

PRUDHOE TOWN COUNCIL

**DRAFT Minutes of Ordinary Meeting, incorporating Planning Matters,
held in The Spetchells Centre at 7:00pm, 14th December 2016**

PRESENT

Cllr Mrs J McGee (Chair), Cllr E Dobson, Cllr B Futers, Cllr A Gill, Cllr G McCreedy, Cllr A Piper, Cllr Mrs C Cuthbert, Cllr A Reid, Cllr D Couchman, Cllr G Simpson, Cllr Ms J Rose, Cllr G Price

1617/120 Apologies for Absence Cllr N McGee, Cllr Mrs E Burt, County Cllr Mrs A Dale

1617/121 Declarations of Interest Cllr A Reid – member of West Area Planning Committee so will not take part in any discussion relating to planning applications.

1617/122 Planning Matters**Planning Applications****Castlefields and Low Prudhoe Ward — Planning Ref. 16/03768/FUL**

Proposal: Construction of bedroom extension over garage and installation of window to utility room

Location: 18 Heather Lea Lane, Castlefields, Prudhoe, Northumberland NE42 5QR

Applicant: Mr Thomas Cantwell (address as above)

Response date: 24 November 2016

Note: not received till well after the previous meeting of the Planning Contract & Works Committee

It was AGREED to respond SUPPORTING the application.

Proposed: Cllr Ms J Rose

Seconded: Cllr Mrs C Cuthbert

Castlefields and Low Prudhoe Ward — Planning Ref. 16/04032/COU

Proposal: Change of use from B2/B8 (general industrial / storage and distribution) use class to an A1 (retail) use class to allow sale of carpet remnants from existing warehouse

Location: Dickinsons Furnishers, Station Road, Prudhoe, Northumberland NE42 6NP

Applicant: Ms Lynne Jacobson, Dickinsons Furnishers, Unit B, Tynecastle House, Station Road, Prudhoe NE42 6NP

Response date: 5 December 2016

The application was received, but not considered, owing to the Planning Authority having already decided to GRANT permission for the application

Prudhoe Hall Ward — Planning Ref. 16/04073/FUL

Proposal: Retrospective garden paving and change in ground levels

Location: 11 Priestclose Road, Oaklands, Prudhoe, Northumberland NE42 5AQ

Applicant: Mrs Julia Campbell (address as above)

Response date: 7 December 2016

It was AGREED to respond SUPPORTING the application.

Proposed: Cllr B Futers

Seconded: Cllr A Gill

West Wylam Ward — Planning Ref. 16/04016/FUL

Proposal: Proposed 3 bedroom dwelling

Location: Land North-East of Open Door Community Centre, Holyoake Street, Prudhoe, Northumberland NE42

Applicant: Mr Gerry Weldon, Morningside, A695 Main Street, Riding Mill, Northumberland NE44 6HL

Response date: 16 December 2016

It was AGREED to respond SUPPORTING the application.

Proposed: Cllr Mrs J McGee

Seconded: Cllr D Couchman

Prudhoe Hall Ward — Planning Ref. 16/04233/ADE

Proposal: Advertisement Consent for:

2x fascias (only logo illuminated) - signs A,C

1 x non-illuminated fascia - sign B

6 x non-illuminated aluminium panels - signs D, E1, E2, F, G, I

2 x internally illuminated totem's panels (replacement) - signs H1, H2

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Location: The Co-operative Food, West Wylam Garage, Front Street, Prudhoe, Northumberland NE42 5DH

Applicant: The Co-op, Food Programme Delivery Orchid Group, 1 Angel Square, Manchester M60 0AG

Response date: 22 December 2016

It was AGREED to respond SUPPORTING the application.

Proposed: Cllr B Futers

Seconded: Cllr G Simpson

Castlefields Ward — Planning Ref. 16/03836/FUL

Proposal: Proposed side extension to MOT / Service Station

Location: Orchard House, Princess Way, Prudhoe, Northumberland NE42 6HB

Applicant: Mr Anthony Jackson, 5 Springfield Close, Ovington, Northumberland NE42 6EL

Response date: 23 December 2016

It was AGREED to respond SUPPORTING the application.

