

PRUDHOE TOWN COUNCIL
DRAFT Minutes of Ordinary Meeting (including Budget) 31st January 2018

PRESENT

Cllr Gerry Price (Chair), Cllr Tracy Gilmore, Cllr Chris Cuthbert, Cllr Andy Gill, Cllr Angie Scott, Cllr Russ Greig, Cllr Yvonne Ritchie, Cllr Eileen Burt, Cllr Jennifer McGee, Cllr Duncan Couchman

County Cllr Anne Dale

1718/131 Apologies for Absence

Cllr Glenn Simpson, Cllr Ignasious Varghese, Cllr Graham Robinson, Cllr Carol Stephenson

1718/132 Declarations of Interest

All declarations of interest relate to item 11, Grant Aid:

Cllr Angie Scott – Happy Faces

Cllr Russ Greig – West Wylam Litter Pickers

Cllr Yvonne Ritchie – Prudhoe & District History Society

Cllr Gerry Price used the discretion of the Chair to make an announcement not on the agenda. A letter of resignation from Cllr Eileen Burt was read out. It was confirmed that the February Ordinary would be Cllr Eileen Burt's last meeting and a formal declaration would be received at that time.

1718/133 DRAFT Minutes of Ordinary Meeting (including Planning Matters), held on 13th December 2017

The minutes were received as a true record.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Eileen Burt

1718/134 Matters Arising

Cllr Chris Cuthbert asked how the new times for the TVLS refund scheme were working. The administrator confirmed that there were no issues to note.

Other matters arising referred by the administrator are given below:

1718/119 (page 4) Humbles Wood Play Area

NCC Planning has confirmed that a planning application/amendment should have been made and they have written to the developer. The resident complainant will make representations when the planning application is received.

1718/126 (page 6) Flag Pole for Town Centre

A response has been received from PCP Trustees:

"I am sorry that trustees did not feel that the north-west corner of the Spetchells building was a suitable location for a flagpole. The decision was purely on the aesthetics of the matter. We just didn't feel it would work as a site for a flagpole and hope you are successful in finding another location."

1718/127 (page 7) Silent Soldier Campaign

These have been ordered following confirmation the fixings are considered secure enough.

1718/135 DRAFT Report of the Extraordinary Planning, Contract and Works Committee, held on 10th January 2018

The minutes were received as a true record.

Proposed: Cllr Russ Greig

Seconded: Cllr Jennifer McGee

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1718/136 Matters Arising

Matters arising referred by the administrator are given below:

1718/P066 (page 1) Declaration of Vacancy

The elections office has confirmed that no by-election has been called for the Castle & Eltringham seat, a formal note will follow.

1718/138 (page 3) Eastwood Park Meeting

A follow-up meeting has been arranged for Wednesday 7th February at 12:30 pm.

1718/140 (page 5) Town Signs

Cllrs are reminded to respond if they would like to attend a meeting about the Town Signs proposed by County Cllrs; the meeting was suggested as a way forward by the Town Council at their meeting in December. The date given is 20th February at 11:00 am.

1718/141 (page 5) NCC Youth Service Provision in Prudhoe

The following email was received yesterday from Cath McEvoy following the request for an update

“Hi Sarah

The review is complete but the action plan is not yet signed off and the links to the Prudhoe issues needs additional exploration. Happy to share once this is done.”

1718/137 County Cllr Reports

County Cllr Anne Dale gave a brief report which included reference to the County Council’s budget and pressure on social services, as well as increasing costs with respect to headquarters.

Cllr Chris Cuthbert requested an update with respect to the pelican crossing at Mickley. County Cllr Anne Dale confirmed that this was put back due to the snow.

It was agreed that Cllr Chris Cuthbert would email County Cllr Anne Dale with all items that were outstanding, following reports to NCC, so she could seek progress.

1718/138 Accounts

a) Bank Reconciliations from 9th December – 9th January 2018

It was AGREED to receive the statements

Proposed: Cllr Eileen Burt

Seconded: Cllr Andy Gill

b) Statement of Expenditure from 1st April 2017 – 25th January 2018

It was AGREED to receive statement

Proposed: Cllr Jennifer McGee

Seconded: Cllr Eileen Burt

c) Accounts paid and to be paid

It was AGREED to endorse the accounts paid since the December meeting and to authorise the accounts to be paid which were tabled

Proposed: Cllr Eileen Burt

Seconded: Cllr Jennifer McGee

Cllr Jennifer McGee commented that it was disappointing that the Christmas Lights budget had to be used to pay a call out and removal fee in respect of vandalism to the ceiling of lights on ‘The Glade’, demonstrating that these acts cost the tax payer money.

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1718/139 Prudhoe East Centre

a) **It was AGREED** to receive the formal response from Northumberland County Council and to proceed with the formal application, **it was also AGREED** to appoint those interested Cllrs to look at the Business Plan.

