

MINUTES OF THE ONLINE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON
24TH MARCH 2021

PRESENT: Cllr W Clouston, Chairman of the Council together with Cllrs N M Oliver, Mrs E S Buckley, C G Curry, L Stenhouse, L Rogers, Mrs M V Kemp, Mrs J Neal, S Ahmed and M F Griffin.

0321.01 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.

Planning Application No: 20/01962/FUL Water Row, Front Street, Corbridge. Two storey side extension. A resident from Front Street attended the meeting to express concerns over the proposed development at Water Row, Front Street, Corbridge. Several objections had been submitted regarding this application including: Detrimental impact on the historic St Mary's Chare including the existing historic wall. Concerns were expressed over the structural impact and risk this development posed. The Parish Council had not objected to the original application and felt that as the amended plans mitigated some of the objections then it was not appropriate to object at this time. It was noted that the Conservation Officer, NCC had objected to the planning application and the Parish Council felt that it was up to the Planning Authority to make the final decision.

Skate Park. Residents attended the meeting to discuss the closure of the skate park and the provision of a replacement facility once the work being carried out by Northumbrian Water is complete. The skate park is to be closed for the whole of 2021. A working group will be set up including representatives from the Parish Council, Corbridge Youth Initiative and interested parties to discuss designs and funding. As the area is in the flood zone there will be some restrictions imposed by Environment Agency. Parents of Corbridge Middle School pupils and young people are keen to be involved.

0321.02 PRESENTATION BY MATT BAKER, NCC SERVICE DIRECTOR, CLIMATE CHANGE AND GRAHAM HEAD, COMMUNITY CLIMATE CHANGE CHAMPION. Matt Baker attended the meeting to give a presentation on NCC's Climate Change Action Plan. Graham Head would like to publish a column in Corbridge Matters on a regular basis 'Northumberland 2030 Carbon Neutral' to update the Parish on Climate Change initiatives. Copies of the presentation are available.

0321.03 APOLOGIES FOR ABSENCE. Apologies received and accepted from Cllr M J Stone.

0321.04 DECLARATIONS OF INTEREST. Cllr N M Oliver declared a personal and prejudicial interest in item 0321.09 as a member of Northumberland County Council's Planning Committees.

0321.05 TO ACCEPT AND APPROVE THE MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2021. It was proposed by Cllr N M Oliver, seconded by Cllr L Stenhouse and AGREED to accept and approve the minutes of the meeting held on 24 March 2021 as a true and accurate record.

0321.06 ACTIONS FOLLOWING THE MEETING HELD ON 24 FEBRUARY 2021.

TAKE TEN MINUTES TOTEMS. Minute 221.10.05 refers. Mrs Senior had made some initial enquiries however a full report will be given to the Council in due course.

LITTER BIN, AYDON ROAD. Minute 221.10.06 refers. Permission had been given by NCC to locate a litter bin at the top of Aydon Road. The bin will be ordered and the clerk will liaise with NCC as to the position.

STANNERS WOOD. Minute 221.11d refers. Enquiries will be made with suppliers for roadstone to be laid along the track.

LITTER BIN, APPLETREE LANE. The litter bin along from the Coigns Corner will be relocated to the Appletree Lane/Crofts Estate site.

0321.07 FINANCE/ADMINISTRATION.

ACCOUNTS FOR PAYMENT. It was proposed by Cllr W Clouston, seconded by Cllr Mrs E S Buckley and AGREED to approve the items of expenditure on the lists, previously circulated. (Appendix A).

0321.08 PLANNING DECISIONS. It was AGREED that the Council receive the details of the Planning Decisions made by Northumberland County Council, in accordance with the list circulated. (APPENDIX B)

0321.09 PLANNING APPLICATIONS. It was AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (APPENDIX C)

0321.10 CORRESPONDENCE. Correspondence and information items received since the February meeting had been listed on the agenda and were noted (APPENDIX D). Most items had been circulated to all councillors by email.

CAR PARKING CHARGES. It was noted that new car parking tariffs will come into effect on 5 April 2021. Information had been circulated to all councillors.

SCHEDULED MONUMENT CONSENT. The application submitted to Historic England for the refurbishment of the pavilion at Corchester Field and other associated improvements had been acknowledged and a decision will be made in due course.

COMMUNITY GOVERNANCE REVIEW. It was noted that confirmation had been received that the community governance review had been completed and the Parish Council wards had now been removed.

0321.11 ELECTION ARRANGEMENTS. The nomination period opens on 26th March and closed on 8th April 2021. All nomination papers need to be hand delivered to a nominated centre to be checked. The clerk will take completed forms to Queens Hall, Hexham should any councillor require.

