

CORBRIDGE PARISH COUNCIL

MINUTES OF THE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON 26TH JANUARY 2022

PRESENT: Cllr E S Buckley, Vice Chair of the Council together with Cllrs N M Oliver, C G Curry, L Rogers, Mrs M V Kemp, Mrs J Neal, S Ahmed.

0122.01 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) **Corbridge Matters.** It was felt that this was a very good, informative edition which was full of useful information for residents and visitors. It was noted that the print run is to be increased for the next edition to accommodate the new housing estate.

0122.02 TO ACCEPT AND APPROVE APOLOGIES FOR ABSENCE. Apologies received and accepted from Cllrs L Stenhouse, W Clouston and M J Stone.

0122.03 TO RECEIVE DECLARATIONS OF COUNCILLORS' INTERESTS. Cllr N M Oliver declared a personal and prejudicial interest in item 0122.08 as a member of Northumberland County Council's Planning Committees.

0122.04 TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 22 DECEMBER 2021. It was proposed by Cllr Mrs J Neal, seconded by Cllr N M Oliver and AGREED to approve and sign the minutes of the Council Meeting held on 22 December 2021 as an accurate record.

0122.05 ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 22 DECEMBER 2021.

- a) **Roman Sign.** Minute 1221.04a. The roman sign had been installed on the south side of the river.
- b) **School Car Park.** Minute 0112.04b refers. Although not yet a formal arrangement, parking is allowed at weekends in the car park by the Middle School.
- c) **Community Led Housing.** Minute 1221.09 refers. A meeting is still to be arranged to discuss the lettings policies for the 4 units on the site beside the Middle School.

0122.06 FINANCE/ADMINISTRATION

- a) **ACCOUNTS FOR PAYMENT.** It was AGREED to approve the items of expenditure on the list, previously circulated. (See Appendix A)
- b) **TO RECEIVE AND ACCEPT BUDGET REPORT, BANK RECONCILIATION UP TO 31 DECEMBER 2021 AND DRAFT BUDGET 2022-23.** It was AGREED to accept and approve the Budget Report and Bank Reconciliation up to 31 December 2021 and accept and approve the draft budget 2022-23.
- c) **TO CONSIDER RECOMMENDATIONS FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE INCLUDING AGREEING THE BUDGET, SETTING THE PRECEPT 2022-23, APPLICATION TO UNITY TRUST FOR A CORPORATE MULTI CARD AND APPOINTMENT OF A HANDYMAN.** The Finance and General Purposes Committee had met on 7 January 2022 and the minutes of the meeting had been circulated to all Councillors. The following recommendations were made and AGREED by all Councillors.
 - **DRAFT BUDGET AND PRECEPT 2022-2023.** To accept the draft budget and levy a precept of £135,000 on Northumberland County Council.
 - **UNITY TRUST CORPORATE MULTI PAY CARD.** To apply for a Unity Trust Corporate Multi Pay card to allow the clerk to make direct purchases on behalf of the Parish Council.
 - **EMPLOYMENT OF A HANDYMAN.** To employ a handyman for a minimum of 4 hours per week, additional hours when required to carry out general maintenance around the village. Rate of pay £12.50 per hour.
- d) **TO CONSIDER DRAFT MEMORIAL POLICY.** It was noted that Corbridge Parish Council receive several requests each year for permission to install memorial benches and trees on Parish Council land. A draft memorial policy had been prepared for adoption. It was AGREED to adopt the policy with the following amendments/additions. The Parish Council will give 6 weeks' notice to remove or relocate any bench. A copy of the policy is attached to this minute.

0122.07 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 C).

