

CORBRIDGE PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH MEETING HELD ON 29TH MAY 2023

PRESENT: Cllr W Clouston, Chairman of the Council together with Cllrs N M Oliver, C G Curry, M J Stone, S Ahmed, R Tipping and Ms C Burns.

1. **TO RECEIVE THE MINUTES OF THE 2023 ANNUAL PARISH MEETING.** The Minutes of the Annual Parish Meeting held on the 24th May 2023 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. 2023 was a very productive year with projects finally coming to fruition. The main achievements of the Parish Council over the past year were as follows:-
 - **Community Led Housing.** Completion of the Community Led Housing project and allocation of the properties. Corbridge is the only community council to have done this in this way. The Parish Council is very pleased to have completed the project without the need to borrow. Half of the properties were paid from a grant from Northumberland County Council and the remainder paid for from Parish Council reserves. Thanks were expressed to the previous Parish Council for building up the reserves allowing the current Parish Council to purchase the properties outright. The four units have been purchased without the need to borrow money; improvements around the village.
 - **Corchester Field** – Refurbishment of the pavilion by Andrew Robinson and his son, artisan builders who did a fantastic job. The area is being very well used by the public.
 - **Market Place.** Submission of the pre planning application which is broadly supported by Northumberland County Council Planning Department. A lot of work is still to be carried out to bring this project to fruition.
 - Cllr Clouston paid tribute to Cllr Joanne Neal who tragically died in December 2023. A memorial bench had been installed on The Chains open space as a lasting memorial.Looking forward the following projects will be completed in the near future:
 - Finger posts installed around the village.
 - Improvements to the Cemetery including paths and road.
 - Handyman – to establish the role of the handyman on a firmer footing. A workshop/shed is to be created at the Parish Hall and various tools will be provided to allow the handyman to carry out a wide variety of jobs around the village.
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 Led Housing Scheme.** This is a significant achievement for Corbridge Parish Council. Northumberland County Council are to use our project as a case study and promote nationally. They will encourage other areas to establish these schemes encouraging Town and Parish Councils to buy off plan on new developments. There are now 3 social housing providers in Corbridge; Riverside Housing, Karbon Homes and the Parish Council. Northumberland Homefinder have agreed that their policies are weak and Cllr Oliver is speaking to officers to try and improve the information available.
 - **Milkwell Development.** The new estate is nearly finished. Cllr Oliver attended a meeting with 40 residents of the new estate 2 weeks ago. He has met with planners onsite and some of the outstanding issues can be rectified with planning enforcement. There is still water run off into gardens and 1 property from the estate and a considerable amount of earth onsite that should have been removed.
 - **3G Pitch at Corbridge Middle School.** Discussions are still ongoing. Cllr Oliver had met with the Middle School and officers from NCC. He had also met with the Football Foundation. The current headteacher is leaving at the end of the summer term and a new head has been appointed from September. Cllr Oliver is to arrange a meeting with the new Head in September. The school governors need to be convinced that a 3G pitch will not be a financial burden. The rugby and football clubs are very keen to make use of any new facilities.
 - **Cycle Lane.** The Corbridge to Hexham cycle lane is being surveyed and will be created on the south side of the river alongside the road. It is due to be completed this year.
 - **Skatepark.** The replacement of the skatepark is still in abeyance as the work on the pumping station is still to be completed.
 - **Car Park.** The legal issue has now been resolved and Heads of Terms agreed. The Parish Council has started the legal process of handing back no 1 allotment to the landowner. An additional allotment will be create in the middle of the site
 - **Farnley Footpath.** This had been pushed back to complete in the Spring. No further update.
4. **RESOLUTIONS.** There were no resolutions to consider.
5. **THERE** being no further matters raised for discussion, the Chairman declared the meeting closed at 7.25pm.

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

29 May 2024

CORBRIDGE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 29TH MAY 2024 AT 19:00 IN CORBRIDGE PARISH HALL

PRESENT: Cllr W Clouston, Chairman of the Council together with Cllrs N M Oliver, C G Curry, M J Stone, S Ahmed, R Tipping, Ms C Burns and J Shackleton.

