

MINUTES OF THE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON
27th MARCH 2024 IN CORBRIDGE PARISH HALL

PRESENT: Cllr W Clouston, Chairman of the Council together with Cllrs C G Curry, , L Rogers, R Tipping, and N M Oliver

- 324.01 **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) **Appletree Lane.** Concerns were raised over safety for pedestrians and drivers on Appletree Lane. Drivers are using Appletree Lane as a short cut from Newcastle Road and Aydon Road and are not taking due care. Appletree Lane is closed except for access. Cllr W Clouston suggested the Parish Council carry out a survey of drivers on Appletree Lane, stopping traffic to ask who they are visiting. It was suggested that signage could also be placed on the bend asking drivers to SLOW.
Action: Cllr N M Oliver is to contact Neighbourhood Inspector, Northumbrian Police to ask if the Parish Council can carry out a survey and to request enforcement. He will also ask Highways Department, NCC to remove Appletree Lane as a suggested route for Sat Navs.
 - b) **St Helen's Street road surface.** A large pothole had been reported on St Helen's Street approx. 2 weeks ago and no action had been taken. The pothole is approx. 19" x 17" and 6" deep. Potholes of this size should be repaired within 24 hours.
Action: Cllr N M Oliver to report.
 - c) **Elections.** Leaflets regarding voting had recently been distributed to all households. It was felt that there was insufficient information in the leaflet other than directing to the website. **Action: Cllr N M Oliver to raise with the Elections Dept, NCC.**
- 324.02 **TO ACCEPT AND APPROVE APOLOGIES FOR ABSENCE.** Apologies for absence accepted from Cllrs M J Stone, Ms C Burns, S Ahmed and Mrs M V Kemp.
- 324.03 **TO RECEIVE DECLARATIONS OF COUNCILLORS' INTEREST.** Cllr N M Oliver declared a personal and prejudicial interest in item 0324.08 as a member of Northumberland County Council's Planning Committees.
- 324.04 **TO CONSIDER CO-OPTION TO FILL ONE VACANCY.** It was proposed by Cllr N M Oliver, seconded by Cllr R Tipping and **RESOLVED** to co-option John Shackleton onto Corbridge Parish Council. It was **AGREED** for Mr Shackleton to sign his declaration of acceptance of office at the April meeting.
- 324.05 **TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 24th JANUARY 2024.** It was **RESOLVED** to approve and sign the minutes of the Council Meeting held on 24th January 2024 as a true and accurate record.
- 324.06 **ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 24th JANUARY 2024.**
- a) **Bottle Bank.** Minute 0224.05a refers. Cllr N M Oliver had spoken to officers at NCC regarding locating a bottle bank at Corstopitum Club. Unfortunately, this is not considered a suitable location.
 - b) **Tree survey.** Minute 0224.09a refers. A tree survey will be carried out in the next few weeks. The report will be circulated once received.
 - c) **Car Park Lighting.** Minute 0224.10a refers. NCC is carrying out further testing as there is a fault with an underground cable causing the lights to blow. Repairs are expected by 4th April 2024.
 - d) **Dropped Kerbs.** Minute 0224.10d refers. Cllr N M Oliver is to arrange a walk around Corbridge with the NCC officer.
 - e) **Corbridge Middle School Car Park.** Minute 0224.09b refers. Northumberland County Council cannot carry out parking enforcement as there is no TRO for the car park yet. Cllr N M Oliver has requested a TRO is implemented asap.
- 324.07 **FINANCE/ADMINISTRATIO**
- a) **ACCOUNTS FOR PAYMENT.** It was **RESOLVED** to approve the items of expenditure on the lists, previously circulated. (Appendix A).