0122.08 PLANNING APPLICATIONS. It was AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix B).

0122.09 CORRESPONDENCE. Correspondence and information items received since the December 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).*

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- a) **Northumberland County Council Queen's Platinum Jubilee Fund.** Northumberland County Council has allocated £70,000 to create a Queen's Platinum Jubilee Fund. The purpose of this special fund is to enable non-profit making community and voluntary groups, schools, local charities, parish councils and churches within Northumberland to apply for grant funding to help them to take part in celebratory events and community and legacy projects to mark the Queen's Platinum Jubilee.
- b) **Storm Arwen Review.** Northumberland County Council has created a Storm Arwen Review Task and Finish Group to examine the response of the Council and involved partners: the impact on communities and make recommendations that will ensure they are better prepared for similar events in the future. The Council is inviting submissions from residents, businesses, Parish and Town Councils in the county on their experiences during the storm and the multi-agency response to it, including that of the County Council. Written submissions should be sent to nccstormarwenreview@northumberland.gov.uk.

0122.10 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 W Clouston was unable to attend the meeting however send a written report.

Corchester Field. On Monday the 17th of January Mandy, Nick and I met with Sarah Lewis-Briggs who is a surveyor within the Property Team at English Heritage. As you know, we presently hold the playing fields at Corchester on the basis of a Licence for a small annual fee. Ms Lewis-Briggs has rightly suggested that since the Parish Council is planning to spend considerable sums of money on the Pavillion and in other improvements it would be sensible to consider the granting of a long lease to the Parish Council. Grant funding - which we hope to attract to help pay for the Pavillion refurbishment - will also be dependent on the Parish having the security of a reasonable lease term, say, 15 years plus. It was agreed that Ms Lewis-Briggs would provide CPC with the Heads of Terms of a potential new lease and, if mutually acceptable, we would progress to sign it and secure it. It is understood that rental sum will be similar to the present annual Licence fee. At the time of writing I await the Heads of Terms but I can report that the lease term under consideration is 25 years – which I think is acceptable. I'm awaiting details of the proposed working drawings for the refurbishment of the Pavillion from Steena Steward our Architect.

Hill Street Railings. We are still awaiting a specific date from the contractor to install the railings. It is understood that March might be possible.

Community Woodland. Graham Head has kindly reported back to Nick and I on his investigations and meetings with Mark Child (NCC project manager for the Great North Forest) on the possibility of a community woodland in Corbridge. The general view is very positive, and I have arranged a meeting with Graham this Friday to run through the detail.

Village 20mph Speed Limit. On Monday the 17th of January Nick and I had a Zoom meeting with Richard Mackenzie of NCC Highways Department. The purpose of the meeting was to discuss various highways related matter but, in particular, to consider options to create a village 20mph speed limit scheme. I will leave it to Nick to explain in more detail the details of the discussions but, basically, we think it sensible to prioritise a 20mph scheme as a matter of urgency. Such a scheme would be, essentially, a signs and white lining exercise and the main question concerns the physical limit of the scheme. Fortunately, the arterial routes coming into the village make this a fairly logical matter.

Font at Stagshaw Road/St Helen's Lane. It was reported that a child accidentally fell into the font at the bottom of Stagshaw Road. Apparently, the green algae which had built up on the surface meant that the child could not recognise the water. I promised to raise the matter at the CPC meeting. Perhaps clearing the algae from the village fonts could be a job for the new handy person.

- b) **County Councillor's Report.** Cllr N M Oliver gave his verbal report on matters relating to Northumberland County Council and also at a local level.

Local Transport Plan. A meeting had been held with Richard McKenzie, NCC to discuss the work on Newcastle and Aydon Road. Various options are being considered and some have been ruled out i.e. traffic calming. It is proposed to introduce a 20mph zone. It was AGREED for the 20mph zone to be the slighter wider zone to include the centre of the village and include Stagshaw to St Helen's Lane, back down Aydon Road including Newcastle Road and Appletree Lane. It was also AGREED to install additional vehicle activated signs and costs for these will be available at the February meeting. Permission to turn the vehicle activated signs around will need to be obtained from NCC to ensure that the signs have the appropriate sight lines etc.

