

CORBRIDGE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING HELD ON 1st JUNE 2022

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

1. **TO RECEIVE THE MINUTES OF THE 2021 ANNUAL PARISH MEETING.** The Minutes of the Annual Parish Meeting held on the 19th May 2021 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 full reopening of the Parish Hall which had been refurbished during the lockdown in 2020; the completion of the railings outside of the Co-op; the appointment of a handyman to complete odd jobs around Corbridge. The plans to improve facilities at Corchester Field are progressing and we are now looking for a contractor to carry out the work. This has become urgent as the pavilion has been vandalised for the 2nd time. The Parish Council will look to secure the area with Heras Fencing. The improvements to the Market Place had been stalled as a meeting is needed with Northumberland County Council to agree the highway and kerbs. It is hoped to progress a Community Woodland in the coming year although a meeting is needed with the landowner. This had not been possible. The Parish Council looks forward to the completion of the first phase of the Community Led Housing in the next few weeks. The 2-bed bungalow is nearing completion and the foundations of the 3no 2 bed houses have been laid. A meeting is to be held next week to iron out the scope of the lettings policy.
3. **COUNTY COUNCILLOR'S REPORT.** Cllr N M Oliver gave a brief report on his work as a County Councillor over the past year.
Community Response to Covid Crisis. A tremendous effort was seen from the community in Corbridge, and this is a reflection of the strength of our community.
Community Led Housing Project. This is a significant project for Corbridge and Corbridge is the first Parish Council to run a community project off plan.
Pumping Station is nearing completion and discussions will be held with Northumbrian Water who had promised a contribution to the skatepark once the work had been completed.
Schools. There have been developments at Corbridge Middle School with the completion of 2 new modular classrooms, together with a daily mile track and a 48-space car park. The construction of a 4G pitch is going ahead in the next 12 months. The completion of the new £48m development at Queen Elizabeth High School which is a fantastic facility and provides excellent sports facilities.
Local Transport Plan. The 20mph zone in the centre of the village is due to be delivered this financial year. The boundaries need to be clarified however plans from NCC should be received soon with implementation due in the Autumn.
Car Park/Market Place. A meeting is to be held next week to progress these projects.
Flood Defences. Improvements to the flood defences from the Devils Water eastwards were completed last year. The Environment Agency had created wildflower areas on the flood bank which produced a beautiful display. The Parish Council will look to replicate areas like this where we can. Cllr Oliver is to engage with Corbridge in Bloom and Corbridge Gardening Society to discuss rewilding certain areas such as Milkwell Lane, Leazes Lane, flood bank areas, roundabouts. It was AGREED that Cllr Oliver would pursue this on behalf of the Parish Council.
4. **RESOLUTIONS.** There were no resolutions to consider.
5. **THERE** being no further matters raised for discussion, the Chairman declared the meeting closed at 7.45pm.