0321.12 REVIEW OF CEMETERY FEES. It was proposed by Cllr Mrs E S Buckley, seconded by Cllr N M Oliver and AGREED to increase the cemetery fees by 2%. A copy is attached to this minute.

0321.13 REVIEW OF PARISH HALL FEES. It was proposed by Cllr Mrs E S Buckley, seconded by Cllr N M Oliver and AGREED to no increase of the Parish Hall fees for a further year.

0321.14 TO RECEIVE REPORTS FROM WORKING/LIAISON GROUPS

0321.14.01 **Chairman's Report.** Nothing to report.

0321.14.02 County Councillor's Report.

- a) **Speeding.** The latest speed data from the signs had been passed to Inspector Neill, Northumbria Police. He will pass onto his team for enforcement.
- b) **Local Transport Plan.** The schemes for Aydon Road and Newcastle Road are progressing and an option paper should be received within the next few week. Improvements at Town Buildings corner and the right turn onto Station Road are ready for implementation as well as installation of double yellow lane on Corchester Lane, Appletree Lane and white lining at the junction of Cragside and Bilberry Way.
- c) **Fibre Broadband.** The government have announced the Gigabit Project and Northumberland are one of the first 8 counties in the country to receive funding. There are 2 opportunities for Corbridge; one for outlying houses with little connectivity and another to improve connectivity in the centre of Corbridge. The Gigabit Voucher Scheme replaces the Rural Gigabit Scheme that ended on 31st March. NCC officers and Cllr N M Oliver have been meeting with suppliers who are showing an interest in the Corbridge area and a public online event will be arranged to gauge community demand. Further information is awaited on the voucher scheme.

0321.14.03 **To consider recommendations from the Finance and General Purposes Committee.**

A meeting had been held on 16th March and the following recommendations made by the committee were approved.

- a) To accept the quote from W Scott to carry out the ground works at a cost of £6500 per year.
- b) To accept quote from Urwin Joinery to repair the roof of the bus shelter on Stagshaw Road.

0321.14.04 **To consider proposal by Cllr M F Griffin to carry out a comprehensive survey of the condition of the roads and pavements in the Parish.** Cllr M F Griffin proposed that the Parish Council carry out a comprehensive survey of the roads and pavements in the Parish. Cllr N M Oliver advised that any defects reported to NCC are repaired relatively quickly and major works are prioritised and programmed in. The Parish Council is able to put 3 priority schemes forward for inclusion in the Local Transport Plan every year and this is usually carried out in September/October.

0321.14.05 **To consider proposal by Cllr M F Griffin to obtain MHCLG grants to install changing places in public toilets.** It was noted that Corbridge public toilets are the responsibility of NCC however Corbridge Parish Council has made enquiries regarding a community asset transfer. This had been put on hold due to the pandemic. Cllr N M Oliver to look into the community asset transfer further.

0321.15 ANY URGENT BUSINESS ALLOWED BY THE CHAIRMAN [FOR INFORMATION ONLY].

Wellbank Green to the Mill. It was noted that motorbikes are travelling along the path from Wellbank Green to the Mill. Although this route is not suitable, the path is classed as a highway and therefore not prohibited.

0321.16 OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED. The state of the road and footpaths on St Helen's Street was raised. Cllr N M Oliver agreed to look into this and contact NCC officers.

0321.17 DATE OF NEXT MEETING. The next meeting of the Parish Council will take place on Wednesday 28th April 2021 at 7.00pm.

Signed as an accurate record _____ Chairman

APPENDIX A

ACCOUNTS FOR PAYMENT ON 24 MARCH 2021						
Payee	Description	Gross paymen	VAT	Net	Payment method	Invoice number
Rentokil	Washroom Supplies	189.96	31.67	158.29	DD	33810319
BT Plc	Parish Hall telephone/WIFI	103.18	17.20	85.98	DD	M056 CS
H M Revenue & Customs	PAYE	518.88		518.88	BACS	2112
TWPF	Pension contributions	785.95		785.95	BACS	2112
Diamond Business Systems	Photocopier maintenance lease	30.75	5.12	25.63	DD	131928
EE	Mobile phone contracts	46.84	7.81	39.03	DD	V01854211918
Corona Energy	Parish Hall electricity	1.31	0.22	1.09	DD	IN0000909649
Corona Energy	Cemetery electricity	34.70	1.65	33.05	DD	IN0000909746
Engie Gas Ltd	Parish Hall gas supply	602.60	100.43	502.17	DD	1-00463677
Everflow	Water rates - Parish Hall	9.40		9.40	DD	895431
Wel Medical	Replacement defibrillator battery and pads	254.40	42.40	212.00	BACS	
Unity Trust Bank	Bank Account charges	18.00		18.00	DD	
Unity Trust Bank	Bank Account charges	29.85		29.85	DD	
Homebase	Paint - Parish Hall	35.50	5.92	29.58	BACS	90090222
ADT Fire and Security	CCTV Maintenance	90.16	15.03	75.13	BACS	46557767
Northumberland CC	Groundworks contract	12129.28	2021.55	10107.73	BACS	146427218557
Unity Trust Bank	Manual credit charge	1.50		1.50	DD	041220-040321
Staff wages	April 2021	2426.37		2426.37	BACS	Wages 2112
Total		17308.63	2249.00	15059.63		

