

CORBRIDGE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING HELD ON 19TH MAY 2021

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

1. **TO RECEIVE THE MINUTES OF THE 2019 ANNUAL PARISH MEETING.** The Minutes of the Annual Parish Meeting held on the 22 May 2019 having been circulated, were signed as a true record. There were no matters arising.
2. **PARISH COUNCIL - CHAIRMAN'S REPORT.** Cllr W Clouston presented his report on the work of the Council during the past year and looked forward to the next 4 years. Of note, was the refurbishment of the Parish Hall which was completed during the lockdown in 2020. Many of the projects had been postponed due to the pandemic and it is hoped they can be progressed as restrictions are lifted.
3. **COUNTY COUNCILLOR'S REPORT.** Cllr N M Oliver gave a brief report on his work as a County Councillor over the past year.
Roads. Work had been carried out over the past year with resurfacing of Appletree Lane and work planned for the Crofts Estate (partially completed), Aydon Road and Stagshaw Road.
Local Transport Plan. Local Transport Plan Programme for 2020-21 is currently behind however reports/proposals are expected in the next couple of months on the speeding issues on Newcastle Road and Aydon Road.
Planning. The planning application for the development of 9 houses on Newcastle Road was refused. A large quarry at Anick Grange is expected this year.
Flooding. Work has been completed on the strengthening of the flood defences at the Devils Water.
Devils Water Trail. The trail along the Devils Water was completed last year which included the installation of the new bridge [designed by Marc Horn, former Parish Council chairman].
Community Response to Covid Crisis. The Parish Council in partnership with Visit Corbridge and the Churches had set up the Community Helpline which had 120 volunteers registered. This was operational for 14 months, helping residents with shopping, picking up prescriptions etc. Thanks were expressed to the Clerk who had monitored the helpline and co-ordinated the volunteers.
4. **RESOLUTIONS.** There were no resolutions to consider.
5. **THERE** being no further matters raised for discussion, the Chairman declared the meeting closed at 7.10pm.

Signed as a true and accurate record..... Chairman Date

CORBRIDGE PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 19TH MAY 2021

PRESENT: Cllr W Clouston, Chairman of the Council together with Cllrs Mrs E S Buckley, N M Oliver, C G Curry, J Ahmed, L Rogers, Mrs J Neal. M J Stone (Co-opted)

- 521.01 **TO RECEIVE ALL COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE.** All Councillors present made and signed their Declarations of Acceptance of Office in the presence of Mandy Senior, Parish Clerk and Proper Officer of the Council. It was AGREED to accept Cllrs M V Kemp and L Stenhouse's declaration at the June meeting. It was noted that Mark Griffin had resigned from the Council with immediate effect.
- 521.02 **ELECTION OF CHAIRMAN.** It was proposed by Cllr Mrs E S Buckley, seconded by Cllr L Rogers and AGREED Cllr W Clouston be elected Chairman of the Council.
- 521.03 **TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr W Clouston then took the Chair and made and signed his Declaration of Acceptance as Chairman of the Council.
- 521.04 **ELECTION OF VICE CHAIR.** It was proposed by Cllr J Ahmed, seconded by Cllr N M Oliver and AGREED Cllr Mrs E S Buckley be elected as Vice Chair of the Council.
- 521.05 **RESIDENTS** present raised the following 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.
- a) **Cemetery.** It was questioned whether the maintenance of the cemetery had been resolved. Cllr W Clouston provided an update in his report later in the meeting.
- 521.06 **TO ACCEPT AND APPROVE APOLOGIES FOR ABSENCE.** Apologies received from Cllr Mrs M V Kemp. *Cllr L Stenhouse had been held up and sent his apologies the day after the meeting.*
- 521.07 **TO CONSIDER CO-OPTION TO FILL ONE VACANCY BY MELVYN STONE.** It was proposed by Cllr N M Oliver, seconded by Cllr J Ahmed and AGREED to co-opt Melvyn Stone back onto the Council.
- 521.08 **TO RECEIVE DECLARATIONS OF COUNCILLORS' INTEREST.** Cllr N M Oliver declared a personal and prejudicial interest in item 0521.15 as a member of Northumberland County Council's Planning Committees.
- 521.09 **TO CONSIDER ANY MATTERS REQUIRING COUNCIL ACTION THAT MAY ARISE FROM THE PRECEDING ANNUAL PARISH MEETING.** Nothing to note.
- 521.10 **TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 28 APRIL 2021.** It was proposed by Cllr Mrs E S Buckley, seconded by Cllr M J Stone and AGREED to approve and sign the minutes of the Council Meeting held on 28 April 2021 as an accurate record.
- 521.11 **ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 24 MARCH 2021.**
- a) **Access over Corburn.** Minute 0421.13 refers. Cllr N M Oliver is to arrange a meeting with Tim Fish, Public Rights of Way Officer, NCC to discuss in detail.
- b) **Footpath.** Minute 0421.01b refers. Cllr W Clouston is to speak to the landowner regarding the stile at the bottom of Spoutwell Lane.
- c) **Riggs Play Area.** Minute 0421.11 refers. A meeting with Karbon Homes is to be arranged.
- 521.12 **FINANCE/ADMINISTRATION**
- a) **ACCOUNTS FOR PAYMENT.** 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).
- b) **RISK ASSESSMENT.** This was deferred until the June meeting.
- 521.13 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-2021/**
- a) **To accept and approve the Annual Governance Statement 2020-2021.** It was AGREED to accept and approve the Annual Governance Statement 2020-2021.
- b) **To accept and approve the Accounting Statement and Explanation of Variances 2020-2021.** It was AGREED to accept and approve the Accounting Statement and Explanation of Variances 2020-2021.
- c) **To accept the Internal Auditor's Report 2020-2021.** It was AGREED to accept the Internal Auditor's Report 2020-2021.
- d) **To accept the Bank Reconciliation, Asset Register and Annual Accounts 2020-2021.** It was AGREED to accept the Bank Reconciliation, Asset Register and Annual Accounts 2020-2021. It was suggested that the Parish Council should produce a plan to show the public which areas the Parish Council is responsible for.
- 521.14 **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).
- 521.15 **PLANNING APPLICATIONS.** It was AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix C).

