

CORBRIDGE PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend the next Meeting of Corbridge Parish Council to be held on Wednesday 24th January 2024 at 19:00 in Room One of Corbridge Parish Hall for the purpose of transacting the following business.



Mrs Mandy Senior
Clerk to the Council

17th January 2024

AGENDA

Wednesday 24th January 2024 at 19:00 in Corbridge Parish Hall

- 0124.01 The Council will hear residents on any matter they wish to raise.
- 0124.02 Apologies for Absence
- 0124.03 Declarations of Councillor's Interest.
- 0124.04 To approve and sign the minutes of the Council meeting held on **22nd November 2023**
- 0124.05 Actions taken following the meeting held on **22nd November 2023**.
- 0124.06 Finance/Administration
 - a) Accounts for payment – to review and approve items of expenditure [See appendix A]
- 0124.07 Planning Applications [See appendix B] <https://publicaccess.northumberland.gov.uk/online-applications>
- 0124.08 Planning Decisions [See appendix C]
- 0124.09 To receive reports, from the Chairman and County Councillor and if appropriate from Working/Liaison Groups with enclosed minutes, if applicable
 - a) Chairman's Report
 - b) County Councillor's Report
 - c) To consider report and recommendations from the Finance and General Purposes Committee [See enclosed]
 - d) To consider contribution towards new heritage signposts and for Parish Council to take on as a PC project [See enclosed]
 - e) To consider response to consultation for further parking restrictions on Hill Street [See enclosed]
 - f) To consider locations for installation of EV charging points by NCC [See enclosed]
 - g) To receive reports on any village/highways issue
- 0124.10 Opportunity for residents to comment on any issue raised.
- 0124.11 Date of next meeting – **28th February 2024 at 19:00**

2024 Meeting Dates

24 January 2024; 28 February 2024; 27 March 2023; 24 April 2024; 29 May 2024; 26 June 2024; 24 July 2024; 25 September 2024; 23 October 2024; 27 November 2024; 18 December 2024

CORBRIDGE PARISH COUNCIL

APPENDIX A

ACCOUNTS FOR PAYMENT

(Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957)

Payee	Description	Gross payment	VAT	Net	Payment method
Rentokil	Washroom services	387.60	64.60	323.00	DD
BT Plc	Parish Hall telephone/WIFI	100.68	16.78	83.90	DD
EE	Mobile phone contracts	32.27	5.38	26.89	DD
Engie Gas Ltd	Parish Hall gas supply	677.74	112.96	564.78	DD
Everflow	Parish Hall water rates	11.79		11.79	DD
H M Revenue and Customs	PAYE – December 2023	1905.89		1905.89	BACS
T W Pension Fund	Pension contributions – December 2023	1376.42		1376.42	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00		90.00	BACS
Corona Energy	Cemetery electricity supply	-5.23	-0.84	-4.39	DD
Corona Energy	Parish Hall electricity supply	9.89	1.65	8.24	DD
Agilico Technology Ltd	Photocopier maintenance contract	36.00	6.00	30.00	DD
Unity Trust Bank	Quarterly bank charges	40.65		40.65	DD
Unity Trust Bank	Quarterly bank charges	18.00		18.00	DD
Unity Trust Bank	Quarterly bank charges	0.30		0.30	
Grenke Leasing	Photocopier lease	144.00	24.00	120.00	DD
Marmax Products Ltd	2 x memorial seats	655.20		655.20	BACS
SLCC	Subscription 2024	216.00		216.00	BACS
Henderson and Harrison	Repairs to bath mixer tap – Plot 66	538.01	89.67	448.34	
H M Revenue and Customs	PAYE – January 2024	913.45		913.45	BACS
T W Pension Fund	Pension Contributions – January 2024	920.34		920.34	BACS
Rentokil	Washroom Services	387.60	64.60	323.00	DD
BT Plc	Parish Hall telephone/WIFI	100.68	16.78	83.90	DD
EE	Mobile phone contracts	35.72	5.95	29.77	DD
Engie Gas Ltd	Parish Hall gas supply	811.66	135.28	676.38	DD
Everflow	Parish Hall water rates	11.03		11.03	DD
Grenke Leasing	Lease contract	144.00	24.00	120.00	DD
Grenke Leasing	Equipment protection 2024	110.00		110.00	DD
Agilico Technology Ltd	Photocopier maintenance contract	45.53	7.59	37.94	DD
Northumberland CC	Groundworks contract	14394.74	2399.12	11995.62	BACS
Robin Watson Sign Ltd	Corchester Field Sign	186.00	31.00	155.00	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00		90.00	BACS
CBE Allotments	Allotment subs	1018.00		1018.00	BACS
Urwin Joinery	Materials to repair cemetery wall	300.00		300.00	BACS
London Hearts	Defibrillator for Parish Hall	900.00	150.00	750.00	BACS
London Hearts	Defibrillator for Tennis Club	750.00		750.00	BACS
Wave Utilities	Cemetery water rates	19.72		19.72	DD
Staff Wages	January 2024	3355.27		3355.27	BACS
Staff Wages	February 2024	3355.27		3355.27	BACS
Totals		34,037.47	3,147.76	30,885.05	

