

CORBRIDGE PARISH COUNCIL
MINUTES OF THE MEETING OF CORBRIDGE PARISH COUNCIL HELD ON
24th APRIL 2024 IN CORBRIDGE PARISH HALL

PRESENT: Cllr W Clouston, Chairman of the Council together with Cllrs C G Curry, L Rogers, Mrs M V Kemp, S Ahmed, and N M Oliver

424.01 **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) **Parish Hall toilets.** An email had been received commenting on the state of the Parish Hall toilets. It was AGREED the Parish Council would look into the possibility of refurbishing the ladies and gents toilets. **Action: Parish Hall Committee to draw up a spec and the clerk to obtain costings.**
- b) **Hill Street.** Concerns were expressed regarding the sloping pavement on Hill Street where a resident had fallen recently and been taken to hospital. Concerns were also expressed regarding the steps down to the Co-op which are in a very poor condition. Cllr Oliver is to flag this issue with the Area Manager, Highways when he meets him on Thursday and suggest the steps are replaced with stone steps and not the edges repaired.

424.02 **TO ACCEPT AND APPROVE APOLOGIES FOR ABSENCE.** Apologies for absence accepted from Cllrs M J Stone, Ms C Burns, R Tipping and John Shackleton. It was AGREED that John Shackleton would sign his declaration of acceptance of office at the May meeting. It was noted that as Lee Stenhouse had not attended any council meetings for over 6 months, he is automatically disqualified from the Parish Council. **Action: Clerk to contact Lee Stenhouse advising of his disqualification.**

424.03 **TO RECEIVE DECLARATIONS OF COUNCILLORS' INTEREST.** Cllr N M Oliver declared a personal and prejudicial interest in item 0424.08 as a member of Northumberland County Council's Planning Committees.

424.04 **TO APPROVE AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 27th MARCH 2024.** It was RESOLVED to approve and sign the minutes of the Council Meeting held on 27th March 2024 as a true and accurate record.

424.05 **ACTIONS TAKEN FOLLOWING THE MEETING HELD ON 27TH MARCH 2024.**

- a) **Appletree Lane Traffic Survey.** Minute 0324.01a refers. Cllr N M Oliver had spoken to Highways who advised that the 'access only' is only enforceable by the police. Suggestions were made of speed humps or other traffic calming measures or a one way system however views of the residents would need to be gathered. Cllr W Clouston will mention the issues in his Corbridge Matters column. It was RESOLVED the Parish Council will carry out a traffic survey using two volunteers at each end of the lane recording cars/registration numbers.
- b) **Parking in the Village Centre.** Minute 0324.10c refers. Cllr N M Oliver is to draft a letter to be sent to the Traders from the Parish Council asking them to park in the village car park to alleviate the parking problems in the centre of the village for the residents.

424.06 **FINANCE/ADMINISTRATION**

- a) **ACCOUNTS FOR PAYMENT.** It was RESOLVED to approve the items of expenditure on the lists, previously circulated. (Appendix A).
- b) **TO ACCEPT AND APPROVE BUDGET REPORT 2023-2024.** It was RESOLVED to accept and approve the Budget Report for the financial year 2023-2024.
- c) **TO APPROVE LIST OF MONTHLY/QUARTERLY/ANNUAL PAYMENTS.** It was RESOLVED to accept and approve the list of regular payments made from the Parish Council Bank accounts.

