

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

PRESENT

Cllr Gerry Price, Cllr Tracy Gilmore, Cllr Andy Gill, Cllr Russ Greig, , Cllr Angie Scott, Cllr Chris Cuthbert, Cllr Bryan Futers, Cllr Ignasious Varghese, Cllr Jennifer McGee, Cllr Glenn Simpson, Cllr Duncan Couchman, Cllr Yvonne Ritchie (arrived at 19:40),

County Cllr Anne Dale, County Cllr Ken Stow, County Cllr Gordon Stewart, Mr Michael Thirtle (resident)

1718/184 Apologies for Absence Cllr Carol Stephenson, Cllr Graham Robinson, Cllr Holly Kelleher

1718/185 Declarations of Interest None received

1718/186 DRAFT Minutes of Ordinary Meeting (including Planning Matters), held on 28th March 2018

The minutes were received as a true record.

Proposed: Cllr Jennifer McGee Seconded: Cllr Chris Cuthbert

1718/187 Matters Arising

1718/157 Local Plan

An update was given that confirmed that Mark Ketley was no longer with NCC Planning, however Paul Johnston (Interim Executive Director: Place) has emailed to confirm that once the consultation on the Local Plan is underway in the summer, they have no problem addressing concerns about sites at a forthcoming meeting. Additionally, Paul Johnston said he would be happy to receive any perceived contradictions in the Interim Position Statement, by email, sooner rather than later.

1718/171 West Community Safety Hub

Cllr Gerry Price has now attended a monthly meeting with police and safety team.

1718/172 Dog Fouling

This was placed on the PCW agenda and the action is to liaise with neighbouring parish councils to find out their thoughts on the issue of litter and dog fouling and any initiatives to tackle it, as well as opinions on employing an Enforcement Officer.

1718/173 Town Council Representative on Prudhoe Community Partnership

Chair Mr George Hepburn has responded that he would happily have a sit down with representatives of the town council.

1718/174 Pizza Oven on 'The Glade'

The trader from 'Fire and Dough' was advised of the council's decision, as was the NCC Markets Manager, Neil Brown.

1718/181 Road Ends Toilets

Purple Cleaning Company accepted the 3-year contract to open, close and clean the toilets and they are ready to commence as soon as the transfer has taken place. Presently, Caris Robson is dealing with land searches.

1718/188 DRAFT Report of the Planning, Contract and Works Committee, held on 11th April 2018

It was AGREED to receive the report.

Proposed: Cllr Glenn Simpson Seconded: Cllr Bryan Futers

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

1718/189 County Cllr Reports

County Cllr Ken Stow confirmed that following the painting of single yellow lines at Highfield Lane, the necessary signage was now in place and therefore enforcement would be carried out. A scheme for road safety around Prudhoe West Academy was due for consideration by the Town Council, he had liaised with the office and this would be on the council's next agenda. The agreed bus shelter for opposite the turning for Eltringham was in the pipeline and the office was liaising with NCC Highways. Finally, not County Council related but with reference to Prudhoe Town Fair, the road closure was agreed (6:00 am until 6:00 pm) and Cllr Stow was pleased that due to the relocation of the Police Station the road closure would continue to Prudhoe East Centre.

County Cllr Gordon Stewart showed exasperation with regards the lighting scheme which was continuing slowly, however was pleased to report that Oakland's car park had been resurfaced and the new parking area at Eastwood Park would be open on 1st May. Cllr Stewart invited members to the community litter pick on Sunday 29th April from 10:00 am. Cllr Stewart advised that community cohesion is working well in West Wylam with the coming together of the shop, school and the Manors. They are pushing business in the town so the Front Street is able to thrive. Drilling that has taken place at Low Prudhoe is being analysed now. The 'Aging Well' event that was held at the Parish Hall on Friday 20th April was very well attended.

Cllr Andy Gill asked if the street lighting was complete. County Cllr Gordon Stewart responded that it was not and the momentum appeared to have slowed down and although they were being told that these contractors were better, there were constant complaints and issues that have been brought to the attention of the cabinet member.

Cllr Jennifer McGee spoke out about the traffic on South Road, stating that she wished she'd had a camera when she came to the junction at St. Matthew's during a recent school run as it was impossible for parents and children to cross the road safely; they were crossing between parked cars not able to see the traffic coming up the bank. Cllr Jennifer McGee asked about progress with a school crossing patrol of pelican crossing. Cllr Ken Stow responded that Highways would visit next week and they were pushing for a pelican crossing as a priority.

