

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Ordinary Meeting, held on Wednesday 30th May 2018 in meeting room 1 of The Spetchells Centre**PRESENT**

Cllr Gerry Price, Cllr Tracy Gilmore, Cllr Andy Gill, Cllr Russ Greig, Cllr Angie Scott, Cllr Chris Cuthbert, Cllr Bryan Futers, Cllr Jennifer McGee, Cllr Glenn Simpson, Cllr Duncan Couchman, Cllr Graham Robinson, Cllr Carol Stephenson, Cllr Holly Kelleher (arrived at 8:20pm)

1819/015 Apologies for Absence Cllr Ignasious Varghese, County Cllr Anne Dale, County Cllr Ken Stow, County Cllr Gordon Stewart

1819/016 Declarations of Interest None received

1819/017 DRAFT Minutes of Ordinary Meeting, held on 25th April 2018

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

Proposed: Cllr Jennifer McGee Seconded: Cllr Bryan Futers

1819/018 Matters Arising**1718/187 (1718/172) Dog Fouling**

Neighbouring parishes have come back with interest in a shared approach to enforcement; this will be added to a future Planning, Contract and Works Committee agenda.

1718/187 (1718/173) Town Council Representative on Prudhoe Community Partnership (PCP)

The following agenda has been set by PCP for a meeting on 25th June 2018.

1. Appointment of Chair for the meeting
2. Arrangements for minuting the meeting
3. Respective plans for the coming year and opportunities for working together
4. Ways of improving our working relationship
5. Invitation for PTC to appoint representative to the Partnership Board
6. Arrangements for future meetings

The following Cllrs have confirmed attendance: Cllr Gerry Price, Cllr Tracy Gilmore, Cllr Russ Greig, Cllr Andy Gill and Cllr Angie Scott.

1718/187 (1718/181) Road Ends Toilets

The transfer is ready to proceed. The Acting Clerk is liaising with NCC and Purple Cleaning Company to establish a suitable date for completion.

1718/193 North of Tyne Devolution

A letter has been received from the Leader of NCC; this will be received under correspondence at the end of the meeting.

1718/194 Town Events Sub-Committee

A meeting will be held on Tuesday 5th June at 6:30 pm.

1718/201 Human Resource (HR) Committee

The HR Committee has not yet met in order to progress the HR Policies scheduled for the May meeting.

1718/202 Staffing Matters

The chair would like to call an extraordinary meeting, possibly Wednesday 20th June that will be clerked by an independent clerk. This was AGREED.

1819/019 DRAFT Report of the AGM, including Planning Matters and Extraordinary items, held on 9th May 2018

Correction noted that it was Cllr Angie Scott who seconded Cllr Russ Greig for Vice-Chair, not Cllr Andy Gill.

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It was **AGREED** to receive the report as a true record, with the above correction.

Proposed: Cllr Glenn Simpson Seconded: Cllr Andy Gill

1819/020 Matters Arising None reported.

1819/021 County Cllr Reports

In the absence of the County Cllrs Ken Stow and Gordon Stewart, the following reports had been provided in advance:

South Road Pelican Crossing

A camera survey has been carried out, the next steps are to draw up plans to try and ask for inclusion in next year's Local Transport Plan. If County Cllr Ken Stow is able to contribute from his small schemes allowance it may be possible to get this done quicker; he will be discussing this with the relevant officers at NCC.

Traffic calming West Wylam Drive

NCC to look into reversing the priority at the chicane as you turn from Stonyflat Bank onto West Wylam Drive as tailbacks onto the main road at peak times are an issue.

Cllr Bryan Futers noted that the Highway Code which governs the use of roads states that priority is always given to traffic travelling uphill.

Fair View

County Cllr Ken Stow has requested additional street signage for the junction of Fair View & South Road, something along the lines of 'Fair View leading to Errington Place' and a sign directing to the school.

Bollards in Cheyne Road & Kepwell

County Cllr Ken Stow will be meeting Andy Olive on site on Friday to progress this and other maintenance issues around the town.

Western Avenue development

Following the approval of planning applications for two, three-bedroom dwellings North of Braeside, West Road (October 2016) nearby residents have raised concerns with Prudhoe Town Council and with County Cllr Ken Stow about the work being carried out. Complaints have been referred to NCC Planning Enforcement and County Cllr Ken Stow is being kept updated.

County Cllr Ken Stow has also suggested that a more recent complainant contacts the HSE as many of his concerns are related to safety rather than planning; we will be kept updated.

General & Disabled parking in Front Street

A meeting is being arranged with Dan Fraser and County Cllrs to progress this.

Western Avenue parking (west end)

Complaints have been received about people parking in the turning circle at the end of Western Avenue (just east of the cut to Eltringham). County Cllr Ken Stow is looking into the possibility that some text or signage could be put into place to discourage parking in the turning area.

Running Water Issues

(Responses from NCC Officer to County Cllr Gordon Stewart)

This has been an ongoing issue for some time with running water on Broomhouse Lane now and the water is understood to be coming from the old allotment site which is owned by the Duke of Northumberland. There was a filter drain put in on the south side of Broomhouse Lane but I am unclear as to who should maintain it? My thought is that it should fall to Northumberland Estates to maintain it, as the water is coming from their land?

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I have visited the **Umfraville Dean** site again. From the point where the water is flowing over the footpath, I carried on down the path and found a manhole on the same side as the water and therefore believe we will be able to pipe the water into the existing manhole. It may turn out that when we investigate this matter further, we may find some form of drainage on the verge that has either become blocked or damaged in some way? At this moment, I don't have a set date for this work but I will try and let you know when this can be programmed in for investigation and repair.

Litter/Vandalism at Water Pipe at West Wylam

This was reported to Karbon and to Northumbrian Water Ltd. (NWL); NWL will remove the graffiti.

West Wylam Shopping Centre

Following the continual dumping of rubbish here legal action has commenced. Graffiti boards will be replaced in August 2018.

Litter Picking Hub at Adderlane Academy

We are pleased to say that we have set up a 'litter picking hub' within Prudhoe with equipment such as pickers and bibs being available; these have been sourced from NCC Neighbourhood Services. They are kept at Adderlane Academy and are available for any youth organisation or School to use and then return. It is hoped this will help raise awareness of the issue of littering and reduce the problem. If you are planning a litter pick please keep us informed and we will try to come along and help.

Youth Disorder on the grounds of Adderlane Academy and at the Pipe (West Wylam)

On bank holiday Monday, several young males were seen in a drunken state in the Adderlane School playground. They were later seen at the pipe behind The Gill; this was reported to the police, the youth service and to Town Council.

Cars meeting and racing at Low Prudhoe on Sunday 27th May

Again this was reported, but residents have raised concerns with County Cllr Gordon Stewart about the slow response to 101 calls and the online facility not working.

1819/022 Councillor Yvonne Ritchie: Declaration of Vacancy

It was AGREED to formally receive Cllr Yvonne Ritchie's resignation and declare a casual vacancy in the Prudhoe West & Halfway Ward.

Proposed: Cllr Glenn Simpson Seconded: Cllr Chris Cuthbert

1819/023 Internal Audit 2017/18

It was AGREED to receive and approve the internal audit for the year ending March 2018, there were no comments to take action on.

Proposed: Cllr Glenn Simpson Seconded: Cllr Jennifer McGee

1819/024 Annual Governance 2017/18

a) It was AGREED to receive and approve the report which reviews the effectiveness of internal controls.

Proposed: Cllr Glenn Simpson Seconded: Cllr Jennifer McGee

Cllr Chris Cuthbert questioned the recommendation to increase the need for purchase orders from £250 to £500; Cllr Holly Kelleher advised that this would reduce the administrative burden.

b) It was AGREED to receive and respond positively to all statements contained in the Annual Governance Statement of the Annual Return 2017/18

Proposed: Cllr Tracy Gilmore Seconded: Cllr Glenn Simpson

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1819/025 Assets Register 2018/19

It was **AGREED** to receive and approve the Council's updated register of assets

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

1819/026 Accounting Statements 2017/18

a) It was **AGREED** to receive and approve the accounting statements for the year ending March 2018

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

b) It was **AGREED** to receive and approve the explanation of variances report submitted by the RFO for submission with the Annual Governance and Annual Return year ending March 2018

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

1819/027 Exercise of Public Rights

It was **AGREED** to approve the dates set for the period for the exercise of public rights as *4th June to 13th July 2018* and to publish the poster received.

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

1819/028 Accounts

a) It was **AGREED** to receive the Bank Reconciliations from 1st April – 23rd April 2018

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

No questions or comments noted.

b) It was **AGREED** to receive the Statement of Expenditure from 1st April 2017 – 25th May 2018

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

No questions or comments noted.

c) It was **AGREED** to endorse the accounts paid since the April meeting (*which were tabled*)

Proposed: Cllr Andy Gill Seconded: Cllr Glenn Simpson

No questions or comments noted.

1819/029 Communication and Community Engagement; recommendations from the Democracy Group Meeting held on 14th April 2018

a) Proposal to seek tenders for the development of a new town council website.

Cllr Glenn Simpson commented that although he understood the rationale behind the recommendation; that the website needed to be more eye-catching, user-friendly interactive, currently the website was not costing the town council anything and it was serving a purpose. Cllr Glenn Simpson did not support spending a great deal of money on a website at the level the town council were operating at and that the most important fact was that it was kept up to date.

Cllr Jennifer McGee commented that she could recall the days when the council did not have a functioning website and she commended and thanked the Administrator for putting everything on the website that was there today. Cllr Jennifer McGee stated that although she was not an expert, she did find the website easy to use adding that it could maybe do with refreshing but there was no money in the budget for this.

Cllr Tracy Gilmore said it would be good to get something more modern and whilst they were not committing the council to any spending, it would be good to see what was available and at what cost.

Cllr Chris Cuthbert stated that she found the current website very busy.

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Cllr Bryan Futers suggested involving the 'up and coming' youth in a new design.

Cllr Russ Greig asked the RFO if spending on the website would come from the Town Council development budget. It was confirmed that, yes, that would be the case.

Cllr Angie Scott agreed that it could present a great opportunity for a young person but that there were also local businesses that could do it.

Cllr Gerry Price advised that such a task would only be suitable for the most senior pupils at Prudhoe Community High School (PCHS).

Cllr Duncan Couchman advised that the 'Extended Project Qualification' may be suitable. Cllr Carol Stephenson advised that she would be happy to take this forward and liaise with PCHS.

Cllr Gerry Price noted that the council would need to be presented with options. Cllr Russ Greig commented that when this was discussed at the Democracy Group meeting, the idea was that the scope of works would be to look at the present website and advise how improvements could be made.

Cllr Carol Stephenson stated that this was something she felt able to take forward with PCHS.

It was AGREED that Cllr Carol Stephenson would liaise with PCHS regarding the brief with a view to starting in September.

b) **Proposal** to seek tenders for the development of a new town council logo

Cllr Duncan Couchman strongly objected to the proposal to spend money to change what is a reasonable logo and is depicted on town council assets, i.e. public seats and signage.

Cllr Brian Futers was strongly in favour of Prudhoe Castle staying on any logo for the town council.

Cllr Glenn Simpson advised that the logo was based on an original logo for which Sid Simpson was part of the design along with that of the Mayoral Chain. Cllr Glenn Simpson continued that he felt all the key elements were there but he agreed that the colours could be enhanced. Cllr Glenn Simpson advised that the logo design was done locally. The Administrator advised that she believed it was 2B Graphics.