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- 424.07 **PLANNING APPLICATIONS.** It was RESOLVED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. (Appendix B).
- 424.08 **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).
- 424.09 **TO RECEIVE REPORTS FROM THE CHAIRMAN, COUNTY COUNCILLOR AND SUB COMMITTEES.**
- a) **Chairman's Report.**
- **Market Place.** Cllrs W Clouston, N M Oliver and Clerk, Mrs M Senior met with Planning Officers on 16 April 2024 to discuss the pre planning application submitted. The verbal responses from the Planning Officers were very positive. The full report had been received and is split into 4 headings; Archaeology, Conservation, Highways and Biodiversity. A full planning application is likely to be support subject to conditions and it was RESOLVED to take this to the next stage. The Parish Council will incur some expense however the Parish Council will look to apply for grants to cover some of the expenses.
 - **Handyman.** Cllr W Clouston and the Clerk, Mrs M Senior met with the handyman to see how things are going. Several residents have contacted the Parish Council to praise the work he is doing in improving the public realm. We discussed the idea of having a base at the Parish Hall by improving the storage area at the rear of the kitchen. It was agreed to purchase a secure shed at the Parish Hall to store various items. Purchasing/leasing a Parish Council van was discussed to improve productivity and to be able to move equipment etc. It was RESOLVED to look at the hours of work, draft a contract of employment and allocated some hours to street cleaning.
 - **Cemetery.** Queries regarding cemetery plots, trees, benches etc had increased dramatically since the Cemetery Superintendent had retired. The old plot plan for the cemetery is in very poor condition and consideration will be given to digitally mapping/updating and computerising the records.
- b) **County Councillor's Report.**
- **Litter bin.** A request for a new litter bin on the new estate had been requested. Permission would be sought from NCC before a litter bin is purchased.
 - **Dog fouling.** NCC Animal Welfare Officer had carried out patrols in Corbridge and enforcement action taken. An informal warning had also been given to a resident.
 - **Vandalism.** The play area at Kiln View had been vandalised with numerous fence panels kicked out and broken. It was also noted that there had been a break in at the Cricket Club and there had been several thousand pounds worth of damage.
 - **Extension to the Car Park.** This is progressing. The Parish Council is dealing with solicitors to amend the lease to give up allotment 1 back to the landowner.
 - **Barclays Bank Planning Application.** It was noted the planning application for change of use of Barclays Bank to apartments is being referred to the Planning Committee. The Planning Officers report is recommending the application for approval.
 - **3G Pitch at Corbridge Middle School.** Cllr Oliver is still waiting for a meeting with the school. He had met with Sue Aviston, NCC and the Cabinet Members for Children's Services. Northumberland County Council has £450K to be spent in Corbridge and there is £500K in NCC's budget to build a school pitch in Corbridge. Unfortunately, Corbridge Middle School do not want a 3G pitch in the school grounds. They state they do not have room in the school budget to maintain the pitch or a sinking fund.
- c) **To receive reports on any village issue/highways issue.** Cllr Oliver is to meet with Area Manager, Highways tomorrow for a walk around and to discuss the installation of the poles for the vehicle activated signs in Farnley. It was noted that the existing footpath in Farnley has overgrown hedges/bushes making the footpath very narrow in

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places. It was AGREED to arrange a meeting of the Highways and Neighbourhood Services Liaison Group and it had been some time since the last meeting. **Action: The Clerk will arrange the meeting.**

- d) **BROADBAND.** Cllr N M Oliver advised that Openreach have launched a voucher scheme for the rest of the village. Corbridge is part of the Openreach commercial roll out plan. Openreach need 135 sign ups for them to deliver the scheme to all 370 households. Cllr Oliver will look to include Farnley and if anyone knows of any others, to contact him so that they can be included. Households that are eligible will receive a letter in the next two weeks.

424.10 **OPPORTUNITY FOR RESIDENT TO COMMENT ON ANY ISSUE RAISED.**

A resident expressed concerns regarding the verges on Deadridge Lane being encroached upon by residents laying paving stones and building steps onto the lane. **Action: Cllr N M Oliver to report this to planning.**

- 424.11 **DATE OF NEXT MEETING.** The next meeting will be the Annual Parish Meeting followed by the Annual Meeting of the Parish Council. This will take place on Wednesday 29th May 2024 at 19:00 in Room One of Corbridge Parish Hall.

