

# HAYDON BRIDGE AND HAYDON PARISH DEVELOPMENT TRUST

## Minutes of the meeting held on 28 August 2018

### Present

Kate Minto, Esmond Faulks, Ian Foster, Eileen Charlton,  
Henry Swaddle, Peter Fletcher, Will Rutherford

### 18.24 Apologies Mark l'Anson (Chairman)

Will Rutherford (Vice Chairman) chaired the meeting in the absence of the Chairman.

### 18.25 Declarations of interest None

### 18.26 Minutes of the meeting held on 23 May 2018

These were accepted as a correct record

### 18.27 Matters arising not already on the agenda

None

### 18.28 Parish Plan

#### *Tourism*

*Haydon Hundred:* MI had reported that there were 188 entries for the HH for 2018, and the event made a surplus for the Development Trust of £2300. The event had been a success, helped by the good weather, and there had been good feedback from entrants. The main issue had been a shortage of volunteers. The man who ran the bicycle shop at Nenthead had been very helpful

**Action: PF to liaise with MI about writing a thank you letter to the bicycle shop in Nenthead**

*Village events signs:* PF reported that he had not had time to do a village events poster for 2018, but would plan one for 2019.

**Action: PF to draft village events poster in due course for 2019**

*Village entry signs:* WR reported that he had a quote from the Border Stone Quarry in Haltwhistle for two stone signs – one for either end of the village – inscribed with Haydon Bridge and with the motif of the bridge for £3000 (£1500 for each sign) + VAT, but including delivery. The size for each sign would be c.2m long x 1.5m high x c.0.5m wide.

He had also received a quote from Northumbria Stone, which was for £1975 for each sign+ VAT. This did not include delivery costs.

He had talked to Ladycross Quarries, but they could only provide stone signs that were 8 inches wide. It was agreed that this was not wide enough.

A small additional sum would also be needed to concrete the signs into the ground. The DT had a balance of C£2000 of grants from the Co-op and Freemasons left towards the cost.

EF reported that the Parish Council, at its meeting on 24 May, had agreed to share with the DT the balance of the remaining cost for the stone signs, and said that the bill could go through the Parish Council so that the cost of VAT could be reclaimed.

**Decision: It was agreed to proceed with the Boarder Stone quote and to get the signs installed as soon as possible**

**Action: PF to liaise with WR and the county council to ensure we can get county council approval for the new village entry signs; WR to provide PF with the design drawing**

*Northumberland Day on 27 May:* EC reported that a street party had been held in Church Street. The GITS had not been able to organise this year's event and although it went well it had not been as popular as last year's. There was a need for more activities to attract children, such as It's a Knockout Family game. There was also a need for businesses to get more involved in planning and running the event.

**Action: EC to talk get clarification from Pauline Wallis as to whether the GITS would be organising this event going forward, and to discuss with her how to get businesses more involved in its organisation in future years. One idea was to put a notice in the Haydon Bridge Matters Business page to encourage business involvement**

*Village leaflets:* IF reported that £250 had been raised so far from local businesses for the village leaflet but that it was becoming harder to get businesses to pay up: some had closed (e.g. Hadrian Lodge; Watsons Garage; Cynthia Bradley's holiday home); some would not pay (e.g. Grindon Farm); some were paying less than before (e.g. Langley Castle). Some needed follow up and were yet to pay.

PF reported that a few businesses used a lot of the leaflets with their visitors and found they were very popular (e.g. Shaftoe's Guest House; Reading Rooms; Anchor Hotel).

It was agreed to see how stocks were lasting and to consider not doing a re-print in 2019 if there was stock remaining.

**Action: IF to work with WR and PF to complete village leaflet distribution and monies collection**

*Northumberland Days Out leaflet:*

**Decision: it was agreed to continue the advert in this for the 2019 edition**

*The Bridge*

EC reported that the new front door had been fitted and paid for, and the front and back door painted.

The produce table outside the Bridge had recorded good sales over the summer.

*Communication*

*Regular page in Haydon News:* EC reported that Claire Hunter is doing the regular monthly page in the Haydon News. Directors agreed this was very helpful.

**Action: PF agreed to liaise with MI and Claire Hunter about including a piece about the 2018 Haydon Hundred**

## **18.29 Governance Matters**

*Charity Governance Code*

PF reported that MI and PF had met on 30 May to review alignment with the Code and feed back to DT Directors. A paper had been circulated. Directors noted that the charity meets the requirements of Principles 1-5.

In relation to Principle 6 about Diversity, the Directors would look to recruit more female Directors when there are Board vacancies.

In relation to Principle 7, about Openness and Accountability, the Directors agreed to publish Board meeting Minutes on the website and to also put a note on the website about alignment to the Code. They also considered whether or not to have an AGM and agreed to defer this till there was a major issue that would benefit from discussion with the local community.

**Action: HS to put DT minutes on the HB website; PF to draft a note for the website about alignment with the Charity Governance Code**

Annual report and accounts: PF went through the draft annual with Directors and final changes were agreed.

**Action: PF and MI to finalise the annual report and accounts; PF to submit to Companies House and the Charity Commission**

### **18.30 Finance and grants**

Company tax return notice: PF and MI met on 30 May and submitted a DT tax return to HMRC

Additional cheque signatories and access to online banking

KM raised the issue that there are currently only two signatories – KM and PF - on the DT bank account and that only MI is able to do online banking.

**Decision: it was agreed to add IF as a signatory to the bank account, and as an additional person to be able to do online banking as a back-up to MI**

Friday luncheon Club finances: EC reported that the luncheon club had so far taken £4009 in income from attendance fees and spent £2155 on running costs, although this did not include all the costs of renting the Community Centre. The kitchen was currently being upgraded following the Community Foundation grant received by the Community Centre for this purpose. Numbers are varying between 5 and 25.

Co-op Community Fund Grant for village planting: EC and EF reported that some of the plants had not survived the summer heat. PF reported that there was a little over £136 balance remaining from the Co-op phase 1 grant that could be used for new plants to replace the ones that have died. There was also a need for volunteers to provide regular maintenance and watering of the flower beds in the summer.

**Action: PF/EC to liaise with Carol Price and to ask Jason Fiori to purchase some new plants to replace those that have died, using the balance of funding left from the phase 1 Co-op grant.**

**PF/EC to produce an article for the Haydon News in October asking for volunteers to garden the beds next year**

Freemasons Provincial Grand Lodge of Northumberland grant:

PF reported that he had confirmed to MI that this grant of £1000 was to go towards village facelift work, including the entry signs.

### **18.31 Website and GDPR compliance**

HS reported that he has updated the privacy notices and policy to achieve GDPR compliance.

Website hit numbers were usually between 20 and 25 a day, but there were 80 hits on one day in July.

### **18.32 Sue Harley's letter**

PF reported that he had liaised with Sue Harley since the last meeting and also with Dennis Telford who had provided advice about printing costs.

A grant application had been submitted to the July meeting of the Shaftoe Educational Foundation and a grant had been provided to Sue Harley of £500.

PF has talked again to Sue Harley since the grant award. She is aiming to get the booklet finalised around November and the next stage is to talk to a printer. She is considering both paper and online versions. The new title is likely to be "The lead Mines of Haydon Bridge". She is worried about the cost of OS map licences, but IF said that maps over 50 years old do not need an OS licence. When completed the booklets will belong to the Development Trust and the village.

**Action: PF and EC to continue to liaise with Sue Harley about the publication.**

### **18.33 Letter from Historic England**

Following the last meeting PF had written back to David Farrington to ask for more detail of the likely cost and what sort of support is required, making it clear that the DT does not have funds of its own for this initiative.

David Farrington had replied to say that the bastle houses are designated as scheduled, not just listed, and the next step would be to get surveys and investigations done to clarify the extent and cost of repairs. Could the DT help with fund-raising to achieve a match-funding pot?

**Decision: it was agreed that the DT would not offer to help with fund-raising, but that PF would provide David Farrington with details of grant sources referred to in the NCC website, and also check what grants Graeme Pigg got to do up his bastle houses at Chesterwood**

### **18.34 Any other business**

PF informed the Directors that the Parish Council had agreed to proceed with developing a Neighbourhood Plan. This would build on the 2008 Village Design Statement but have a legal place under planning law once approved by the County Council. EC discussed the potential to expand the work to become a new Parish Plan. PF advised that it would be better to keep the two separate.

### **18.35 Next meeting - Wednesday 12 December 2018 at The Bridge**