

CORBRIDGE PARISH COUNCIL

MINUTES OF THE ONLINE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON 23 SEPTEMBER 2020

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

0920.01 **RESIDENTS** present had nothing they wished to raise.

0920.02 **APOLOGIES** received from Cllrs L Rogers and S Ahmed.

0920.03 **DECLARATIONS OF INTEREST.** Cllr N M Oliver declared a personal and prejudicial interest in item 0920.08 as a member of Northumberland County Council's Planning Committees.

0920.04 **MINUTES.** It was proposed by Cllr Mrs E S Buckley, seconded by Cllr N M Oliver and agreed to accept and approve the minutes of the meeting held on 22 July 2020 as an accurate record.

0920.05 **ACTIONS ARISING FOLLOWING THE MEETING HELD ON 22 JULY 2020.**

- a) **Corchester Field.** Minute 720.10 refers Cllr N M Oliver had been approached by Lord Curry to place a memorial bench to his daughter on the playing fields when the area is improved. This was proposed by Cllr W Clouston, seconded by Cllr M J Stone and AGREED by all Parish Councillors. Lord Curry kindly offered his assistance to the Parish Council in establishing a wildflower area on the playing field. Lord Curry has also repaired sections of the fencing on the field at his own expense and secured an extra grass cut each month at no extra cost.
- b) **Groundworks Contract with NCC.** Minute 0720.11a refers. It was AGREED at the July meeting to defer the discussion of renegotiating the groundworks contract with NCC until the end of the year. Cllr M F Griffin was unable to attend the July meeting however did not agree with the decision to defer this issue. After a lengthy discussion, it was AGREED to contact NCC at the end of the year to discuss obtaining a separate cost for works in the Cemetery and the grass cutting element of the contract.

0920.06 **FINANCE/ADMINISTRATION**

- a) **Accounts for payment.** It was proposed by Cllr Mrs E S Buckley, seconded by Cllr N M Oliver and AGREED to approve the items of expenditure on the list, previously circulated. (Appendix A)
- b) **TO AGREE LEAVE OF ABSENCE FOR UP TO 6 MONTHS FOR CLLR L STENHOUSE.** Due to an overseas assignment it is possible that Cllr L Stenhouse will not be able to attend meetings for the next six months. It was proposed by Cllr W Clouston, seconded by Cllr C G Curry and AGREED to grant Cllr L Stenhouse a leave of absence for up to 6 months.

0920.07 **PLANNING DECISIONS.** It was proposed by Cllr Mrs E S Buckley, seconded by Cllr M J Stone, and AGREED that the Council receive the details of the Planning Decisions made by Northumberland County Council, in accordance with the list circulated. (APPENDIX A)

0920.08 **PLANNING APPLICATIONS.** It was proposed by Cllr Mrs E S Buckley, seconded by Cllr M J Stone and AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (APPENDIX B)

0920.09 **CORRESPONDENCE.** Correspondence and information items received since the July meeting had been listed on the agenda and were noted. Most items had already been circulated to all Councillors by email.

0920.10 **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 on matters relating to Corbridge.