Proposed: Cllr G Price

Seconded: Cllr E Dobson

Planning Notifications

Castle & Eltringham Ward — Planning Ref. 16/03123/COU

Proposal: Retrospective – Change of Use to B2 General Industrial. Vehicle mechanical repairs and MOT testing station

Location: Unit West of Funstation, Station Industrial Estate, Prudhoe, Northumberland NE42

Applicant: Mr David Grant, 27 Rowan Grove, Prudhoe, Northumberland NE42 6PP

Response date: 14 October 2016

Northumberland County Council decided to GRANT permission

[The Council had responded Supporting the application]

Mickley Ward — Planning Ref. 16/03534/VARYCO

Proposal: Variation of Condition 2 (approved plans) pursuant to planning permission 15/03775/FUL in order to allow construction of a balcony

Location: Land south-west of the Blue Bell Inn, Mount Pleasant, West Mickley, Northumberland NE43

Applicant: Mr Geoff Yates, Blue Bell Cottage, Mount Pleasant, West Mickley, Northumberland NE43 7LP

Response date: 22 November 2016

Northumberland County Council decided to GRANT permission

[The Council had responded Supporting the application]

West Wylam Ward — Planning Ref. 16/03787/FUL

Proposal: Proposed front porch, widened driveway and dropped kerb

Location: 61 Stanley Crescent, West Wylam, Prudhoe, Northumberland NE42 6EW

Applicant: Mr Derek Hodgson (address as above)

Response date: 24 November 2016

Northumberland County Council decided to GRANT permission

[The Council had responded Supporting the application]

Castlefields and Low Prudhoe Ward — Planning Ref. 16/04032/COU

Proposal: Change of use from B2/B8 (general industrial / storage and distribution) use class to an A1 (retail) use class to allow sale of carpet remnants from existing warehouse

Location: Dickinsons Furnishers, Station Road, Prudhoe, Northumberland NE42 6NP

Applicant: Ms Lynne Jacobson, Dickinsons Furnishers, Unit B, Tynecastle House, Station Road, Prudhoe NE42 6NP

Response date: 5 December 2016

Northumberland County Council decided to GRANT permission

[The Council has yet to have the opportunity to consider the application]

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It was **AGREED** to receive the notifications.

Proposed: Cllr Mrs J McGee

Seconded: Cllr E Dobson

1617/123 Minutes of the Ordinary Meeting, held on 30th November 2016

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

Proposed: Cllr D Couchman

Seconded: Cllr B Futers

1617/124 Matters arising

Page 2, 1617/093 CCTV Provision in Prudhoe; The Clerk advised that the Neighbourhood Inspector had been contacted and would be in touch soon to respond to the concerns raised in November. The Clerk confirmed that an initial response confirmed no rise in reports of anti-social behaviour but that there was a noticeable increase in the presence of large groups of young people and therefore where possible local officers and the community support officer would engage with groups when not required elsewhere.

Cllr McCreedy responded that he has personally visited the station after the Christmas tree was vandalised and expressed that he would like to be involved in any meetings with the police.

Page 2, 1617/093 West Mickley Play Area; Cllr Mrs Cuthbert asked if the specification for the play area had been sent out to those providers met, as was agreed, in order to ascertain more realistic figures come January 2017. The clerk responded that this had not been done but would be by the end of the week.

Page 2, 1617/093 Play Areas; The Clerk reported that re-surfacing was complete at Castle Dene Play Area, as well as improvements to the access; he has therefore instructed the council's solicitor to proceed with the transfer. The Clerk confirmed that all four smaller Play Areas (West Mickley, The Copse, Castle Dene and Orchard Hill) are now in the process of being transferred.

Page 5, 1617/105 West Road Speed Survey; Cllr Futers recalled that Cllr Mrs Burt suggested that mirrors at Riding Mill may have been put in by residents and last month he had asked if this could be investigated further with a view to a mirror opposite The Tory Club. **It was AGREED** to ask Cllr Mrs Anne Dale if she had any knowledge of the mirrors put in at Riding Mill. Cllr Reid suggested that Cllr Mrs Burt may have money left in her small schemes fund if a mirror was permitted.

Page 5, 1617/106 Cottier Grange Development: Construction Traffic; The Clerk advised that Gentoo responded favourably to the council's request regarding traffic flow and timing restrictions and have issued maps to those expected to visit the site, as well as requesting that restriction times are adhered to.

The Clerk also advised that Brendon Ferguson of Gentoo stated that he would be happy to meet with the council in the future regarding plans. Cllr Futers responded that he would welcome the opportunity to attend any meetings arranged.