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

CORBRIDGE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 1ST JUNE 2022

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

- 522.01 **ELECTION OF CHAIRMAN.** It was proposed by Cllr N M Oliver, seconded by Cllr Mrs E S Buckley and AGREED Cllr W Clouston be elected Chairman of the Council.
- 522.02 **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.
- 522.03 **ELECTION OF VICE CHAIR.** It was proposed by Cllr N M Oliver, seconded by Cllr J Ahmed and AGREED Cllr Mrs E S Buckley be elected as Vice Chair of the Council. Cllr Mrs E S Buckley accepted however it was noted that this would be Cllr Buckley's last year on the Council and she would be standing down at the next Annual meeting after 50 years' service to the community in various roles.
- 522.04 **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) **Grass cutting.** Concerns were expressed over the state of the grass cutting of Karbon Homes areas. Cllr Oliver had received many complaints and had been liaising with Karbon Homes on behalf of the residents. Karbon Homes have had problems with their grass cutting contractor and a letter of apology had been received from Karbon Homes. The problems are slowing being resolved and they are to carry out an increased cycle of cuts this year. After discussion, the Parish Councillors agreed it would be useful to have a map of Corbridge on display showing the various areas of responsibility around Corbridge. Cllr Oliver is to speak to NCC mapping to obtain a large scale map of the village/parish.
 - b) **ST HELEN'S STREET ROAD SURFACE.** Concerns were expressed from a resident over the state of the road surface along St Helen's Street. He stated that this street was last resurfaced in 1975. Cllr Oliver agreed to look at the area after the meeting. It was noted that work had been carried out on the pavement on St Helen's Street approx. 3 years ago.
- 522.05 **TO ACCEPT AND APPROVE APOLOGIES FOR ABSENCE.** Apologies received from Cllr Mrs M V Kemp and L Rogers.
- 522.06 **TO RECEIVE DECLARATIONS OF COUNCILLORS' INTEREST.** Cllr N M Oliver declared a personal and prejudicial interest in item 0522.11 as a member of Northumberland County Council's Planning Committees.
- 522.07 **TO CONSIDER ANY MATTERS REQUIRING COUNCIL ACTION THAT MAY ARISE FROM THE PRECEDING ANNUAL PARISH MEETING.** Nothing to note.
- 522.08 **TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 24 APRIL 2022.** It was proposed by Cllr N M Oliver, seconded by Cllr M J Stone and AGREED to approve and sign the minutes of the Council Meeting held on 24 April 2022 as an accurate record.
- 522.09 **ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 24 APRIL 2022.** Nothing to note.
- 522.10 **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.** The draft risk assessment had been circulated to all councillors before the meeting. It was AGREED to accept and approve the risk assessment and the risks identified.
 - c) **TO CONSIDER AND APPROVE THE TERMS OF REFERENCE DOCUMENT FOR EACH OF THE COUNCIL'S VARIOUS WORKING GROUPS.** It was AGREED to accept the terms of reference document which includes all of the Parish Council's working groups. This will be circulated to all members of the various sub committees and working parties.
- 522.11 **PLANNING APPLICATIONS.** It was AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix B).
- 522.12 **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).

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- 522.13 **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*).
- 522.14 **TO APPOINT REPRESENTATIVES ON THE COUNCIL'S VARIOUS WORKING GROUPS.** Councillors AGREED to remain on their appointed Working Groups/Committees for the coming year. Cllr Mrs J Neal joined the Sports, Recreation and Play Facilities Group.
- 522.15 **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 gave his verbal report on outstanding matters and updates on various projects.
- **Jubilee Party.** Corbridge Parish Council is inviting residents to join them for afternoon tea on Saturday 4th June from 2.00pm – 4.30pm to celebrate the Queen's Platinum Jubilee. All residents are invited to attend.
 - **Market Place.** It is hoped that plans will be available in the Autumn when a public consultation event will be held for residents/businesses to put forward their views.
- b) **County Councillor's Report.** Cllr N M Oliver gave his verbal report on matters related to Corbridge Parish and the wider County area.
- **Speeding.** Cllr Oliver has spoken with the Police who are to carry out enforcement in Corbridge. Costs for additional Vehicle Activated Signs had been obtained however locations would need to be agreed with NCC Highways.
 - **Fly Parking outside the Co-op.** ~Unfortunately, this has not been included in the LTP however design work will be considered for the next financial year. Cllr Oliver has asked NCC Parking Services to concentrate on Hill Street, Princes Street and St Wilfrids Terrace..
 - **Northumberland County Council – Section 114 notice.** Northumberland County Council has issued a Section 114 notice over some unlawful payments/payoffs. There had been some unlawful expenditure relating to a partnership with Northumbria Healthcare Trust to provide international consultancy services as Northumbria International Alliance in China. The Council is to met to discuss the report on 8 June and has commissioned a corporate governance review. Cllr N M Oliver had flagged his concerns regarding this 4 years ago.
- c) **Maidens Walk Car Park, Hexham.** It had been widely publicised that many visitors to Maidens Walk Car Park in Hexham had been receiving fines since the installation of the new parking meter. Many residents of Corbridge had been receiving fines and paying them even though they had paid for a ticket. This has been an outgoing issue for the last few months. Marks and Spencer is suffering as people are choosing not to park due to the current situation. Cllr M J Stone is taking this up personally on behalf of the residents over a fine he had received even though a ticket had been purchased.
- 522.16 **PUBLIC OPEN SPACE – THE CHAINS.** Cllr M J Stone had spoken to Persimmon Homes who had confirmed that they had submitted a formal application to Northumberland Estates for them to consider handing the area of responsibility back. Hopefully this will progress over the next 2 months when the Parish Council can discuss the outcome.
- 522.17 **OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED.** It was reported that the four EV car charging points on Main Street had been covered and were not operational. Cllr N M Oliver to look into this issue.
- 522.18 **DATE OF NEXT MEETING.** The next meeting will be of the Parish Council will take place on Wednesday 22nd June 2022 at 19:00 in Room One of Corbridge Parish Hall.

SignedChairman

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APPENDIX A

ACCOUNTS FOR PAYMENT – MAY 2022

| Payee | Description | Gross payment | VAT | Net | Payment method | Invoice Number |
|---------------------------|-----------------------------------|----------------------|------------|------------|-----------------------|-----------------------|
| C G Curry | Travel expenses | 4.05 | | 4.05 | 301745 | |
| Rentokil | Washroom supplies | 202.28 | 33.70 | 168.58 | DD | 34291901 |
| BT Plc | Parish Hall telephone/WIFI | 100.68 | 16.78 | 83.90 | DD | |
| EE | Mobile phone contracts | 55.07 | 9.18 | 45.89 | DD | V0199098390 2 |
| Engie | Parish Hall gas supply | 381.06 | 63.51 | 317.55 | DD | 1-00672264 |
| Corona Energy | Cemetery electricity supply | 51.06 | 2.43 | 48.63 | DD | 1286781 |
| Corona Energy | Parish Hall electricity supply | 70.46 | 3.36 | 67.10 | DD | 1285563 |
| Everflow | Parish Hall water rates | 11.13 | | 11.13 | DD | 1543769 |
| H M Revenue and Customs | PAYE – May 2022 | 564.26 | | 564.26 | BACS | |
| T W Pension Fund | Pension contributions – May 2022 | 799.26 | | 799.26 | BACS | |
| A Curtis Window Cleaning | Parish Hall & bus stops | 90.00 | | 90.00 | BACS | |
| Viking Direct | Parish Hall supplies & stationery | 104.24 | 17.37 | 86.87 | CARD | 8841825 |
| Amazon | Floor cleaner | 9.98 | 1.66 | 8.32 | CARD | 2022-169388 |
| Agilico Technologies Ltd | Photocopier maintenance contract | 48.07 | 8.01 | 40.06 | DD | INV1013943 |
| Amazon | Cleaning supplies – Parish Hall | 9.98 | 1.66 | 8.32 | CARD | 2022-169388 |
| Amazon | Jubilee party supplies | 14.99 | 2.50 | 12.49 | CARD | 2022-92690 |
| Baker Ross | Jubilee Party supplies | 165.63 | 27.11 | 138.52 | CARD | 14222855 |
| C Urwin | Plants for cemetery planters | 4.49 | | 4.49 | BACS | 156404 |
| Urwin Joinery | Installation of memorial seat | 150.00 | | 150.00 | BACS | 145 |
| Northumberland CC | Licensing Fee – Parish Hall | 70.00 | | 70.00 | CARD | NPR/1086 |
| Staff Wages | June 2022 | 2441.52 | | 2441.52 | BACS | |
| Robson Print | Corbridge Matters – No 65 | 1782.00 | | 1782.00 | BACS | 37543 |
| Tynedale Vermin Control | Grass cutting | 928.00 | | 928.00 | BACS | 269 |
| Secure Logistics Services | Return of deeds from S&J LLP | 40.00 | | 40.00 | BACS | 10140 |
| Royal Mail | Postages | 16.50 | | 16.50 | CARD | 1413-8907-150 |
| Royal Mail | Postages | 6.60 | | 6.60 | CARD | 1460-4068-890 |
| Homebase | Paint for village seats | 74.00 | 12.34 | 61.66 | BACS | |
| Lloyds Bank Multipay Card | Monthly fee | 3.00 | | 3.00 | CARD | |