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Entrance/Exit – Station Road/Stanners Lane. A consultation had taken place with residents proposing no left turn exiting Station Road and no right turn from Tinklers Bank diverting traffic around the roundabout. There was a very mixed response from the consultation. Concerns were expressed from the Parish Council that this may cause congestion on the roundabout during large events and how it would be enforced. Cllr N M Oliver is to feedback to NCC who will decide in due course.

Traffic lights on Corbridge Bridge. The timings on the bridge had changed 3-4 weeks ago and had been reported to NCC.

Cycling routes. This will be a long term project to create an off road route from Corbridge to Hexham. Several groups are pushing for this however most of the funding for cycle routes goes to commuter routes rather than leisure routes. A route on the south side of the river running alongside the road is likely to be the easiest to be funded. Initial work is being done by LCWIP which is the governments long term approach to developing local cycling and walking networks over a ten year period.

Hill Street build out. This was one of the priorities put forward for inclusion in the LTP 2022-2023 however it is unlikely to make the priority list even though it scored well against criteria. It was suggested that double yellow lines should be painted on the pavement which would allow the enforcement officers to issue immediate fines. Cllr N M Oliver to follow this up.

Removal of the X85 bus service. The X85 service will cease to run in it's current form from 31 January 2022. Go North-East has agreed to keep the 7.38am service from Corbridge to Newcastle and the return at 17:20. Cllr N M Oliver has a meeting with Go North-East next week where he will ask for the service to be restored however this is unlikely.

- c) **To review provision of additional street lighting columns.** In 2017, Corbridge Parish Council identified locations in Corbridge which would benefit from additional street lighting. Unfortunately, due to the difficulties between NCC and their contractor these were never installed. It was AGREED to progress the installation of the additional lighting columns with NCC. It was noted that some streetlights had not been converted to LEDs, mainly Middle Street and the Market Place.

To receive Councillors reports on any village/highway issue. It was noted that the 'No Turning Sign' had still not been replaced at Wellbank. The clerk will arrange for a sign to be installed. A hedge is overgrowing the pavement on Main Street opposite Lloyds Bank corner. The clerk will report this to NCC.

0122.11 TO CONSIDER REQUEST FOR ADDITIONAL SEATING IN THE PARISH HALL PLAY AREA. Several requests had been received from residents requesting additional seating in the play area to the rear of the Parish Hall. The current seating does not allow for social gatherings of parents/grandparents. It was AGREED to provide a picnic table and rearrange the existing seating within the area.

0122.12 OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED.

- a) **Hill Street build out.** It is felt that this area is a cause for concern in Corbridge and an important issue to be resolved. It was suggested that the Parish Council pay for the work. Cllr N M Oliver will explore this with NCC.
- b) **X85 bus service.** It was noted that Go North-East did not need to consult as this route is already covered by other services.

0122.13 DATE OF NEXT MEETING. The next meeting of the Parish Council will be held on 23rd February 2022 at 19:00 in Room One of Corbridge Parish Hall. All residents are invited to attend.

Signed as an accurate record _____

CORBRIDGE PARISH COUNCIL

Memorial Policy

Introduction

Corbridge Parish Council recognises the need to allow memorial benches, trees, plants and similar memorials on land in its ownership or care. Therefore, the Parish Council will ensure the issue is managed and regulated for the benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of the policy will be reviewed regularly.

Memorials

Subject to there being a suitable location, Corbridge Parish Council can only allow the following types of memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with a plaque

The Parish Council must approve the type of bench, tree or shrub.

The Parish Council reserves the right to refuse any application which it deems unsuitable.

Memorials will not be permitted for pets.

Wording on plaques must be approved by the Clerk or designated Councillor.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons, photographs or any other ornamentation shall be permitted. No scattering of ashes will be permitted.

Locations

Corbridge Parish Council can only grant permission for memorials on land owned or managed by the Parish Council.

Memorial Dedication Period

Memorials will remain in position whilst they remain in good repair. The Parish Council accepts no replacement liability for damage to any memorial from vandals, third parties or whilst the Parish Council undertakes routine maintenance.

Trees and Shrubs

The planting of memorial trees will only be carried out between November and March to ensure the most efficient growing conditions.

Tree guards will be required in most instances.

Benches

All costs or donations towards memorial benches must be paid in advance.

The Parish Council will notify the applicant in the event that a memorial bench is damaged or require repair. The responsibility and cost of repair will be for the applicant. The applicant must ensure the Parish Council is in possession of current contact details. Any repair by a third party will be in strict agreement with the Parish Council.

The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economic repair or have not been repaired within 6 weeks of the notification referred to above.

The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life.

The Parish Council will notify the applicant in the event that a memorial bench needs to be relocated. The cost of relocating the bench will be covered by the Parish Council.

Only high quality, durable benches will be permitted. Benches must be installed on hard standing appropriate to the location of the bench.

Adopted by the Parish Council on 26th January 2022.

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APPENDIX A

ACCOUNT FOR PAYMENT ON 26 JANUARY 2022

Payee	Description	Gross payment	VAT	Net	Payment method	Invoice Number
Unity Trust Bank	Bank account charges	18.00		18.00	DD	
Unity Trust Bank	Bank account charges	36.15		36.15	DD	
Rentokil	Washroom services – P/Hall	202.28	33.70	168.58	DD	34156046
BT Plc	Telephone/WIFI – P/Hall	103.18	17.20	85.98	DD	
Engie	Gas supply – Parish Hall	656.78	109.46	547.32	DD	1-00599428
Corona Energy	Electricity supply – Parish Hall	76.69	3.65	73.04	DD	1171104
EE	Mobile phone contracts	48.74	8.12	40.62	DD	V01951935577
Tynedale Hospice	Grant aid 2021-22	300.00		300.00	BACS	2022
H M Revenue & Customs	PAYE – January 2022	513.90		513.90	BACS	
Tyne & Wear Pension Fund	Pension contributions – Jan 22	785.95		785.95	BACS	
Agilico Technologies Ltd	Photocopier maintenance lease	17.83	2.97	14.86	DD	0982626
Anglian Water	Water rates – Allotment site	11.91		11.91	DD	9933577
Northumberland CC	Groundworks contract	12462.84	2077.14	10385.70	BACS	234084
Viking Direct	Stationery & Parish Hall supplies	125.92	20.99	104.93	BACS	8200938
Mrs A Senior	Expenses – travel/postages	70.76		70.76	BACS	
Everflow	Water rates – Parish Hall	9.92		9.92	DD	1327345
Corona Energy	Electricity supply – Cemetery	32.29	1.53	30.76	DD	1172589
Robson Print	Corbridge Matters – Feb 22	1285.00		1285.00	BACS	37014
Wave Utilities	Cemetery water rates	17.99		17.99	DD	9994780
C White	Parish Hall Christmas Tree	65.00		65.00	BACS	
A Curtis Window Cleaner	Bus stops and Parish Hall	90.00		90.00	BACS	
C Urwin	Installation of roman sign	98.00		98.00	BACS	
J F Walton & Son Ltd	Parish Hall supplies	28.50	4.75	23.75	BACS	Sept 21
Amazon	Parish Hall supplies	99.45	16.60	82.85	BACS	99072254
Jacksons Timber	Replacement cemetery seat	289.00	48.17	240.83	BACS	INV-21176
Staff Wages	February 2022	2426.17		2426.17	BACS	2021-22
		19,872.25	2,344.28	17,527.97		