Page 6, 1617/108 Eastwood Park; Cllr Mrs J McGee advised that following an informal discussion with Mike Jeffries regarding transfer of the play area, she asked the Clerk to contact Northumberland County Council to ask if they would be interested in transferring the play areas at Eastwood Park and Riding Dene to the town council. As the response was positive, **it was AGREED** to place the matter on the January meeting agenda to allow a formal decision to be made.

Page 7, 1617/113 Tyne Valley Community Rail Partnership (TVCRP); The Clerk advised that TVCRP has written inviting the council to become a corporate member of the body, with voting rights. Having assessed the information provided, the Clerk advised that becoming a corporate member

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would be advantageous for the council; that the obligation is minimal and may include a small fee. **It was AGREED** to proceed on the Clerk's advice and to add the item to the January meeting for formal endorsement.

Page 8, 1617/114 Sports Awards; Cllrs Gill and McCreedy attended on behalf of the council and offered that it was a good event and that the town council should do more to support publicity as there were very few nominations from Prudhoe. **It was AGREED** to contact Sport Tynedale in advance of the event next year to enquire how the council could promote the awards and membership among Prudhoe organisations.

Page 8, 1617/114 Prudhoe Aged People's Treat; Cllr Mrs J McGee, Cllr Reid, Cllr McCreedy, Cllr Piper and Cllr Reid praised the event and the organisers. Cllr Mrs McGee commented that on the day she attended the organiser Wilton Holmes asked who was a guest for the first time and there had been a show of hands; this was evident each day demonstrating that the event is growing in popularity.

1617/125 Accounts

a) Statement of Budget and Expenditure from 1st April 2016 – 8th December 2016

It was AGREED to receive the statement

Proposed: Cllr A Reid

Seconded: Cllr G Simpson

It was also AGREED to endorse the movement of £1,200 from the Contingency Budget to Bus Shelters to allow cleaning in December and again in March. The administrator explained that the bus shelter budget had been spent on repairs, taking up the funds previously allocated for cleaning.

It was also AGREED to move spending on The Prudhoe Market from the Events budget heading to Town Council Development, likewise the purchase of x4 Walkie Talkies. The administrator stated that this was a more appropriate allocation of spending.

It was also AGREED to move the cost of having coloured bunting professionally mounted along Front Street (on display throughout the summer), from the Events budget to Professional Expenses.

Proposed: Cllr Mrs J McGee

Seconded: Cllr G Simpson

b) Authorisation of accounts to be paid

It was AGREED to authorise the payment of accounts received since the November meeting as tabled in the Payments Schedule.

Proposed: Cllr A Reid

Seconded: Cllr G Simpson

1617/126 2017/18 Budget Preview

Cllr Mrs J McGee explained that Councillors had received a 'revised' Draft Budget in view that there had been changes to commitments and spending since the papers had been sent out on the previous Thursday. Cllr Mrs McGee made clear that this was a draft and members had been encouraged to advise of any new spending ideas previously, all of which had been included as far as possible.

Cllr Dobson noted that there were a number of large capital investments in the budget; some of which were uncertain in terms of cost, timescale and feasibility. Cllr Dobson asserted that the council should only include definite budget items that the council are confident will be fulfilled in that year.

Cllr Mrs Cuthbert asked why the budget for salary against Administrative Officer was less in 2017/18 than it had been in 2016/17. The Administrative Officer confirmed that this was due to the council including an allocation of salary for additional administrative support in the 2016/17 Budget.

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Cllr Mrs Cuthbert also asked why the budget for Christmas Lights in 2017/18 was less than in 2016/17. The Administrative Officer explained that money had been moved from the Contingency heading in 2016/17 to off-set additional expense and that the £8,000 budget in 2017/18 would be adequate for the contract itself, the purchase of Christmas trees and some breathing space.

Cllr Reid asked for clarification of the Cemetery Repairs and Development budget heading which amounted to £26,000. The Administrative Officer confirmed that this was made up of £16,000 unspent in the present year and an additional £10,000 new allocation.

