

MINUTES OF THE ONLINE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON 25 NOVEMBER 2020

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

1120.01 RESIDENTS. Nothing to report.

1120.02 APOLOGIES. Apologies received and accepted from Cllr Mrs M V Kemp.

1120.03 DECLARATIONS OF INTEREST. Cllr N M Oliver declared a personal and prejudicial interest in item 1120.08 as a member of Northumberland County Council Planning Committees.

1120.04 MINUTES. It was proposed by Cllr N M Oliver, seconded by Cllr Mrs E S Buckley, and AGREED to accept and approve the minutes of the meeting held on 28 October 2020.

1120.05 ACTIONS ARISING FOLLOWING THE MEETING HELD ON 28 OCTOBER 2020. All actions are covered within the agenda.

1120.06 FINANCE/ADMINISTRATION

- a) **Accounts for payment.** It was proposed by Cllr M J Stone, seconded by Cllr Mrs E S Buckley, and AGREED to approve the items of expenditure on the list, previously circulated (Appendix D).
- b) **To consider contribution towards automatic clock winder in St Andrew's Church.** After discussion, it was proposed by Cllr M J Stone, seconded by Cllr N M Oliver and agreed to contribute £2000 towards the installation of an automatic clock winder in St Andrew's Church.
- c) **To accept and approve Section 3 of the Annual Governance and Accountability Return for the year ended 31 March 2020.** PKF Littlejohn LLP had completed their external report and it was noted there were no matters arising from the review. It was proposed by Cllr M J Stone, seconded by Cllr Mrs E S Buckley, and AGREED to accept and approve Section 3 or the AGAR for the year ended 31 March 2020.
- d) **To consider request from Tynedale Hospice at Home for grant aid.** A request had been received from Tynedale Hospice at Home for grant aid. After discussion, it was proposed by Cllr Mrs E S Buckley, seconded by Cllr M J Stone and AGREED to give a financial contribution of £300.

1120.07 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)

1120.08 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). It was noted that several objections had been made in regard to planning application 20/03388/FUL from residents in Halton Shields. This application does not impact the Corbridge Parish.

1120.09 CORRESPONDENCE. Correspondence and information items received since the October meeting had been listed on the agenda and were noted. APPENDIX C. Most items had already been circulated to all Councillors by email.

1120.10 TO RECEIVE REPORTS FROM WORKING/LIAISON GROUPS AND UPDATE FROM CHAIRMAN AND COUNTY COUNCILLOR

1120.10.01 CHAIRMAN'S REPORT.

- a) **Neighbourhood Plan.** Cllrs W Clouston and N M Oliver had met via Zoom with Jenny Ludman, Planning Consultant, to discuss progressing the Neighbourhood Plan. Jenny suggested the Parish Council may wish to consider progressing a Neighbourhood Development Order. One of the main aims of the Neighbourhood Plan is to create a large car park on the north side of the river with links to the roman site. This could be progressed using a Neighbourhood Development Order. Cllr N M Oliver is to meet with NCC Planning Officers to discuss further.
- b) **Corchester Field.** A response had been received from Historic England regarding the improvements to Corchester Field. To progress this an application needs to be made to Secretary of State for Scheduled Monument Consent. The clerk will submit the application on behalf of the Parish Council.
- c) **Railings outside the Co-op.** The sandstone plinths are ready to be delivered and will be stored at the cemetery until installation. It is likely that the installation will take place in the spring.
- d) **Market Place.** Robinson Landscape Design had requested digital plans which are being supplied by NCC.
- e) **Tree Planting.** The pack of 30 saplings is due for collection on 17th December 2020.

1120.10.02 COUNTY COUNCILLOR'S REPORT

- a) **Library.** A new cleaner had been appointed for the Library and it is due to reopen on 7 December 2020.
- b) **Covid-19 Response.** It was noted that Corbridge has between 0-4 cases and the cases are falling across the County. The next government announcement is due on Thursday when it will be announced which Tier Northumberland will fall into on 2 December 2020. This will be reviewed on a regular basis.

- c) **Local Transport Plan.** Cllr N M Oliver had attended the LTP workshop and pursued the speeding related issues which should be carried out in Corbridge. The Newcastle Road scheme is in design and a paper will be issued shortly. The same applies to Aydon Road. Cllr Oliver had requested NCC to look into making the whole of the village 20mph and this will be considered. The following improvements are also going ahead; Town Hall buildings corner; footpath to Farnley; turning towards Rugby Club, Station Road from Tinklers Bank; white lines from Bilberry Way to Cragside and double yellow lines on St Wilfred's Terrace and Appletree Lane.
- d) **Milkwell Lane Development.** The Bellway Site address is listed as Milkwell Lane. Cllr Oliver had raised this with NCC Planning.
- e) **NCC Groundwork Contract.** Cllr Oliver had requested the information from NCC regarding the split between the cemetery costs and grass cutting costs.
- f) **Highways Issues.** Resurfacing had been carried out on Priory Gardens and the road leading to Brockbushes Roundabout. The handrail had been replaced on Appletree Lane however the grit box on the corner had not been replaced. Cllr Oliver will follow this up. The new signage is still to be installed on the build out on St Helen's Lane.
- g) **Car Parking.** It was confirmed that the funds are still in the capital programme to extend the car park.
- h) **Market Place.** Cllr N M Oliver is seeking advice on the Scheme of Management for the Market Place.