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INCOME RECEIVED

Reference	Detail	Amount	Date
C Buchanan	Parish Hall Fees	90.00	04.01.22
Shelly Dance Fitness	Parish Hall Fees	15.00	04.01.22
HMRC VTR	VAT refund	4638.84	05.01.22
R Oliver	Parish Hall Fees	150.00	06.01.22
R Walker	Parish Hall Fees	75.00	07.01.22
Corbridge Badminton Club	Parish Hall Fees	150.00	13.01.22
S Yeend	Parish Hall Fees	29.25	13.01.22
C Ridley	Parish Hall Fees	15.00	17.01.22
G Dye	Parish Hall Fees	210.00	17.01.22
Charlotte Straker Project	Parish Hall Fees	60.00	19.01.22
Funeral Partners Ltd	Cemetery Fees E137	1077.00	21.01.22
J Tote	Parish Hall Fees	120.00	24.01.22
S Brown	Plot 30 allotment rent	40.00	25.01.22
C Urwin	Cemetery Lodge rent	500.00	26.01.22
L Sage	Plot 24 allotment rent	40.00	27.01.22
A Berrington	Plot 25 allotment rent	40.00	27.01.22
Cemetery Fees	Plot E97	530.00	27.01.22
M D Joyce	Plot 18 allotment rent	30.00	27.01.22
M N Farrer	Plot 29 allotment rent	40.00	27.01.22
F Lukins	Plot 23 allotment rent	40.00	31.01.22
D Nixon	Plot 4 allotment rent	30.00	31.01.22
P Holmes	Plot 21 allotment rent	40.00	31.01.22
Total		£7,970.09	

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CORBRIDGE PARISH COUNCIL BUDGET	2021/22 BUDGET	2021/22 ACTUAL TO DATE 31.12.21	VARIANCE	2021/22 EXPECTED END OF YEAR	DRAFT BUDGET 2022-2023
INCOME					
Parish Hall Hire	10000	16535	-6535	20000	20000
Bank Interest & Dividend	0	8	-8	0	0
Cemetery Fees	20000	21351	-1351	25000	25000
Lodge rental	6000	4500	1500	6000	6000
Allotment site	700	220	480	700	1200
Miscellaneous	5000	5054	-54	5054	5000
Community Led Housing	10000	34000	-24000	41225	91800
PWLB					160000
Precept	128000	128000	0	128000	135000
Play Areas	0	0	0	0	0
TOTAL [Credit]	179700	209668	-29968	225979	444000
EXPENDITURE					
Admin					
Advertising	200	0	200	0	0
Audit Legal Bank charges	1250	1045	205	1250	1250
Postages, telephone and stationery	2000	1744	256	2000	2000
Lease of office equipment & renewals	1000	595	405	750	750
Subscriptions Travel Training	2000	1459	541	2000	2000
Insurance	3800	3819	-19	3819	4500
Newsletter and website	6500	6837	-337	7949	8400
Staff wages inc pension contributions	25000	18564	6436	25000	26000
Sub	41750	34063	7687	42768	44900
Community Support					
Grant Aid	4000	690	3310	2500	4000
Corbridge in Bloom	2500	2500	0	2500	2500
Corbridge Youth Initiative	7500	7500	0	7500	7500
Corbridge Lunch Clubs	500	0	500	0	0
Remembrance Day	250	0	250	250	250
Christmas Lights	500	500	0	500	500
Sub	15250	11190	4060	13250	14750
Parish Hall					
Refuse collection	425	411	14	411	425
Heating Lighting Water – Parish Hall	4000	2489	1511	4000	4000
Cleaning & Consumables – Parish Hall	2500	1687	813	2500	2500
Repairs & Maintenance premises	5000	1532	3468	3500	500
Refurbishment / Storage	2500	0	2500	0	2500
Miscellaneous	5000	239	4761	5000	5000
Staff wages inc pension contributions	21000	15565	5435	21000	21500
Sub Total	40425	21923	18502	36411	36425
Property/Land/Open Spaces					
Corchester Playfield	140	1180	-1040	1180	30000
Closed Churchyard	1000	445	555	1000	1000
Stanners wood	0	0	0	0	0
Riverside to Well Bank Green	1000	670	330	670	700