CORBRIDGE PARISH COUNCIL

- 521.16 **CORRESPONDENCE.** Correspondence and information items received since the April meeting had been listed on the agenda and were noted. (Appendix D). (*Note: wherever possible, all communications addressed to the Council are circulated to Councillors by email for information as and when received*).
- 521.17 **TO APPOINT REPRESENTATIVES ON THE COUNCIL'S VARIOUS WORKING GROUPS.** Councillors AGREED to remain on their appointed Working Groups/Committees for the coming year.
- 521.18 **TO RECEIVE REPORTS, IF APPROPRIATE FROM WORKING/LIAISON GROUPS WITH ENCLOSED MINUTES, IF APPLICABLE INCLUDING REPORTS FROM THE CHAIRMAN AND COUNTY COUNCILLOR.**
- a) **Chairman's Report.** Cllr Clouston congratulated Cllr N M Oliver on being re-elected as the County Councillor for the Corbridge Ward. Cllr Clouston then gave his verbal report on outstanding matters and what he hoped to achieve over the next 4 years.
- **Neighbourhood Plan.** Cllr Clouston had spoken with Jenny Ludman the planning consultant. The Parish Council will restart the Neighbourhood Plan process which had been stalled due to the pandemic.
 - **Market Place.** The designs/sketches for the redesign of the Market Place are due to be received in the next few weeks. The reconfiguration of the Market Place will be a component of the Neighbourhood Plan. It was noted that there are 2 cars, at the top of the Barclays steps, which are obstructing access for pedestrians. Cllr N M Oliver will contact Andy Olive, NCC to discuss the possibility of a bollard..
 - **North side car park.** The provision of a car park on the north side of Corbridge will be pursued.
 - **Corchester Field.** Consent for the improvements to Corchester Field and the pavilion had been received. Quotes for new fencing will be obtained. Cllrs W Clouston and N M Oliver are to meet Steena Steward to firm up the design for the pavilion. Once the design has been approved, the Parish Council will obtain costs and look into grants.
 - **New Woodland.** It is hoped the Parish Council can obtain some land to plant a tree for every resident in Corbridge (4200). Cllr W Clouston is to approach local landowners with a view to obtaining a lease. There are grants available nationally for tree planting schemes.
 - **Cemetery.** Cllrs W Clouston and N M Oliver together with Mandy Senior had met at the cemetery on Monday to inspect the site. The cemetery is generally in good order and Cllr Clouston refuted some of what Mark Griffin had reported. Several areas will be improved including: **Gates:** Chris Urwin is to repair, strip and repair the main gates. **Maintenance gate:** Although in good order, it was suggested that the maintenance gate be replaced with a Victorian style, more in keeping with the existing gates. **Paths:** Generally in good condition however some areas need attention. The clerk will contact Thompsons of Prudhoe for a delivery of granular subbase to spread on any uneven areas. **Slabs:** There is an area of sandstone blocks which has sunk and needs to be levelled. The clerk will contact some local contractors to attend to. A discussion took place over the use of the chapels. It was agreed to discuss this further. NCC is currently looking into the rates paid by the Parish Council on the chapels. Cllr N M Oliver is pursuing this. It was noted that Jim Hedley, Cemetery Superintendent retires on 4 June 2021.
- b) **County Councillor's Report.** Cllr N M Oliver gave his verbal report on matters related to Corbridge Parish and the wider County area.
- **Schools.** Cllr N M Oliver had visited the site of the rebuilding of the new High School in Hexham. This will be a fantastic building with excellent sporting facilities. Corbridge Middle School has 2 new portable classrooms (pods) and a daily mile track is to be installed.
 - **Cycle Track to Hexham.** This is one of the top 2 cycle projects in the County although the project will need landowners' permission.
 - **Footpath to Riding Mill.** This footpath collapsed in 2015 however is currently being investigated.
 - **Speeding.** This is a significant issue and it is hoped that a 20mph will be created in the centre of the village. It was suggested that the Parish Council look into provided a 2nd speed indicator on Aydon Road. Cllr Mrs Neal had passed the names of volunteers who were interested in becoming speed watch volunteers to Cllr Oliver who had passed the information to Northumbria Police.
 - **Skatepark.** A virtual meeting will be arranged with all interested parties to progress the replacement of the skatepark.

