeteries Order 1977 [as amended].

[3]. **The Council** may prune or remove any plants, pots, ornaments, shrubs, grass or trees anywhere within the Cemetery without notice or compensation, if the Council at its own absolute discretion considers it necessary for the good order and running of the Cemetery.

[4]. **After funerals** all flowers and wreaths **laid** on a grave will be removed and disposed of not earlier than 14 days after the funeral takes place.

[5]. **After Christmas** all flowers and wreaths **laid** on a grave will be removed and disposed of not earlier than the 14th February.

[6]. **Grave Spaces.** No marking, delineating or decoration of a Grave space is allowed. Any ornamentation on a grave will be removed. Grave spaces must be kept in a tidy condition. Please contact the Superintendent if further clarification is needed.

[7]. Memorial **headstones** are not permitted unless the fee in Part 2 has been paid.

[8]. **Grave kerbs** are not permitted in the new sections of the Cemetery.

[9]. **Motor Cars** are not allowed in the Cemetery without permission from the Cemetery Superintendent **and Dogs** must be kept on a lead at all times.

[10]. **The Cemetery is normally open** between 9.00 AM and 4.00 PM [Dusk if earlier].

[11]. **The Cemetery Superintendent is normally available for enquiries** Monday to Friday [Bank Holidays excepted] between 9.00 AM and 4.00 PM by telephoning 07966 330762 or email jim.hedley@northumberland.gov.uk.

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[12]. **The Standard charge is payable UNLESS** the deceased was before [that is within 36 months of] death a resident living in Corbridge Parish. This includes former residents who died in a nursing/care home or hospital/hospice outside Corbridge Parish.

By order of Corbridge Parish Council, Parish Hall, St Helens Street, Corbridge NE45 5BE
Minute 0120.11c refers

DRAFT

CORBRIDGE PARISH COUNCIL

CORBRIDGE PARISH HALL, ST HELEN'S STREET, CORBRIDGE NE45 5BE

CHARGES, RULES AND CONDITIONS APPLYING TO ALL HIRERS [Valid from 1/4/20 to 31/3/21]