Cllr Chris Cuthbert asked why not a school crossing patrol. County Cllr Ken Stow responded that there are county-wide vacancies for school crossing patrol that cannot be filled and a pelican crossing is a more permanent solution. CC – school crossing patrol? KS they have been trying for a long time to get this vacancy filled.

Cllr Angie Scott commented that there was more need for a school crossing patrol on South Road than on Highfield Lane. County Cllr Ken Stow advised that it would not make sense to move the school crossing patrol from Highfield Lane as this would create a problem there, the solution was a pelican crossing on South Road and he was pushing hard for that.

Cllr Bryan Futers acknowledged the need for a pelican crossing on South Road but was concerned where the crossing would be located in view of the junctions. County Cllr Ken Stow agreed it would be difficult.

County Cllr Anne Dale thanked the Town Council for the invite to the Civic and Community Forum and was grateful to hear that an NCC Officer would attend a future consultation meeting. Cllr Councillor Anne Dale addressed the important of Prudhoe Town Council and Prudhoe Community Partnership working together on a housing needs survey and to bring forward the big issue of affordable housing.

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

County Cllr Anne Dale mentioned the historical work of the Front Street Development Group whose aim was to keep an eye on the Town Centre and to bring in surrounding villages to grow the Front Street, working closely with the Duke of Northumberland.

County Cllr Anne Dale reported that everything was ready for the pelican crossing at Mickley, all that was left was the installation of the lights by Newcastle City Council. With regards the new bus shelter on the north side travelling east, Cllr Anne Dale advised that permission had been sought to move the shelter onto the grass so a new shelter, more appropriate shelter would be procured for the space now available and the office was liaising with the NCC Highways about the re-use of the shelter that is there.

Finally, County Cllr Anne Dale agreed that the new lighting scheme was proving very tiresome as well as thanking the Town Council for its support in opposition of the West Northumberland Schools proposals.

1718/190 Accounts

a) It was AGREED to receive the Bank Reconciliations from 10th March – 31st March 2018
 Proposed: Cllr Andy Gill Seconded: Cllr Glenn Simpson

b) It was AGREED to receive End of Year Bank Reconciliations from 1st April – 31st March 2018
 Proposed: Cllr Andy Gill Seconded: Cllr Glenn Simpson

c) It was AGREED to receive the Statement of Expenditure from 1st April 2017 – 31st March 2018
 Proposed: Cllr Chris Cuthbert Seconded: Cllr Gerry Price

d) It was AGREED to endorse the accounts paid since the March meeting and to authorise the accounts to be paid (*which were tabled*)
 Proposed: Cllr Andy Gill Seconded: Cllr Tracy Gilmore

Cllr Jennifer McGee questioned spending in respect of the Acting Clerk's Membership to the Society of Local Council Clerk's (SLCC) and the Introduction to Local Council Administration (ILCA) online Training Course. Cllr Gerry Price outlined that this was the first in a series of professional qualifications for those working in local councils and it was part of the Acting Clerk's personal development.

1718/191 NALC Model Standing Orders

The new NALC Model Standing Orders were received. **It was AGREED** that the council should not rush to adopt standing orders at the Annual General Meeting in May but rather that the Chair and Vice-Chair of the Council and of the Planning, Contract and Works Committee should review the new document. **It was AGREED** that following this review a draft 'Prudhoe Town Council Standing Orders' would be presented for comments and adoption by the full council.

1718/192 Code of Conduct: Arrangements for dealing with standards allegations under the Localism Act 2011

It was AGREED to receive and accept the Code of Conduct and publish on the town council website.

1718/193 North of Tyne Devolution

Cllr Gerry Price explained that following the Council's letter to the North East Combined Authority regarding the name 'North of Tyne', the council was invited to make suggestions as to an alternative. Cllr Gerry Price asked for any suggestions.

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

Cllr Glenn Simpson offered 'The Tyne Combined Authority' and 'Tyne and Tweed' or 'Tweed and Tyne'.

Cllr Simpson also suggested, as already recommended previously, that it would be a good idea to put this out to public consultation as it would engage the public.

It was AGREED to write back to the leaders and suggest 'The Tyne Combined' or 'Tyne and Tweed' and to also reiterate the suggestion of a public consultation.

Proposed: Cllr Glenn Simpson Seconded: Cllr Bryan Futers

1718/194 Town Events Sub-Committee

Cllr Chris Cuthbert advised that she did not attend so should be removed from the list of attendees.

Cllr Chris Cuthbert questioned why the ownership of the race was being raised. The Administrator advised that this related to procurement and the council's financial regulations; the council has never sought an alternative organiser for the Miners Race and if this was ever required then the council would need to be sure they owned the intellectual rights to the race.