CORBRIDGE PARISH COUNCIL

- **EV Charging points** will be installed in due course.
 - **Community Led Housing.** Corbridge Parish Council is the first Parish Council in the country to buy off plan and provide affordable housing to their community.
 - **Car Park.** No further updates on the new south side car park.
- c) **Roots of Remembrance.** This is a Royal Horticulture Society initiative and is ongoing. Corbridge in Bloom had planted the trees in Corbridge, Aydon Green and Wellbank Green. Cllr Mrs E S Buckley had spoken to the vicar and they will organise a short service in the summer. The clerk will contact Corbridge in Bloom to see if a plaque would be appropriate.

521.19 **AGENDA ITEMS FOR THE NEXT MEETING.** It was noted that following Mark Griffin's resignation, there is one vacancy on the Parish Council.

521.20 **OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED.** It was reported that cars are speeding on St Helen's Street. Cllr N M Oliver is to report this.

521.21 **DATE OF NEXT MEETING.** The next meeting will be of the Parish Council will take place on Wednesday 23rd June 2021 at 19:00 in Room One of Corbridge Parish Hall.

SignedChairman

CORBRIDGE PARISH COUNCIL

APPENDIX A

ACCOUNTS FOR PAYMENT – MAY 2021

Payee	Description	Gross payment	VAT	Net	Payment method	Invoice Number
Rentokil	Washroom supplies	189.96	31.67	158.29	DD	
BT Plc	Parish Hall telephone/wifi	103.18	17.20	85.98	DD	M058 KO
EE	Mobile phone contracts	47.40	7.90	39.50	DD	V01873569947
Engie	Parish Hall gas supply	380.40	63.40	317.00	DD	1-00491634
Corona Energy	Cemetery electricity supply	31.55	1.50	30.05	DD	957126
Everflow	Parish Hall water rates	9.51		9.51	DD	978621
H M Revenue and Customs	PAYE	524.30		524.30	BACS	2202
T W Pension Fund	Pension contributions	785.95		785.95	BACS	2202
J C Accountants	Internal audit fee	576.00	96.00	480.00	BACS	8736
Wel Medical	Replacement pads for defibrillator	43.20	7.20	36.00	BACS	
Henderson and Harrison	Parish hall boiler service & repair	942.00	157.00	785.00	BACS	12376
Tynedale Vermin Control	Groundworks contract	980.00		980.00	BACS	235
Mrs A Senior	Expenses - postages/travel/O365	50.93		50.93	BACS	
Staff Wages	June 2021	2421.17		2421.17	BACS	2203
Totals		7085.55	381.87	6703.68		