1617/127 Human Resources Committee

a) **It was AGREED** to receive the minutes of the **meeting held on 26th July 2016**

Proposed: Cllr E Dobson

Seconded: Cllr G Simpson

b) **It was AGREED** to receive the minutes of the **meeting held on 23rd September 2016**

Proposed: Cllr E Dobson

Seconded: Cllr G Simpson

Cllr Dobson noted that the request to vary the 'Time Off in Lieu (TOIL)' Policy had been withdrawn.

c) **It was AGREED** to receive the minutes of the **meeting held on 17th November 2016**

Proposed: Cllr E Dobson

Seconded: Cllr G Simpson

d) Cllr Dobson proposed that the verbal update of the Human Resources Committee Meeting held on **13th December 2016** should be received in private session at the end of the meeting. **This was AGREED.**

1617/128 Lychgate War Memorial

The Clerk advised that he had been in contact with the architect to assure that the council was still committed to the project of updating the Lychgate as opposed to a new memorial. The architect has been in touch with sign makers and although has an indication of costs to make the panels, there would be installation costs also. The Clerk confirmed that permission was not required from the War Memorials Trust.

Cllr Reid asked if there was any funding available. The Clerk responded that The War Memorials Trust would not grant funding as there was already a memorial in place and the names are commemorated elsewhere. The Administrator advised that funding was looked into at the outset of the project in 2013, and declared a non-starter for the reasons given. Cllr Reid also questioned if the resident who was most interested in the project was being kept up to date. The Clerk responded that he intended to work on the Lychgate project in the following week and would brief the council following that. The Clerk proposed that the plans be added to the Cemetery Sub-Committee meeting in January.

1617/129 Cemetery Sub-Committee

It was AGREED to receive the report of the meeting held on 1st December 2016

Proposed: Cllr A Gill

Seconded: Cllr Ms J Rose

Cllr Gill confirmed that the council website had been updated with the new fees document and new regulations, with specific reference to enforcing the prohibition of additional planting on graves. It was expected that notices would go up in the New Year advising that the council would be more firm in applying the rules.

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With respect to the budget, Cllr Gill advised that money was required for fencing in the new cemetery as there was an issue with people getting in and road re-surfacing as the road was disintegrating with the movement of water and a poor job having been done in the first place.

1617/130 Events Group Meeting

It was AGREED to receive report of the meeting held on 5th December 2016.

Proposed: Cllr Reid

Seconded: Cllr Dobson

Cllr Reid reported a very positive meeting and further explained that an alternative to the poorly attended Kite Festival was desired. Cllr Reid stated that the meeting was asked to come up with ideas and he thought of a music festival and making use of the amphitheatre at Prudhoe Riverside.

Cllr Mrs J McGee said that she had engaged with some older people who would enjoy something along the lines of Strictly Come Dancing and ideas had been voiced regarding a Tea Dance or Film Showing and Cream Tea.

It was AGREED that alternative imaginative schemes should be investigated that appeal to the older generation.

1617/131 Northumberland County Council: Road Ends Toilets

It was AGREED to receive the tabled report and to add Road End Toilets to the January meeting in order to make a formal decision about capital investment.

Proposed: Cllr Dobson

Seconded: Cllr Simpson

Cllr Dobson stated that there was a fair consensus of opinion that NCC will withdraw the provision of public toilets in the future, therefore the town council would take them on or they would close. Cllr Simpson posed the question as to whether the land would be transferred from NCC to the town council if the maintenance of the toilets was taken on. Cllr Dobson responded that there was no need to make a hasty decision about taking on the asset but that a decision about capital investment was required.

In response to the question of use, Cllr Dobson confirmed that there was no counter and presently there would be little point in a counter as the toilets are in such a poor state they are being boycotted.

The Clerk confirmed that even if NCC do not transfer the land and building, it is likely that maintenance will be transferred. Cllr Gill commented that this was a considerable burden with £10,000 for cleaning only, notwithstanding the biggest cost which would be vandalism.

Cllr Price offered that the decision was simple; either bring them up to standard or close them.

Cllr McCreedy stated that if the toilets remain, there needs to be a directional sign on Front Street. Cllr Gill responded that signs were promised and they have not materialised. **It was AGREED** to chase up signs.

1617/132 Castlefields Toddler Play Area

The Clerk confirmed that there had been no response from Bellway regarding meeting with the town council regarding the now 'redundant' play area, but that NCC had given a positive response to meet. It is known that Bellway has made a statement of intentions to Guy Opperman MP, but this had not been directed to the town council. In their response to the town council, NCC advised that the council should be sure to have the land transferred before taking on any responsibility for this small play area.

