

## CORBRIDGE PARISH COUNCIL

---

### To all members of the Council

You are hereby summoned to attend an online meeting of Corbridge Parish Council for the purpose of transacting the following business.



Mrs Mandy Senior, Clerk to the Council

9 December 2020

**LOGIN – To join please click on the following link –**

<https://us02web.zoom.us/j/86984390369?pwd=N0RHOTFDc2tRVFZJRVo0NEFSYUdOQT09>

**Meeting ID: 869 8439 0369**

**Passcode: 390863**

### **Agenda for the Meeting of CORBRIDGE PARISH COUNCIL To be held online on Wednesday 16 December 2020 at 19:00**

- 1220.01 The Council will hear residents on any matter they wish to raise.
- 1220.02 To receive apologies for absence
- 1220.03 To received Declarations of Interests
- 1220.04 To approve and sign the minutes of the Council meeting held on **25 November 2020**
- 1220.05 Actions taken following the meeting held on **25 November 2020**
- 1220.06 Finance/Administration
  - a) Accounts for payment – To review and approve items of expenditure
- 1220.07 Planning Decisions
- 1220.08 Planning Applications
- 1220.09 Correspondence
- 1120.10 To receive reports, if appropriate from Working/Liaison Groups with enclosed minutes, if applicable including reports from the Chairman and County Councillor.
  - 01) Chairman's Report
  - 02) County Councillor Report
  - 03) To receive report from Cllr W Clouston following discussions with NCC regarding the Groundworks Contract [See enclosed information]
  - 04) To consider recommendations from Finance and General Purposes Committee [See enclosed information]
- 1220.11 Any urgent business allowed by the Chairman [For information purposes only]
- 1220.12 Opportunity for residents to comment on any issue raised
- 1220.13 Date of next meeting – 27 January 2021 at 7.00pm

**As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted “online”. Any members of the public who also wish to attend on this basis please follow the link at the top of the agenda or contact the Clerk so that arrangements may be made for them.**

#### **Dates of meetings is 2021**

27 January; 24 February; 31 March; 28 April; 26 May; 23 June; 28 July; 22 September; 27 October; 24 November; 15 December 2021

16 December 2020

## CORBRIDGE PARISH COUNCIL

### ACCOUNTS FOR PAYMENT ON 16 DECEMBER 2020

Payee	Description	Chq issued	VAT	Net amount	Chq no	Invoice no
Rentokil Initial	Washroom supplies	179.18	29.86	149.32	DD	
BT Plc	Parish Hall telephone/WIFI	103.18	17.20	85.98	DD	
H M Revenue & Customs	PAYE – December 2020	477.48		477.48	BACS	2110
TWPF	Pension contributions – December 20	785.95		785.95	BACS	2110
Border Stone Quarries Ltd	Sandstone plinths for railings	1420.80	236.80	1184.00	BACS	SI-990
PCC of Corbridge	Grant aid – clock winder	2000.00		2000.00	BACS	
Tynedale Vermin Control	Felling of 3 dead trees in cemetery	1400.00		1400.00	BACS	224
Tynedale Hospice at Home	Grant Aid	300.00		300.00	BACS	
Society of Local Council Clerks	Subscription 2021	234.00		234.00	BACS	MEM2328 72
J F Walton & Sons	Parish Hall supplies	21.24	3.54	17.70	BACS	July2020
Homebase	Parish Hall paint	52.00	8.67	43.33	BACS	90090222
Peter Rodger	Corbridge Matters – December 20	225.00		225.00	BACS	2017-79
Grenke Leasing	Photocopier lease	130.32	21.72	108.60	DD	158006294
Staff Wages	January 2021	2422.57		2422.57	BACS	2110

### INCOME RECEIVED NOVEMBER 2020

Reference	Detail	Credited	Date
S Dronfield	Parish Hall Fees	60.00	02.11.20
Supastrikers	Parish Hall Fees	60.00	10.11.20
L Robertson	Parish Hall Fees	200.00	10.11.20
Natalie Palmer	Parish Hall Fees	190.00	17.11.20
C Urwin	Cemetery Lodge rent	500.00	18.11.20
Van Rooyen	Cemetery Fees	388.00	23.11.20

## **CORBRIDGE PARISH COUNCIL**

### **PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 16 DECEMBER 2020**

Planning applications listed are normally available for inspection by Councillors at the Parish Hall prior to the date of the Council meeting. Minute 2675f refers.

<b>Number</b>	<b>Description</b>	<b>Applicant</b>
20/02861/FUL	Retrospective: Proposed replacement rear garden shed 15 Princes Street, Corbridge	Mrs Darby
20/03643/FUL	Retrospective – Air Source heat pump installation Ash Tree Cottage, Prospect Hill, Corbridge	Mr J Galpin

### **PLANNING DECISIONS RECEIVED UP TO 16 DECEMBER 2020**

<b>Number</b>	<b>Description</b>	<b>Decision</b>
20/03102/FUL	Single storey garden office for physiotherapy business Yoton, The Stanners, Corbridge	GRANTED

### **CORRESPONDENCE RECEIVED SINCE THE NOVEMBER 2020 MEETING**

<b>SENDER</b>	<b>MOST OF THESE HAVE ALREADY BEEN FORWARDED TO COUNCILLORS BY EMAIL</b>	<b>Emailed</b>
Environment Agency	Corbridge Flood Defence Improvements Scheme – update Dec 2020	<b>x</b>
PCC of Corbridge	Thank you letter for grant aid	<b>x</b>
Tynedale Hospice at Home	Thank you letter for grant aid	<b>x</b>

### **INFORMATION ITEMS**

<b>SENDER</b>		<b>Emailed</b>
NALC	eNews – weekly	<b>x</b>
Community Action Northumberland	CAN eNews – November 2020	<b>x</b>
Tyne Valley Community Rail Partnership	Newsletter – December 2020	<b>x</b>

## **CORBRIDGE PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7 DECEMBER 2020**

1. PRESENT. Councillors W Clouston, Mrs E S Buckley, N M Oliver
2. APOLOGIES. Cllr Mrs M V Kemp
3. REVIEW OF ACCOUNTS 2020-21. Accounts were up to 30 November 2020 were reviewed and accepted. Income is significantly reduced due to the closure of the Parish Hall.
4. **TO CONSIDER DRAFT BUDGET AND AGREE PRECEPT FOR 2021-22.** After considering the draft budget, it was AGREED to recommend keeping the precept at the same level for the coming financial year, £128,000. It was noted that income is expected to be £20,000 down this financial year however the end of year balance is expected to be in the region of £137,000.
5. **TO CONSIDER GRASS CUTTING TENDERS RECEIVED.** 5 quotes had been received for the Grass Cutting Contract 2021-2023 which were considered. The quotes received are listed below:

NET	VAT	GROSS
£5,940	£1,188	£7,128
£6,587.50	£1,317.50	£7,905
£8,600	£0.00	£8,600
£9,060	£0.00	£9,060
£9,500	£0.00	£9,500

It was AGREED to recommend the quote received for £5,940 as the Parish Council can reclaim the VAT.

6. **TO CONSIDER QUOTE FOR WORK REQUIRED IN CORBRIDGE CEMETERY.** Problems are being experienced with the septic tank at the Cemetery. A new 3m3 drainage field needs to be installed at a cost of £3027 + VAT. It was AGREED to recommend commencing the work as soon as possible.

### **RECOMMENDATIONS TO BE CONSIDERED AT THE MEETING OF CORBRIDGE PARISH COUNCIL ON 16 DECEMBER 2020**

- a) **PRECEPT.** No increase in the precept for 2021-22, £128,000.
- b) **GRASS CUTTING CONTRACT.** To accept the quote from GMS Ltd for £5,940 + VAT.
- c) **WORK REQUIRED IN CORBRIDGE CEMETERY.** To accept the quote from Shotton Waste Service to install a 3m3 drainage field in Corbridge Cemetery to service the septic tank.