- 0524.01 Election of Chairman. It was proposed by Cllr N M Oliver, seconded by Cllr M J Stone and unanimously RESOLVED to elect Cllr W Clouston as Chairman. Cllr W Clouston accepted and took the chair.
- 0524.02 To receive the Chairman's Declaration of Acceptance of Office. Cllr W Clouston gave and signed his Declaration of Acceptance of Office in the presence of Mrs M Senior, Clerk to the Council.
- 0524.03 Election of Vice Chair. It was proposed by Cllr R Tipping, seconded by Cllr S Ahmed and unanimously RESOLVED to elect Cllr M J Stone as Vice Chairman. Cllr M J Stone accepted.
- 0524.04 To receive John Shackleton's Declaration of Acceptance of Office. Mr J Shackleton gave and signed his Declaration of Acceptance of Office in the presence of Mrs M Senior, Clerk to the Council.
- 0524.05 To consider co-option to fill one vacancy. It was proposed by Cllr R Tipping, seconded by Cllr S Ahmed and RESOLVED to co-opt Mr Andrew Berrington. Mr Berrington was unable to attend the meeting however it was RESOLVED that Mr Berrington would sign his declaration of acceptance of office at the next meeting.
- 0524.06 Residents present raised a number of issues 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) Deadridge Lane. Following the report at the last meeting of residents building out into Deadridge Lane, Cllr Oliver had discussed with Planning Enforcement. As this is an ancient bridleway, this maybe a highway issue. Planning Enforcement will carry out a site visit and advise accordingly. Further concerns were expressed regarding the various hard landscaping, now obscured by long grass, which extends out into lane. The obstructions pose a danger to walkers and horse riders as it extends out into the lane and is obscured by vegetation.
- 0524.07 Apologies for Absence – Cllr Lee Rogers. It was noted that Cllr Mrs M V Kemp had resigned since the last meeting. Election Dept at Northumberland County Council will be informed, statutory notice planned on the notice boards and website. If there is no call for a by-election after 14 working days, the Parish Council may co-opt.
- 0524.08 Declarations of Councillor's Interest, if any. Cllr N M Oliver declared a personal and prejudicial interest in item 0524.13 as a member of NCC Planning Committees.
- 0524.09 To consider any matters requiring Council action that may arise from the preceding Annual Parish Meeting. None
- 0524.10 To approve and sign the minutes of the Council meeting held on **26th April 2024**. It was RESOLVED to approve the minutes of the meeting held on 26th April 2024 and they were signed as an accurate record.
- 0524.11 Actions taken following the meeting held on **26th April 2024**.
- a) Hill Street. Northumberland County Council is to carry out temporary repairs to the steps. It was RESOLVED that the Parish Council will purchase sandstone steps and Northumberland County Council will install. Cllrs W Clouston and N Oliver to measure the area and order the stone.
 - b) Traffic Survey. This is still to be carried out.
 - c) Parish Hall Shed. This has been ordered and delivery is expected in 4-6 weeks.
 - d) Barclays Bank Planning Application. The application is going to committee and the planning officer is recommending approval.
- 0524.12 Finance/Administration
- a) Accounts for payment – It was RESOLVED to accept and approve the items of expenditure on the list, previously circulated. [See appendix A]
 - b) To review and approve Risk Assessment. The Risk Assessment was reviewed and it was RESOLVED to approve.

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- c) To consider and approve the Terms of Reference for each of the Council's various working groups. It was RESOLVED to approve the Terms of Reference for the Council's working groups.
- d) To appoint representatives on the Council's various working groups. It was RESOLVED that the following members would be appointed on the Parish Council's working groups. It was AGREED that a Highways and Neighbourhood Services Liaison meeting would be arranged for early summer.

