

CORBRIDGE PARISH COUNCIL
MINUTES OF THE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON WEDNESDAY 22
JUNE 2022 AT 7.30PM IN CORBRIDGE PARISH HALL

PRESENT: Cllr M J Stone together with Councillors C G Curry, N M Oliver, L Stenhouse, L Rogers, Mrs J Neal, Mrs M V Kemp, J Ahmed.

0622.01 **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) **Grass cutting.** It was reported that the width of the carriageway is decreasing on Milkwell Lane and Deadridge Lane due to the overgrown verges. These should be strimmed by Northumberland County Council, twice per year. This will be reported.
- b) **Pavements, St Helen's Street.** Concerns were expressed over the state of the pavements from the BT exchange to Watling Street. Cllr N M Oliver will be asked to refer this to Northumberland County Council.
- c) **Public Toilets.** It was reported that there is offensive graffiti on the back on the doors in the gents toilets. This will be reported to Northumberland County Council.
- d) **Corchester Field Pavilion.** It was noted that the pavilion on Corchester Field had been vandalised again. The Parish Council is to look into purchasing some Heras fencing to secure the site.

0622.02 **APOLOGIES FOR ABSENCE** received and accepted from Cllrs W Clouston and Mrs E S Buckley. Absent: Cllrs L Stenhouse, Mrs M V Kemp and N M Oliver.

0622.03 **DECLARATIONS OF COUNCILLORS' INTERESTS.** None

0622.04 **TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 1 JUNE 2022.**

It was proposed by Cllr Mrs J Neal, seconded by Cllr J Ahmed and AGREED to approve and sign the minutes of the Council Meeting held on 1 June 2022 as an accurate record.

0622.05 **ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 1 JUNE 2022.**

- a) **Public Open Space – The Chains. Minute 0522.16 refers.** Cllr M J Stone reported that the grass is now being cut on a regular basis however nothing further has been progressed. He will keep the Parish Council updated as he continues to pursue the matter.

0622.06 **FINANCE/ADMINISTRATION**

- a) **Accounts for payment.** It was proposed by Mrs J Neal, seconded by Cllr J Ahmed and agreed to approve the items of expenditure on the list previously circulated. (Appendix A)
- b) **To consider the opening of bank accounts with a different institution to protect the Parish Council's deposits under the FSCS scheme.** The Parish Council's deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). Corbridge Parish Council's eligible deposits are covered by a statutory Deposit Guarantee Scheme. If insolvency of Unity Trust should occur, the eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme. Currently Corbridge Parish Council has in excess of £200K with Unity Trust, therefore if insolvency of Unity Trust occurred, the Parish Council would only be covered up to £85,000. It was proposed by Cllr M J Stone, seconded by Cllr C G Curry and AGREED to open an additional bank account with Nationwide Building Society and transfer £85,000 to a new 35-day account. The clerk will make the necessary arrangements.
- c) **To consider amendments to Cemetery Fees.** Some confusion has arisen over the last few months regarding the payment of Cemetery Fees. Since Jim Hedley retired, Northumberland County Council has taken over the administration of the cemetery however there has been some confusion between the Funeral Directors and Northumberland County Council over the difference in fees charged between Parish residents and non-Parish residents and also the size/charges for the right to erect memorials. The fees have been amended to clarify this. Consideration has been given to the cost of burials and services in other Cemeteries in the area. It was proposed by Cllr M J Stone, seconded by Cllr Mrs J Neal and AGREED to accept the changes. A copy is attached to this minute.

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- 0622.07 **PLANNING APPLICATIONS.** It was AGREED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix B).
- 0622.08 **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 C).
- 0622.09 **CORRESPONDENCE.** Correspondence and information items received since the May 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*).
- 0621.10 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-2022**
- a) **To consider and agree any actions arising from the Internal Auditor's Report 2021-2022 [Copy attached]** It was proposed by Cllr M J Stone, seconded by Cllr C G Curry and AGREED to accept the Internal Auditor's Report. The Internal Audit was found to be satisfactory with some administrative items to note. These had been rectified.
 - b) **To approve the Annual Governance Statement 2021-2022 [Copy attached]** It was proposed by Cllr M J Stone, seconded by Cllr C G Curry and AGREED to approve the Annual Governance Statement 2021-22.
 - c) **To approve the draft annual accounts, bank reconciliation, Asset Register for 2021-2022 [Copy attached]** It was proposed by Cllr M J Stone, seconded by Cllr C G Curry and AGREED to approve the draft annual accounts, bank reconciliation and Asset Register for 2021-22.
 - d) **To approve the Accounting Statement and Explanation of Variances 2021-2022 [Draft copies attached]** It was proposed by Cllr M J Stone, seconded by Cllr C G Curry and AGREED to approve the Accounting Statement and Explanation of Variances 2021-2022.
- 0622.11 **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.** Nothing to report as the Chairman was unable to attend the meeting.
 - b) **County Councillor's Report.** Nothing to report as the County Councillor was unable to attend the meeting.
 - c) **Community Led Housing.** The golden brick stage has been reached on plots 109-111 and the transfer documents have been signed by Cllrs W Clouston and N M Oliver. Plot 66 (2no bed bungalow) should be complete within the next few weeks. Cllrs W Clouston and N M Oliver had met, over Zoom, with the officer from Northumberland County Council to discuss the letting policy. The Parish Council wants to ensure that the 4 properties are let to people with a strong connection to Corbridge.
- 0622.12 **PUBLIC TOILETS.** It was noted that the Public Toilet external doors are in need of painting. NCC had confirmed that they had a small budget to do this. The clerk will contact them to follow this up.
- 0622.13 **OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED.** A resident stressed that it is important the Community Led Housing properties are let to people from Corbridge. The Parish Council will ensure this as far as it can through the Homefinder Scheme.
- 0622.14 **DATE OF NEXT MEETING.** The next meeting will be held on **Wednesday 27th July 2022 at 19:00** in Room One of the Parish Hall.

Signed as an accurate record _____

CORBRIDGE PARISH COUNCIL

APPENDIX A

ACCOUNTS FOR PAYMENT – 22ND JUNE 2022

Payee	Description	Gross payment	VAT	Net	Payment method
Rentokil	Washroom supplies	202.28	33.70	168.58	DD
BT Plc	Parish Hall telephone/WIFI	100.68	16.78	83.90	DD
EE	Mobile phone contracts	53.20	8.87	44.33	DD
Engie	Parish Hall gas supply	141.38	6.73	134.65	DD
Corona Energy	Cemetery electricity supply	37.79	1.80	35.99	DD
Corona Energy	Parish Hall electricity supply	69.16	3.30	65.86	DD
Everflow	Parish Hall water rates	12.29		12.29	DD
H M Revenue and Customs	PAYE – June 2022	564.26		564.26	BACS
T W Pension Fund	Pension contributions – June 2022	799.26		799.26	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00		90.00	BACS
ADT Fire and Security Plc	CCTV – maintenance	101.81	16.97	84.84	BACS
Henderson and Harrison	Boiler repair	666.00	111.00	555.00	BACS
Tynedale Vermin Control	Grass cutting	928.00		928.00	BACS
Agilico Technologies Ltd	Photocopier maintenance contract	25.53	4.26	21.27	DD
Amazon	Jubilee Party supplies	36.29	6.04	30.25	CARD
Amazon	Jubilee Party supplies	60.88	8.26	52.62	CARD
WSJ Clouston	Refreshments – Jubilee party	80.00		80.00	BACS
Amazon	Parish Hall refreshments	12.98		12.98	BACS
Mrs A Senior	Refreshments – Jubilee party	96.41		96.41	BACS
A Azocar Nevin	Facepainting – Jubilee Party	100.00		100.00	BACS
Homebase	Paint for village seats	71.00	11.83	59.17	BACS
Crafty Cow Engraving	Replacement wooden stake	32.00		32.00	CARD
Various (Mrs A Senior)	Supplies for handyman	28.48	2.25	26.23	BACS
J C Accountants	Internal audit fee	594.00	99.00	495.00	BACS
Nicholson Portnell	Golden Brick payments – Plots 109-111	51306.00		51306.00	BACS
Unity Trust Bank	Bank account charges	18.00		18.00	DD
Unity Trust Bank	Bank account charges	37.65		37.65	DD
Grenke Leasing	Photocopier lease	130.32	21.72	108.60	DD
Shotton Waste Services	Repairs to Cemetery Lodge waste pipe	330.00	55.00	275.00	BACS
Playsafety Ltd	Play area inspection fees	420.00	70.00	350.00	BACS
Royal Mail	Postages – transfer docs to sols	3.95		3.95	CARD
J Dunn	Removal of green waste	90.00		90.00	BACS
Staff Wages	July 2022	2501.34		2501.34	BACS