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MULTIPAY CARD TRANSACTIONS DECEMBER 2023 - JANUARY 2024

Payee	Description	Gross payment	VAT	Net
Lloyds Bank Corporate Card	Monthly card fee	3.00		3.00
Microsoft	365 Subscription	9.59	1.60	7.99
Amazon	Emergency plan equipment	269.00	44.80	224.20
Amazon	Emergency plan equipment	239.98		239.98
Amazon	Emergency plan equipment	352.33	58.71	293.62
Tier Shelving	Parish Hall supplies	75.98	12.66	63.32
ADT Fire and Security	CCTV Maintenance	116.09	19.35	96.74
Amazon	Key for notice board	4.98	0.83	4.15
Microsoft	365 subscription	12.36	2.06	10.30
Festive Lights	Replacement lights for Parish Hall	197.90	32.98	164.92
Nisbets	Parish Hall supplies	102.91	17.15	85.76
Royal Mail	Postage Stamps	75.00		75.00
B&Q	Fencing slats for play areas	76.80	12.80	64.00
Lloyds Bank Corporate Card	Monthly card fee	3.00		3.00
Graff City Ltd	Spray paint for dog fouling stencils	13.98	2.25	11.24
Wel Medical Ltd	Replacement defibrillator pads	326.16	54.36	271.80
Totals		1879.06	259.55	1,619.02

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INCOME RECEIVED – DECEMBER 2023

