

PRUDHOE TOWN COUNCIL

Minutes of the Annual General Meeting, including Planning Applications and Extraordinary item, held in The Spetchells Centre at 7:00pm, Wednesday 9th May 2018

Present

Cllr Jennifer McGee, Cllr Gerry Price, Cllr Tracy Gilmore, Cllr Russ Greig, Cllr Graham Robinson, Cllr Angie Scott, Cllr Holly Kelleher, Cllr Chris Cuthbert, Cllr Andy Gill, Cllr Duncan Couchman, Cllr Carol Stephenson, Cllr Bryan Futers, Cllr Glenn Simpson, Cllr Ignasious Varghese

County Cllr Anne Dale, County Cllr Gordon Stewart

Cllr Gerry Price (as outgoing Chair) took the chair for the first items on the agenda.

1819/001 Apologies for Absence Cllr Yvonne Richie, County Cllr Ken Stow

1819/002 Declarations of Interest

Cllr Gerry Price reminded Cllrs that the Acting Clerk had included as part of the agenda papers the request for Cllrs to review their 'Declarations of Interest' and if any changes were required to complete a new form. The file with the completed forms was doing the rounds.

1819/003 Election of Chair of Prudhoe Town Council

The Acting Clerk asked for nominations for Chair of Prudhoe Town Council for the coming year.

Cllr Gerry Price proposed Cllr Tracy Gilmore; this was seconded by Cllr Jennifer McGee.

The administrator asked if there were any further nominations for chair.

Cllr Graham Robinson proposed Cllr Russ Greig; this was seconded by Cllr Holly Kelleher.

Cllr Tracy Gilmore was elected Chair of Prudhoe Town Council with a majority.

Cllr Tracy Gilmore accepted and was duly elected as Chair of Prudhoe Town Council.

1819/004 Election of Vice Chair of Prudhoe Town Council

Cllr Tracy Gilmore asked for nominations for the position of Vice-Chair of Prudhoe Town Council for the coming year.

Cllr Graham Robinson proposed Cllr Russ Greig; this was seconded by Cllr Andy Gill.

Cllr Tracy Gilmore asked if there were any further nominations for Vice-Chair.

Cllr Russ Greig nominated Cllr Gerry Price; this was seconded by Cllr Jennifer McGee.

Cllr Gerry Price was elected Vice-Chair of Prudhoe Town Council with a majority.

1819/005 Code of Conduct

It was AGREED to receive and re-adopt the Code of Conduct for Councillors.

1819/006 Committees, Sub-Committees, and Working Groups 2018-19

Those members **AGREED** to be appointed to committees, sub-committees and working groups are attached at APPENDIX A. New members of each group are shown in **BOLD**.

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1819/007 Representatives on Outside Bodies 2018-19

Those Cllrs **AGREED** as representatives of the town council on Outside Bodies are given at APPENDIX B. New members to each group are shown in **BOLD**.

1819/008 Financial Regulations and Responsible Financial Officer

It was AGREED to receive and re-adopt the Financial Regulations (previously adopted April 2017)

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

It was AGREED to appoint Sarah Eden as Responsible Financial Officer for 2018-19

Proposed: Cllr Jennifer McGee Seconded: Cllr Glenn Simpson

1819/009 Financial and Management Risk Assessment

It was AGREED to receive updated Financial and Management Risk Assessment.

Proposed: Cllr Russ Greig Seconded: Cllr Glenn Simpson

Cllr Tracy Gilmore asked for clarification of the document. The Acting Clerk advised that the document was a risk assessment of the function of Prudhoe Town Council, similar to that carried out for events, but regarding everything the Town Council does. The document is formally received annually but updated when necessary, as and when new risks arise. The Acting Clerk advised that the document contained several recommendations in the 'additional controls required' section that the Town Council should seek to implement in order to mitigate against risks.

Cllr Glenn Simpson suggested that document should be reviewed in 6 months.