INCOME RECEIVED FEBRUARY 2021			
Reference	Detail	Amount	Date
Charlotte Straker Project	Parish Hall rent	75.00	04.02.2021
Matfen Parish Council	SLCC subscription contribution	41.30	04.02.2021
Various (82)	Cemetery fees	6943.00	05.02.2021
S Brown	Allotment rent	40.00	12.02.2021
HMRC	JRS Grant – furlough payment	1053.86	12.02.2021
Plot 15	Allotment rent	70.00	15.02.2021
Plot 23	Allotment rent	40.00	16.02.2021
Plot 29	Allotment rent	40.00	16.02.2021
Plot 18	Allotment rent	30.00	18.02.2021
Plot 16A	Allotment rent	40.00	19.02.2021
Plot 4	Allotment rent	30.00	22.02.2021
Plot 26	Allotment rent	40.00	25.02.2021
Funeral Services Ltd	Cemetery fees	3034.00	26.02.2021
Total		11477.16	

INCOME RECEIVED MARCH 2021			
Reference	Detail	Amount	Date
C Urwin	Cemetery lodge rent	500.00	01.03.2021
Ref 410 (Various)	Allotment fees	110.00	01.03.2021
Ref 412 (Various)	Allotment fees	180.00	02.03.2021
Plot 16B	Allotment fees	40.00	02.03.2021
Plot 32	Allotment fees	40.00	05.03.2021
Plot 22	Allotment fees	40.00	08.03.2021
Plot 10	Allotment fees	40.00	08.03.2021
HMRC	VAT refund	2508.98	08.03.2021
Brian Goole & Son	Corbridge Matters Advertising	67.50	10.03.2021
Lisa Graham Hearing Care	Corbridge Matters Advertising	202.50	10.03.2021
Finale	Corbridge Matters Advertising	135.00	10.03.2021
Corbridge Pre School	Corbridge Matters Advertising	101.25	11.03.2021
Horsley Parish Council	SLCC Subscription refund	30.95	12.03.2021
Plot 17	Allotment fees	30.00	16.03.2021
HMRC	JRS Grant – furlough payment	749.86	16.03.2021
S J Powell	Corbridge Matters Advertising	67.50	17.03.2021
DMc Gardening	Corbridge Matters Advertising	67.50	17.03.2021
Masseys	Corbridge Matters Advertising	33.75	17.03.2021
D Nicholls	Corbridge Matters Advertising	67.50	18.03.2021
Clarand Accountants	Corbridge Matters Advertising	150.00	18.03.2021
S Rutherford	Corbridge Matters Advertising	67.50	18.03.2021
K McCarthy	Corbridge Matters Advertising	33.75	22.03.2021
Plot 33	Allotment fees	40.00	24.03.2021
Various (417)	Corbridge Matters Advertising	142.50	24.03.2021
C Urwin	Cemetery lodge rent	500.00	24.03.2021
Northumberland County Council	Refund of refuse collection	481.01	25.03.2021
Plot 27	Allotment fees	40.00	29.03.2021
K McCarthy	Corbridge Matters Advertising	33.75	30.03.2021
Plot 9	Allotment fees	40.00	30.03.2021
Anton Estates	Corbridge Matters Advertising	202.50	31.03.2021
Plot 19	Allotment fees	40.00	31.03.2021
Total		6783.30	

APPENDIX B

PLANNING APPLICATION RECEIVED FOR CONSIDERATION ON 24 MARCH 2021

Planning applications listed can be viewed online at <https://publicaccess.northumberland.gov.uk/online-applications>.
Hard copies are no longer received.