Reference	Detail	Amount	Date
Plot 109	Social housing rent	390.00	01.12.23
Plot 66	Social housing rent	390.00	01.12.23
Dodds of Hexham (613)	Cemetery Fees	825.00	01.12.23
Karate (614)	Parish Hall Hire	40.00	01.12.23
Bridge Club	Parish Hall Hire	384.00	01.12.23
Art Group	Parish Hall Hire	165.00	04.12.23
V Legg	Payment for memorial seat	655.20	05.12.23
Choir	Parish Hall Hire	128.00	05.12.23
Zumba	Parish Hall Hire	144.00	05.12.23
Advertiser	Corbridge Matters Advertising	180.00	05.12.23
Tenant	Cemetery Lodge rent	500.00	06.12.23
Carpet Bowls Club (614)	Parish Hall Hire	144.00	07.12.23
Plot 111	Social Housing rent	390.00	11.12.23
Ballet class	Parish Hall Hire	272.00	11.12.23
Children's Party	Parish Hall Hire	80.00	11.12.23
Funeral Services Ltd	Cemetery Fees	2570.00	14.12.23
Advertiser	Corbridge Matters Advertising	90.00	15.12.23
Advertiser	Corbridge Matters Advertising	90.00	18.12.23
Meditation class	Parish Hall Hire	38.50	18.12.23
Philosophy Class	Parish Hall Hire	38.50	18.12.23
Ballet Class	Parish Hall Hire	64.00	19.12.23
Bridge Club	Parish Hall Hire	304.00	19.12.23
Event	Parish Hall Hire	175.00	20.12.23
Indoor Market	Parish Hall Hire	120.00	20.12.23
Zumba Kids	Parish Hall Hire	73.25	21.12.23
WI (617)	Parish Hall Hire	75.00	21.12.23
Country Dancing (618)	Parish Hall Hire	64.00	21.12.23
WI (618)	Parish Hall Hire	96.00	21.12.23
Badminton Club (618)	Parish Hall Hire	128.00	21.12.23
Badminton Club (619)	Parish Hall Hire	60.00	21.12.23
Karate (619)	Parish Hall Hire	20.00	21.12.23
Art Group	Parish Hall Hire	110.00	27.12.23
Advertiser	Corbridge Matters Advertising	100.00	27.12.23
Art Group	Parish Hall Hire	66.00	27.12.23
Zumba	Parish Hall Hire	96.00	27.12.23
Choir	Parish Hall Hire	96.00	27.12.23
Plot 110	Social housing rent	390.00	27.12.23
Karate	Parish Hall Hire	30.00	29.12.23
Carpet Bowls	Parish Hall Hire	112.00	29.12.23
Gardening Society	Parish Hall Hire	48.00	29.12.23
Church Group	Parish Hall Hire	1656.00	29.12.23
Art Group	Parish Hall Hire	80.00	29.12.23
Unity Trust Bank	Bank account interest	37.61	31.12.23
TOTAL		£11,515.06	

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INCOME RECEIVED – JANUARY 2024

Plot 109	Social housing rent	390.00	02.01.24
Plot 66	Social housing rent	390.00	02.01.24
Advertiser	Corbridge Matters Advertising	980.00	02.01.24
Philatelic Society (628)	Parish Hall Hire	20.00	04.01.24
WI (627)	Parish Hall Hire	33.00	04.01.24
Badminton Club (626)	Parish Hall Hire	96.00	04.01.24
Dodds of Hexham (625)	Cemetery Fees	1940.00	04.01.24
Plot 30	Allotment rent	40.00	04.01.24
Lace Class	Parish Hall Hire	330.00	04.01.24
Plot 25	Allotment rent	40.00	08.01.24
Ballet Class	Parish Hall Hire	138.66	08.01.24
Plot 18	Allotment rent	30.00	09.01.24
WI (629)	Parish Hall Hire	48.00	09.01.24
Plot 29	Allotment rent	40.00	09.01.24
Plot 20	Allotment rent	40.00	09.01.24
Children's Party	Parish Hall hire	48.00	09.01.24
Plot 111	Social housing rent	390.00	10.01.24
Plot 16A	Allotment rent	40.00	10.01.24
Tenant	Cemetery Lodge rent	500.00	10.01.24
Plot 23	Allotment rent	40.00	10.01.24
Pilates	Parish Hall Hire	32.00	11.01.24
Plot 15D	Allotment rent	70.00	12.01.24
Plot 24	Allotment rent	40.00	12.01.24
Plot 5 (630)	Allotment rent	40.00	12.01.24
Plot 17	Allotment rent	30.00	15.01.24
Advertiser	Corbridge Matters Advert	90.00	15.01.24
HMRC	VAT refund	601.73	15.01.24
Yoga	Parish Hall Hire	77.00	15.01.24
Yoga	Parish Hall Hire	19.25	15.01.24
Plot 34	Allotment rent	40.00	16.01.24
Advertiser	Corbridge Matters Advert	90.00	16.01.24
Northumberland CC	S106 play area contribution	25,678.00	18.01.24
Tynedale U3A	Parish Hall Hire	22.00	18.01.24
Plot 14D	Allotment rent	70.00	19.01.24
Plot 5	Allotment rent	40.00	19.01.24
TOTAL		£32,513.64	