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INCOME RECEIVED – JUNE 2022

Reference	Detail	Amount	Date
C Buchanan	Parish Hall Fees	120.00	06.06.22
L Robertson	Parish Hall Fees	250.00	06.06.22
R Walker	Parish Hall Fees	300.00	06.06.22
Various (468)	Parish Hall Fees	1677.50	07.06.22
L D Ranaghan	Cemetery Fees	2347.00	07.06.22
C J Taylor	Parish Hall Fees	135.00	07.06.22
C Hutchinson	Parish Hall Fees	120.00	07.06.22
Tynedale U3A	Parish Hall Fees	20.00	09.06.22
C Ridley	Parish Hall Fees	60.00	13.06.22
Corbridge Bridge Club (469)	Parish Hall Fees	360.00	14.06.22
J Farnaby	Parish Hall Fees	58.00	16.06.22
Co-op Funeral Services Ltd	Parish Hall Fees	637.00	20.06.22
C Hutchinson	Parish Hall Fees	120.00	20.06.22
D Reay	Parish Hall Fees	86.00	21.06.22
C Urwin	Cemetery Lodge Rent	500.00	21.06.22
C Reid	Parish Hall Fees	397.50	22.06.22
Shelly Dance Fitness	Parish Hall Fees	107.50	27.06.22
Corbridge Badminton Club (95)	Parish Hall Fees	200.00	28.06.22
CARAS (96)	Parish Hall Fees	20.00	28.06.22
Shelly Dance Fitness	Parish Hall Fees	120.00	28.06.22
L Robertson	Parish Hall Fees	200.00	28.06.22
C Buchanan	Parish Hall Fees	120.00	29.06.22
C Finnigan	Parish Hall Fees	45.00	29.06.22
Z York	Parish Hall Fees	60.00	29.06.22
J T Precious Metals	Parish Hall Fees`	120.00	29.06.22
C J Taylor	Parish Hall Fees	120.00	30.06.22
Unity Trust Bank	Bank account interest	129.86	30.06.22

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APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 22ND JUNE 2022

REFERENCE NUMBER	DESCRIPTION	ADDRESS
22/01950/FUL	Reposition and extend the cricket practice nets and storage containers	Corbridge Cricket Club, The Stanners, Corbridge
22/02014/VARYCO	Variation of condition 11 (Construction Hours) on approved application 15/00381/OUTES in order to change opening hours	Land West of Milkwell Lane, Milkwell Lane, Corbridge
22/02069/ADE	Advertisement Consent: Display of 2no backlit advertisement boards to side of main entrance and 1no backlit advertisement board to secondary doorway	Town Hall Building, Princes Street, Corbridge
22/01990/VARYCO	Variation of condition 2 (approved plans) on approved application 21/00437/FUL to create lower level to provide plant room, store room and home working space	Land West of Tyne View Terrace, Wellbank, Corbridge

APPENDIX C

PLANNING DECISIONS RECEIVED ON 22ND JUNE 2022

REFERENCE NUMBER	DESCRIPTION	DECISION
20/01828/FUL	Replace existing workshop with new extension, refurbish existing building including new windows, doors, alteration to façade, extension to south of building, divide into 4 units, return former cottage to 2 bed dwelling with extension and landscaping including parking provision. Fawdington Garage, A68 Corbridge to Stagshaw, Corbridge	GRANTED
22/01532/PRUTPO	Tree Preservation Order application: T2 lawson cypress, T3 lawson cypress, T6-9 lawson cypress – reduction in height by 4m Arden House, Aydon Road, Corbridge	PERMIT
22/00949/FUL	Single storey rear extension Abbey Hurst, Aydon Road, Corbridge	GRANTED
22/01142/FUL	Replace existing conservatory with garden room Woodside, Farnley, Corbridge	GRANTED

APPENDIX D

CORRESPONDENCE

SENDER	MOST OF THESE HAVE ALREADY BEEN FORWARDED TO COUNCILLORS BY EMAIL
Northern Powergrid	Northern Powergrid's response to BEIS and Ofgem storm reviews
Northumberland County Council	Climate Action Northumberland Newsletter – June 2022
Northumberland County Council	Northumberland Town and Parish Council Climate Change Toolkit

**CORBRIDGE PARISH COUNCIL
CORBRIDGE CEMETERY FEES**

CHARGES AND RULES – 2022/23
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	1599	786
4	Burial of an urn or casket of cremated remains	527	258
5	Cremated remains - scattered below turf level	405	199
6	For graves more than 5 foot deep a further fee for each additional foot depth of	205	205

PART 2: Rights granted

		Standard charge	Parish resident
1	Right of burial for 99 years	543	318
2	Right to construct and to burial in a walled grave	Fee by prior arrangement	Fee by prior arrangement
3	Right to erect a memorial for 30 years	575	575
4	Renewal of Right to Erect a memorial for a further 30 years	FOC	FOC
5	Right to place on grave a small memorial, including small block vase or plinth not exceeding 600mm(h) x 400mm(d) x 600mm (w)	FOC	FOC

PART 3: Other charges

		Standard charge	Parish resident
1	Search of burial register and for copy of the entry	31	31
2	Certified copy of entry of burial	31	31
3	Transfer of Right of Burial	62	62
4	Sale of memorial fixing saddle, each	164	164
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 01670 622586 or email hexhamtynemillsdepot@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 5B