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APPENDIX A

ACCOUNTS FOR PAYMENT – APRIL 2024

(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	101.88	16.98	84.90	DD
EE	Mobile phone contracts	42.44	7.07	35.37	DD
Engie Gas Ltd	Parish Hall gas supply	712.84	118.81	594.03	DD
Everflow	Parish Hall water rates	12.57		12.57	DD
Everflow	Parish Hall water rates	1.13		1.13	DD
H M Revenue and Customs	PAYE – April 2024	885.35		885.35	BACS
T W Pension Fund	Pension contributions – April 24	920.34		920.34	BACS
Corbridge in Bloom	Grant aid 2024-25	2500.00		2500.00	BACS
Corbridge Youth Initiative	Grant aid 2024-25	9000.00		9000.00	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00		90.00	BACS
Corona Energy	Cemetery electricity supply	29.00	1.38	27.62	DD
Agilico Technology Ltd	Photocopier maintenance	55.26	9.21	46.05	DD
Northfire	Fire extinguisher service	126.59		126.59	BACS
Plot 22	Refund of allotment rent	40.00		40.00	BACS
Urwin Joinery	New Parish Hall fire doors	824.59		824.59	BACS
J F Walton & Son	Parish Hall/Handyman supplies	59.89	9.98	49.91	BACS
Cloud Next Ltd	Gov.uk website domain	12.00	2.00	10.00	BACS
Cloud Next Ltd	Email hosting	59.98	9.99	49.99	BACS
Northumberland ALC	Subscription 2024	864.39		864.39	BACS
MiJan Ltd	Easy PC accounts software	120.00		120.00	BACS
Anglian Water	Allotment water rates	119.62		119.62	DD
Urwin Joinery	Remove and install fence Phall	850.00		850.00	BACS
Mark Glaister	Mole trapping – cemetery	75.00		75.00	BACS
Plot 21	Refund of allotment rent	40.00		40.00	301756
Mrs A Senior	Travel expenses	59.00		59.00	301757
Anglian Water	Water rates – cemetery	21.50		21.50	DD
Staff Wages	May 2024	3502.44		3502.44	BACS
Totals		21,420.34	240.02	21,180.32	

Multipay Card Transactions – April 2024

Payee	Description	Gross payment	VAT	Net
Lloyds Bank Corporate Card	Monthly card fee	3.00		3.00
Microsoft	365 Subscription	12.36	2.06	10.30
Royal Mail	Postage	1.90		1.90
Royal Mail	Postage	1.90		1.90
Hallmaster Ltd	Parish Hall booking system	265.00	44.16	220.84
Moneysoft	Payroll software	196.80	32.80	164.00
Viking Direct	Shredder	208.80	34.80	174.00
B&Q	Paving slabs for shed base – Phall	136.18	17.70	88.48
Ryobi Tools Ltd	Leaf blower – handyman	249.99	41.67	208.32
Asgard	Shed – Parish Hall	840.00	140.00	700.00
SLCC	Clerk Training	144.00	24.00	120.00
Totals		1959.93	337.19	1692.74

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INCOME RECEIVED – APRIL 2024

Reference	Detail	Amount	Date
Tenant – Plot 66	Social housing rent	390.00	02.04.24
Tenant – Plot 109	Social housing rent	390.00	02.04.24
Plot 22	Allotment rent - duplicated	40.00	02.04.24
Advertiser	Corbridge Matters advert	252.00	02.04.24
Charity Event	Parish Hall Hire	96.00	03.04.24
Choir	Parish Hall Hire	96.00	04.04.24
Lace Class	Parish Hall Hire	363.00	04.04.24
Various (659)	Parish Hall Hire	268.00	04.04.24
Various (659)	Allotment rent	65.00	04.04.24
Ballet Classes	Parish Hall Hire	277.32	04.04.24
Northern Powergrid (660)	Cemetery Wayleave	35.35	08.04.24
Philosophy Group	Parish Hall Hire	38.50	09.04.24
Northumberland CC	Precept	84000.00	10.04.24
Tenant – Plot 111	Social Housing rent	390.00	10.04.24
Children's Party	Parish Hall Hire	48.00	10.04.24
Children's Party	Parish Hall hire	40.00	10.04.24
Tenant	Cemetery Lodge Rent	500.00	10.04.24
HMRC	VAT refund	2698.39	11.04.24
Philosophy Group	Parish Hall Hire	80.00	15.04.24
Advertiser	Corbridge Matters advert	90.00	15.04.24
Children's Party	Parish Hall hire	64.00	15.04.24
Philosophy Group	Parish Hall hire	80.00	16.04.24
Various (661)	Parish Hall hire	394.00	19.04.24
Advertiser (662)	Corbridge Matters Advert	42.00	19.04.24
Yoga	Parish Hall Hire	77.00	19.04.24
Pilates	Parish Hall Hire	64.00	22.04.24
Various (663)	Parish Hall Hire	188.00	23.04.24
Plot 110	Social housing rent	390.00	23.04.24
Advertiser	Corbridge Matters advert	90.00	24.04.24
Advertiser	Corbridge Matters renewal	270.00	26.04.24
Training sessions	Parish Hall Hire	180.00	26.04.24
Various (664)	Parish Hall Hire	50.00	29.04.24
Indoor Market	Parish Hall hire	120.00	29.04.24
Zumbini	Parish Hall Hire	27.50	29.04.24
Zumba Kids	Parish Hall Hire	96.00	29.04.24
Bridge Club	Parish Hall Hire	400.00	29.04.24
Advertiser	Corbridge Matters Advert	180.00	29.04.24
Art Group – Wednesday	Parish Hall Hire	240.00	30.04.24
Choir	Parish Hall hire	96.00	30.04.24
Art Group – Tuesday	Parish Hall Hire	220.00	30.04.24
Total		93,426.06	