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APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR PLANNING CONSIDERATION ON 20th DECEMBER 2023

REFERENCE NUMBER	DESCRIPTION	ADDRESS
23/04387/FUL	Introduction of a side dormer for form an en-suite for a bedroom	Milverton East, Appletree Lane, Corbridge
23/04335/FUL	Replacement rear extension, replacement Entrance Hall roof and erection of new glass porch	Granary House, Thornbrough, Corbridge
23/04520/FUL	Side extension to infill the space between the garage and the main house to create a studio space	42 Jameson Drive, Corbridge
23/04462/REM	Reserved matters application following outline approval for access, appearance, landscaping, layout and scale pursuant to approved planning application 22/00749/OUT	Building and land west of Roecliffe, Ladycutter Lane, Corbridge
23/04632/FUL 23/04633/LBC	New ancillary garden building including loggia for outdoor seating with 2no store rooms	Corbridge House, Main Street, Corbridge
23/04612/FUL	Proposed change of use of part of 1 st floor kit room and store from use class F2 (b) kit room to use class C3 self-contained apartment for use by ground staff and/or cricket coaching/playing staff	Corbridge Cricket Club, The Stanners, Corbridge
23/04545/FUL	Proposed loose boxes, carport and wood store building	Lingy Bank, Hexham
23/04489/FUL	Proposal to erect a boundary, comprising a brick wall and a wooden fence, to a height not exceeding 2m within the curtilage of the property. To replace the post and rail fence currently on the eastern plot boundary	Carfel House, Aydon Road, Corbridge
23/04619/LBC	Listed Building consent for repairs to pitched roof to southern elevation comprising removal of existing slates and replacement with the existing salvaged sandstone roof slate.	Low Hall Pele Tower, Main Street, Corbridge

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APPENDIX C

PLANNING DECISIONS RECEIVED ON 22ND NOVEMBER 2023

REFERENCE NUMBER	DESCRIPTION	DECISION
23/03912/FUL	Erection of a stable block comprising feed/tack store including three stables to shelter horses and associated hardstanding area. Change of use of small area of surrounding land for keeping horses. Land West of Thornbrough House, Thornbrough, Corbridge	WITHDRAWN
23/03449/FUL	Demolition of existing out buildings and extension of existing garage to form new garden room Fellside, Corbridge	GRANTED
23/03881/FUL	Rear conservatory to existing side extension Eastrigg, Appletree Lane, Corbridge	GRANTED
23/04111/FELTPO	Tree Preservation Order Application – T1 – Remove birch tree with birch polypore to ground level and remove all arisings Beechcroft, Aydon Road, Corbridge	PERMIT
23/03544/FUL	Listed building consent for installation of 6no signs and replacement lamp to principal elevation Wheatsheaf Hotel, St Helen's Street, Corbridge	GRANTED
23/04158/FUL	Construction of garden shed and new boundary fence 25 Pembroke Drive, Corbridge	GRANTED
23/04238/FUL	Replacement porch and single storey rear extension 5 Crofts Way, Corbridge	GRANTED
23/03769/FUL	(Retrospective) Detached building to provide accommodation for guests. Halton Grove, Corbridge	GRANTED
23/03767/FUL	Rear extension, reclaimed slate roof with 6 rooflights, addition of exterior vertical timber cladding to an existing cottage and replacing of storage sheds (Retrospective) Halton Grove, Corbridge	GRANTED
23/04173/LBC	Listed Building Consent for masonry repair works. Sydgate House, Middle Street, Corbridge	GRANTED
23/03768/FUL	Retrospective: Extension to the approved north eastern elevation; fixed external lighting; fixed cladding; compound area comprising air source heat pumps, two storage sheds and an enclosing boundary treatment. Halton Grove, Corbridge	GRANTED

CORBRIDGE PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13 DECEMBER 2023

PRESENT. Councillors W Clouston, M J Stone, N M Oliver, M V Kemp

The Parish Councillors were saddened to hear of the sudden death of Councillor Mrs Joanne Neal. Joanne was a valued member of the Parish Council and her contribution to the community of Corbridge will be remembered with gratitude. Our thoughts and condolences are with Joanne's family and friends at this difficult time.