Parish Council Committees		
Finance and General Purposes	Dealing with Finance, staffing, policy issues, grant aid	Cllrs W Clouston, N M Oliver, M J Stone and J Shackleton
Planning Advisory Groups	Reviewing and commenting on planning applications	Cllrs W Clouston, C G Curry
Community Led Housing	Dealing with management of the social housing units	Cllr W Clouston, N M Oliver, M J Stone, J Shackleton
Parish Hall Management Committee	Looking after and developing the Parish Hall	Cllrs W Clouston, M J Stone and Ms C Burns
Highways and Neighbourhood Services	Meeting with NCC staff to discuss parish issues and monitor groundworks contract	Cllrs W Clouston, N M Oliver, S Ahmed, C G Curry, M J Stone
Sports, Recreation and Play Facilities	To improve facilities in Corbridge and make best use of S106 monies	Cllrs W Clouston, N M Oliver, L Rogers, S Ahmed
Representatives on Other Village Groups		
East Tynedale Parish Councils Forum		Cllr C G Curry
Visit Corbridge		Cllr N M Oliver
Corbridge Flood Action Group		Cllrs C G Curry and N M Oliver
Corbridge Village Show		Cllr N M Oliver
Bridge End Allotments		Mrs M Senior

- e) To review and adopt updated Standing Orders and Financial Regulations . The Standing Orders and Financial Regulations, as amended were reviewed and it was RESOLVED to adopt them, without change.
- f) To consider and adopt the Model Code of Conduct, as amended 2020. The Model Code of Conduct, as amended was considered and it was RESOLVED to adopt it, without change.
- g) To consider request for grant aid from 1st Tynedale (Corbridge) Scouts. It was RESOLVED to contribute £2000 towards a new boiler and heating system for the Scout Hut. Cllr N M Oliver also agreed to contribute £2000.

0524.13 Planning Applications. It was RESOLVED to accept the decisions of the Planning Advisory Group in accordance with the list circulated. [See appendix B]

0524.14 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. [See appendix C]

0524.15 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.

- Parish Hall. It was RESOLVED to obtain quotes to refurbish the Parish Hall toilets which would include improving the lighting, flooring, hand basins, mirrors and decoration. The clerk will obtain quotes in due course.

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b) County Councillor's Report

- The Chains Estate. Cllr Oliver is discussing the planning covenants in place on doors/windows on The Chains estate. There are several cases of enforcement as residents have replaced windows/doors with UPVC and the covenant states they have to be wooden. Residents would need to pay a planning consultant to apply to Northumberland Estates for the removal of the covenant.

c) Reports on any village/highway issue.

- Flower tubs. It was noted that the tub opposite the bus shelter on Hill Street is obstructing the footpath. Unfortunately, this tub is too heavy to relocate and an alternative way to remove it will need to be found.
- Litter bins. Additional litter bins had been requested on Roman Way and on the new estate. Permission had been sought from NCC.
- Grit bin. The grit bin by the church entrance has a loose lid. Yellow grit bins are the responsibility of NCC. Cllr Oliver will report.

0524.16 Any urgent business allowed by the Chairman/Agenda items for the next meeting [For information only]

- a) The Chains Public Open Space. Cllr M J Stone gave a brief update on progress. Northumberland Estates have agreed to take back the Public Open Space from Persimmon Homes. The grass cutting contract is going out to tender. It was AGREED to add this to the agenda to discuss at the June meeting.

0524.17 Opportunity for residents to comment on any issue raised.

- a) Public toilets. It was noted that the public toilets are closing between 3-4pm each day. Cllr N M Oliver is liaising with NCC.
- b) Midsummer Evening is to be held on Thursday 20th June. Unfortunately, there will be no bunting in Middle Street this year.