Cllr Eileen Burt suggested that this group should have a wider remit to look at the East Centre as a whole. It was **AGREED** that those interested should forward availability to the office so a first meeting could be set up as soon as possible.

Cllr Gerry Price suggested that the council should liaise with County Cllrs to ensure that this remained a priority so the asset could be transferred as quickly as possible.

b) **It was AGREED** to receive the formal response from Prudhoe Community Partnership.

It was AGREED that a meeting with Prudhoe Community Partnership was required to make clear the Town Council's plans regarding The East Centre and to clear the air so both parties could have an ongoing relationship.

Cllr Gerry Price made clear that any future meeting would be called by the Town Council and would therefore follow a set agenda with a report that would come to full council. Cllr Chris Cuthbert clarified that as the Town Council would be calling the meeting, they would need to clerk the meeting.

Cllr Jennifer McGee described that comments made in meetings and later in an email made her feel like the Town Council was being slighted with the suggestion they were not capable of taking the project forward, preferring that the building be asset transferred to Prudhoe Community Partnership instead of Prudhoe Town Council. Cllr Jennifer McGee stated that there were new Cllrs and as well as long standing Cllrs and there was the expertise needed as well as the fact that town Cllrs are out in the community meeting people and dealing directly with so many community groups.

Cllr Tracy Gilmore agreed that the Town Council would be stronger taking on this project alone.

Cllr Yvonne Ritchie repeated her concerns that the Feasibility Study is a confidential document and questioned why the decision as to whether this is received in the public domain should be put back on the feasibility group.

Cllr Chris Cuthbert confirmed that she had spoken with the author and he is happy for the report to be published.

Cllr Eileen Burt expressed that she felt in a very difficult position on this particular item as she did chair the meeting when the Feasibility Report was received by both parties. Cllr Eileen Burt commented that she felt when Mr George Hepburn spoke he was speaking personally, rather than on behalf of Prudhoe Community Partnership and it was a pity that a few loose words had caused this current situation.

It was AGREED that as the Feasibility Group, now only Cllr Chris Cuthbert and Cllr Gerry Price should meet with Mr George Hepburn and Cllr Eileen Burt to conclude matters as agreed above.

1718/140 Cottier Grange, Phase Two Street Naming

It was AGREED that this item be referred to the Prudhoe & District History Society and then added to the agenda of the February Planning, Contract and Works meeting before responding to Gentoo.

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1718/141 Humbles Wood Play Feature

It was **AGREED** to receive the report of the meeting held on 5th January 2018

Proposed: Cllr Russ Greig

Seconded: Cllr Eileen Burt

The administrator clarified that at this point there has still been no legal agreement to transfer the play area and that the original plans discussed have not been sent through yet.

With regards to planning, as advised in 'matters arising', a planning application should have been made and as such has been requested of the developer. The resident complainant expects to make comments when the application is received and heard by the council.

*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 **Grant Aid**, in accordance with Section 68 of the Council's Standing Orders:-*

1718/142 Grant Aid 2018/19

- a) The recommendations of the Grant Aid Group, who met to review applications on 19th December 2017, were received.

The awards proposed for the following were challenged and accordingly a vote was taken:

Prudhoe Community Partnership Requested £5,500 and the Grant Aid Group recommendation was to award £500.

Cllr Eileen Burt proposed £2,500 for Prudhoe Community Partnership; this was seconded by Cllr Yvonne Ritchie. A vote was taken 6 in favour/4 against.

Cllr Andy Gill proposed £500 for Prudhoe Community Partnership; this was seconded by Cllr Russ Greig. A vote was taken 4 in favour/6 against.

£2,500 for Prudhoe Community Partnership was carried.

Northumberland Citizens Advice Bureau requested £18,981 and the Grant Aid Group recommendation was to award £800.

Cllr Jennifer McGee proposed £15,000 for Northumberland Citizens Advice Bureau on the basis that the West Hub is located in Prudhoe; this was seconded by Cllr Yvonne Ritchie. A vote was taken 5 in favour/4 against and 1 abstention.

Cllr Russ Greig proposed £6,000 for Northumberland Citizens Advice Bureau on the basis that the West Hub is located in Prudhoe; this was seconded by Cllr Chris Cuthbert. A vote was taken 5 in favour/5 against, with the Chair's vote as casting vote and carried.

£6,000 for Northumberland Citizens Advice Bureau was carried.

Children's North East requested £10,000 and the Grant Aid Group recommendation was not to make an award. Community Action Northumberland requested £2,000 and the Grant Aid Group recommendation was to award £2,000.

Cllr Jennifer McGee proposed that Children's North East and Community Action Northumberland each receive £1,000; this was seconded by Cllr Eileen Burt.