**CORBRIDGE PARISH COUNCIL**

<b>CORBRIDGE PARISH COUNCIL BUDGET</b>	<b>2021 BUDGET</b>	<b>2021 ACTUAL TO DATE 30.11.20</b>	<b>VARIANCE</b>	<b>2021 ESTIMATED END OF YEAR</b>	<b>DRAFT BUDGET 2022</b>
<b>INCOME</b>					
Parish Hall Hire	27000	5312	21688	8500	10000
Bank Interest & Dividend	300	112	188	112	0
Cemetery Fees	25000	16282	8718	20000	20000
Lodge rental	6000	4000	2000	6000	6000
Allotment site	700	266	434	700	700
Miscellaneous	5000	13446	-8446	13446	5000
Community Led Housing	77350	0	77350	34000	10000
Precept		128000	-128000	128000	
Play Areas	0	0	0	0	1000
<b>TOTAL [Credit]</b>	<b>141350</b>	<b>167418</b>	<b>-26068</b>	<b>210758</b>	<b>52700</b>
<b>EXPENDITURE</b>					
<b>Admin</b>					
Advertising	200	0	200	0	200
Audit Legal Bank charges	1200	1171	29	1200	1250
Postages, telephone and stationery	2500	1589	911	2000	2000
Lease of office equipment & renewals	1000	628	372	1000	1000
Subscriptions Travel Training	2000	1629	371	2000	2000
Insurance	4000	3709	291	3709	3800
Newsletter and website	6500	2920	3580	5500	6500
Staff wages inc pension contributions	25000	16329	8671	25000	25000
<b>Sub</b>	<b>42400</b>	<b>27975</b>	<b>14425</b>	<b>40409</b>	<b>41750</b>
<b>Community Support</b>					
Grant Aid	4000	1590	2410	4000	4000
Corbridge in Bloom	2500	2500	0	2500	2500
Corbridge Youth Initiative	7500	7500	0	7500	7500
Corbridge Lunch Clubs	500	0	500	0	500
Remembrance Day	250	250	0	250	250
Christmas Lights	500	500	0	500	500
<b>Sub</b>	<b>15250</b>	<b>12340</b>	<b>2910</b>	<b>14750</b>	<b>15250</b>
<b>Parish Hall</b>					
Refuse collection	400	401	-1	401	425
Heating Lighting Water – Parish Hall	5000	2006	2994	4000	4000
Cleaning & Consumables – Parish Hall	2000	2596	-596	2500	2500
Repairs & Maintenance premises	2500	5000	-2500	5000	5000
Refurbishment / Storage	5000	4252	748	5000	2500
Miscellaneous	5000	2170	2830	2500	5000
Staff wages inc pension contributions	21000	13528	7472	21000	21000
<b>Sub Total</b>	<b>40900</b>	<b>29953</b>	<b>10947</b>	<b>40401</b>	<b>40425</b>
<b>Property/Land/Open Spaces</b>					
Corchester Playfield	140	140	0	140	140
Closed Churchyard	1000	380	620	1000	1000
Stanners wood	0	0	0	0	0
Riverside to Well Bank Green	1000	750	250	1000	1000
Play Areas inc skateboard park	2500	1285	1215	2500	2000
Allotment Site	50	50	0	50	50
Maintenance of Seats/ Shelters/Signage/Plants	1000	1083	-83	1028	500
Groundworks inc outsourcing	47500	27765	19735	47500	47500

**CORBRIDGE PARISH COUNCIL**

Tree works	5000	4340	660	5000	5000
Litter bins	500	0	500	500	500
Misc	0	111	-111	111	500
Public toilets	10000	0	10000	0	10000
<b>Sub</b>	<b>68690</b>	<b>35904</b>	<b>32786</b>	<b>58829</b>	<b>68190</b>
<b>Cemetery</b>					
Skip Hire	660	450	210	675	675
Cemetery Chapels - Repairs & Maintenance	5000	1234	3766	5000	5000
Cemetery Lodge - repairs/refurbishments	500	78	422	500	500
Cemetery - Heating and Lighting	250	249	1	400	300
Cemetery Chapels - rates	1750	1771	-21	1771	1800
Miscellaneous	2500	722	1778	2250	2500
	<b>10660</b>	<b>4504</b>	<b>6156</b>	<b>10596</b>	<b>10775</b>
Community Led Housing	87350	0	87350	0	10000
Loan repayments	0	0	0	0	0
Neighbourhood Plan		<b>0</b>		<b>0</b>	
Contingency/Capital	15000	5141	9859	15000	15000
Street Lighting	10000			10000	
<b>Sub Total (DEBITS)</b>	<b>112350</b>	<b>5141</b>	<b>97209</b>	<b>25000</b>	<b>25000</b>
<b>VAT</b>	<b>0</b>	<b>7514</b>			<b>0</b>
<b>TOTAL (DEBITS)</b>	<b>290250</b>	<b>115817</b>	<b>164433</b>	<b>189985</b>	<b>201390</b>

<b>Cash in hand at this date [per balance sheet] 30.11.20</b>			<b>168542</b>
Estimated expenditure 20/21	189985		
Actual expenditure at this date	<u>115817</u>		
Expenditure to come for 20/21		74168	
Estimated income for 20/21	210758		
Actual income at this date	<u>167418</u>		
Income to come for 20/21		43340	
Net expenditure to come for 20/21			30828
<b>Expected balance of funds at year end 31.03.21</b>			<b><u>137714</u></b>

**Miscellaneous Income**

Photocopying costs	86
Wayleave - cemetery	35
Donation - Northern Gas	3000
Networks	
Corbridge Matters Advertising	300
Sale of walking books	25
Northumberland CC - Covid Grant	10000
	<u><b>13446</b></u>

**Expected balance as at 01.04.21** **137714**

<b>Estimated income 21/22</b>	52700	
<b>Estimated expenditure 21/22</b>	201390	<u>190414</u>
<b>Suggested precept 21/22</b>	128000	<u>-10976</u>
<b>Expected end of year balance 31.03.22</b>		<u><b>117024</b></u>

**Cost of an average band D property** **£128,000/£1727.30** **£74.10**