The Acting Clerk advised that it was important to bring the document back for review but it was more important to take action as a result of the controls identified.

1819/010 Internal Audit and Controls

a) **It was AGREED** to appoint Peter Basnett as internal auditor for the year 2018-19

Proposed: Cllr Glenn Simpson Seconded: Cllr Jennifer McGee

Cllr Chris Cuthbert asked what the cost was and suggested the Town Council should seek alternatives rather as good practice rather than automatically appointing the same person each year.

b) **It was AGREED** to appoint Cllr Tracy Gilmore and Cllr Kelleher to carry out a review of the effectiveness of internal controls.

**1819/011 Planning Matters
Castle & Eltringham Ward**

15 Castle View

18/01122/FUL

Rear single storey extension to provide accessible bed and shower room.

Rhian Kingston

It was AGREED to SUPPORT

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Prudhoe Hall Ward

13 Paddock Wood

18/01291/FUL

Single storey rear extension, re-roofing of existing flat roof extension.

Mr & Mrs J Wilcock

It was AGREED to SUPPORT**Prudhoe West & Halfway Ward**

1 Beaumont Way

18/01347/FUL

Proposed summerhouse

Mr John Dolan

It was AGREED to SUPPORT**Prudhoe Hall Ward**

Former Prudhoe Hospital Prudhoe Hospital Drive

18/01334/VARYCO

Variation of condition 5 (surface water drainage) pursuant to planning permission

17/03254/VARYCO

Mr Alan/Paul Sears/Nagel

It was AGREED to OBJECT on the following grounds:

Design, appearance and materials; they don't have a soak away so surface run-off will be going directly into the Stanley Burn with will threaten its bio-diversity.

Low Prudhoe and Castlefields

Land South of 8 Regents Drive, Regents Drive, Low Prudhoe Industrial Estate

18/01351/FUL

It was AGREED to APPROVE**Castle & Eltringham Ward**

22 Masters Crescent, Prudhoe, NE42 6NT

18/01414/FUL

It was AGREED to respond with NO COMMENT; Cllrs were unable to decipher the plans.**Prudhoe Hall Ward**

28 Moorlands, Prudhoe, NE42 5LS

18/00808

It was AGREED to respond with NO COMMENT**It was AGREED to receive the following planning decisions and note those still outstanding****Prudhoe Hall Ward, 21 Park Lane, Prudhoe**

18/01034/FUL

Proposed ground floor kitchen and utility extension; replace front flat porch roof with pitched.

Peter Robinson and Lindsey Anderson**SUPPORTED**

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Prudhoe Hall Ward, Land at Humbles Wood Site Moor Road

18/00695/FUL

Retrospective: Installation of Play Equipment on land to the rear of Beechwood Drive

Mr John Collins

GRANTED

Prudhoe West & Halfway Ward, Land East of Tulip Street, Tulip Street

18/00347/FUL

Provision of 4 no. Two bedroom properties

Mr Alan Newton

GRANTED

Prudhoe Castle & Eltringham Ward, 32 Rowan Grove, Prudhoe

18/00844

Single storey extensions to the front and side elevation, first floor extension to the side elevation above the garage and rear, two storey extension (amended description)

Rachel Towns

REFUSED

Previous linked applications:

*Ref. No: 17/00739/FUL | Status: **Application Withdrawn***

Garage extension, side double extension & sunroom.

*Ref. No: 17/03833/FUL | Status: **Application Refused (appeal with secretary of state)***

Two storey extension to side, single storey extension over garage. Single storey extensions to front and rear.

*Ref. No: 17/04600/FUL | Status: **Application Permitted***

Single storey extensions to front, side and rear, single storey extension over garage

West Wylam Ward, Woodland House, Eastwood Villas, Prudhoe

18/00980/FUL

Replace a flat roof with a pitched hipped roof on a 2-storey existing extension to the side of the house

Anna McLellan

STILL OUTSTANDING

PLANNING DECISIONS AGENDA 12b, Enc vii)

9th May 2018

Prudhoe Hall Ward, 28 Moorlands, Prudhoe

18/00808/FUL

Proposed front/side extension to provide new utility at ground floor and en suite bathroom at 1st floor and rear ground floor extension to provide large open plan kitchen/diner with various internal reconfigurations.

William Wealleans

STILL OUTSTANDING (amendment received above)

Mickley Ward, 3 West Road, Mickley

18/00924/FUL

Proposed erection of glazed ballustrading around existing garage structure to create safe outdoor play area/veranda

Lowery

STILL OUTSTANDING

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1819/012 Cottier Grange, Street Naming

Cllr Glenn Simpson outlined that he remained very disappointed with the names put forward, for the same reasons as before; street names should be kept distinctive and there were already too many oaks, woods and fields.

The Administrator advised that the Town Council were consulted on the street names and they agreed to hand over further consultation to the Prudhoe & District History Society and Cllr Yvonne Ritchie, however, rather than the History Society rejecting the names as the Town Council had, they supported them.

Cllr Bryan Futers supported the use of the names previously suggested. The Administrator advised that Gentoo had the list of names suggested in 2015 and as the email trail suggests, they claim there will be other opportunities to use them.

It was discussed that there was a reluctance to use the names of hospital wards.

It was AGREED to respond to Northumberland County Council Street Naming that the following names were not supported as there are already enough Oak, Wood and Field references in the town:

Oakleaf Gardens
Woodland View
Field Close

It was AGREED that the Town Council continued to support the names suggested in 2015 as more appropriate, inspiring and with reference to heritage.

1819/013 Public Seat in Memory of Scott Westgarth

Cllr Glenn Simpson stated that in his opinion the Town Council should support and celebrate sporting icons and that the request for a seat in memory of Scott presented an opportunity to do so.

Cllr Holly Kelleher voiced that if the Town Council wants to engage with young people this would help as Scott was a young person and very well known for his sport; he is someone that younger people can look up to a respect.

Cllr Bryan Futers stated that Prudhoe has had other sporting icons, Milburn, Charlton, Robson, and they have not been remembered in this way. Cllr Angie Scott asked if anyone had asked for memorials for the sportspeople Cllr Futers was referring to, as she wasn't sure they had but a memorial seat had been requested for Scott.

Cllr Jennifer McGee voiced her support for the reasons already given and also that the circumstances were tragic and Scott was such a young man. Cllr Jennifer McGee said she appreciated why the family would make the request as a lasting memorial to Scott but she wondered if a plaque would be more suitable as seats on The Glade have been damaged.

Cllr Graham Robinson said he respected the comments made by Cllr Futers but the difference being that Scott Westgarth tragically died in his sport.

Cllr Carol Stephenson commented that there was a Henry Travers plaque on The Glade, and she believed that was a lovely idea. Cllr Duncan Couchman clarified that the family were particularly asking for a memorial seat.

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It was AGREED to seek the permission of Northumberland County Council to install an additional seat at The Glade and to use one of the memorial seats already purchased and being stored at Edgewell Cemetery chapel. The wording of the plaque would be agreed with the family.

1819/014 Prudhoe West Academy, NCC Highways Improvements

Cllr Tracy Gilmore commented that she did not perceive an issue with speeding traffic on Fair View and Errington Place as there was only single lane traffic during the school run due to parked cars.

Cllr Jennifer McGee suggested that the speed restriction signs proposed for West road did not go far enough and they should take in the blind bend beyond the Tory Club towards The Syntax.

Cllr Andy Gill agreed, although not sure it would be necessary to go as far as The Syntax, there was certainly an issue beyond the area indicated on the proposal.

The Administrator reminded Cllrs that what was proposed were advisory 20mph signs during school times only, not a permanent 20mph speed limit.

Cllr Bryan Futers confirmed that the road could attract a 20mph speed limit as it ceased to be an A-Road when the by-pass was built. Cllr Angie Scott advised that the 20mph speed limit on Corbridge Road into Hexham is working well.

It was AGREED to respond to the proposals with the following comments:

20 mph enforcement and signage along Fair View/Errington Place.

The Town Council supports this scheme although does not feel that speeding is an issue at school times, most likely due to the number of parked cars allowing only a single lane for traffic.

Advisory 20 mph speed warning signs on West Road, during school times.

The Town Council is minded to support the scheme but would prefer that the road is given a 20 mph speed limit as requested by residents. Additionally, the Town Council agreed that the stretch of road should be extended further down from the Club towards The Syntax as many cross the road after the Club onto Errington Place; this is a blind bend, sight lines are very bad for pedestrians and those vehicles leaving via the junction at the Club.

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APPENDIX A

Planning, Contracts and Works Committee <i>10 members</i>	Human Resources Committee <i>5 members</i> <i>(excl. ex officio)</i>	Cemetery & War Memorial Sub-Committee <i>5 members</i>	Town Events Sub-Committee <i>5 members</i>
Cllr Gerry Price Cllr Tracy Gilmore Cllr Glenn Simpson Cllr Andy Gill Cllr Chris Cuthbert Cllr Jennifer McGee Cllr Carol Stephenson Cllr Holly Kelleher Cllr Ignasious Varghese Cllr Bryan Futers	Cllr Gerry Price Cllr Chris Cuthbert Cllr Russ Greig Cllr Graham Robinson Cllr Andy Gill	Cllr Andy Gill Cllr Duncan Couchman Cllr Jennifer McGee Cllr Angie Scott Cllr Holly Kelleher	Cllr Jennifer McGee Cllr Duncan Couchman Cllr Carol Stephenson Cllr Angie Scott Cllr Holly Kelleher All Cllrs invited
In Bloom Sub-Committee (all Cllrs are invited)	PTC Young People's Forum (all Cllrs are invited)	Legal Affairs Working Group <i>3 members</i>	Allotment Management Liaison Meeting (all Cllrs are invited)
Cllr Chris Cuthbert Cllr Russ Greig All Cllrs invited	Cllr Jennifer McGee Cllr Gerry Price Cllr Angie Scott Cllr Graham Robinson All Cllrs invited	Cllr Jennifer McGee Cllr Russ Greig Cllr Andy Gill	Cllr Russ Greig (Chair) All Cllrs invited
Prudhoe Neighbourhood Management Group (all Cllrs are invited)	Civic and Community Forum (all Cllrs are invited)	Prudhoe East Centre Advisory Committee	Democracy Working Group
Cllr Tracy Gilmore (Chair) All Cllrs invited	Cllr Russ Greig (Chair) Public Forum	Cllr Russ Greig (Chair) Cllr Angie Scott Cllr Chris Cuthbert Cllr Graham Robinson Cllr Gerry Price Cllr Jennifer McGee	Cllr Russ Greig (Chair) Cllr Angie Scott Cllr Chris Cuthbert Cllr Glenn Simpson Cllr Gerry Price Cllr Jennifer McGee

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APPENDIX B

Outside Body	PTC Representative
Prudhoe Town Twinning Association	Cllr Holly Kelleher
Prudhoe Community Partnership	
Northumberland Association of Local Councils County Committee	Cllr Gerry Price (bi-monthly meetings 2018) 23 rd June, 8 th September, 13 th October 2018, 17 th November
East Tynedale Local Councils Forum	Cllr Chris Cuthbert (quarterly meetings)
Essity Community Consultation Forum	Cllr Bryan Futers (half-yearly meetings)
Prudhoe Pathforce	Cllr Duncan Couchman and Cllr Carol Stephenson
NCC Town & Parish Council Liaison Working Group	Cllr Chris Cuthbert (no meeting scheduled)
Tyne Valley Community Rail Partnership	Cllr Gerry Price and Cllr Bryan Futers (monthly meetings)