

CORBRIDGE PARISH COUNCIL

MINUTES OF THE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON 23rd FEBRUARY 2022

PRESENT: Cllr W Clouston, Chair of the Council together with Cllrs Mrs E S Buckley, C G Curry, L Rogers, Mrs M V Kemp, S Ahmed.

0222.01 **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) **Queen's Platinum Jubilee Celebrations.** It was questioned whether the Parish Council were organising anything to celebrate the Queen's Jubilee. Cllr W Clouston advised that representatives of the Parish Council, Visit Corbridge and the Corbridge Community Partnership were discussing an event, perhaps a Garden Party, based at the Parish Hall. The event will be publicised in Corbridge Matters.
- b) **Bellway Sales Office, Milkwell Development.** It was suggested that the Bellway Sales office would make a suitable building for a shop for the new development.

0222.02 **TO ACCEPT AND APPROVE APOLOGIES FOR ABSENCE.** Apologies received and accepted from Cllrs Mrs J Neal and M J Stone. Cllr N M Oliver was attending a meeting of Northumberland County Council and arrived at the end of the meeting.

0222.03 **TO RECEIVE DECLARATIONS OF COUNCILLORS' INTERESTS.** Nothing to declare.

0222.04 **TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 28 JANUARY 2022.** It was proposed by Cllr L Rogers, seconded by Cllr S Ahmed, and AGREED to approve and sign the minutes of the Council Meeting held on 28 January 2022 as an accurate record.

0222.05 **ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 28 JANUARY 2022.**

- a) **Village Handyman.** Minute 0122.06c refers. It was noted that there had been 5 expressions of interest for the role of village handyman. They will be shortlisted, in due course.

0222.06 **FINANCE/ADMINISTRATION.**

- a) **Accounts for payment.** It was AGREED to approve the items of expenditure on the list, previously circulated. (See Appendix A).

0222.07 **PLANNING DECISIONS.** It was AGREED to accept the details of the Planning Decisions made by Northumberland County Council, in accordance with the list circulated. (Appendix C).

0222.08 **PLANNING APPLICATIONS.** It was AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix B)

0222.09 **CORRESPONDENCE.** Correspondence and information items received since the January meeting had been listed on the agenda and were noted. (Appendix D). (Note: *wherever possible, all communications addressed to the Council are circulated to all Councillors by email for information as and when received*).

0222.10 **CHAIRMAN'S REPORT.** Cllr Clouston gave his verbal report on outstanding issues.

- a) **Corchester Field.** Heads of Terms had been received from English Heritage for a 25 year lease commencing 1 July 2022. There is a break clause on 6 months written notice at the end of the 15th and 20th years of the term. It would be a peppercorn rent for the 1st five years thereafter £140 reviewable at the end of the 10th, 15th, 20th and 25th year of the term in line with CPI. It was AGREED for Cllr Clouston to sign the Heads of Term. Once the lease has been prepared it will be circulated to all councillors. The Heads of Term does include the refurbishment of the pavilion. Steena Steward advised to carry out the work in sections starting with the roof repairs/replacement. Further joinery and stonework will be required. It was noted that the new portable goal posts had been ordered and would be delivered within the next 2-4 weeks. The old goal posts will need to be removed, carefully.
- b) **Community Led Housing.** Cllrs W Clouston and N M Oliver and Mrs M Senior had attended a meeting with officers from Northumberland County Council on 21st February 2022 to discuss the conditions of the grant. Minutes of this meeting were circulated and noted. A copy is attached. The next stage is for the Parish Council to arrange a meeting of the sub-

CORBRIDGE PARISH COUNCIL

committee. Unfortunately, one member had dropped out. Cllr N M Oliver is looking into the terms of the loan and the need to be able to pay the loan off early if needed.