- 324.08 **PLANNING APPLICATIONS.** It was RESOLVED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix B).
- 324.09 **PLANNING DECISIONS.** It was RESOLVED that the Council receive the details of the Planning Decisions made by Northumberland County Council, in accordance with the list circulated. (Appendix C).
- 324.10 **TO RECEIVE REPORTS FROM THE CHAIRMAN, COUNTY COUNCILLOR AND SUB COMMITTEES.**
- a) **Chairman's Report.**
- **Market Place.** A pre-planning application has been submitted to NCC. A site meeting is to be held with Planning Officers on 16 April 2024 at 11:30.
 - **Proposed 3G Pitch at Corbridge Middle School.** A meeting has been arranged for 2nd April 2024.
 - **Cemetery.** 3 Quotes will be obtained to improve the road and footpaths in the cemetery.
- b) **County Councillor's Report** gave his verbal report on matters relating to Corbridge Parish.
- **Skatepark.** Cllr N M Oliver is chasing Northumbrian Water as there is no sign of any work being carried out at the pumping station and the skatepark is currently not being used as a compound.
 - **Handyman.** Cllr N M Oliver had received an email complementing the handyman on the work being carried out in Corbridge. Work is often carried out very early in the morning before anyone is around.
 - **Synclen Estate.** Northumberland County Council Enforcement had insisted that a survey was carried out on the levels on the new development. They are waiting for a copy of the survey before any decision is made on the action to take.
 - **20mph zone.** No date yet for implementation of the 20mph zone in the village centre. It is expected to be in the first quarter of the financial year, April – June 2024.
 - **Parking Enforcement.** Cllr N M Oliver had requested parking enforcement around Corbridge Middle School at school drop off and pick up times.
 - **Corbridge Middle School.** It was noted the Headteacher will be leaving in September 2024.
- c) **To consider concerns raised from residents re parking in the village centre.** Emails had been received from residents living in the centre of the village advising of the problems of trying to park near their homes. The Parish Council discussed the issue at length and Cllr N M Oliver advised that he had spoken to several residents regarding parking. Northumberland County Council's view are, they are reluctant to do anything too draconian as it just pushes the problem to the next street. For Northumberland County Council to consider any residents' only parking they need the Parish Council to provide them with areas for consideration with hours of operation and any other restrictions. Residents only parking can cause issues for visitors to these areas however this is something for the residents of suggested areas to consider. It was noted that businesses are not entitled to parking permits however holidays lets are entitled. Northumberland County Council's standard permits are 2 per property. **Action: Cllr N M Oliver will contact all traders asking if they and their staff will consider parking out of the centre of the village to alleviate the problems for residents.**
- d) **To consider providing a letter of support for Corbridge Community Partnership's bid to Community Ownership Fund.** The Corbridge Community Partnership is currently compiling a funding application to the Community Ownership Fund (COF) to help purchase and refurbish the former Methodist Church. As part of the application process, letters of support are requested from Community Organisations. It was RESOLVED to send a letter of support to accompany the Partnership's application.

e) To receive reports on any village/highway issue.

- **Public Toilets.** The toilets have recently re-opened after refurbishment. Unfortunately, the cleaner does not remove graffiti or stickers stuck on the tiles. Cllr N M Oliver is to raise this issue with David Hunt, NCC.
- **Play Areas.** An email had been received from a resident expressing disappointment with the current state of the play areas and play provision in general in Corbridge. They felt that the play areas are outdated, boring and unfit for purpose. The Parish Council agree that there is the potential to improve the current play areas however funding would need to be found. The Parish Council also felt that there are numerous opportunities for young people in Corbridge including various open spaces i.e. Corchester Field, Wellbank, The Chains, The Riggs, Tynedale Park with activities taking place at the Parish Hall, Youth Initiative, Tennis Club, Cricket Club and Quoits. Corbridge First School also allow the use of their outdoor space outside of school opening times. It was suggested that the Parish Council could provide an outdoor table tennis table. **Action: Cllr N M Oliver to respond to the resident.**

324.10 OPPORTUNITY FOR RESIDENTS TO COMMENT ON ANY ISSUE RAISED.

- a) Holiday Lets.** Cllr R Tipping asked if there was a register advising of the number of holiday lets in the centre of Corbridge. Cllr N M Oliver had carried out some research on this in the past and advised that there are approx. 25 holiday lets in the centre of the village although there is no registration scheme so this is an estimate.

324.11 DATE OF NEXT MEETING. The next meeting will be of the Parish Council will take place on Wednesday 24th April 2024 at 19:00 in Room One of Corbridge Parish Hall.

APPENDIX A

ACCOUNTS FOR PAYMENT

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

Payee	Description	Gross	VAT	Net	Payment
Rentokil	Washroom services	387.60	64.60	323.00	DD
BT Plc	Parish Hall telephone/WIFI	101.88	16.98	84.90	DD
EE	Mobile phone contracts	34.31	5.72	28.59	DD
Engie Gas Ltd	Parish Hall gas supply	804.13	134.02	670.11	DD
Everflow	Parish Hall water rates	11.44		11.44	DD
H M Revenue and Customs	PAYE – March 2024	978.01		978.01	BACS
T W Pension Fund	Pension contributions Mch 24	949.02		949.02	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00		90.00	BACS
Corona Energy	Cemetery electricity supply	28.82	1.37	27.45	DD
Corona Energy	Parish Hall electricity supply	97.34	4.63	92.71	DD
Agilico Technology Ltd	Photocopier maintenance	36.00	6.00	30.00	DD
C White	St Andrews Churchyard Tree	150.00		150.00	BACS
Northumberland CC	Groundworks contract SLA	14394.73	2399.12	11995.61	BACS
Robson Print Ltd	Corbridge Matters Issue 76	2110.00		2110.00	BACS
Urwin Joinery	Repairs to plot 110 staircase	145.00		145.00	BACS
Grenke Leasing	Photocopier lease	144.00	24.00	120.00	DD
Northumberland CC	Cemetery business rates	1472.05		1472.05	301755
Unity Trust Bank	Bank Account charges	0.30		0.30	DD
Unity Trust Bank	Bank account charges	18.00		18.00	DD
Unity Trust Bank	Bank account charges	40.65		40.65	DD
Staff Wages	April 2024	3432.31		3432.31	BACS