1718/195 Democracy Working Group

Cllr Russ Greig advised that he was working on the 2nd newsletter now and any inclusions should be advised as soon as possible.

Cllr Jennifer McGee offered that any further consultation on the Local Plan should certainly be included.

Cllr Jennifer McGee raised concerns about the remit of the Democracy Group in that the agreements in bold in the report of the Democracy Group should be agenda items for debate of the full council. Cllr Jennifer McGee was particularly concerned about the Democracy Group setting the date of the Annual General Meeting, suggesting that the Town Council re-brand and a new council website; these should all be for debate of the full council.

Cllr Chris Cuthbert responded that the agreements from the Democracy Group were not set in stone; they were part of the report being brought to the full council for debate and agreement.

Cllr Bryan Futers agreed with Cllr Jennifer McGee that these issues should be on an agenda of the full council.

The Administrator advised that the report stated that these items were agreed by the Democracy Group but were 'proposed' and 'recommended' to the full council and that the agenda stated 'to receive the report and approve the recommendations', but the council was free to debate and agree otherwise.

Cllr Yvonne Ritchie suggested that the wording 'agreed' was too forceful and there should be more emphasis on discussing these matters.

Cllr Chris Cuthbert asked for clarification as to who is on the Democracy Group. The Administrator advised that in addition to Cllr Cuthbert there was Cllrs Greig, Scott, Price, McGee and Simpson; Cllr Yvonne Ritchie did join the group but resigned from it.

Cllr Simpson said that he supported the group and it was good for new members to bring fresh ideas and he commended the domain name and new website but was less supportive of a new logo.

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

Cllr Jennifer McGee proposed that the motions contained in the Democracy Group Report be brought to the next full council as clear agenda items. Cllr Gerry Price counselled that the items could be debated as presented and bringing them to a further agenda only lengthened the process of debate.

It was AGREED that each item be brought to the next full council as clear agenda items.

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

1718/196 Prudhoe Town Council's Young People's Forum

It was AGREED to receive the report of the meeting held on 21st March at Highfield Middle School.

Cllr Gerry Price advised that there were 16 adults and 7 children from Highfield Middle School in attendance. Additionally Cllr Gerry Price advised that the venue would change periodically in order to attract a different audience.

Cllr Angie Scott passed on that she was asked by the Youth Worker from The Gate why the Youth Forum was based only around the East Centre staff when the East Centre only represent a small proportion of the young people in the town.

Cllr Glenn Simpson responded that this was a historical rather than deliberate connection and agreed that there are other groups operating in the town and the Youth Forum should reach out to them.

Cllr Gerry Price advised that up until the current financial year the Town Council has always made a substantial contribution to Youth Forum but it is only recently that interest has broadened but this is a positive step and should be encouraged further to embrace as many young people as possible.

Cllr Angie Scott stated that she was surprised that when she asked at the meeting about representation from Prudhoe Community High School (PCHS) that this was dismissed, suggesting that in the current climate of anti-social behaviour and youth disorder this is exactly the group that should be engaging and being encouraged to attend.

Cllr Gerry Price stated that the Youth Forum has tried to engage with PCHS and have asked to hold meeting there but this has failed, adding that the Youth Forum is open to anyone who wishes to participate.

Cllr Angie Scott said she thought the Youth Forum would be better served by the Town Council organising the meetings and the venue and that she had spoken with PCHS and they are willing to be involved, adding that she was not convinced that everyone is invited to the meetings, Junior Parkrun certainly were not.

Cllr Angie Scott also expressed frustration that items were repeated from one agenda to the next as action had not been taken, i.e. making contact with someone to run the boxing club. Cllr Angie Scott expressed that the young people of Prudhoe were being failed by the current service. Cllr Jennifer McGee stated that Cllr Scott should be careful what she said.

It was AGREED that the best way to achieve action regards the Youth Forum was to debate and question at the Youth Forum meetings.

1718/197 Reports from Outside Bodies

Prudhoe Hospital Walled Garden – Cllr Yvonne Ritchie advised that following the rejection of a business plan submitted to Gentoo and Prudhoe Community Partnership showing how income could be generated once the site becomes available, they then concentrated efforts on volunteering. The

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

idea was that Gentoo would build additional housing, if permission was granted, and the proceeds would go to walled garden, therefore, the income generation was not required, volunteers would look after the gardens. Cllr Yvonne Ritchie advised that the problem for the committee is that the site will not be available for another two years and they cannot get onto it. Presently, Gentoo have demolished the non-listed buildings and they will be updating those that are listed, they will cut the grass, the trees are past their best and need to come out. Cllr Yvonne Ritchie advised that residents of Cottier Grange will pay approximately £1,000 towards management of the site.