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CORBRIDGE PARISH COUNCIL BUDGET	2023/24 BUDGET	2023/24 ACTUAL TO DATE	VARIANCE	2023/24 ACTUAL END OF YEAR
INCOME				
Parish Hall Hire	25000	37462	-12462	37462
Bank Interest & Dividend	175	1167	-992	1167
Cemetery Fees	25000	34617	-9617	34617
Lodge rental	6000	5500	500	5500
Allotment site	1200	1300	-100	1300
Miscellaneous	5000	6771	-1771	6771
Community Led Housing	41050	41025	25	41025
Precept	150000	150000	0	150000
Play Areas	0	25678	-25678	25678
Social housing rent	21020	14505	0	14505
VAT reclaim				
TOTAL [Credit]	274445	318025	-43580	318025
EXPENDITURE				
Admin				
Advertising	0	0	0	0
Audit Legal Bank charges	1500	1853	1400	1853
Postages, telephone and stationery	2000	2318	2000	2318
Lease of office equipment & renewals	750	1682	750	1682
Subscriptions Travel Training	2000	1754	2000	1754
Insurance	7500	8239	6500	8239
Newsletter and website	12000	15398	10300	15398
Staff wages inc pension contributions	32037	34361	26814	34361
Sub	57787	65605	49764	65605
Community Support				
Grant Aid	2000	1870	130	1870
Corbridge in Bloom	2500	2500	0	2500
Corbridge Youth Initiative	8000	8000	0	8000
Remembrance Day	350	350	0	350
Christmas Lights	1000	1000	0	1000
Sub	13850	13720	130	13720
Parish Hall				
Refuse collection	600	0	600	0
Heating Lighting Water – Parish Hall	4500	4500	0	4500
Cleaning & Consumables – Parish Hall	2500	2500	0	2500
Repairs & Maintenance premises	2500	2500	0	2500
Miscellaneous	2500	2500	0	2500
Staff wages inc pension contributions	22600	25150	-2550	25150
Sub Total	35200	37150	-1950	37150
Property/Land/Open Spaces				
Corchester Playfield	1000	20320	-19320	20320
Closed Churchyard	500	345	155	345
Stanners wood	0	0	0	0

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Riverside to Well Bank Green	0	350	-350	350
Play Areas inc skateboard park	1000	3128	-2128	3128
Allotment Site	500	1674	-1174	1674
Maintenance of Seats/ Shelters/Signage/Plants	2500	585	1915	585
Groundworks inc outsourcing	45000	47982	-2982	47982
Tree works	2500	663	1837	663
Litter bins	2500	1846	654	1846
Misc	3000	4078	-1078	4078
Public toilets	2000	2000	0	2000
Sub	60500	82971	-22471	82971
Cemetery				
Skip Hire	475	0	475	0
Cemetery Chapels - Repairs & Maintenance	2500	2579	-79	2579
Cemetery Lodge - repairs/refurbishments	500	266	234	266
Cemetery - Heating and Lighting	450	369	81	369
Cemetery Chapels - rates	1800	1472	328	1472
Miscellaneous	500	486	14	486
Sub	6225	5172	1053	5172
Community Led Housing	12500	56100	-43600	56100
Fixtures and fittings	0	11930	-8279	11930
Maintenance costs @ £500 per property	2000	683	2000	683
Management costs @ £500 per property	2000	0	2000	0
Sinking fund - long term	2992	0	2992	0
Sub	19492	68713	-44887	68713
Handyman	8000	6028	1972	6028
Contingency/Capital	12500	12692	-192	12692
Street Lighting	10000	0	10000	0
Sub Total (DEBITS)	30500	18720	11780	18720
TOTAL (DEBITS)	223554	292051	38306	292051