It was **AGREED** to award Children's North East and Community Action Northumberland each £1,000.

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b) The following Grant Aid Awards were **AGREED**:

COMMUNITY GROUP	AGREED
1st Prudhoe Guides	£600.00
1st Prudhoe Scouts	£1,500.00
Children North East	£1,000.00
Community Action Northumberland	£1,000.00
Dragon Tale Theatre Group	£700.00
Fuse Community Cinema CIC	£1,050.00
Happy Faces - Prudhoe	£2,500.00
Northumberland Credit Union Limited, Prudhoe	£500.00
Northumbrian Citizens Advice Bureau	£6,000.00
Prudhoe Aged People's Treat	£1,000.00
Prudhoe Air Training Corps	£250.00
Prudhoe and District Local History Society	£1,000.00
Prudhoe and District U3A	£250.00
Prudhoe Army Cadet Force	£250.00
Prudhoe Castle Bowling Club	£200.00
Prudhoe Community Allotment	£500.00
Prudhoe Community Band	£250.00
Prudhoe Community Choir	£300.00
Prudhoe Community Events Support Group	£750.00
Prudhoe Community Partnership	£2,500.00
Prudhoe East Centre Motor Project	£280.00
Prudhoe Gleemen	£200.00
Prudhoe Leisure Group	£500.00
Prudhoe Over 50s Forum	£300.00
Prudhoe Pathforce	£50.00
Prudhoe Town FC	£1,000.00
Prudhoe Town Twinning Association	£250.00
Prudhoe Town Women Football Club	£1,000.00
Prudhoe Walled Garden Project	£0.00
Prudhoe Youth Football Club	£1,000.00
Radio Prudhoe	£500.00
Spetchells Conservation Group	£200.00
Sport Tynedale	£350.00
Tyne Valley Canoe Club	£1,000.00
Tynedale Hospice at Home	£1,250.00
Violet Shock Theatre Company/Prudhoe's Really Youthful Theatre Group	£500.00
West Wylam Litter pickers	£140.00
Total	£30,620.00

those in bold are new applications

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The administrator clarified that there were no Grant Aid awards that required the use of the Local Government Act 1972, s137, which is the power to incur expenditure for certain purposes not otherwise authorised, as the following act is permissible:

- Local Government (Miscellaneous Provisions) Act 1976 3 (a) a Local Authority may by way of a grant or loan towards the expenses incurred or to be incurred by any voluntary organisation, or other LA, in providing and recreational facilities which the authority has the power to provide by virtue of subsection (1) of this section.

*It was **AGREED** to approve a motion that the press and public are invited to return to the meeting:-*

1718/143 Budget 2018-19

a) It was **AGREED** to receive the statement of expenditure showing money committed to the year end and money unspent going into balances.

b) The following budget was **AGREED**.

	2018/19 AGREED
MANAGEMENT & SUPPORT	
Gross Salary - Executive Officer	
Employers NI & Pension for EO	
Gross Salary - Administrative Officer	
Employers NI & Pension AO	£80,462
Gross Salary Administrative Assistant	
Chairman's Allowance	£1,000
Office rental (PCP)	£2,723
Office service charges (PCP)	£3,250
Office Sundries and Stationery	£3,500
Meeting Hire (PCP)	£2,500
Audit Fee	£1,600
Insurance PTC	£4,000
Subscription	£1,500
Travel - councillors & staff	£250
Professional Expenses	£11,295
RECREATION & LEISURE SERVICES	
Prudhoe in Bloom	£1,400
Civic Events	£10,000
Play Areas	£4,867
Allotments General	£3,000
Highfield Park	£9,265
The GLADE (power supply)	£300
Christmas Lights (SLA)	£7,233
Eastwood Park Play Area	

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ENVIRONMENTAL SERVICES	
Formal Bedding, Planters & Hanging Baskets	£39,062
Roundabouts & Shrubbery	£4,830
Grass cutting	£6,573
Kepwell	£2,500
Environmental Improvements	£4,000
Bus Shelters	£8,300
Seats	£2,000
Litter Bins	£3,650
Road End Toilets	£10,000
CEMETERIES	
Cemetery Contractor (SLA)	£6,500
Cemetery Repairs & Development	£8,000
GRANTS & SUBSIDIES	
Grant Aid	
Prudhoe Community Partnership	£30,620
CAB	
Youth Service	
Civic & Community Forum	£1,000
TV Licence Scheme	£12,000
Youth Provision in Prudhoe	£25,000
OTHER SERVICES	
Remembrance (Poppy Wreath)	£360
War Memorial (Lych Gate)	£0
Flag Pole	£0
Town Council Development	£8,000
Election Costs	£3,900
Contingency	£15,000
GRAND TOTAL	£339,440

c) It was AGREED that the Asset Reserve Fund should be reduced from the proposed £50,000 to £40,000 in order to keep the precept down.