MULTIPAY CORPORATE CARD PAYMENTS

Payee	Description	Gross	VAT	Net
Lloyds Bank Corporate Card	Monthly card fee	3.00		3.00
Microsoft	365 Subscription	12.36	2.06	10.30
Norton Security	Computer software upgrade	14.91	2.49	12.42
Northumberland CC	Parish Hall Annual licence fee	70.00		70.00
Northumberland CC	Pre Planning Appln Fee – Market Place	550.00		550.00
ADT Fire & Security Plc	CCTV Maintenance	116.09	19.35	96.74
Amazon	Garden Sprayer for play areas	21.99	3.67	18.32
Discounted Cleaning Supplies	Refuse sacks – litter pick	18.99	3.17	15.82
Wet & Forget	Surface cleaner	59.78	9.96	49.82
Ecosolutions Ltd (Amazon)	Graffiti remover x 2 payments	13.00	2.17	10.83
Next Day Paint	Exterior paint (Handyman supplies)	84.05	14.01	70.04
Ryobi Ltd	Handyman equipment/supplies	152.98	25.50	127.48
Vivo Technologies Ltd	Garden sprayers	25.98	4.34	21.64
Amazon	Handyman supplies (Cleaning solution)	34.59	5.77	28.82
Amazon	Litter picking equipment	40.98	6.84	34.14
Royal Mail	Postages	1.95		1.95
Royal Mail	Postages	1.95		1.95
Royal Mail	Postages	1.95		1.95
Amazon	Parish Hall supplies	51.17	7.87	43.30
Amazon	Stationery (Printing card)	4.01	0.67	3.34
Royal Mail	Postages	2.60		2.60
Fenrir Trading Ltd	Parish Hall supplies	3.99		3.99
Amazon	Parish Hall Supplies	4.99	0.83	4.16
DST Holdings Ltd	Parish Hall Supplies	23.99	4.00	19.99
Surnise Supplies UK Ltd	Parish Hall Supplies	18.20	3.04	15.16
Rainbow Chalk Markers	Paint for utility boxes – Plot 109-111	24.95	4.16	20.79
Assured Products Ltd	Weedkiller for paths – Plots 109-111	20.99	3.50	17.49

INCOME RECEIVED – MARCH 2024

Reference	Detail	Amount	Date
Tenant – Plot 66	Social housing rent	390.00	01.03.24
Tenant – Plot 109	Social housing rent	390.00	01.03.24
Corbridge Bridge Club	Parish Hall Hire	395.00	04.03.24
Children's Party	Parish Hall Hire	64.00	04.03.24
Children's Party	Parish Hall hire	64.00	04.03.24
Zumba	Parish Hall Hire	128.00	04.03.24
Soulful Healing	Parish hall hire	33.00	04.03.24
Charity Event	Parish Hall hire	96.00	04.03.24
Plot 16B	Allotment rent	40.00	04.03.24
A Chaffey	Cemetery fees	65.00	04.03.24
Art Group (Tuesday)	Parish Hall Hire	220.00	04.03.24
Shelly Dance Fitness	Parish Hall Hire	89.25	05.03.24
Plot 10 (642)	Allotment rent	40.00	05.03.24
Various (643)	Parish Hall hire	388.00	05.03.24
Various (644)	Parish Hall Hire	150.00	05.03.24
J B Colman	Cemetery Fees	575.00	04.03.24
Choir	Parish Hall Hire	256.00	05.03.24
Children's Party	Parish Hall Hire	64.00	05.03.24
Children's Party	Parish Hall Hire	48.00	05.03.24
Orchard Court	Parish Hall Hire	22.00	06.03.24
Pilates	Parish Hall Hire	115.50	06.03.24
Art Group (Wednesday)	Parish Hall Hire	320.00	06.03.24
Event	Parish Hall Hire	72.00	06.03.24
Plot 21	Allotment rent	40.00	07.03.24
Advertiser	Advert renewal – C Matters	168.00	07.03.24
Children's Party	Parish Hall hire	64.00	07.03.24
Karate (645)	Parish Hall Hire	30.00	07.03.24
Plot 8 (646)	Allotment rent	40.00	08.03.24
Children's Party	Parish Hall hire	48.00	07.03.24
Thursday Art Group	Parish Hall Hire	165.00	07.03.24
Art Appreciation Group	Parish Hall Hire	22.00	07.03.24
Advertiser	Advert renewal – C Matters	84.00	08.03.24
Tenant	Cemetery Lodge rent	500.00	08.03.24
Plot 111	Social housing rent	390.00	11.03.24
Advertiser	Advert renewal – C Matters	252.00	11.03.24
Advertiser	Advert renewal – C Matters	42.00	11.03.24
D J Workman (647)	Cemetery fees	540.00	11.03.24
HMRC	VAT refund	3826.21	12.03.24
Various (648)	Parish Hall Hire	188.00	13.03.24
Ballet	Parish Hall Hire	231.99	13.03.24
Tynedale Country Dance	Parish Hall Hire	64.00	13.03.24
Advertiser	Advert renewal – C Matters	168.00	13.03.24
Dilston WI (651)	Parish Hall Hire	44.00	13.03.24
Lace Class (650)	Parish Hall Hire	110.00	13.03.24
Country Dancing (649)	Parish Hall Hire	64.00	13.03.24