1120.10.03 **TO CONSIDER PROPOSAL TO DEVELOP A SURVEY FOR DISTRIBUTION TO RESIDENTS IN ORDER TO PROVIDE AN OPPORTUNITY FOR RESIDENTS TO PROVIDE GUIDANCE ON PRIORITIES TO ADDRESS IN 2021-22.** Cllr M F Griffin suggested the distribution of a survey to resident for them to list their priorities for Corbridge for the coming year via Corbridge Matters. Survey Monkey was also suggested as a tool to use. It was AGREED to ask for contributions in the next issue of Corbridge Matters which is due to be distribution within the next week or so. Unfortunately, it was not possible to put a survey together for this issue due to the timescale. It was noted that it would not be possible to budget for any requests at this stage in the year however this could be revisited in the Spring. Cllr N M Oliver advised that the NCC Comms Team had commissioned a survey system 'Have Your Say' which is being used to communicate with residents.

1120.10.04 **STREET LIGHTING.** Cllr C G Curry advised that many of the columns in Corbridge still need to be upgraded and the additional columns are still to be installed. £10,000 is still in the 2020-21 budget to purchase the additional columns. Cllr N M Oliver will liaise with Cllr C G Curry to finalise the list of missing columns and contract Gavin Barlow, NCC for an update.

1120.10.05 **TO CONSIDER REPLACING 'NO PARKING' SIGN AT WELLBANK GREEN.** The sign in the turning area at Wellbank Green had been damaged and needs to be replaced. Cllr N M Oliver to pursue this with Glen Harrison, NCC.

1120.10.06 **PROBLEM GULLEYS.** Cllr C G Curry advised that the gully at the top of Wellbank is a slow drainer and during heavy rain this gully overflows and runs down Wellbank where there are no roads gulleys until the bottom. This can be dangerous during freezing conditions. It is felt that this gully needs further investigation. Cllr C G Curry to email Cllr N M Oliver who will escalate this to NCC.

1120.11 **ANY URGENT BUSINESS ALLOWED BY THE CHAIRMAN [FOR INFORMATION PURPOSES ONLY]**

- a) **Catering Van.** The Parish Council had been contacted by a catering van company who wish to apply for a licence to trade in Corbridge. The company had suggested pitching on St Helen's Lane or the village car park on a week day evening. The company are to apply for a licence from NCC however had contacted the Parish Council as a matter of courtesy.
- b) **Dog Fouling.** It was noted that dog walkers are leaving dog poo bags on the path on the south side of the river without putting them in the litter bins provided. It was suggested that bins should be placed along this path however it was noted that NCC will only empty bins that are accessible by a vehicle. Cllr N M Oliver will speak to the NCC officer in charge of the Green Dog Walker Scheme and arrange some enforcement.

1120.12 **ITEMS FOR INFORMATION ONLY / ADDITIONAL COMMENTS FROM RESIDENTS.** It was noted the next edition of Corbridge Matters will be slightly late but should be ready for distribution by the end of the first week in December.

1120.13 **DATE OF NEXT MEETING.** The next meeting of Corbridge Parish Council will be held on Wednesday 16th December 2020 at 7.00pm. NALC/SLCC advice is for Parish Councils to meet virtually. Should this advice change, meetings will be held in Corbridge Parish Hall.

APPENDIX A

PLANNING DECISIONS

| Number | Description | Decision |
|-----------------|---|----------|
| 20/00391/VARYCO | Variation of condition 2 (approved plans) pursuant to planning permission 18/03745/VARYCO to allow a change to window style and minor internal alterations (amended description) Land at High Town Farm, Corbridge | GRANTED |

APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 23 SEPTEMBER 2020

| Number | Description | Comment |
|------------------------------|---|---------------|
| 20/03388/FUL | Change of use from dwelling house and cottage (C3 use) to guest accommodation (C1 use); single storey rear extension to form wedding venue and car parking Shildon, Corbridge | Mr S Glover |
| 20/03053/FUL | Removal of existing coal sheds at rear of property and erection of new extension. Conversion of loft space to provide additional bedroom. 3 St Helen's Place, Corbridge | Mr W Edminson |
| 20/03570/FUL 20/03571/FUL | Insertion of 2 x rooflights onto front roof slope, addition of 2 x dormer windows on the rear roof slope, creation of loft conversion and extend the existing ground floor extension Doepath, Hill Street, Corbridge 6 Hill Street, Corbridge | Mr M Foster |
| 20/03375/FUL | Proposed front porch; rear single storey extension and dormer windows to proposed rooms in roof space 3 Siskin Drive, Corbridge | Mr S Gurney |