Proposed: Cllr Eileen Burt

Seconded: Cllr Andy Gill

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d) It was **AGREED** to approve the following Precept Demand to be sent to Northumberland County Council:

Northumberland County Council
Council Tax Information Booklet
(Councils over £140k)

All Town & Parish Councils with a precept over £140k must submit a breakdown along with their precept demand. This is detailed below. The figures stated in January 2017 have changed as money has been moved within budget heading throughout the year.

Total Budget	£339,440
Balances being used to off-set budget	£28,662
Precept Demand	£310,778

	2017/18 (as per booklet, January 2017)	2017/18 (re-stated due to movement throughout the year)	2018/19 (as per Draft Budget presented)	Difference as per the Council Tax Information Booklet
Management & Support	£104,180.00	£115,198.00	£112,080.00	8%
Recreation & Leisure Services	£86,266.60	£94,116.25	£36,065.05	-58%
Environmental Services	£63,279.00	£58,279.00	£80,915.00	28%
Cemetries	£14,000.15	£14,000.15	£14,500.00	4%
Grants & Subsidies	£65,256.00	£65,256.00	£68,620.00	5%
Other Services	£34,860.00	£32,260.00	£27,260.00	-22%

1718/144 Correspondence and Publications

Correspondence

- Letter from Mrs Irene Davis (Honouree Secretary) The Royal British Legion (RBL) Women's Section, Prudhoe Branch. The letter details that the Prudhoe Branch has been given the opportunity to represent the RBL at the Great Pilgrimage 90 (details given) and that they are trying to raise £1,000 towards this trip. The expectation is that they will send 2 representatives, 1 standard bearer and another to lay a wreath.

Cllr Gerry Price proposed that he donate the remaining funds in the Chair's Allowance to this. The administrator confirmed £280 remaining. **It was unanimously AGREED to commend the RBL Women's Section, Prudhoe Branch on this opportunity and to send a cheque for £280.**

- Email from George Hepburn, Prudhoe Community Partnership, 17th January 2018
The email received in response the Town Council's request for permission to install a flag pole on the North West corner of the Spetchells Centre.

"I am sorry that trustees did not feel the North West corner of the Spetchells building was a suitable location for a flag pole. The decision was purely on the aesthetics of the matter. We just didn't feel it would work as a site for a flag pole and hope you are successful in finding another."

It was AGREED to receive the email note that this had been covered in 'Matters Arising'.

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3. Email from Bash Scott, Stomping Ground Furniture, 30th January 2018
 The email received detailed a schedule of works for the Lychgate War Memorial renovation, in summary below:

Stage 1: 3 weeks

Take plywood templates for x6 new boards & WW2 title panel on site. Purchase & preparation of all specialists oak timbers, laminations for posts, hand carving of x8no decorative recessed chamfered spandrels (allow 4.5 days), apply stopped chamfers to posts & set out and carve tracery work to panels.

Stage 2: 2 weeks

Supply finished boards to CNC provider, key all copy, prepare proofs of artwork, proof read for sign off by client. On approval of proofs, instruct CNC all lettering to oak boards. Rub down, tidy internal faces of all CNC characters for paint. Treat & seal all timbers, primer/undercoat and 2 top coats to all boards and posts per architect's brief incl materials.

Stage 3: 4 days

Preparation of structure for painting. Clean & rub down all surfaces per architects brief and seal exposed timbers. Identify key areas for remedial works and seal any exposed timber. Liaise with architect over remedial works and cost. Treat new timbers & prime, 2 top coats of specified paint to whole structure. Materials included.

Stage 4: 1 day

Carve 1914-1919 to x2no existing panels on site

Stage: 8 days

Gold paint work to lettering on existing panels, Paint incised lettering on x6no new panels and x1no header panels. Allow painting 1,494 characters and punctuation

Stage 6: 0.5 day

Note: No electrical work required. Removal of seats, strip down and 2 coats of varnish

Stage 7: 2 days

Initial site visit by Jamie Scott to cut and fit x16 joints for posts. Return posts to workshops to treat end grain & open joints and apply x2 top coats of paint.

Stage 8: 2.5 days

Final fitting of all posts, panels and beading on site. Filling & touching up of paintwork (2 coats). Allow 2.5 days for 2 men with travel to site

It was AGREED to receive the schedule along with note that the date of commencement of works would come later as the weather improves.

Publications

1. The Clerk, January 2018
2. The Wylam Globe (Cllr Russ Greig received)
3. Clerks and Councils Direct, January 2018
4. L'Evolution, January 2018 (Cllr Eileen Burt received)

It was AGREED to receive the tabled publications.