CORBRIDGE PARISH COUNCIL

- i. **Neighbourhood Plan.** Cllr W Clouston gave an update on the Neighbourhood Plan following the proposal on the White Paper: Planning for the Future which may reduce the influence of Neighbourhood Plans. It was suggested that Corbridge should continue with the Neighbourhood Plan although possibly a slimmed down and site-specific version including the design element which is very important. The sub committee group will follow this up when it is safe to do so. Cllr N M Oliver advised that he had spoken to the Director of Planning who advised it is still worthwhile to proceed with producing a Neighbourhood Plan. It is advised to create a 'shopping list' of projects for Corbridge to be appended to the back of the created plan.
 - ii. **Corchester Field.** Cllrs W Clouston and N M Oliver has met Frances McIntosh virtually from English Heritage to discuss proposals for Corchester Field. English Heritage require a plan which will include refurbishment of the pavilion, changes to the fence to allow for cycle parking and tree planting. The plans can be submitted online and there is an 8 week turn around. A licence/lease of 125 years with a peppercorn rent will be requested.
 - iii. **Market Place.** Cllr W Clouston had spoken to Tom Robinson, a local landscape architect who will draw up a plan of the Market Place. The Parish Council will need to generate a proposal to NCC requesting the alteration of the public highway. Once the realignment of the public highway is agreed with NCC then a more detailed plan can be produced. The Scheme of Management with NCC had been delayed.
 - iv. **Railings outside Co-op.** The railings had been fabricated and are being stored at the Cemetery. They will need to be painted before installation and Cllr W Clouston is following this up. Sandstone plinths had been sourced from Border Stone Quarries at Haltwhistle and would be ordered.
 - v. **Parish Hall.** The refurbishment of the Parish Hall is almost complete. Photographs of Corbridge had been printed and framed and will be placed in both meeting rooms. The Parish Hall will be approx. £17k down on income this financial year and the Parish Council reserves will be reduced however the accounts started the year with a healthy balance. The Parish Council had applied to the Covid 19 Discretionary Grant Fund and it is hoped that a grant of between £5K and £10k will be paid. A decision should be received within the next week.
- b) **County Councillor 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. **Northumberland County Council Update.** The new leader and cabinet of NCC had been elected; Glen Sanderson who has 40 years' experience. Cllr N M Oliver remains in his existing position.
 - ii. **Covid-19 Situation.** Northumberland County Council had asked for further restrictions and are now included in the North East's local restrictions. These include compulsory and advisory restrictions. Pockets of Northumberland have increased rates of infection and testing sites had been set up in Ashington and Blyth. Schools are being closely monitored in the County.
 - iii. **Community Led Housing Scheme.** A new timeline had been circulated due to the Covid 19 delays. The 1st tranche of the grant is due to be paid, approx. £34K.
 - iv. **Northumbria Police Neighbourhood Inspector.** Cllr Oliver is meeting the new Neighbourhood Inspector, Gary Neill on 30th September. He will discuss speeding, fly parking, CCTV and Cllr M J Stone requested the reinstatement of the Community Speedwatch scheme.
 - v. **Highways issues.** Cllr N M Oliver had met with a member of Highways Department, NCC to discuss various issues in Corbridge.
 - Appletree Lane had been resurfaced however the handrail had not been reinstated. This will be taken up with NCC. A consultation is to take place on speed bumps.
 - Speed bumps had been requested on Stanners Lane and NCC is to carry out a survey.
 - A replacement sign is to be installed on the build out on St Helen's Lane. There had been delays due to the design of the sign. The new sign will be a larger version.
 - Pavements on the south side of Main Street are to be slurry sealed in the Autumn however this may be delayed until the Spring.
 - Access only signs had been requested on Deadridge Lane.
 - Improvements to the pavement outside the Post Office will be carried out next year.
 - Dropped kerb project from Chantry Estate/Synclen into the village centre is to be looked into.
 - Drainage on Cow Lane is still a work in progress
 - Improved signage on Milkwell Lane to avoid access to the new development.
 - Improvements to the area from St Wilfred's to The Chains. NCC is to provide a cost to do this work however Cllr N M Oliver may be able to contribute to this.

CORBRIDGE PARISH COUNCIL

- vi. **Neighbourhood Services Issues.** NCC is due to carry out the 2nd weed spray of the year. Gulley cleaning – there had been issues initially due to Covid 19 however services are now back to normal working. The gulley wagon is due in Corbridge imminently. Cllr C G Curry advised of an ongoing problem on Wellbank due to the gulley at the top on Watling Street being blocked. Cllr M J Stone advised of an overgrown hedge/plant on Hallgarth Close. The public toilets continue to be cleaned 3 times per day.
 - vii. **Library/Tourist Information Centre.** The recruitment of a cleaner had delayed the reopening of the library. NCC advise that a person would be in post by 16 November at the latest. It was proposed by Cllr Mrs E S Buckley, seconded by Cllr W Clouston and AGREED that the Parish Council contract a local cleaner temporarily until a more permanent cleaner is in post. This would allow the library to reopen. Once open the library would have time limited browsing and it was suggested that a book delivery service could be set up using the Community Helpline. Cllr Mrs J Neal offered to assist with the book delivery service.
 - viii. **Litter bins.** A litter bin had been requested in the layby at the top of Aydon Road. It was noted that NCC had advised that no further litter bins could be installed in Corbridge. Cllr N M Oliver to follow this up with NCC.
 - ix. **Milkwell Lane Development.** The access to Milkwell Lane had now been closed to construction traffic and the public right of way along Cow Lane has been reopened. There had been problems with the buffer zone which Cllr Oliver is following up. The resurfacing of Priory Gardens has been programmed in and it is hoped this will be carried out during October half term. A request had been made from Miller Homes to extend the start times on site from 8am to 7am. Cllr Oliver is taking advice from the Planning Department.
 - x. **Hexham Roundabout.** Works at the Hexham Roundabout is progressing at pace. There had been no issues in Corbridge. The Styford Roundabout will be reconsulted on in approximately 3 months' time.
 - xi. **Speeding.** A letter had been received from a resident of Dilston concerning the speed of traffic along the road passed Corbridge Cemetery. Cllr N M Oliver advised that he had spoken to NCC Highways in the past and their view was that this is an enforcement issue. Cllr N M Oliver is to meet with the Neighbourhood Inspector at the end of the month and will discuss the issue with the Police. Cllr N M Oliver will respond to the resident after the meeting with the Police.
- c) **To consider priorities for the LTP Programme 2021-22.** It was noted there are several outstanding issues from the 2020-21 submissions. After discussion, it was AGREED to put forward the following priorities:-
- i. Review of double yellow lines in the centre of Corbridge including Appletree Lane, Corchester Terrace, Trinity Terrace, St Wilfred's Terrace.
 - ii. Traffic calming measures on Stagshaw Road.
 - iii. Review of 20mph in the centre of the village.
- d) **To discuss timings of the traffic lights on Corbridge Bridge.** Cllr N M Oliver advised that at the beginning of lockdown the time when both sets of traffic lights were on red was increased from 20 seconds to 35 seconds to allow people walking across the bridge to pass at a distance by walking onto the highway. This was reviewed at the beginning of September and the time was reduced to 28 seconds. The sensors in the highway remain the same. It had been noted from some residents that traffic is backing up on the north side of the bridge however this is mainly due to the increased traffic through the village. It was AGREED to leave the delay at 28 seconds to allow cyclists/pedestrians to cross the bridge and pass each other safely.
- e) **To receive report and recommendations from the Finance and General Purposes Committee.** The Finance and General Purposes Committee had met on 21st September and the minutes of the meeting circulated to all councillors. It was proposed by Cllr C G Curry, seconded by Cllr M J Stone and AGREED to accept the recommendations of the committee.
- i. **Grant Aid.** It was AGREED to donate £250 to Sport Tynedale and £1000 to the Charlotte Straker Isolation Unit Appeal.
 - ii. **Grass Cutting Contract.** It was AGREED to put the grass cutting contract out to tender (excluding the NCC contract). A schedule of works had been agreed. An advert will be placed in Corbridge Matters and on the notice boards around the village.
 - iii. **Policies and Procedures.** It was AGREED to accept the following updated and amended policies; Complaints Procedure; Delegated Powers Policy; Public Participation at Meetings; Retention and Disposal Policy; Standing Orders 2020.
- f) **To consider request for the installation of a post box on the Crofts Estate.** It was AGREED to request a post box on the Crofts Estate. The clerk will contact Royal Mail.
- g) **Request for update on the negotiations to obtain land to extend the village car park.** Cllr N M Oliver advised there are legal issues surrounding the allotments. Discussions are ongoing between NCC Estates Department and the landowner.

CORBRIDGE PARISH COUNCIL

h) **Action recommendations to repair rotten wood on small Market Cross and seat on Aydon Road.**

The clerk will pursue the repairs to the Market Cross and the seat on Aydon Road.