- c) **Hill Street Railings.** Installation is provisionally booked for 14th March.
- d) **Community Woodland.** The Parish Council is looking to find approx. 10 acres of land to plant approx. 4000 trees (one for every resident of the parish). Cllr Clouston is meeting with Graham Head and the Woodland Trust to discuss the possibility of a piece of land. It was suggested that the Parish Council could have a replanting scheme for residents to replace trees lost in recent storms. It was AGREED that the Parish Council would carry out an audit of the trees on their land to establish gaps and replanting schemes. Christopher Porter attended the meeting to discuss a community woodland that he is looking to create on land at Prospect Hill. The piece of land is a rectangular 5-hectare area of grazing land, currently with a footpath diagonally running across it and power lines running across it. He is in the early stages of creating a mixed broad leaf woodland, predominantly oak and has applied for funding for a feasibility study. EWCO, the funding body, will fund cost of the woodland creation and annual maintenance payment. Mr Porter is keen to share knowledge and the Parish Council AGREED to keep in touch and share information.

0222.11 TO RECEIVE COUNCILLORS' REPORTS ON ANY VILLAGE/HIGHWAY ISSUES.

- a) **Parking.** Cllr L Stenhouse expressed concerns over the number of cars parking on the pavement throughout Corbridge. Particular concern to Councillors is the parking on the double yellow lines outside the Co-op. Unfortunately, the Parish Council's submission to the LTP 2022-2023 for a build out on Hill Street will not be implemented. It was AGREED to meet with Richard McKenzie, NCC to discuss the best solution for preventing parking on the double yellow lines outside the Co-op. Depending on costs, the Parish Council may look to implement the improvements.
- b) **County Councillor's Report.** Cllr N M Oliver arrived at the end of the meeting and gave a brief update on matters relating to Corbridge.
 - i. **Speeding.** NCC has committed to implement the 20mph in Corbridge. A further meeting will be needed with Highways to discuss further. Cllr Oliver will arrange a meeting with Richard McKenzie, NCC within the next few weeks to discuss this and the parking issue outside the Co-op.
 - ii. **Car Park Extension.** The extension to the car park in Corbridge was not listed in NCC's budget however Cllr Oliver had received reassurances that the money was still ring fenced for extending the parking in Corbridge.

0222.12 **OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED.** It was noted there are no dropped kerbs along Main Street to the Black Bull on Middle Street. There are other areas in Corbridge where there are no dropped kerbs. Richard McKenzie, NCC had confirmed that NCC has a separate budget to install dropped kerbs and this will be discussed when Cllr Oliver meets with him.

0222.14 **DATE OF NEXT MEETING.** The next meeting of the Parish Council will be held on Wednesday 23rd March 2022 at 19:00 in Room One of Corbridge Parish Hall. All residents of the parish are invited to attend.

Signed as an accurate record _____

CORBRIDGE PARISH COUNCIL

Meeting held on Monday 21st February 2022 to discuss the Community Led Housing Project.

PRESENT: Cllrs W Clouston and N M Oliver; Mandy Senior, Clerk to the Parish Council; Linda Lacey and Jodie Saynor, Community Housing Officers, Northumberland County Council;

Jane MacKenzie, Finance and Monitoring Officer, Regeneration Team, Northumberland County Council; Helen Hampson, Regeneration Team, Northumberland County Council

The purpose of the meeting was to discuss the conditions of the grant and give an update on the project.

Update: Plot 66 (15 Friesian Drive) has passed the roof inspection and the next payment of £21250 is due to be paid to Miller Homes imminently. This property is due to be completed May 2022.

The following actions were agreed:

- Linda Lacey to discuss, with relevant senior officers, NCC paying 90% of the CHF grant before the PWLB loan is drawn down. 10% will be retained until final completion of the project.
- Mandy Senior to submit two claims in the coming months - one in a couple of weeks' time and one in May 2022.
- Corbridge Parish Council to raise awareness, via Corbridge Matters and Facebook, that the bungalow will soon be available to let.
- Jodie Saynor to send Mandy the Homefinder form for her to complete and return.
- Jodie Saynor to contact Kevin Fletcher in the Homefinder Team to discuss the process for shortlisting applicants – Corbridge Parish Council to do this with some help from the Team if needed
- WC/NO/MS to discuss with the Parish Council the setting up of a sub-committee for the purpose of managing the CLH affordable homes and what the Terms of Reference might be. Also, to discuss the development of a repairs and maintenance policy. Mandy Senior to advise Jodie Saynor once this has been done and give details of members and relevant experience.
- Linda Lacey to speak to Lorraine Fenwick in NCC's Legal Team to expedite the processing of form RX1, which will ultimately lodge a restriction on title with the Land Registry.
- Jodie Saynor to contact NCC's Private sector Housing Team (when the bungalow is nearing completion) to start the process of ensuring the property meets the standards set out in NCC's Property Accreditation Scheme. Certificates needed are; energy performance certificate; EICR Electrical Installation Certificate; Gas safety certificate; Building Control certificate.
- Jane Mackenzie to send Mandy Senior the grant claim forms
- Nick Oliver to arrange with NCC, Comms some publicity once the 1st property is completed.
- WC/NO/MS to arrange a sub-committee meeting to agree Terms of Reference and repairs and maintenance policy. The Parish Council need to establish who will carry out any repairs needed on the properties.
- Mandy Senior to arrange insurance on the properties once they have been handed over to the Parish Council.
- Parish Council to agree details of PWLB and arrange drawdown.

CORBRIDGE PARISH COUNCIL

APPENDIX A

ACCOUNTS FOR PAYMENT 23 FEBRUARY 2022

Payee	Description	Gross payment	VAT	Net payment	Payment method	Invoice Number
Rentokil	Washroom services	202.28	33.70	168.58	DD	34188901
BT Plc	Telephone/WIFI - Parish Hall	103.18	17.20	85.98	DD	
Engie Gas Ltd	Gas supply - Parish Hall	658.99	109.83	549.16	DD	1-00619949
Corona Energy	Electricity supply - Parish Hall	143.42	6.83	136.59	DD	1199883
Corona Energy	Cemetery - electricity supply	31.55	1.50	30.05	DD	1201723
HM Revenue Custom	PAYE - February 2022	514.10		514.10	BACS	2211
TW Pension Fund	Pension contributions - Feb 22	785.95		785.95	BACS	2211
Agilico Technologies	Photocopier maintenance lease	11.90	1.98	9.92	DD	990375
Anglian Water	Water rates - Allotment site				DD	
Mrs A Senior	Expenses - travel/postages					
Everflow	Water rates - Parish Hall	10.98		10.98	DD	1378858
Marmax Products	Picnic bench - Parish Hall	520.80	86.80	434.00	BACS	SO042108
C G Curry	Travel expenses	8.10		8.10	301743	
Evergreener	Parish Hall bins	92.57		92.57	BACS	3558168
PMF Products Ltd	Portable goals - Corchester	1836.95	306.16	1530.79	BACS	65022
Unity Trust Bank	Multi pay set up fee	50.00		50.00	DD	
A Curtis	Window cleaning Phall/bus stops	90.00		90.00	BACS	80222
Currys PC World	Replacement laptop	639.00	106.50	532.50	BACS	71762
Mrs A Senior	Expenses - travel/postages	150.81		150.81	BACS	
Mrs A Senior	Stationery	47.50		47.50	BACS	
Staff wages	March 2022	2426.37		2426.37	BACS	2212
Totals		8324.45	670.50	7653.95		