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INCOME RECEIVED – MAY 2022

| Reference | Detail | Amount | Date |
|----------------------------------|-------------------------------|---------|----------|
| Hexham Family Chiropractic (465) | Corbridge Matters Advertising | 75.00 | 03.05.22 |
| C Buchanan | Parish Hall Fees | 90.00 | 03.05.22 |
| L Robertson | Parish Hall Fees | 150.00 | 03.05.22 |
| S Dronfield | Parish Hall Fees | 35.00 | 03.05.22 |
| C J Taylor | Parish Hall Fees | 120.00 | 04.05.22 |
| Finest Properties | Corbridge Matters Advertising | 900.00 | 06.05.22 |
| R I Oliver | Parish Hall Fees | 300.00 | 06.05.22 |
| Tynedale U3A | Parish Hall Fees | 20.00 | 06.05.22 |
| C Reid | Parish Hall Fees | 172.50 | 09.05.22 |
| WB Rugs | Parish Hall Fees | 120.00 | 09.05.22 |
| C White | Cemetery Fees | 62.00 | 09.05.22 |
| C Ridley | Parish Hall Fees | 45.00 | 09.05.22 |
| Spanish Fun Club | Corbridge Matters Advertising | 150.00 | 10.05.22 |
| Various (466) | Parish Hall Fees | 845.00 | 13.05.22 |
| Supastrikers NE Ltd | Parish Hall Fees | 30.00 | 13.05.22 |
| A Trzeciak | Cemetery Fees | 395.00 | 19.05.22 |
| P Brown | Parish Hall Fees | 45.00 | 23.05.22 |
| HMRC VTR | VAT refund – March 2022 | 2882.31 | 10.05.22 |
| C Urwin | Cemetery Lodge rent | 500.00 | 31.05.22 |
| Carers Northumberland | Parish Hall Fees | 60.00 | 31.05.22 |
| Charlotte Straker Project | Corbridge Matters Advertising | 150.00 | 31.05.22 |

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APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 1ST JUNE 2022

| REFERENCE NUMBER | DESCRIPTION | ADDRESS |
|------------------|---|--|
| 22/01017/FUL | Retrospective application for replacement PVCu 'A' + rated windows to include top openings and Georgian bar to match existing design. | Masseys Traditional Tea Rooms, 26 Middle Street, Corbridge |
| 22/01251/FUL | Installation of a ground mounted solar pv array. Two rows of 13 x 365w all black panels which equates to (26 x 365w) a 9.49KW system | Dilston House, Corbridge |
| 22/01532/PRUTPO | Tree preservation order application: T2 Lawson Cypress, T3 Lawson Cypress, T6-9 Lawson Cypress – crown reduction to approx. 4m in height | Arden House, Aydon Road, Corbridge |
| 22/01683/FUL | Creation of vehicular access | Glenthorne, Main Street, Corbridge |
| 22/01681/VARYCO | Variation of condition 7 (flood risk assessment) on approved application 19/04743/FUL | Dyvels Cottage, Station Road, Corbridge |
| 22/01666/FUL | Single storey extension to existing semi detached house | Hazel Hurst, Aydon Road, Corbridge |
| 22/01543/LBC | Listed building consent to replace rear windows/doors due to poor state of repair. Replacements to be timber framed windows and timber doors painted in heritage colours. | Farnley Gate Cottage, Riding Mill |
| 22/01793/FUL | Single storey rear extension and two storey side extension with rear dormer | 19 St Helen's Lane, Corbridge |

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APPENDIX C

PLANNING DECISIONS RECEIVED ON 1ST JUNE 2022

| REFERENCE NUMBER | DESCRIPTION | DECISION |
|------------------------------|---|----------|
| 21/01712/LBC 21/01198/FUL | Conversion and demolition of existing buildings to residential use including extension, landscaping and parking provision (amended description) Unit 2 Land North of Aydon South Farm, Corbridge | GRANTED |
| 21/00855/FUL | Extension to porch, lean to extension to existing dining room, convert back of garage to utility area) 34 Woodside Avenue, Corbridge | GRANTED |
| 22/00891/FUL | Demolition of existing garage and attached glazed store and erection of new garden room Remlaw, Farnley, Corbridge | GRANTED |
| 21/04803/FUL | Resubmission: Second storey extension above garage and extension to front to increase garage. Internal alterations 9 Crofts Close, Corbridge | APPEAL |
| 22/01269/PRUTPO | Tree Preservation Order Application. T2 & T3 Beech, remove/reduce 5 branches and secondary branches over neighbouring property to give 3m clearance from roof. The Old Vicarage, Aydon Road, Corbridge | PERMIT |
| 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 | GRANTED |
| 22/000678/FUL | Installation of freestanding air source heat pump to be sited in yard adjacent to rear of existing dwelling The Mount, Prospect Hill, Corbridge | GRANTED |
| 21/04599/FUL | Single storey timber framed, timber clad rear extension to form additional facilities to commercial kitchen and installation of extractor ducting and cowl. The Dyvels Hotel, Station Road, Corbridge | GRANTED |
| 22/00825/LBC | Listed building consent to repair the first floor bay windows which in one case failure of the lead covering has allowed ingress of water causing damage to the interior. Town Hall Building, Princes Street, Corbridge | GRANTED |
| 22/00133/FUL | Proposed single storey side and rear extension/orangery, side porch, library and garden room Tinklers Bank Foot, Station Road, Corbridge | GRANTED |
| 22/00268/FUL | Single storey rear extension Deepdene, Greencroft Avenue, Corbridge | GRANTED |
| 22/01095/FUL | Redevelopment of existing single storey side extension and double garage to provide extended living area and improved internal circulation of extension and conversion of garage to bedroom with dressing room and ensuite Howden Dene East Lodge, Newcastle Road, Corbridge | GRANTED |
| 21/04140/FUL | Conversion of traditional stone building to residential use (Class C3) creating 1 no residential dwelling with associated parking Land and Buildings at East of Stable Cottages, Corbridge | GRANTED |
| 21/05011/FUL | Side extension to double garage to create a triple garage which also extends to the rear 21 Jameson Drive, Corbridge | GRANTED |

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APPENDIX D

CORRESPONDENCE

| SENDER | MOST OF THESE HAVE ALREADY BEEN FORWARDED TO COUNCILLORS BY EMAIL |
|-------------------------------|--|
| Northumberland County Council | Temporary Road Closure Order – Tinklers Bank 6-10 June 2022 |
| Tyne Rivers Trust | Newsletter Spring 2022 |
| Northumberland County Council | LTP Programme Consultation 2023-24 [Agenda – June’s meeting] |
| Northumberland County Council | Pharmaceutical Needs Assessment |
| NALC | eNews - Weekly |
| Northumberland County Council | Climate Action Northumberland – May 2022 |
| Northumberland County Council | Climate website proposal: Have your say |
| Road Link | A69 Carlisle to Newcastle Trunk Road – Annual Report 2021/2022 |