**Minutes of meeting of Warden Parish Council held in Newbrough Town Hall on Monday 6th November 2017 commencing at 7.00pm**

**Those Present:** Cllrs SJ Heminsley (Chairman) M Kendrew, D Bowman**,** WJ Foot, G Charlton, RM Tindall, CA Forster,

County Cllr R Gibson, C Miller (Clerk), one member of the public

**2017/102 Apologies for Absence**

Cllr S Robson.

**2017/103 Declaration of Interests**

Cllr SJ Heminsley and County Cllr R Gibson declared in interest in Railway Inn.

**2017/104 Minutes of previous meeting held on Monday 4th September 2017**

The minutes of the previous meeting were agreed as a true record.

**2017/105 Matters arising from previous meeting (not on agenda)**

* Regarding speeding wagons, Owen Pugh had confirmed all their vehicles are fitted with a range of telematics devices including safety cameras, and investigations had been carried out on drivers allocated to the building site in Newbrough, however matter now resolved as wagons no longer evident within the parish.
* Cllr SJ Heminsley had attempted to contact T Fish to discuss footpaths, with no success.
* Quarry planning application decision still awaited.
* Bank mandate had been returned as existing signatories, M Kendrew and D Bowman are required to complete their details to be retained as signatories, and Section 3b&c to be initialed by existing signatories, and which would be actioned after the meeting.
* Tree works had been carried out to paper mill.

**2017/106 Parish Seats: Repairs and Replacements**

* Cllr D Bowman had carried out seat survey with gardener and the 12 seats within the parish all require minor maintenance with Park Shields seat requiring lat replacement - D Charlton able to carry out work, with D Bowman estimating cost between £1000-£1200, and three seats could be stored inside for Winter. Budget of £300 for seat at Beacon previously agreed. Further to the previous meeting J Martin had written regarding the Silver Jubilee bench at St Aidan’s claiming that this was the responsibility of the PCC, and hoping ownership can be clarified and the furniture refurbished and replaced, however seat confirmed as Parish Council responsibility and refurbishment of the bench will be included with the work detailed above.

**2017/107 Financial planning for the remainder of 2017- 2018 - budget discussions based on half year accounts, policies, ideas, grant applications, review of charges; priorities for the next eighteen months and consultation with residents; initial precept discussion 2018-2019**

Financial information had been circulated to all Cllrs - forecast receipts for 2017-2018 discussed, slight underspend had occurred the last few years. Current grant requests which are listed under Finance discussed and amounts agreed as follows - PCC - £900; Newbrough Town Hall – request for £700 received towards redecoration of the hall - it was agreed to ask for detailed information of this work which would be circulated to all Cllrs, and agree that a budget of up to £700 could then be authorised; Royal British Legion - £50; Tynedale Hospicecare – Cllr G Charlton declared an interest, £100 agreed; Community Action Northumberland - £50.00; Core Music - £50.00 agreed, and Parish Council to ask if the group could consider Newbrough Town Hall as a base for a future event. Budget figures then discussed: Benches - £600 repair figure to be included 2017-2018 and £600 for 2018-2019; Defibrillator pads would require replacement May 2018 at approximate cost of £100. In terms of priorities, possible areas for improvement discussed, including whether the Parish Council should tend to weeds on footpaths which are the responsibility of the County Council - however there had been action to nettles after the last meeting and the County Council should be pressed to carry out work earlier next year, and possibly bi-annually. **ACTION:** **It was agreed Clerk would speak to NCC personnel early next year. County Cllr R Gibson due to meet imminently with the County Council portfolio holder and would also raise concerns and request twice yearly maintenance**. Request had been received for footpath sign improvements. Stanegate drainage problems frequently crop up, however this is the County Council's responsibility. The Sports Ground could be a potential candidate for Parish Council funding next year, with plans to reopen the cricket pitch. Some funding had already been secured and the pavilion was in the process of being refurbished. Preparing the outfield to a decent condition would cost approximately an additional £800, but more work was required on estimates before the two parish councils could consider requests for funding. With a healthy reserve sum anticipated at the year end, at the present time it was agreed the precept figure should be retained at the current level of £9,000. To gain community interest/opinion it was agreed that the council should engage with residents to gain ideas for further areas in which the parish council's involvement might prove beneficial. It was agreed to rent a table at the Town Hall Christmas Fair on 2 December and that suggestion sheets could be placed in garage, subject to agreement with the owner. **ACTION: SJ Heminsley to book table at Christmas Fair and Clerk to contact Newbrough Parish Council to ask if they wish to be involved. WJ Foot to compile information for Stanegate**

**2017/108 Parish Seats: Repairs and Replacements**

Discussed earlier.

**2017/109 New Council Website**

NALC had debated whether to include a planning section on the web-site, but had agreed to keep it as simple as

possible, recommending that councils should simply provide a link to the NCC website and that new planning

applications affecting the parish could be listed separately on the Warden PC website via 'News' section. Cllr Foot also

offered to add a website section on 'Community'.

**ACTION: Clerk to upload planning application details onto NEWS section of web-site when received from County**

**Council. WJ Foot to compile information about the community for display on site.**

**2017/110 Roads**

Chollerford bridge works completed; traffic monitoring wire to be installed at Hardhaugh; Mossy Road had been closed last night due to vehicle collision.