CORBRIDGE PARISH COUNCIL

INCOME RECEIVED

Reference	Detail	Amount	Date
Karate (452)	Parish Hall Fees	60.00	01.02.22
L Woodward	Parish Hall Fees	60.00	01.02.22
C J Taylor	Parish Hall Fees	120.00	01.02.22
C Reid	Parish Hall Fees	142.50	01.02.22
L Robertson	Parish Hall Fees	200.00	02.02.22
C Buchanan	Parish Hall Fees	120.00	02.02.22
P Waldram	Plot 34 allotment rent	40.00	03.02.22
Y Grey	Plot 2 allotment rent	30.00	03.02.22
R Walker	Parish Hall Fees	210.00	03.02.22
Supastrikers	Parish Hall Fees	45.00	03.02.22
Supastrikers	Parish Hall Fees	45.00	03.02.22
Tynedale U3A	Parish Hall Fees	20.00	03.02.22
Clearer Hearing	Corbridge Matters Advertising	202.50	04.02.22
R Oliver	Parish Hall Fees	225.00	04.02.22
D W Plumbing	Corbridge Matters Advertising	67.50	04.02.22
GRA	Corbridge Matters Advertising	67.50	07.02.22
SJ Powell	Corbridge Matters Advertising	67.50	07.02.22
K McCarthy	Corbridge Matters Advertising	67.50	07.02.22
Corbridge Pre School	Corbridge Matters Advertising	101.25	09.02.22
Various (453)	Parish Hall fees & allotment rent	250.00	10.02.22
Masseys	Corbridge Matters Advertising	33.75	10.02.22
Finale	Corbridge Matters Advertising	135.00	15.02.22
Shelly Dance Fitness	Parish Hall Fees	60.00	16.02.22
A Proud	Plot 9 allotment rent	40.00	16.02.22
J Adey	Parish Hall Fees	15.00	17.02.22
N Palmer	Corbridge Matters Advertising	202.25	18.02.22
Clarand Accounts	Corbridge Matters Advertising	202.50	21.02.22
W & E Grant	Plot 10 allotment rent	40.00	22.02.22
Various (455)	Allotment fees & Parish Hall fees	617.50	22.02.22
J Renwick	Allotment plot 16B	40.00	23.02.22
C Urwin	Cemetery lodge rent	500.00	23.02.22
C Liefert	Allotment plot 15	70.00	24.02.22
Gin and Tonia	Corbridge Matters Advertising	33.75	28.02.22
S Rutherford	Corbridge Matters Advertising	67.50	28.02.22
C J Taylor	Parish Hall Fees	120.00	28.02.22
C Buchanan	Parish Hall Fees	90.00	28.02.22
Totals		4408.50	

CORBRIDGE PARISH COUNCIL

APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 23 FEBRUARY 2022

REFERENCE NUMBER	DESCRIPTION	ADDRESS
22/00268/FUL	Single storey rear extension	Deepdene, Greencroft Avenue, Corbridge
22/00323/FUL	Change of use from 2no flats to a single dwelling house, along with a new dormer loft conversion	1 Windsor Terrace, Corbridge
22/00394/FUL	Retrospective application relating to formation of pergola and decking within existing beer garden	The Dyvels, Station Road, Corbridge
22/00439/FUL	Enlargement of kitchen window, continuous roof lights to kitchen, reconfiguration of steps down to terrace and balustrade to existing terrace	11-13 Front Street, Corbridge
21/02825/FUL	Reconsultation: Proposed single storey dwelling, conversion of existing building to form annex, and associated parking and landscaping (Amended description 21.02.22)	Rear of Eastfield House, Main Street, Corbridge

APPENDIX C

PLANNING DECISIONS RECEIVED ON 23 FEBRUARY 2022

REFERENCE NUMBER	DESCRIPTION	DECISION
21/04167/FUL 21/04168/LBC	Change of use from mixed use shop and café to restaurant/bar with internal alterations The Duck House, 2-3 Town Hall Buildings, Princes St, Corbridge	GRANTED
21/04803/FUL	Resubmission: Second storey extension above garage and extension to front to increase garage. Internal alterations. 9 Crofts Close, Corbridge	REFUSED
21/02516/FUL	Retrospective: construction of 2no log stores, 1no tool storage and shelter shed and 1no poly tunnel for growing saplings Land at South East of Pit Allotment Wood, Corbridge	REFUSED

APPENDIX D

CORRESPONDENCE RECEIVED SINCE THE JANUARY MEETING

All communications addressed to the Council are circulated to Councillors by email for information, as and when received.

SENDER	DETAIL
NALC	eNews – weekly
Community Action Northumberland	CAN eNews - monthly
Healthwatch Northumberland	GP Access Survey
Northumberland County Council	Post Storm Arwen update from Northumberland County Council
Northumberland County Council	Funding eBulletin – January 2022
Northumberland County Council	Update – Storm Malik – 30/31 January & 1 February 2022
Northumberland County Council	Climate Change Newsletter – February 2022
Tynedale Hospice at Home	Thank you for financial contribution
Northumberland Age UK	Update on support and services
Northumberland County Council	Northumberland Local Plan Inspector's Report
Northumberland County Council	Storms Dudley and Eunace briefing