0524.18 Date of next meeting – **26th June 2024 at 19:00**

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APPENDIX A

ACCOUNTS FOR PAYMENT – 29TH MAY 2024

Payee	Description	Gross payment	VAT	Net	Payment method
Rentokil	Washroom supplies	387.60	64.60	323.00	DD
BT Plc	Parish Hall telephone/WIFI	111.36	18.56	92.80	DD
EE	Mobile phone contracts	41.36	6.92	34.44	DD
Engie	Parish Hall gas supply	572.96	95.49	477.47	DD
Corona Energy	Cemetery electricity supply	31.99	1.52	30.47	DD
Everflow	Parish Hall water rates	12.16		12.16	DD
H M Revenue and Customs	PAYE – May 2024	897.75		897.75	BACS
T W Pension Fund	Pension contributions – May 2024	920.34		920.34	BACS
A Curtis Window Cleaner	Bus stops and Parish Hall	90.00		90.00	BACS
Tyne Valley Community Rail Partnership	Subscription 2024	10.00		10.00	BACS
Valerie Leverett	Fixing saddles – cemetery	564.00		564.00	BACS
Tyne Valley CRP	Annual membership subscription	10.00		10.00	BACS
Northumberland CC	Refuse collection – Parish Hall	480.80	3.00	477.80	BACS
Screwfix (A Cunningham)	Handyman supplies	24.99	4.17	20.82	BACS
Toolstation (A Cunningham)	Handyman supplies	9.98	1.66	8.32	BACS
Jewson (A Cunningham)	Handyman supplies	13.09	2.18	10.91	BACS
A J Products UK Ltd (A Senior)	Replacement tables for Parish Hall	528.00	88.00	440.00	BACS
ECS Enterprises Direct Fabrics	Fire Retardant curtains for Parish Hall	1792.95	298.82	1494.13	BACS
M Glaister	Mole trapping – cemetery	75.00		75.00	BACS
J F Walton & Son	Parish Hall/Handyman supplies	79.26	13.21	66.05	BACS
Janet Urwin (C Urwin)	Parish Hall cover (10 days)	530.00		530.00	BACS
Robson Print	Corbridge Matters – June edition	2110.00		2110.00	BACS
Robin Watson Sign & Design Ltd	Corchester Field sign	918.00	153.00	765.00	BACS
C Urwin	Cemetery lodge gates	100.00		100.00	BACS
Nicholson Portnell	Land search fee – allotment land	25.00		25.00	BACS
Postma Electrical Ltd	Parish Hall – reconfiguration of lights	90.00	15.00	75.00	BACS
Agilico Technologies Ltd	Photocopier maintenance contract	36.00	6.00	30.00	DD
1 st Tynedale Scouts	Grant aid	2000.00		2000.00	BACS
Staff Wages	June 2024	3683.38		3553.84	BACS
Total		16,145.97	772.13	15,373.84	