1. Reference number: 21/00536/FUL. Single storey extension at Hazel Hurst, Aydon Road, Corbridge
2. Reference number: 21/00585/FUL. Proposed single storey extension to kitchen/living space at Sherwood Lea, Beech Drive, Corbridge
3. Reference number: 21/00427/FUL. Rear extension at 13 Trinity Terrace, Corbridge.
4. Reference number: 21/00572/FUL. Change of use of existing first floor storage above existing garage into office and accommodation ancillary to main dwelling at Stavros, Aydon Road, Corbridge.
5. Reference number: 21/00274/FUL and 21/00275/LBC. Subdivide and renovate existing unit to form 2 units and change use class of the rear unit from commercial (E) to 1no residential dwelling (C3) (As amended). Smiths Gore, Eastfield House, Main Street, Corbridge
6. Reference number: 21/00437/FUL. Proposed new build dwelling at land west of Tyne View Terrace, Well Bank, Corbridge.

APPENDIX C

PLANNING DECISIONS RECEIVED UP TO 24 MARCH 2021

1. Reference number: 21/00116/PRUTPO. Tree preservation order application for crown reduction of 20% width and height to one Yew tree T1 at 1 Whitegates Cottages, Aydon Road, Corbridge. **PERMIT**
2. Reference number: 20/03942/FUL. Demolition of single storey extension and replacement with single storey extension and increased parking area to front of property at 31 Windsor Terrace, Corbridge. **GRANTED**
3. Reference number: 20/04043/FUL. Proposed single storey rear extension, two storey garage extension and associated works at Stable Cottage, Farnley Hill, Corbridge. **GRANTED**
4. Reference number: 21/00096/FUL. Part retrospective: Alterations and extension to an existing property including a porch extension, dormer windows and demolition of a dilapidated building and construction of a new ground floor extension at Ingle Hurst, Aydon Road, Corbridge. **GRANTED**
5. Reference number: 21/00014/FUL. Single storey extension at Charlotte Straker Trust, Cookson Close, Corbridge. **GRANTED**

APPENDIX D

CORRESPONDENCE RECEIVED SINCE THE FEBRUARY MEETING.

Most items have been emailed to all Councillors.

1. Northumberland County Council – increase in parking charges.
2. Northumberland County Council – Parish Election Nomination Packs
3. Historic England – Confirmation of submission of SMC application for Corchester Field.
4. Northumberland County Council – Community Governance Review. Confirmation of removal of wards for Corbridge Parish.
5. Northumberland Association of Local Councils – eNews weekly.
6. Northumberland County Council – Funding eBulletin March 2021.
7. Northumberland County Council – Climate Change Newsletter March 2021.

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
16 MARCH 2021**

1. **PRESENT.** Councillors W Clouston, Mrs E S Buckley, N M Oliver, M V Kemp
2. **APOLOGIES.** None
3. **TO CONSIDER GRASS CUTTING TENDERS RECEIVED.** GMS were appointed contractor at the December meeting. An email was received on 27 February advising that due to a restructure within the company, they will no longer have a base in West Northumberland, and it will be difficult to maintain sites in Corbridge. They suggested offering the contract to a 3rd party known to them. As this was not part of the tendering process, the Finance Committee agreed to seek further quotes and recommence the process. The following quotes listed below were received and have been considered.

CONTRACTOR	NET	VAT	GROSS
A	£6,500.00		£6,500.00
B	£6,000.00	£1,200.00	£7,200.00
C	£6,587.50	£1,317.50	£7,905.00
D	£5,800.00	£1,160.00	£6,960.00
E	£9,060.00		£9,060.00

It was AGREED to recommend the quote received from contractor A for £6,500. Contractor A is a local man who has carried out work for the Parish in the past to a high standard and is reliable.

4. **TO CONSIDER QUOTE FOR REPAIRS TO BUS SHELTER ON STAGSHAW ROAD.** Quotes had been requested from 3 companies however only one quote had been received. Two options were given; Option 1 to remove damaged decking and felt and replace, cost £830; Option 2 to remove all roof timbers and deck and replace with new and resurface roof, cost £1400.00 It was AGREED to recommend that the repairs go ahead and option 2 is accepted.

**RECOMMENDATIONS TO BE CONSIDERED AT THE MEETING OF CORBRIDGE PARISH COUNCIL ON
24 MARCH 2021**

- a) **GRASS CUTTING CONTRACT.** To accept the quote from Contractor A for £6,500.
- b) **REPAIRS TO BUS SHELTER.** To accept the quote from Urwin Joinery to repair the bus shelter on Stagshaw Road at a cost of £1,400.

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
C H A R G E S A N D R U L E S – 2021/22
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	1560	767
4	Cremated ashes of person whose age at death exceeded 18 years	514	252
5	Cremated ashes - scattered below turf level	395	194
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	530	310
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	820	560
4	Right to erect on grave a small memorial for 30 years	680	440
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.
- [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