Cllr Jennifer McGee agreed with the comments made and that the key components should stay but the council could look at enhancing the logo they have.

It was AGREED to contact 2B Graphics to ask if they could look at enhancing the logo, without changing the design.

Proposed: Cllr Glenn Simpson Seconded: Cllr Gerry Price

c) **It was AGREED** to register Prudhoe Town Council as a domain name

Proposed: Cllr Russ Greig Seconded: Cllr Glenn Simpson

d) **It was AGREED** to agree to set up .gov.uk email addresses for town council staff and councillors

Proposed: Cllr Russ Greig Seconded: Cllr Tracy Gilmore

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Cllr Jennifer McGee advised that she would like to retain her email address. It was discussed that this may be possible and that mail could be redirected from it to the .gov.uk mail.

e) **It was AGREED** to receive the Shrewsbury Town Council Communications Policy and consider its adoption

Cllr Glenn Simpson discussed that although he had no issue with having a communication strategy, the population of Shrewsbury is 71,000 and they have a very developed list of responsibilities. Cllr Glenn Simpson supported a more concise version and expressed that he would be happy to contribute.

Cllr Jennifer McGee commented that she was happy for Cllr Russ Greig to put something together but noted that Shrewsbury has 60 staff and operated at a much broader level. Cllr Jennifer McGee added the Prudhoe Town Council are coming up to speed with some things and she considered they were moving in the right direction, however she felt some of what was in the Shrewsbury Strategy was irrelevant.

Cllr Russ Greig stated that the intention was to put in writing what the council was doing and why.

It was AGREED that Cllr Russ Greig would put together a communication strategy to bring back to the council for adoption.

1819/030 Prudhoe East Centre

It was AGREED to convene a meeting of the Prudhoe East Centre Advisory Committee in the 2nd week of June.

1819/031 Prudhoe Town Council's Young People's Forum

a) **It was AGREED** to receive the minutes of the PTC Young People's Forum, held on 18th April 2018

Proposed: Cllr Glenn Simpson Seconded: Cllr Chris Cuthbert

Cllr Jennifer McGee commented that she was not able to make the meeting but that she had heard that it was a very good meeting with lots of discussion.

Cllr Gerry Price reported that the Youth Forum has met again since the April meeting and that the aim is to get as many representative bodies as possible involved in and participating in the meeting as well as increasing general thinking about the youth service; how can we use the youth service to best value?

Cllr Gerry Price advised that the Youth Forum has attracted the churches and Ferndene, but objectively there should be representatives from scouts, guides, cadets, etc. in order to increase the opportunities available and to increase the exposure of the youth service and the opportunities they offer young people.

Cllr Angie Scott identified that the actions from the meetings are not being auctioned and that when this was touched upon at the last Youth Forum meeting, there was no agreement as to who was responsible for carrying them out.

Cllr Gerry Price responded that the Town Council have been invited to attend and support and that the actions are for the youth service to take forward, the town council have no control over that.

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Cllr Angie Scott expressed that she has been a Councillor for 12 months and that this was the first Youth Forum she had attended where young people were actually present, that the young people had made suggestions and 2 months later these have not been taken forward. Cllr Angie Scott concluded that in her opinion a Youth Forum is operated by young people; it is their voice.

Cllr Chris Cuthbert advised that she did not attend the April meeting and asked if the actions on the boxing had been progressed.

Cllr Jennifer McGee advised that a time limit (September) has been suggested and if there are no more young people coming forward and likewise no luck getting another coach, that the space should be made available for other things.

Cllr Cuthbert responded that she could understand the frustrations as this was an action in March.

b) Proposal to take over the administration of the Prudhoe Town Council Young People's Forum (Cllr Angie Scott)

Cllr Angie Scott added to the report received stating that the Town Council had £25,000 set aside for the provision of youth work and that the town council should be actively engaging itself to find out what young people would like that money to be spent on.

Cllr Jennifer McGee stated that she could not disagree with anything in the report but that at this moment in time she did not agree that the town council should be taking on any additional responsibilities. Furthermore, she did not think that it was proper practice for one Cllr to take this on. Cllr Jennifer McGee assured that she was confident Cllr Angie Scott would do a good job and would do her very best for the young people of the town but the town council should be concentrating efforts on the asset transfer of the East Centre.

Cllr Angie Scott responded that the town council should focus on the Youth Forum now and that they should be supporting the young people now. Cllr Jennifer McGee responded that there were many Cllrs around the table who had supported young people in the town for many years.

Cllr Gerry Price offered that the town council did not fully understand the youth service and where it is being projected and could not make much input other than being persuasive.

Cllr Russ Greig responded that there was money in the town council budget for youth service provision and the town council could have a direct input in how that was spent, adding that there were a number of youth groups in the town who the funding could be made available to. Cllr Greig questioned the continual waiting to see what West Northumberland Youth Service was going to do and the results of the Youth Service Review "whilst everything is crumbling around us".

Cllr Chris Cuthbert offered that the town council support the youth service in Prudhoe and she did not see the issue with a Cllr offering to work with the Youth Service to get more support for the Youth Forum and to take on board that councillor's ideas.

Cllr Bryan Futers added that the frustration being expressed now is only going to grow and he could see no difference to anything changing in the current year.

Cllr Chris Cuthbert stated that if the town council can help the youth service engage with a wider community then we should be doing it and she had no problem with any potential threat.

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Cllr Jennifer McGee clarified that the proposal on the table is for the town council to take over the Youth Forum and what Cllr Chris Cuthbert was suggesting could be done within the existing Youth Forum format by being suggested at the Youth Forum itself.

Cllr Jennifer McGee agreed that it was important to make sure that actions are followed through and to promote that £25,000 is available for youth provision.

Cllr Gerry Price added that the two present constraints are the asset transfer of the East Centre and the Youth Service Review.

Cllr Glenn Simpson said that it is right to ask challenging questions but he supported maintaining the status quo whilst continuing the critical analysis. Cllr Glenn Simpson added that he could recall the attendance of young people at the Youth Forum being raised on numerous other occasions in the past but the issues were not administrative and he could not support taking this on at this time, although he did agree with the sentiments.

A vote was taken on the proposal to take over the administration of the Youth Forum:

In favour - 2

Abstain - 3

Against - 7

Cllr Angie Scott said she would bring the proposal again in 6 months if the Youth Forum did not improve.

Cllr Gerry Price commented that he had attended meetings when only 5 people were present; 22 people were present at the April meeting.

Cllr Andy Gill commented that there needed to be a proper structure in terms of who was responsible for what. Cllr Bryan Futers added that if an action was agreed at a meeting, whoever said they would take that forward should be questioned if it was not progressed.

1819/032 Request to use Highfield Park for outdoor fitness classes

Cllr Tracy Gilmore and Cllr Holly Kelleher supported that request as a good thing in terms of use of the park and encouraging an active lifestyle.

Cllr Glenn Simpson, whilst not against the idea cautioned that any agreement would need to be reviewed in case there were issues that cropped up, as well as asking whether a 'peppercorn' rent should be charged.

Cllr Bryan Futers stated that the council would be sub-letting if it charged for use. Cllr Russ Greig agreed that caution should be exercised as this was a commercial enterprise.

Cllr Holly Kelleher responded that people using parks should be encouraged. Cllr Carol Stephenson agreed, stating that unless you were with children or playing football you might otherwise not visit this town council asset.

Cllr Gerry Price stated that the town council should support the request, with no cost levied and agree to review after the summer period.

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It was AGREED to respond to MP Fitness that use of Highfield Park for outside exercise was approved, to be reviewed at the end of the summer

Proposed: Cllr Gerry Price Seconded: Cllr Holly Kelleher

1819/033 Recording Meetings

It was AGREED to purchase a Philips DV8010 Digital Voice Tracer Audio Recorder, 360° to record Council Meetings to aid the accuracy of minutes.

Proposed: Cllr Gerry Price Seconded: Cllr Jennifer McGee

1819/034 Prudhoe Pathforce

Cllr Duncan Couchman discussed that the town council had agreed to set aside £2,000 for the renovation of the Kepwell, in consultation with Prudhoe Pathforce. At the most recent meeting, it was suggested that some sort of consultation with the public should be taken forward to avoid spending £2,000 on something the public did not support. Cllr Duncan Couchman advised that he would design a survey monkey and would share this with the town council office for communication.

It was AGREED to support the proposal of Prudhoe Pathforce to have survey monkey on Town Council website and for this to be promoted.

1819/035 Reports from Outside Bodies

Town & Parish Council Liaison – **it was AGREED** to receive the notes from Stephen Rickett.

No other reports were received.

1819/036 Correspondence and Publications
Correspondence

1. Ferndene – Thank you for support and donation of cup and £50 to the Shop Front Competition as part of Bob Stokoe Memorial Shield. (The £50 won by All Seasons Funeral Directors was donated back to Ferndene, awaiting bank details). **It was AGREED to receive**
2. Letter from a resident regarding the automatic transfer to Cramlington for all Accident & Emergency patients in Northumberland; no exception even if patient care is under RVI.

Cllr Gerry Price advised that the resident had written to him and he had responded advising that paramedics have instruction to take patients to Cramlington unless there is a reason why it shouldn't happen but that the issues detailed were outside the control of the Town Council.

Cllr Jennifer McGee stated that she had horrendous firsthand experience with regards to Cramlington and although waiting times are much better than they were in January she could fully understand why this gentleman would not wish his wife to be taken to there.

It was AGREED to respond that the town council have expressed concerns in the past and although the council appreciates the situation it is out of our control.

3. Thank you from Tynedale Hospice at Home for Grant Aid 2018/19. **It was AGREED** to receive.
4. Letter from Leader of NCC regarding North of Tyne Devolution and that the names put forward by Prudhoe Town Council; Tyne and Tweed' and 'The Tyne Combined' would be put 'into the mix' for consideration. **It was AGREED**

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5. The Lieutenant of Northumberland writes to invite a representative of the Town Council to the 100th Armistice Day Service on Sunday 11th at 3pm. **It was AGREED** that Cllr Tracy Gilmore will attend.
6. Mortal Fools and Tyne Valley Youth Theatre – ‘Out There’ as part of Great Northumberland events; this is an outdoor theatre production about living in and growing up in Northumberland which will be delivered at The Spetchells Amphitheatre at the Riverside on 14th/15th July. **The administrator advised that this was advertised on the town council website.**
7. The Pension Regulator – **The RFO confirmed that the re-declaration of compliance was complete.**
8. NCC Highways – response to suggestions from the Town Council for inclusion in the LTP 2018/19. Resurfacing footway on Eastgate Bank has been supported. Pedestrian Crossing on South Road is being looked into but not included this year. Re-surfacing Front Street is not included as did not score high enough.

It was AGREED to respond asking for the scoring system for Front Street.

Publications

1. Campaign to Protect Rural England North East Newsletter – Spring 2018
2. NAMM April 2018
3. L'Evolution, May 2018
4. Allotment & Leisure Gardener, Issue 2 2018
5. The Clerk, May 2018
6. Clerks and Council Direct, May 2018

It was AGREED to RECEIVE the tabled items.

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:-

1819/037 DRAFT Confidential Minutes of the Ordinary meeting, held on 25th April 2018

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

Proposed: Cllr Andy Gill

Seconded: Cllr Jennifer McGee