1. **REVIEW OF ACCOUNTS UP TO 30 NOVEMBER 2023.** The clerk had updated the accounts for the period ended 30 November 2023 for consideration by the Finance and General Purposes committee. Items to note: Forecast income for Parish Hall £30K, cemetery income £25K and social housing rent of £18,720. There are no major projects to budget for in 2024 however the Parish Council plans to increase resources for maintenance of the public realm. The forecast balance for the year ended March 2024 is £52,924. This figure is likely to be nearer £60K as most budget headings are overestimated.
2. **TO CONSIDER DRAFT BUDGET AND AGREE PRECEPT FOR 2024-2025.** The clerk had prepared a draft budget for consideration by the Finance and General Purposes committee. Items to note: Forecast income for Parish Hall £25K, cemetery income £25K, Community Housing rent £18,720 (based on rent of £90 per week per property). After discussion, it was proposed to increase the precept to £168,000. This equates to an increase of £5.17 per annum on an average Band D property.
3. **TO CONSIDER GRANT AID REQUESTS**
Grant Aid requests had been received from Great North Air Ambulance, Tynedale Hospice at Home and Escape Family Project. It was AGREED to propose the following grant aid:
 - a) Great North Air Ambulance - £270
 - b) Tynedale Hospice at Home - £350
 - c) Escape Family Support – declined.
4. **REVIEW OF PARISH HALL FEES 2024-25.** It was AGREED to propose no increase in the Parish Hall Fees for the coming year.
5. **REVIEW OF CEMETERY FEES 2024-25.** It was AGREED to propose an increase of 5%.
6. **TO CONSIDER TRANSFERRING WEBSITE TO A GOV.UK WEBSITE AND CREATE DEDICATED COUNCILLOR EMAIL ADDRESSES.**
A report had been prepared by the Clerk outlining the reasons to transfer the website to a gov.uk domain and adopting gov.uk email addresses for both the Clerk and Councillors. A copy of which is attached. After discussion, it was AGREED to recommend that Corbridge Parish Council adopts this approach.
7. **TO CONSIDER REQUEST FROM CORBRIDGE YOUTH INITIATIVE TO INCREASE GRANT AID.**
After discussion, it was AGREED to recommend that the payment to Corbridge Youth Initiative is increased from £8000 to £9000 for the coming financial year.
8. **TO CONSIDER PURSUING AN ASSET TRANSFER OF THE LIBRARY BUILDING TO THE PARISH COUNCIL.** It was AGREED to complete the Expression of Interest form from NCC. This is the initial stage of the process however a decision to go ahead will be made once the Parish Council is aware of any restrictions NCC would place on the building. The Parish Council's interest would be to protect and maintain the Library and Youth Initiative Services.

CORBRIDGE PARISH COUNCIL

RECOMMENDATIONS TO BE CONSIDERED AT THE MEETING OF CORBRIDGE PARISH COUNCIL ON 24 JANUARY 2024

- a. **DRAFT BUDGET AND PRECEPT 2024-2025.** To accept the draft budget and levy a precept of £168,000 on Northumberland County Council.
- b. **REVIEW OF PARISH HALL FEES 2024-2025.** No increase recommended.
- c. **REVIEW OF CEMETERY FEES 2024-25.** To increase the cemetery fees by 5%.
- d. **TRANSFER OF WEBSITE TO A GOV.UK DOMAIN AND CREATE DEDICATED COUNCILLOR EMAIL ADDRESSES.** To transfer the Corbridge Parish Council website to a gov.uk domain and create dedicated email addresses for all staff and councillors.

e. GRANT AID REQUESTS

- Great North Air Ambulance £270
- Tynedale Hospice at Home £350
- Escape Family Support – declined.
- Corbridge Youth Initiative – increase to £9000 per year.