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INCOME RECEIVED – MAY 2024

Reference	Detail	Amount	Date
Plot 109	Social housing rent	390.00	01.05.24
Plot 66	Social housing rent	390.00	01.05.24
Advertiser	New Corbridge Matters advert	90.00	01.05.24
Funeral Services Ltd	Cemetery Fees	930.00	02.05.24
WI (665)	Parish Hall Hire	44.00	02.05.24
Zumba	Parish Hall Hire	240.00	03.05.24
Soulful Healing	Parish Hall Hire	22.00	07.05.24
Funeral Services Ltd	Cemetery Fees	1160.00	07.05.24
Art Appreciation Group	Parish Hall Hire	22.00	07.05.24
Tenant	Cemetery Lodge rent	500.00	07.05.24
Advertiser	Corbridge Matters renewal	81.00	08.05.24
Transfer of Deed (667)	Cemetery Fees	65.00	08.05.24
Karate (666)	Parish Hall Hire	35.00	08.05.24
Advertiser	Corbridge Matters renewal	540.00	09.05.24
Plot 111	Social housing rent	390.00	10.05.24
Private booking	Parish Hall Hire	64.00	13.05.24
Pilates	Parish Hall Hire	16.00	13.05.24
Rug Sale	Parish Hall Hire	120.00	14.05.24
Polling Station	Parish Hall Hire	150.00	15.05.24
Advertiser	Corbridge Matters	90.00	15.04.24
Advertiser	Corbridge Matters renewal	270.00	16.05.24
Dodds of Hexham (668)	Cemetery Fees	1815.00	16.05.24
Various (669)	Parish Hall Hire	415.00	17.05.24
Plot 21 (670)	Allotment rent	40.00	17.05.24
Dickinsons	Cemetery Fees	2015.00	17.05.24
Philatelic Society (671)	Parish Hall Hire	20.00	22.05.24
WI (672)	Parish Hall Hire	48.00	22.05.24
Soulful Healing	Parish Hall Hire	33.00	23.05.24
Charity Event	Parish Hall Hire	76.00	23.05.24
Indoor Market	Parish Hall Hire	120.00	23.05.24
Tenant – Plot 110	Social housing rent	390.00	23.05.24
Training event	Parish Hall Hire	120.00	28.05.24
Badminton Club (673)	Parish Hall Hire	148.00	28.05.24
Art Group Tuesday	Parish Hall Hire	220.00	28.05.24
Bridge Club	Parish Hall Hire	288.00	28.05.24
Art Group Thursdays	Parish Hall Hire	99.00	29.05.24
Art Group Thursdays	Parish Hall Hire	132.00	29.05.24
Pilates	Parish Hall Hire	64.00	29.05.24
Hexham Constituency	Parish Hall Hire	22.00	29.05.24
Choir	Parish Hall Hire	96.00	29.05.24
Zumba	Parish Hall Hire	144.00	30.05.24
Advertiser	Corbridge Matters renewal	1080.00	31.05.24
Zumba Kids	Parish Hall Hire	32.00	31.05.24
Zumbini	Parish Hall Hire	55.00	31.05.24
Total		£13,081.00	

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MULTIPAY CARD TRANSACTIONS – MAY 2024

Payee	Description	Gross payment	VAT	Net
Lloyds Bank Corporate Card	Monthly fee	3.00		3.00
Microsoft	365 Subscription	12.36	2.06	10.30
Workwear Express	Staff clothing	202.86	33.81	169.05
Amazon	Dog fouling stencil paint	22.60	3.76	18.84
Ideal Stencils	Dog fouling stencil	14.99		14.99
Dunelm Ltd	Table protectors	43.95	7.33	36.62
Royal Mail	Postages	1.50		1.50
Amazon	Stationery	8.86	1.48	7.38
Royal Mail	Postages	3.30		3.30
Royal Mail	Postages	2.50		2.50
Total		315.92	48.44	267.48

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APPENDIX B

PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION ON 29th MAY 2024

REFERENCE NUMBER	DESCRIPTION	ADDRESS
24/01371/FUL	Demolition of 3 bed dwelling and replacement with new 3 bed dwelling	19 St Helen's Lane, Corbridge
24/01398/FUL	Demolition of the existing garage and store building and replacement with a new garage, single storey extension to the rear of the existing house to form a bedroom	Corchester Coach House, Corchester Lane, Corbridge
24/01466/FUL	Conversion of garage and new canopy to front	Avalon, 22 Aydon Gardens, Corbridge
24/01331/FUL	Single storey rear extension	6 Front Street, Corbridge

APPENDIX C

PLANNING DECISIONS RECEIVED ON 29TH MAY 2024

REFERENCE NUMBER	DESCRIPTION	DECISION
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) Lingy Bank, Hexham	GRANTED
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	WITHDRAWN
24/00652/FUL	Change of use from commercial to residential to create a three bedroomed dwelling house Gresham House, 19 Watling Street, Corbridge	GRANTED
24/00782/PRUTPO	Tree preservation order application – T1 (Willow) crown reduction from 13m height to 8m Culduie, Greencroft Avenue, Corbridge	PERMIT
24/00598/LBC	Listed building consent for installation of photo voltaic panels on south westerly roof elevation and adjacent flat roof. Stable House, Aydon, Corbridge	WITHDRAWN
22/00538/FUL	Residential development of 14no 4-bed houses, with access road, parking and amenity areas. Station Yard, Station Road, Corbridge	WITHDRAWN