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Play Areas inc skateboard park	2000	1093	907	2000	2000
Allotment Site	50	1445	-1395	1445	500
Maintenance of Seats/ Shelters/Signage/Plants	500	1835	-1335	2000	2000
Groundworks inc outsourcing	47500	27319	20181	47500	48500
Tree works	5000	860	4140	5000	5000
Litter bins	500	354	146	354	500
Misc	500	979	-479	5052	5000
Public toilets	10000	0	10000	0	2000
Sub	68190	36180	32010	66201	97200
Cemetery					
Skip Hire	675	475	200	713	475
Cemetery Chapels - Repairs & Maintenance	5000	4631	369	5000	5000
Cemetery Lodge - repairs/refurbishments	500	128	372	500	500
Cemetery - Heating and Lighting	300	296	4	300	300
Cemetery Chapels - rates	1800	1771	29	1771	1800
Miscellaneous	2500	12	2488	2500	2500
	10775	7313	3462	10784	10575
Community Led Housing inc repayments	10000	17000	-7000	75225	183600
	0	0	0	0	
Handyman					3000
Contingency/Capital	15000	4115	10885	10000	15000
Street Lighting	0	0	0	0	10000
Sub Total (DEBITS)	25000	21115	3885	85225	211600
TOTAL (DEBITS)	201390	131784	69606	254639	415450

Cash in hand at this date [per balance sheet] 31.12.21				<u>214145</u>
Estimated expenditure 21/22	254639			
Actual expenditure at this date	<u>131784</u>			
Expenditure to come for 21/22		122855		
Estimated income for 21/22	225979			
Actual income at this date	<u>209668</u>			
Income to come for 21/22		16311		
Net expenditure to come for 21/22				106544
Expected balance of funds at year end 31.03.22				<u>107601</u>

Miscellaneous Income				
HMRC JRS Grant		1089		
Cemetery Wayleave		35		
Corbridge Matters Advertising		815		
NCC Cemetery Double Charging Payment		240		
Corbridge Lunch Club		2875		
Total		5054		

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Expected balance as at 01.04.22		107601
Estimated income 22/23	309000	
		416601
Estimated expenditure 22/23	415450	
		1151
Suggested precept 22/23	135000	
Expected end of year balance 31.03.23		136151
Precept	135000	
Cost of an average band D property	£130,000/£1773.83	£73.28
	£135,000/£1773.83	£76.10
	£140,000/£1773.83	£78.92

Bank reconciliation

Name of smaller authority: CORBRIDGE PARISH COUNCIL

Financial period ending 31 December 2021

Prepared by (Name and Role): Mrs M Senior,
Clerk/RFO

Date: 07/01/2022

	£	£
Balance per bank statements as at 31/12/21:		
Current - No 2	20444.24	
Current	64728.54	
Deposit	128979.90	
		<u>214,152.68</u>
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/12/21	301740	-4.05
	301742	-4.05
		-
Add: any un-banked cash as at 31/12/21		-
		-
Net balances as at 31/12/21		<u>214,144.58</u>