- 0920.11 **ITEMS FOR INFORMATION ONLY / ADDITIONAL COMMENTS FROM RESIDENTS.** Ian Wylie advised that Liz Morgan, Northumberland Director of Public Health advised that the rate of increase of Covid 19 is one of the highest in England and is spreading along the A69 corridor however there is no evidential link to tourism.
- 0920.12 **DATE OF NEXT MEETING.** The next meeting of Corbridge Parish Council will be held on Wednesday 28th October 2020 at 7.00pm. NALC/SLCC advice is for Parish Councils to still meet virtually. Should this advice change, meetings will be held in the main hall of the Parish Hall where Councillors can sit at a safe distance.

CORBRIDGE PARISH COUNCIL

APPENDIX A

PLANNING DECISIONS

Number	Description	Decision
20/01498/FUL	Single storey rear extension and first floor gable extension Greenfield, Cow Lane, Corbridge	GRANTED
20/00599/FUL	Removal of timber fence and continuation of existing boundary wall 11 Lion Court, Station Road, Corbridge	GRANTED
20/01071/FUL	Erection of south facing stand alone (11 x 2) array of 22no solar panels with underground connection to garage Land North West of Williwoods, Riding Mill	WITHDRAWN
20/01354/VARYCO	Variation of condition 2 (approved plans) pursuant to planning application 18/02314/FUL comprising finished floor level raised to allow for a connection the the main sewer for foul water drainage; change in eaves and ridge levels higher than approved; change to position of dwelling further south within the plot; and changes to fenestration (AMENDED DESCRIPTION) Land East of 5 Orchard Crescent, Corbridge	GRANTED
20/02115/FUL	Demolition of existing dwelling and creation of four bedroomed dwelling house Blandings, Greencroft Avenue, Corbridge	GRANTED
20/01896/PRUTPO	Tree Preservation Order: Crown reduction of 1 no lime tree by 7m to relieve weight on Eastern limb due to potential danger to Cherry Wood Rowan House, Appletree Lane, Corbridge	PERMIT
20/01468/FUL	Single storey extension, loft conversion and new dormer rear elevation Rosebank, Appletree Lane, Corbridge	GRANTED
20/02373/FUL	Replacement of existing conservatory with new single storey garden room extension and new detached garages Dilston House, Corbridge	GRANTED

APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 23 SEPTEMBER 2020

Number	Description	Comment
20/02226/VARY CO	Variation of condition 2 (approved plans) pursuant to planning permission 17/04344/FUL to rotate the lantern, removal of fireplace, new window to ceiling and a pocket door between living room and kitchen 11 Lion Court, Station Road, Corbridge	Mr J Goundry
20/02276/FUL	Single storey side extension Norham House, Corchester Terrace, Corchester	Mr D Riley
20/01962/FUL	Two storey side extension with second floor roof terrace Water Row, Front Street, Corbridge	Aimee Longmore
20/02373/FUL	Replacement of existing conservatory with new single storey garden room extension and new detached garages Dilston House, Corbridge	Mr P Partington