INCOME RECEIVED – MAY 2021

Reference	Detail	Amount	Date
GnT	Corbridge Matters advertising	37.50	04.05.21
A Thomas (423)	Corbridge Matters advertising	33.75	05.05.21
Karate (424)	Parish Hall Fees	20.00	10.05.21
Karate (425)	Parish Hall Fees	20.00	10.05.21
Plot 25	Allotment fees	40.00	12.05.21
Supastrikers	Parish Hall Fees	45.00	13.05.21
HMRC JRS Grant	Furlough payment - April 2021	551.66	14.05.21
Karate (427)	Parish Hall Fees	20.00	17.05.21
C Urwin	Cemetery lodge rent	500.00	17.05.21
S Dronfield	Parish Hall Fees	45.00	18.05.21
Karate (426)	parish Hall Fees	20.00	20.05.21
HMRC VTR	VAT refund	2200.93	20.05.21
Karate (427)	Parish Hall Fees	20.00	21.05.21
C Reid	Parish Hall Fees	195.25	27.05.21
Charlotte Straker	Corbridge Matters advertising	135.00	27.05.21
Total		3884.09	

CORBRIDGE PARISH COUNCIL

APPENDIX B

PLANNING DECISIONS RECEIVED ON 19 MAY 2021

REFERENCE NUMBER	DESCRIPTION	DECISION
20/04411/FUL	Proposed single storey side extension and proposed dormer to rear elevation with balcony. 3 Priory Garden, Corbridge	GRANTED
21/00275/LBC	Listed building consent: 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	GRANTED
21/00572/FUL	Change of use of existing first floor storage above existing garage into office and accommodation ancillary to main dwelling. Stavros, Aydon Road, Corbridge	GRANTED
21/00098/FUL	Single storey side extension Arden House, Aydon Road, Corbridge	GRANTED
21/00427/FUL	Rear extension 13 Trinity Terrace, Corbridge	GRANTED

APPENDIX C

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 28 APRIL 2021

REFERENCE NUMBER	DESCRIPTION	ADDRESS
21/01032/FUL	Proposed storage and amenity cabins consisting of portable prefabricated units	Land South East of Tynedale Park, Station Road, Corbridge
21/01348/FUL	Extension to front and above garage with internal alterations	9 Crofts Close
21/01256/FUL	Change of use of domestic garage to self-contained ancillary residential accommodation. Alterations to window and door openings. Addition of portico and flue	Winders Wood Cottage, Newcastle Road, Corbridge

APPENDIX D

CORRESPONDENCE SENDER	MOST OF THESE HAVE ALREADY BEEN FORWARDED TO COUNCILLORS BY EMAIL
Northumberland County Council	Chief Executive's Briefing – HRH Duke of Edinburgh
Northumberland County Council	Northumberland Respect Campaign
Northumberland County Council	Return of Result of Uncontested Election
Northumberland County Council	Local Authority Treescape Fund
INFORMATION ITEMS	
NALC	eNews - Weekly
Tyne Rivers Trust	Spring 2021 Newsletter
National Association of Local Councils	Corona Virus Update and Chief Executive's Bulletins
Northumberland County Council	NCC Climate Change Newsletter – May 2021

CORBRIDGE PARISH COUNCIL

APPENDIX E

Current Corbridge Parish Council Working Groups and Sub Committees

Parish Council Committees		
Finance and General Purposes	Dealing with Finance, staffing, policy issues, grant aid	Cllrs W Clouston, N M Oliver, Mrs E S Buckley, Mrs M V Kemp
Planning Advisory Groups	Reviewing and commenting on planning applications	Cllrs W Clouston, C G Curry, L Stenhouse
Parish Hall Management Committee	Looking after and developing the Parish Hall	Cllrs W Clouston, Mrs E S Buckley
Highways and Neighbourhood Services	Meeting with NCC staff to discuss parish issues and monitor groundworks contract	Cllrs W Clouston, N M Oliver, S Ahmed, C G Curry
Sports, Recreation and Play Facilities	To improve facilities in Corbridge and make best use of S106 monies	Cllrs W Clouston, N M Oliver, L Rogers, S Ahmed
Representatives on Other Village Groups		
East Tynedale Parish Councils Forum		Cllr C G Curry
Visit Corbridge		Cllr N M Oliver
Corbridge Flood Action Group		Cllrs C G Curry and N M Oliver
Corbridge Village Show		Cllr N M Oliver
Bridge End Allotments		Mrs M Senior