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Northumberland County Council – Cllr Reid spoke about the continuing contentious debate regarding the new County Hall, confirming that NCC was continuing with plans to build at Ashington. Cllr Reid accepted the argument that this was a large investment and that it was not self-financing but that in the long-term maintenance costs would be less and it would bring working conditions into the 20th Century. Cllr Reid added that commercial buildings are not expected to last in the same way that residential buildings do.

Cllr McCreedy and Cllr Piper argued that 35 years was no age for a building and that County Council should look at the age of some of the school buildings in Prudhoe, adding that there may be a new High School but Prudhoe West and Mickley First Schools are over 100 years old. Cllr McCreedy asked if the new County Hall would be signed-off in this financial year. Cllr Reid replied that it would.

Prudhoe Community Partnership – Cllr Reid advised that there were strong feelings on the colour of the new shops and that they were violet rather than the expected purple which does not fit in with The Spetchells Centre. Cllr Reid confirmed that this was being looked into with the contractor.

Town Twinning – It was **AGREED** to receive the report from Derek Gillespie and to respond wishing a Merry Christmas and Happy New Year to all their members too.

1718/134 Correspondence and Tabled Items**Correspondence****1. Northumbria in Bloom: Letter from Chairman**

Welcome letter (November 2016) to the 2017 Regional competition. The closing date for entries is 6 January 2017, the Spring Meeting takes place on 8 March and the Award Presentations on 13 September. Information is also provided about the RHS “It’s Your Neighbourhood” awards: these are non-competitive and also open to those localities where the main Northumbria in Bloom competition has not been entered.

It was AGREED to receive the invite but as last year not to enter

2. Northumberland County Council: Highway Services in Winter leaflets

Letter of 5 December from David Laux, Head of Technical Services, enclosing copies of the leaflets, with a request to display these. Any further information can be sought by emailing hns@northumberland.gov.uk.

It was AGREED to receive the leaflets

3. Northumberland CVA (Community Voluntary Action): Request for Donation

Letter of 6 December from Anne Lyall, Chief Executive Officer, providing information about the organisation and its work in 2015-16, including its direct help to VCS groups across Northumberland (£450,000 raised) and indirect support (£2.16 million). While the work of the body is supported by a commission with NCC, this does not cover all of the organisation’s costs. The letter requests support through a donation, and sets out some of the types of assistance that can be provided (eg “funding support surgeries for local groups in your communities”). The letter concludes “should your town or parish council be interested in buying in these or other services, we will be happy to discuss this cost with you.”

It was AGREED to receive the letter and respond with reference to the council’s Grant Aid process

4. Tyne Valley Community Rail Partnership: Corporate Membership Enquiry

Email of 7 December from Malcolm Chainey, Chair, TVCRP, with letter inviting interest from organisations in corporate membership of TVCRP. The accompanying letter describes the role of TVCRP, its objectives, its achievements to date, who it wants to recruit as members,

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and how to join. Organisations intending to be corporate members should confirm their intention to join by 22 December 2016 in order to enjoy voting rights at the Partnership's AGM, taking place on 19 January 2017. The letter notes that whether a subscription is to be levied is to be decided at the AGM. Membership would entail the Council "undertaking to contribute a sum not exceeding £1 to the assets of the limited company if it is wound up during the Council's membership or within one year afterwards."

The Clerk advised that there was no reason why, given the purposes of the organisation to be joined, and that it is a not-for-profit company, the Council should not join the TVCRP. As it is a limited company and the council is considering joining it, the company's articles of association and objects should also be obtained, and retained in the Council's records. Should the Council decide that it wishes to become a member a formal minuted resolution should be passed to that effect.

It was AGREED to respond with intention to join and to endorse this decision at the January 2017 meeting.

5. Environment Agency: Update 12 months on from Winter 2015/16 Floods

Email received 8 December from the Agency's North-East Area Customer & Engagement Specialist, supplying a joint communication of what the Agency, NCC and Northumbrian Water has achieved throughout the past year, to ensure protection to properties from flooding continues in Prudhoe. *This information was emailed to councillors.* The email states that specific information or additional support can be requested at the following (daily-monitored) email address: northeast-newcastle@environment-agency.gov.uk. The attached reports set out what work has been carried out by each partner, along with details of partners' roles going forward, and who is responsible for which type of sewer.