CORBRIDGE PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7 JANUARY 2022

1. **PRESENT.** Councillors W Clouston, Mrs E S Buckley, N M Oliver, M V Kemp
2. **APOLOGIES.** None
3. **TO CONSIDER DRAFT BUDGET AND AGREE PRECEPT FOR 2022-2023.** The clerk had prepared a draft budget for consideration by the Finance and General Purposes committee. Items to note: Forecast income for Parish Hall £20K, cemetery income £25K, drawdown of PWLB Loan £160K, Community Housing grant & income £91,800. Forecast expenditure £30K for improvements to Corchester Playing Field, Community Housing houses purchases £183,600 and employment of a handyman £3K. After discussion, due to the number of projects in the pipeline it was proposed to increase the precept by ½ of CPI as at November 2021 (5.1%). This equates to a 2.6% increase (increase of £2.00 per annum on an average Band D property). It is proposed to increase the precept from £128,000 to £135,000.
4. **TO CONSIDER APPLYING FOR A UNITY TRUST CORPORATE MULTI PAY CARD.** Currently all purchases made for the Parish Hall or Parish Council are paid for by the Clerk who then claims the expenses back from Parish Council. This generally works ok however it would be more practical for the purchases to be paid direct from the Parish Council's bank account. Any purchases made (other than general running expenses) would be agreed with the Chair and Vice Chair. Unity Trust provide a Corporate Multi Pay Card – a charge card designed for its customers. This card would provide improved control of spending and day to day purchases with a single online account management tool. There is a set up fee of £50 plus a £3 additional monthly fee. The Parish Council currently pays £6 per month on each Current Account. It was proposed to complete the application to provide a Multi Pay card for the clerk.
5. **TO DISCUSS EMPLOYMENT OF A HANDYMAN.** The Parish Council had previously discussed the possibility of employing a handyman to carry out general maintenance in/around the village. It is proposed to place an advert in Corbridge Matters asking for expressions of interest in becoming the Village Handyman. This would be for a minimum of 4 hours per week, additional hours to be agreed, if needed at a rate of £12.50 per hour.

RECOMMENDATIONS TO BE CONSIDERED AT THE MEETING OF CORBRIDGE PARISH COUNCIL ON 26 JANUARY 2022

- a. **DRAFT BUDGET AND PRECEPT 2022-2023.** To accept the draft budget and levy a precept of £135,000 on Northumberland County Council.
- b. **UNITY TRUST CORPORATE MULTI PAY CARD.** To apply for a Unity Trust Corporate Multi Pay card to allow the clerk to make direct purchases on behalf of the Parish Council.
- c. **EMPLOYMENT OF A HANDYMAN.** To employ a handyman for a minimum of 4 hours per week, additional hours when required to carry out general maintenance around the village. Rate of pay £12.50 per hour.

CORBRIDGE PARISH COUNCIL

APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 26 JANUARY 2022

REFERENCE NUMBER	DESCRIPTION	ADDRESS
21/05011/FUL	Side extension to double garage to create a triple garage which also extends to the rear.	21 Jameson Drive, Corbridge
22/00077/FUL	Erection of single self-build dwelling house on previously developed land south-west of Temperley Grange	Land Southwest of Temperley Grange, U8096 common junction to Riding Hills, Corbridge
22/00133/FUL	Proposed single storey side and rear extension/orangery, side porch, library and garden room	Tinklers Bank Foot, Station Road, Corbridge
22/00068/FUL	Installation of freestanding air source heat pump to be sited in yard adjacent to rear of existing dwelling	The Mount, Prospect Hill, Corbridge

APPENDIX C

PLANNING DECISIONS RECEIVED ON 26th JANUARY 2022

REFERENCE NUMBER	DESCRIPTION	DECISION
21/02685/FUL	Demolition of existing outbuildings, proposed ground floor extension and all associated works (amended 08.10.2021) Town Farm Cottage, Trinity Terrace, Corbridge	GRANTED
21/02270/FUL	Study room extension to the first floor above existing car port The Dovecote, Ladycutter Lane, Corbridge	GRANTED
21/03866/FUL	Proposed detached garage and conversion of existing garage in garden room Prospect House, Ladycutter Lane, Corbridge	GRANTED

APPENDIX D

CORRESPONDENCE RECEIVED SINCE THE NOVEMBER MEETING

Guy Opperman MP	Storm Arwen – public meetings
Northumberland County Council	Storm Arwen review
Northumberland County Council	Queens Platinum Jubilee Fund
NALC	eNews - Weekly
Northumberland Assoc of Local Councils	Survey of the relationship with the County Council – January 2022
Citizens Advice Northumberland	Update – January 2022
Clerks and Councils Direct	January 2022 Issue 139
Northumberland County Council	Climate Change Newsletter – January 2022
Northumberland County Council	Climate Change Q&A event – 19 January 2022