Indoor Market	Parish Hall Hire	120.00	14.03.24
Advertiser	Advert renewal	90.00	15.03.24
Pilates	Parish Hall Hire	64.00	18.03.24
Various (653)	Advert renewal – C Matters	126.00	19.03.24
Various (654)	Parish Hall Hire	176.00	19.03.24
Art Group (Tuesday)	Parish Hall Hire	220.00	20.03.24
Shelly Dance Fitness	Parish Hall Hire	119.00	20.03.24
Dickinsons	Cemetery fees	575.00	20.03.24
Plot 32	Allotment rent	40.00	20.03.24
Art Group Wednesday	Parish Hall Hire	320.00	21.03.24
Art Group Thursday	Parish Hall Hire	99.00	21.03.24
Plot 110	Social housing rent	390.00	25.03.24
Advertiser (655)	Advert renewal – C Matters	84.00	25.03.24
Advertiser	Advert renewal – C Matters	168.00	25.03.24
Plot 26	Allotment rent	40.00	26.03.24
Bridge Club	Parish Hall hire	384.00	26.03.24
Children's Party	Parish Hall Hire	32.00	26.03.24
Plot 31	Allotment rent	40.00	26.03.24
Karate (656)	Parish Hall Hire	30.00	26.03.24
Various (657)	Cemetery Fees	955.00	26.03.24
Plot 27 (658)	Allotment rent	40.00	27.03.24
Advertiser	Advert renewal – C Matters	84.00	28.03.24
Plot 19	Allotment rent	40.00	28.03.24
Advertiser	Advert renewal – C Matters	42.00	28.03.24
Soulful Healing	Parish Hall Hire	44.00	28.03.24
Northumberland CC	Cemetery double charge pymt	409.00	28.03.24
Unity Trust Bank	Bank account interest	444.49	31.03.24
Total		16,281.44	

APPENDIX B**PLANNING APPLICATIONS RECEIVED FOR PLANNING CONSIDERATION ON 27th MARCH 2024**

REFERENCE NUMBER	DESCRIPTION	ADDRESS
24/00598/LBC	Listed building consent for installation of solar photo voltaic panels on south westerly roof elevation and adjacent flat roof.	Stable House, Aydon, Corbridge
24/00652/FUL	Change of use from commercial to residential to create a three bedroomed dwelling house	Gresham House, 19 Watling Street, Corbridge
23/04545/FUL	Proposed loose boxes, carport and wood store building. New replacement access to the site, passing place and access track to lake and woodland (As amended 06.03.24)	Lingy Bank, Hexham
24/00782/PRUTPO	Tree Preservation Order Application: T1 (Willow) Crown reduction from 13m to 8m height	Culduie, Greencroft Avenue, Corbridge

APPENDIX C**PLANNING DECISIONS RECEIVED ON 27th MARCH 2024**

REFERENCE NUMBER	DESCRIPTION	DECISION
23/04673/FUL	Timber Orangery Langley House, 4 Kiln Place, Main Street, Corbridge	GRANTED
23/04633/LBC	Listed Building Consent for new ancillary garden building including loggia for outdoor seating with 2no store rooms Corbridge House, Main Street, Corbridge	WITHDRAWN
23/04355/FUL	Replacement rear extension, replacement entrance hall roof and erection of new glass porch. Granary House, Thornbrough, Corbridge	REFUSED
23/03878/FUL	Replacement flat roof to existing single storey rear extension, rear dormer to attic to replace current 3no velux and replacing rear ground floor window and door with sliding door 4 St Andrews Terrace, Corbridge	GRANTED