APPENDIX C

| SENDER | |
|---------------------------------|--|
| Northumberland County Council | Precept request and information |
| Tynedale Hospice at Home | Request for financial contribution |
| Information items | |
| NALC | eNews – weekly |
| Community Action Northumberland | CAN eNews – October 2020 – AGM |
| Age UK Northumberland | Update – October 2020 |
| Northumberland County Council | Temporary road closure – Newcastle Road – 15 November 2020 |
| Northumberland County Council | Climate Change Newsletter – November 2020 |
| Clerk and Councils Direct | Publication – November 2020 Issue 132 |
| Society of Local Council Clerks | The Clerk Magazine – November 2020 |

APPENDIX D

ACCOUNTS FOR PAYMENT ON 25 NOVEMBER 2020

| Payee | Description | Chq issued | VAT | Net amount | Chq no | Invoice no |
|---------------------------|---|------------|--------|------------|--------|--------------|
| Rentokil Initial | Washroom supplies | 179.18 | 29.86 | 149.32 | DD | 33668422 |
| BT Plc | Parish Hall telephone/WIFI | 103.18 | 17.20 | 85.98 | DD | M053 0X |
| Engie Gas Ltd | Parish Hall gas supply | 245.64 | 11.70 | 233.94 | DD | 1-00413472 |
| Everflow Water | Parish Hall water rates | 9.72 | | 9.72 | DD | 743885 |
| EE | Mobile phone contracts | 48.49 | 8.08 | 40.41 | DD | V01814686209 |
| H M Revenue & Customs | PAYE – November 2020 | 524.08 | | 524.08 | BACS | |
| TWPF | Pension contributions – November 20 | 785.95 | | 785.95 | BACS | |
| CM Commercial NE Ltd | Tree works – churchyard | 140.00 | | 140.00 | BACS | SI-284 |
| Corona Energy | Parish Hall electricity supply | 20.47 | 0.97 | 19.50 | DD | |
| Corbridge Cricket Club | Grant Aid | 250.00 | | 250.00 | BACS | |
| Great North Air Ambulance | Grant Aid | 250.00 | | 250.00 | 301738 | |
| C R Reed Garden Services | Grounds maintenance | 995.00 | | 995.00 | BACS | 17 |
| Allendale Estates M Fund | Licence fee – Road sign Anick Grange | 10.00 | | 10.00 | BACS | SI1055 |
| PKF Littlejohn LLP | External audit fee | 720.00 | 120.00 | 600.00 | BACS | SB20202565 |
| RBL Corbridge Branch | Grant aid | 250.00 | | 250.00 | BACS | |
| SLCC Enterprises Ltd | Training event – accessible documents for website | 36.00 | 6.00 | 30.00 | BACS | BK199508 |
| C R Reed Garden Service | Riverside work & general maintenance | 960.00 | | 960.00 | BACS | 19 |
| J R Harding Services | Christmas lights in churchyard | 600.00 | 100.00 | 500.00 | BACS | 935 |
| CM Commercial NE Ltd | Cleaning of churchyard paths | 380.00 | | 380.00 | BACS | SI296 |
| Diamond Business Systems | Photocopier maintenance contract | 30.52 | 5.09 | 25.43 | DD | 130289 |
| A Curtis Window Cleaning | Parish Hall and bus shelter cleaning | 70.00 | | 70.00 | BACS | 191120 |
| Staff Wages | December 2020 | 2417.57 | | 2417.57 | BACS | 2109 |

INCOME RECEIVED OCTOBER 2020

| Reference | Detail | Credited | Date |
|-------------------------------|------------------------------|----------|------------|
| Corbridge Village Trust | Parish Hall Fees | 20.00 | 01.10.2020 |
| Corbridge Carpet Bowls Club | Parish Hall Fees | 30.00 | 01.10.2020 |
| Northumberland County Council | Covid-19 Discretionary Grant | 10000.00 | 01.10.2020 |
| Karate | Parish Hall Fees | 90.00 | 02.10.2020 |
| Zumba Kids | Parish Hall Fees | 15.00 | 02.10.2020 |
| Yoga | Parish Hall Fees | 130.00 | 02.10.2020 |
| Supastrikers | Parish Hall Fees | 45.00 | 05.10.2020 |
| Art Group - Watercolours | Parish Hall Fees | 250.00 | 05.10.2020 |
| Corbridge School of Dance | Parish Hall Fees | 315.00 | 07.10.2020 |
| Slimming World | Corbridge Matters Advert | 150.00 | 09.10.2020 |
| CD06 – CD20 | Cemetery Fees | 9412.00 | 13.10.2020 |
| Funeral Services Ltd | Cemetery Fees | 1766.00 | 15.10.2020 |
| C Urwin | Cemetery Lodge rent | 500.00 | 20.10.2020 |
| Corbridge Badminton Club | Parish Hall Fees | 150.00 | 27.10.2020 |
| C T Fitness | Parish Hall Fees | 135.00 | 27.10.2020 |
| Corbridge Village Trust | Parish Hall Fees | 20.00 | 30.10.2020 |