- 1. THE HIRER** will, during the period of hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage howsoever slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway. The Hirer shall indemnify the Council for the cost of repair of any damage done to any part of the premises or its contents that may occur during the period of hire. The Hirer must in all cases but a responsible person over the age of 21 years.
- 2. THE HIRER** shall not sub-let the premises or use, nor allow the premises to be used, for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or the insurance policies in respect thereof.
- 3. CORBRIDGE PARISH COUNCIL** owns the Parish Hall. Any queries that cannot be dealt with by the Caretaker, Chris Urwin Tel. 07879554487 should be made in writing to Clerk of the Council, 7 Stonecroft, Horsley, NE15 0AF.**NO**
- 4. NO DOGS** [with the exception of assistance dogs] are to be brought into the buildings or the land surrounding the Premises without permission.
- 5. THE CONSUMPTION OF ALCOHOL AND/OR THE HOLDING OF DANCES OR SIMILAR EVENTS** require prior permission from the Council though not unreasonably withheld. The Council may require a Deposit of £300.00 to be paid 7 days in advance of the event at the Council's discretion. The Deposit will be returned as soon as possible after the event subject to there being no damage, the building is clean, all rubbish removed, there is no litter in or outside the premises and there being no disturbance to neighbours. The Council's decision in the withholding of refunds etc is final. All music whether reproduced or other must cease at 11.30pm. The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises. The Hirer shall also be responsible for the obtaining of any licences required by law for the sale of alcohol. The hirer is responsible for ensuring that alcohol is consumed only inside the Parish Hall. It is strictly forbidden to consume alcohol outside the building whether on Parish Council or other property. It is the hirer's responsibility to familiarise him / herself with all applicable Health and Safety regulations and applicable legislation relating to the hire of the Parish Hall and its compliance. The hirer shall comply with all regulations 'as is'.....
The maximum numbers permitted in the Parish Hall are:- Hall 160 Mearns Room 35 Room One 35
- 6. LICENCE.** The hirer agrees to notify the Parish Hall of any licensable activities taking place at the event and be bound by the terms and conditions of the Premises Licence. Licensable activities for which the Parish Hall holds a Premises Licence are attached. In order to hold a licensable activity not covered by the Parish Hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority. **The Hirer shall obtain the written consent of the management committee before giving the licensing authority a TEN.** The Parish Council are responsible for the sale of alcohol under the Licensing Act 2003. The hirer may apply to the Parish Council for an agreement to sell alcohol during the licensed hours.
- 7. AT THE END** of the hire period, the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked internally and secured [unless arranged beforehand with the Caretaker]. Any contents moved from their usual place should be properly replaced, as otherwise an additional charge may be made.
- 8. THE COUNCIL** reserves the right to cancel a booking if the premises are required for an election polling station or for any other reason whatsoever thought necessary by the Council. In the event of the premises not being available to the Hirer on the date booked, through no fault of the Council or otherwise, the Council shall not be liable to the Hirer for any resulting loss to the Hirer.
- 9. SMOKING** is allowed in any part of the Premises. Smoking is permitted in the grounds of the Parish Hall however any cigarette ends must be placed in the bin provided outside the Parish Hall. **NO FIREWORKS** are to be set off in the buildings or on the land surrounding the Premises.
- 10. SOUND AND PUBLIC ADDRESS SYSTEM.** This can only be used in the main Hall and only if the Hall is booked at the same time. There is no extra charge for its use. Hirers wishing to book the sound system must contact the Caretaker in advance of the booked date in order to be shown how to use the system and to sign for it before and after use. Note that the person signing is solely responsible for the sound system in all respects.
- 11. BOOKINGS** can only be made on the Booking Form obtainable from the Parish Hall or the Clerk to the Council. Confirmed bookings **will be charged for** if cancelled by the Hirer for any reason whatsoever, unless re letting is possible.
- 12. CHARGES** are based upon the time used including setting up time and clearing away and charged by the hour or part thereof. Hirers should leave the premises at the end of the period booked to avoid incurring additional charges. Premises are normally available between 08:00 and 23:30 Sunday to Thursday and 08:00 to 00:30 Friday and Saturday nights. Rental outside these hours and on public holidays etc will be considered on a case by case basis (but not unreasonably withheld.)
Late night bookings (after 11.00pm) will incur an additional charge of £35.00 per hour or part thereof in addition to the usual hourly charges. Hire on Bank and Statutory Holiday is charge at DOUBLE normal rates. Booking of Bank/Statutory Holidays and late bookings are subject to Caretaker availability.

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13. ACCOUNTS are sent monthly and payable upon receipt. An account more than two months in arrears may mean cancellation of further bookings until payment is made. Bookings are at the discretion of the Council.

14. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS. The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS).

15. FLY POSTING. The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Parish Hall Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

16. SALE OF GOODS. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

17. STORED EQUIPMENT. The Parish Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of the day at the hire fee per hiring until the same is removed. The Parish Hall may, in its discretion in any of the following circumstances, namely (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

18. KITCHEN. Parish Hall hire charges include the use of the kitchen but only if its use is pre-booked. If two or more hirers require the kitchen at the same time the first booking has priority in any conflict of use.

19. NO ALTERATIONS or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Parish Clerk. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Parish Hall remain in the premises at the end of the hiring. It will become the property of the Parish Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

20. HIRE CHARGES.

RATE	Code	Charges
Room One or Mearns Room	[R]	£10.00 Per hour or part thereof
Main Hall	[H]	£15.00 Per hour or part thereof
Main Hall plus room/s	[HR]	£15.00 plus £6.50 per room Per hour or part thereof
OTHER CHARGES		
Late bookings and bank holidays	Subject to caretaker availability	See Rule 11

Minute 0120.11c refers