It was AGREED to receive the information

6. West Northumberland Youth Service (Rural Area): Prudhoe East Centre report, April – September 2016)

5-page report, received by the Council on 12 December, and forwarded to all councillors, stating that "an illustration of effective youth work in Prudhoe over the past year can be demonstrated by the following list which the Youth Service has achieved with the help of Town Council funding." The following are covered by the report: Senior Club – Daytime Drop-in – Boxing Club – Detached Youth Work – Prudhoe Community Workshop – Junior Club – Tynedale Youth Forum – National Citizen Service – Highfield Fest 2016 – and Miscellaneous. The report concludes "the staff team continues to strive to provide a well-supported and invaluable Youth Service to young people in Prudhoe. We would like to extend our thanks to our supporters from Prudhoe Town Council and Prudhoe Youth Charity Shop. Thank you!"

It was AGREED to receive the report

7. Charlotte Straker Project: Respite Care - Poster

Email of 14 December from the Project, advising of the Project's success in raising "enough money to fund a free of charge community respite care bed for three years" and enclosing a poster advertising the service, which is open to those over 65, though if the patient is younger, Care Quality Commission approval can be sought. The care covers those with long-term conditions or disabilities. Contact details for the service are supplied, and the Council is requested to agree to display the poster.

It was AGREED to receive the information and to upload it to the news page of the town council website

8. Northumbrian Water Limited (NWL): "Rainwise"

Email of 14 December from Janine Rillands, Corporate Affairs Executive (Community Action Plans), at NWL. The email introduces "an exciting new community-led flood risk reduction

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project called Rainwise (www.nwl.co.uk/rainwise) which we are rolling out across the North East". Councillors may recall hearing about this initiative earlier in the year in connection with NWL flood risk management work in the Castle Road and Tyne View Terrace areas of the town. Prudhoe (including Ovingham and Wylam) is one of only five areas where this project is being rolled out in the county.

The email continues "we're keen to work in collaboration with the community and other organisations to understand any current or future perceived drainage issues. We will also be sharing ideas about how residents can get involved to reduce surface water around their home and help reduce the risk of flooding in their community as a whole. Would it be helpful to arrange a meeting for myself and the project manager to come along and talk to you about what we're trying to achieve through this project and in which areas and see how you may be able to support us?"

It was AGREED to receive and to respond positively with a view to arranging something in February

Tabled Items

1. Ville de Mitry-Mory: L'Evolution magazine, Decembre 2016
2. Broomley & Stocksfield Parish Council: NE43 News, Issue 61, Winter 2016
3. Campaign to Protect Rural England in association with the National Association of Local Councils: "Planning Explained"
4. National Association of Memorial Masons: NAMM News, September / October 2016

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:-

1718/135 Human Resources Committee

- a) The confidential report of the meeting held on 17th November 2016 was not presented.
- b) **It was AGREED** to receive the North East Regional Employers' Organisation (NEREO) proposal concerning job evaluation and to note that the Human Resources Committee and the Chairman of the Council has accepted that the following is carried out:
 - Staff review their jobs descriptions and have them 'signed off' by HR Committee
 - NEREO interview staff to fully understand their roles
 - NEREO produce a full report of recommendations on salary levels

The cost of the above is £425 which will include the first year's membership of NEREO (usually £300).

Cllr Dobson added that staff would be presented with a detailed procedure of how to review job descriptions, the results of which would come to the HR Committee. Following agreement this would be sent to NEREO. Cllr Dobson stated that any differences would be discussed with staff prior to sending the responses to NEREO, and that it was expected to be resolved prior to the January meeting, for budget reasons.

It was also AGREED to receive the NEREO proposal concerning mediation and to note that the Human Resources Committee and the Chairman of the Council has accepted that this should be taken forward only after the salary review has been completed.

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- c) Cllr Dobson gave a verbal update of the meeting held on 13th December 2016. Cllr Dobson described that all issues are on-going and the committee are concerned to look at the Discipline and Grievance Procedures; they have sought external advice on this and are awaiting a response. Cllr Dobson confirmed that the Committee are also looking at a model for carrying out Performance Appraisals and at training for members of the HR Committee.

Cllr Gill commented that it would be helpful to progress outstanding issues before moving on to other projects.

Cllr Futers inquired as to the cost effectiveness of training Cllrs on HR related matters when Cllrs and Committee membership changes periodically.

Cllr Mrs J McGee concluded that the council were now members of NEREO who were carrying out a process in a proper way.

AGREED