CORBRIDGE PARISH COUNCIL

APPENDIX C

SENDER	
Northumberland County Council	New Pavement Licensing Regime
Northumberland County Council	Local Transport Plan 2020-21 Feedback on submissions
Tree Council	Consultation – England Tree Strategy
Sport Tynedale	Request for financial contribution
Charlotte Straker Project	Request for financial contribution
Northumberland County Council	White Paper – Planning for the Future
Age UK Northumberland	Update on services and activity packs for older people
Northumberland Local Plan	Phase 2 – Examination hearings
Northumberland County Council	Temporary Road Closure Order – U8190 Milkwell Lane from its junction with B6321 heading northwards for a distance of 2500m. 9 th – 10 th October 2020 between 8:00 and 16:00
Corbridge Village Trust	Request for update on car park extension and Market Place Management Scheme
Resident	Configuration of traffic lights on Corbridge Bridge
Resident	Overgrown hedges on St Helen's Lane
Northumberland County Council	Community Chest
Resident	Speeding on B6321 Dilston Plains to Corbridge Bridge and sections of A695
Information items	
NALC	eNews – weekly
Tyne Valley Community Rail Partnership	Newsletter – July 2020
Northumberland County Council	Temporary Road Closure – Appletree Lane (17 th – 28 th August 2020)
Northumberland County Council	Temporary Road Closure – Chains Drive (7 th 18 th September 2020)
Northumberland County Council	Temporary Road Closure – C241 Hexham/Corbridge Road Junction to Stagshaw House, Corbridge (7 th – 9 th September 2020)
Tyne Valley Community Rail Partnership	AGM – 20 th October 2020 (Zoom)
Community Action Northumberland	CAN eNews – August 2020
Northumberland County Council	Temporary Road Closure – Aydon (1 st and 2 nd October 2020)
Clerks and Councils Direct	Publication – September 2020 Issue 131
SLCC	The Clerk Magazine – September 2020 Vol 51 No5
Northumberland County Council	Temporary Road Closure Order - B6321 Dilston to Corbridge at the level crossing 24 th Oct – 8 th Nov 20
Northumberland County Council	Climate Change Newsletter
Northumberland County Council	Temporary Road Closure Order – C242 Corchester Lane – Run Northumberland Hexham 10K – 25 th October 2020
Community Action Northumberland	Village Halls and Community Buildings Update from ACRE

CORBRIDGE PARISH COUNCIL

APPENDIX D

ACCOUNTS FOR PAYMENT ON 23 SEPTEMBER 2020

Payee	Description	Chq issued	VAT	Net amount	Chq no	Invoice no
Rentokil Initial	Washroom supplies	179.18	29.86	149.32	DD	33559784
BT Plc	Parish Hall telephone/WIFI	103.18	17.20	85.98	DD	M049 JY
Engie Gas Ltd	Parish Hall gas supply	90.60	4.31	86.29	DD	1-00388557
Everflow Water	Parish Hall water rates	9.40		9.40	DD	623879
EE	Mobile phone contracts	47.15	7.86	39.29	DD	0178429276 7
H M Revenue & Customs	PAYE – August 2020	506.39		506.39	BACS	2105
TWPF	Pension contributions – August 20	775.61		775.61	BACS	2105
Corona Energy	Parish Hall electricity supply	86.20	4.11	82.09	DD	759273
Corona Energy	Cemetery electricity supply	32.85	1.56	31.29	DD	759426
Diamond Business Systems	Photocopier maintenance contract	25.62	4.27	21.35	DD	128938
J C Accountants	Internal audit fee	558.00	93.00	465.00	BACS	7223
Anglian Water Business	Water rates – Parish Hall	15.46		15.46	DD	7553503
Viking-Direct	Parish Hall cleaning supplies	32.78	5.46	27.32	BACS	432256
Robson Print	Corbridge Matters production	972.00		972.00	BACS	35297
C R Reed Garden Services	Grass cutting – July	305.00		305.00	BACS	45
C R Reed Garden Services	Grass cutting – August	310.00		310.00	BACS	54
Venues 4 Hire Ltd	Instant Access Enquiry – Parish hall – 12 months renewal	20.00		20.00	BACS	1340
Homebase	Parish Hall paint	44.00		44.00	BACS	0100-108
Swansons of Hexham Ltd	Alarm service – Parish Hall	93.60	15.60	78.00	BACS	000001529
Swansons of Hexham Ltd	Alarm service – Cemetery	93.60	15.60	78.00	BACS	000001530
Swansons of Hexham Ltd	Alarm Service – Cemetery Lodge	93.60	15.60	78.00	BACS	000001531
Peter Rodger	Corbridge Matters – Graphic Design	225.00		225.00	BACS	2017-71
Urwin Joinery	Repairs to Parish Hall	2517.33		2517.33	BACS	127
Robin Watson Sign & Design	Update of Chairman's Board Phall	36.00	6.00	30.00	BACS	353922
Corona Energy	Cemetery – electricity supply	32.85	1.56	31.29	DD	759426
Corona Energy	Parish Hall – electricity supply	86.20	4.11	82.09	DD	759273
J & J Stanley Ltd	Skip hire – cemetery	270.00	45.00	225.00	BACS	32406
Engie Gas Ltd	Parish Hall gas supply	61.80	2.94	58.86	DD	1-00383848
English Heritage	Corchester Field rent	140.00		140.00	BACS	000080368
Runhead Forge Ltd	Railings – Co-op	4698.00	783.00	3915.00	BACS	107411
BT Plc	Parish Hall telephone/WiFi Sept 20	100.75	16.79	83.96	DD	M050 P1
J R Harding Services	Removal of branches etc Aydon Gr	120.00	20.00	100.00	BACS	870
Amazon	Covid-19 signs	17.54	2.92	14.62	BACS	2020- 221477
Amazon	Hand sanitiser 4 x 5L	104.00	17.33	86.67	BACS	2020- 197559
H M Revenue & Customs	PAYE – September 2020	624.20		624.20	BACS	2106
TW Pension Fund	Pension contributions – Sept 20	884.89		884.89	BACS	2106
Collier Framing	Photograph framing for Parish Hall	1050.00		1050.00	BACS	92
C R Reed Garden Services	Grass cutting	275.00		275.00	BACS	76
ADT Fire & Security	CCTV maintenance – Parish Hall	90.16	15.03	75.13	BACS	45137041- 61
Corona Energy	Parish Hall electricity supply	80.21	3.82	76.39	DD	779552
Corona Energy	Cemetery electricity supply	32.48	1.54	30.94	DD	779707
Rentokil Initial	Parish Hall washroom services	179.18	29.86	149.32	DD	33596457
Everflow Water	Water rates – Parish Hall	9.72		9.72	DD	669326
C R Reed Garden Services	Grass cutting & weed treatment	305.00		305.00	DD	84
W Northumberland CBC	PAT Testing	32.00		32.00	BACS	18.09.20
Mrs A Senior	Parish Hall – covid compliance supplies	264.74	25.52	239.22	BACS	BP092
Mrs A Senior	Litter picking equipment	37.04	6.17	30.87	BACS	523630
SLCC Enterprises Ltd	National Conference	30.00	5.00	25.00	BACS	120820
Grenke Leasing	Photocopier lease	130.32	21.72	108.60	DD	

23 September 2020

CORBRIDGE PARISH COUNCIL

ACCOUNTS FOR PAYMENT ON 23 SEPTEMBER 2020 CONT../D

Payee	Description	Chq issued	VAT	Net amount	Chq no	Invoice no
Mrs E S Buckley	Travel expenses	18.00		18.00	BACS	E002
Diamond Business Systems	Photocopier maintenance lease	22.98	3.83	19.15	DD	129370
EE	Staff mobile phone contracts	49.04	8.17	40.87	DD	V0179439 3546
Unity Trust Bank	Bank account charges	18.00		18.00	DD	
Staff Wages	September 2020	2553.22		2553.22	BACS	2106
Staff Wages	October 2020	2417.57		2417.57	BACS	2107
Unity Trust Bank	Bank account charges	33.30		33.30	DD	
Unity Trust Bank	Bank Account charges	1.80		1.80	DD	

INCOME RECEIVED JULY AND AUGUST 2020

Reference	Detail	Credited	Date
C Urwin	Cemetery Lodge rent	500.00	20.07.2020
Various	Cemetery Fees	4526.00	28.07.2020
Northern Gas Networks	Contribution towards railings	3000.00	28.07.2020
Corbridge Badminton Club	Parish Hall fees	100.00	31.07.2020
H M Revenue and Customs	VAT refund	228.89	11.08.2020
N Walsh	Corbridge Matters advertising	150.00	17.08.2020
T A Wear	Cemetery Fees	190.00	17.08.2020
HMRC	VAT refund	3347.08	19.08.2020
Finale	Parish Hall fees	20.00	19.08.2020
C Urwin	Cemetery Lodge rent	500.00	21.08.2020
Various	Parish Hall fees	700.00	21.08.2020
Natalie Palmer	Parish Hall Fees	90.00	28.08.2020