**2017/111 Correspondence**

* Guy Opperman, Community Champion – Scheme to nominate person’s contributing to the community – **ACTION: Clerk to email RM Tindall details of scheme.**
* Northumberland County Council, bus timetables – Scheme whereby PC’s can be responsible for replacing bus timetables – however no timetables are displayed in the Parish.
* Northumberland County Council – consultation on Northumberland Area Special Education Needs School Place Planning Strategy – Cllr RM Tindall had forwarded consultation link to Newbrough School.

**2017/112 Footpaths**

The overgrown hedge along the footpath from East Fourstones to Broadacres had not yet been trimmed; a letter from Mr Martin had been received querying whose responsibility this was. **ACTION: Cllr SJ Heminsley to carry out site visit and report back**. Contractor to repair riverside footpath in May 2018. Network Rail were carrying out works westwards on the line from Warden, however a mains cable could delay progress. The County Council did have drain works scheduled around the level crossing which required trains to be stopped and traffic lights on and it would be sensible if all works were actioned at the same time. **ACTION: Cllr CA Forster to monitor the situation**

**2017/113 Planning**

**2017/113/01 Planning Applications received**

None received.

**2017/113/02 Town & Country Planning Act 1990** – Appeal under Section 78: 17/00639/FUL, Normont, Fourstones, construction of single storey garage

**2017/113/03 The Railway Inn**

Cllr SJ Heminsley had been in regular contact with County Council Planning Department, who were clear that the application would not be submitted to the planning committee but would be determined by officer decision. However extensive delays had occurred in the completion of relevant documentation needed to officially confirm the decision. Cllr SJ Heminsley proposed PC officially write to Head of Planning Department before the end of November if no formal decision had been received asking for the matter to be finalised urgently, with letter copied into County Cllr R Gibson and the Leader of the Council, agreed. **ACTION: SJ Heminsley to draft response.**

**2017/114 Reports – Town Hall, Sportsfield Association; Northumberland County Council**

* Harvest Supper and Christmas Fair fundraising events scheduled and private functions booked for Town Hall.
* Sportsfield discussed earlier.
* Problems with quarry planning application which did not originally go to committee, outside bodies appeared to be causing the delay.
* No parking signs would be beneficial in areas around the Butt Bank building development due to problems with builders parking on grass which Parish Council maintain. The land is owned by County Council. County Cllr R Gibson to look into.

**2017/115 Financial Matters**

**2017/115/01 The following Payments were authorised**: C Miller – September, October Salary £260.58 & expenses £35.21; HMRC £65.00; BDO, external audit fee - £120.00; Royal British Legion – Remembrance Day Wreath - £50.00; D Charlton – gardening, £200; B Gustard - gardening £200; G Shaw, works to repair noticeboard at Warden - £175.00

**2017/115/02 The following grant applications had been authorised earlier in the meeting**: Warden with Newbrough Parish Church - £900; Community Action Northumberland - £50.00; Core Music, Hexham - £50.00; Tynedale Hospice - £100; Newbrough Town Hall - £700 requested, agreed subject to provision of further, detailed information.

**2017/115/03 Audit of Accounts year ending 31/3/17**

Qualified external audit report had been received due to Asset Register not being updated for year ending 31/3/17 to include deposit paid in March 2017 for new play equipment. A simple correction had now been made.

**2017/116 Council Documents Standing Orders/Risk Assessment/Asset Register/Grievance Policy/Vexatious Communications Policy**

All documents available to view on Parish Council web-site – Clerk advised they were sufficient for the present needs of the Parish Council, and Asset Register had been updated to include play equipment. **ACTION: Cllr SJ Heminsley to review and report back at next meeting.**

**2017/117 To discuss issues with Blue Lagoon, Fourstones**

Cllr RM Tindall reported that the residents of Frankham were extremely concerned about the length of time it was taking to reach a decision on the proposed re-opening of the quarry. At this time of the year there were no problems with people swimming/camping.

**2011/118 Communications – to confirm actions from this meeting**

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| **ACTION** | **RESPONSIBLE** |
| Gauging parishioner interest on areas they wish PC funds to be utilised | SJ Heminsley to book table at Christmas Fair; WJ Foot to compile insert for Stanegate; Clerk to contact Newbrough PC |
| Web-site information | Clerk to post information on Planning applications received with link to County Council web-site; WJ Foot to compile insert for community web-site heading |
| Guy Opperman Community Champion Scheme | Clerk to email details to RM Tindall |
| East Fourstones to Broadacres path | Cllr SJ Heminsley to carry out site visit |
| Network rail/drainage works | Cllr CA Forster to monitor works |
| Railway Planning Application | Cllr SJ Heminsley to draft letter to Head of Planning requesting urgency in decision being officially declared |
| Review of Standing Orders, Risk Assessment, Asset Register, Grievance Policy and Vexatious Communications Policy | Cllr SJ Heminsley to review |
| Footpath maintenance | Clerk to speak to County Council early next year; County Cllr R Gibson to liaise with Portfolio Holder at County Hall |

**2017/119 Date and Time of Next Meeting**

The next meeting of Warden Parish Council will be held on Monday 8th January 2018 commencing 7pm in Newbrough Town Hall

The meeting closed at 9pm.