Cllr Chris Cuthbert asked what the plan was now. Cllr Yvonne Ritchie responded that the site is still owned by the Homes and Communities Agency until there is a viable plan put forward.

Cllr Yvonne Ritchie confirmed that the Prudhoe Hospital Walled Garden Group had dissolved.

East Tynedale Local Council's Forum – Cllr Chris Cuthbert advised that the meeting was postponed.

1718/198 Correspondence and Publications

Correspondence

1. **Cllr Gerry Price** read out a letter of **resignation from Cllr Yvonne Ritchie**. Cllr Yvonne Ritchie stated that her impetus was community engagement and she felt she could achieve this more effectively through the Prudhoe and District History Society, which as of that night she had taken the position of chair. **RECEIVE**. The AGM on 9th May 2018 would be Cllr Yvonne Ritchie's last meeting and therefore the Town Council **AGREED** to declare a casual vacancy in the Prudhoe West & Halfway Ward at its meeting on 30th May.
2. Letter from **Paul Jones, Local Services NCC** confirming that for the next three years the double charging payment will continue at a rate of £833. **RECEIVE**.
3. Letter from Rebecca Marshall (mum of Scott Westgarth, local champion boxer) asking the Town Council to consider placing a memorial seat (with plaque) in the centre of town to honour Scott's memory. **It was AGREED to place on the next meeting agenda**.
4. Letter from **David Laux, Technical Services NCC** requesting a response to the NCC 'road hierarchy' survey. **It was AGREED to send the link to all Cllrs to respond individually**.
5. Love Northumberland Awards – letter of request to share and promote applications for this campaign. Event is at The Alnwick Garden on 12th July 2018. **It was AGREED to RECEIVE and promote on TC website and Facebook page**.
6. Letter from **Gemma Fowle, Public Health Protection, NCC** requesting support with an event on Saturday 28th July to promote Green Dog Walkers Scheme. **RECEIVED, no response agreed**.
7. **Elizabeth Evans – Prudhoe CAN RUN promotion letter**. **It was AGREED to RECEIVE and promote on TC website and Facebook Pages**.
8. **Leanne McGinn, Delta North Consett Prince's Trust Team Leader**. Letter introducing new scheme running from The East Centre from 14th May 2018. **It was AGREED to RECEIVE and promote on TC website and Facebook Pages**.

Publications

1. Wylam Globe, Spring 2018
2. NAMM March 2018

It was AGREED to RECEIVE the tabled items.

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting 25th April 2018

*It was **AGREED** 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:-*

1718/199 DRAFT Confidential Minutes of the Ordinary meeting, held on 28th March 2018

It was AGREED to RECEIVE the minutes as a true record.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Yvonne Ritchie

1718/200 Kimberly Park Football Ground

It was AGREED to respond to Prudhoe Town FC with the Town Council's permission to allow Prudhoe Youth Club FC Seniors and Newcastle University to use the facilities at Prudhoe Town for the 2018/19 season.

Proposed: Cllr Glenn Simpson Seconded: Cllr Yvonne Ritchie

Voted for with 10 in favour with 1 against and 1 abstain.

1718/201 Human Resources Committee

a) **It was AGREED** to receive the report of the meeting held on **9th February 2018**

Proposed: Cllr Chris Cuthbert Seconded: Cllr Jennifer McGee

b) **It was AGREED** to receive a report of the meeting held on **7th March 2018**

Proposed: Cllr Russ Greig Seconded: Cllr Yvonne Ritchie

c) **It was AGREED** to receive a report of the meeting held on 16th April 2018.

It was also AGREED that necessary HR Policies would be brought to the May Ordinary Meeting. Cllr Glenn Simpson asked if these could be available to all Cllrs prior to then. Cllr Russ Greig advised that the office had copies of all those policies under review and Cllrs could request copies.

It was also AGREED to approve the revised 'Terms of Reference' of the HR Committee, noting that membership of the Committee would now be 5 members excluding ex officio and that reports of meetings would come to full council prior to being received as a true record by the committee.

Cllr Duncan Couchman left the meeting.

Cllr Ignasious Varghese left the meeting.

1718/202 Staffing Matters

It was AGREED that staffing matters should be placed on an agenda for an extra-ordinary meeting to allow full discussion by the council.

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson