



The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

Telephone: (01661) 835487

Email: prudhoetc@hotmail.com

Website: www.parish-council.com/prudhoe

Town Mayor/Chair: Councillor Gerry Price
Executive Officer/Clerk to the Councillor: Richard Whinney

22nd February 2018

Dear Sir/Madam

The Ordinary Meeting of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00 pm on Wednesday 28th February 2018**, and you are requested to attend.

This is a public meeting.

Please find as a 'footnote' the items you should expect to be enclosed in this pack. If you find that any items are missing from the pack please contact me.

If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact the office.

Yours faithfully

Sarah Eden
Administrative Officer (Acting Clerk)

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **DRAFT Minutes of Ordinary Meeting (including Budget Meeting), held on 31st January 2018** (enc)ⁱ to receive and approve as a true record
4. **Matters Arising**
5. **DRAFT Report of the Planning, Contract and Works Committee, held on 14th February 2018** (enc)ⁱⁱ (to follow) to receive report
6. **Co-option of Councillor onto Castle & Eltringham Seat, Prudhoe Town Council**
 - a) To receive official letter confirming that no by-election has been called for Castle & Eltringham ward (enc)ⁱⁱⁱ
 - b) To receive all nominations (all candidates must be proposed and seconded), and accompanying written and/or verbal statements and agree to proceed to co-option (enc)^{iv}, (enc)^v
 - c) To elect the candidate with an absolute majority (enc)^{vi}

7. Councillor Eileen Burt: Declaration of Vacancy to formally receive the resignation of Cllr Eileen Burt from the Council and to declare a casual vacancy in accordance with Section 86, Local Government Act 1972 in **Prudhoe West and Halfway Ward** (enc)^{vii}

8. County Councillor Reports

9. Accounts

- a) Monthly Bank Reconciliations – to receive statements 10th January – 9th February 2018 (enc)^{viii}
- b) Statement of Expenditure from 1st April 2017 – 22nd February 2018 - to receive statement (enc)^{ix}
- c) Endorsement of accounts paid since January meeting and authorisation of accounts to be paid (to be tabled)

10. Committees, Sub-Committees and Working Group Vacancies (enc)^x

- a) To note the vacancies on the Planning, Contract and Works Committee, and agree action to be taken
- b) To note the vacancy on the Human Resources Committee, and agree action to be taken
- c) To note the vacancy on the Cemetery and War Memorials Sub-Committee, and agree any action to be taken
- d) To note the vacancy on the Town Events Sub-Committee, and agree action to be taken
- e) To note the vacancy on the In Bloom Working Group, and agree action to be taken
- f) To note the vacancy on Prudhoe Town Council Young People's Forum, and agree any action to be taken
- g) To note the vacancy on the Legal Affairs Working Group, and agree any action to be taken
- h) To note the vacancy of Chair for the Prudhoe Civic and Community Forum, and agree any action to be taken

11. Prudhoe East Centre Asset Transfer Feasibility Report to receive the report in the public domain that sets out the possibility of the East centre being transferred from Northumberland County Council to a local organisation, for community purposes (enc)^{xi}

12. Town and Parish Council Liaison Meeting to receive the report of the meeting held on 1st February, and agree any action to be taken (enc)^{xii}

13. NCC Local Plan

- a) To receive NCC Interim Position Statement' following the withdrawal of the Core Strategy, and agree any action to be taken (enc)^{xiii}
- b) To receive NCC 'call for sites' to be included in the Northumberland Local Plan (enc)^{xiv}, (enc)^{xv}, (enc)^{xvi} and agree response to be submitted by 12th March 2018

Go to www.northumberland.gov.uk/planning/reports.aspx to access more information and to view the interactive map of current sites

14. Report from Outside Bodies

- Town Twinning (enc)^{xvii}
- Prudhoe Community Allotment (enc)^{xviii}
- Tyne Valley Community rail Partnership (enc)^{xix}
- East Tynedale Parish & Town Council Forum (enc)^{xx}
- West Community Safety Hub
- Prudhoe Community Partnership
- Any other organisations

15. Correspondence and Publications to receive a report of items submitted since the last meeting (to be tabled)

*To approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of **the following items**, in accordance with Section 68 of the Council's Standing Orders:-*

- 16. DRAFT Minutes of the Ordinary Meeting, held on 13th December 2017 (not yet received)** to receive and approve as a true record (enc)^{xxi}
- 17. Minutes of the Human Resources Committee meeting, held on 9th November 2017** (enc)^{xxii}

Enclosures

- ⁱ Draft Minutes of the Ordinary Meeting (including Budget Meeting), held on 31st January 2018
- ~~ⁱⁱ Draft Report of the Planning, Contract and Works Committee, held on 14th February 2018 (to follow)~~
- ⁱⁱⁱ Email from Elections Office
- ^{iv} Holly Kelleher
- ^v Chris Barrett
- ^{vi} Co-option Best Practice, adopted May 2017
- ^{vii} Notice of casual vacancy
- ^{viii} Bank Reconciliations, 10th January – 9th February 2018
- ^{ix} Statement of Budget & Expenditure 1st April 2016 – 22nd February 2018
- ^x Current Membership of Committees, Sub-Committees and Working Groups with suggestion for filling vacancies on each
 - ^{xi} The East Centre – Possible Asset Transfer
 - ^{xii} Report of Local Council Liaison Meeting
 - ^{xiii} NCC Interim Position Statement - Planning
 - ^{xiv} Letter from NCC 'Call for Sites'
 - ^{xv} Prudhoe North and South - Strategic Housing Land Availability Assessment (SHLAA), February 2018
 - ^{xvi} Mickley Strategic Housing Land Availability Assessment (SHLAA), February 2018
 - ^{xvii} Minutes of Town Twinning meeting, 12th February 2018
 - ^{xviii} Prudhoe Community Allotment Newsletter
 - ^{xix} Letter from Malcolm Chainey & Colin Moore
 - ^{xx} Minutes of East Tynedale Parish and Town Council Forum, 12th October 2017
 - ^{xxi} Draft Minutes of the Ordinary Meeting, held on 13th December 2017
 - ^{xxii} Report of the Human Resources Committee, held on 9th November 2017