Cash in hand at this date [per balance sheet] 31.03.24			92584
Actual expenditure at this date	<u>292051</u>		
Actual income at this date	<u>318025</u>		
Balance of funds at year end 31.03.24			92584

Miscellaneous Income		Earmarked Funds	
Corbridge Matters Advertising	6624	Sinking Fund	2992
Cemetery wayleave	35	Street lighting	10000
Refunds	112		
6771			12992

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APPENDIX A(2)

PAYMENTS OF ANNUAL SUBSCRIPTIONS AND CONTRACTS

Payee	Description	Net payment	Payment frequency	Payment method
Rentokil	Washroom services	323.00	Monthly	DD
BT Plc	Parish Hall telephone/WIFI	84.60	Monthly	DD
EE	Mobile phone contracts	Variable	Monthly	DD
Engie Gas Ltd	Parish Hall gas supply	Variable	Monthly	DD
Everflow	Parish Hall water rates	Variable	Monthly	DD
H M Revenue and Customs	PAYE	Variable	Monthly	BACS
T W Pension Fund	Pension contributions	Variable	Monthly	BACS
A Curtis Window Cleaning	Parish Hall & bus stops	90.00	Monthly	BACS
Corona Energy	Cemetery electricity supply	Variable	Monthly	DD
Corona Energy	Parish Hall electricity supply	Variable	Monthly	DD
Agilico Technology Ltd	Photocopier maintenance contract	Variable	Monthly	DD
Grenke Leasing	Photocopier lease	120.00	Quarterly	DD
Anglian Water	Allotment water rates	Variable	Quarterly	DD
Swansons of Hexham Ltd	Security alarm service x 3	72.00	Annually	BACS
ADT Fire & Security Plc	CCTV maintenance	96.74	Quarterly	BACS
Dilston Farms	Lease of allotment site	50.00	Annually	BACS
PPL/PRS Ltd	Music Licence – Parish Hall	Variable	Annually	BACS
Microsoft 365	Subscription	10.30	Monthly	CARD
Northumberland ALC	Subscription	Variable	Annually	BACS
Lloyds Bank Corporate Card	Card fee	3.00	Monthly	CARD
Northumberland CC	Groundworks contract	11,995.62	Quarterly	BACS
Hallmaster Ltd	Parish Hall booking system	220.84	Annually	CARD
Moneysoft Ltd	Payroll software system	164.00	Annually	CARD
MiJan Ltd (Easy PC Accounts)	Accounting software	120.00	Annually	BACS
Allendale Estates	Tourist information signs	20.00	Annually	BACS

APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR PLANNING CONSIDERATION ON 24th APRIL 2024

REFERENCE NUMBER	DESCRIPTION	ADDRESS
24/01245/FUL	Removal of existing concrete ramps to enable construction of wheelchair accessible viewing terrace. Construction of new ramps and steps.	Tynedale RFC, Tynedale Park, Station Road, Corbridge

APPENDIX C

PLANNING DECISIONS RECEIVED ON 24th APRIL 2024

REFERENCE NUMBER	DESCRIPTION	DECISION
23/04632/FUL	New ancillary garden building (as amended 13.03.24) Corbridge House, Main Street, Corbridge	GRANTED
23/04054/FUL	Erection of foaling boxes and store Land South of Shildon Grange Cottage, Corbridge	GRANTED
24/00564/FUL	Change of use from commercial to residential Forum Books Kids, 20A Watling Street, Corbridge	GRANTED