

**PRUDHOE TOWN COUNCIL**  
**AGREED Minutes of Ordinary Meeting 30<sup>th</sup> May 2018**

**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

**1819/015    Apologies for Absence**    Cllr Holly Kelleher (may arrive late), 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 25<sup>th</sup> April 2018**

The minutes were received 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 the next PCW's agenda.

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

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

1. Appointment of Chair for meeting
2. Arrangements for minuting meeting
3. Respective plans for the coming year and opportunities for working together
4. Ways of improving working relationship
5. Invitation for PTC to appoint representative to 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, 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 and will be received as correspondence.

**1718/194    Town Events Sub-Committee**

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

**1718/201    Human Resources 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, possible Wednesday 20<sup>th</sup> June, that will be clerked by an independent clerk. (TBC)

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

Change Cllr Andy Gill to Cllr Angie Scott.

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

Proposed: Cllr Glenn Simpson    Seconded: Cllr Andy Gill

**1819/020 Matters Arising**

**1819/021 County Cllr Reports**

**South Road Pelican Crossing**

A camera survey has been done, the next steps are to draw up plans to try and get it included in next year's LTP. If County Cllr Ken Stow contributes from his small schemes allowance it may be possible to get it 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 into West Wylam Drive, tailbacks on to main road at peak times are an issue.

Cllr Bryan Futers – traffic travelling uphill always has priority.

**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 2 x3 bedroom dwelling North of Braeside, West Road (October 2016) nearby residents have raised concerns with PTC 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 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?

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 in 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 NWL; NWL will remove the graffiti.

**PRUDHOE TOWN COUNCIL**  
**AGREED Minutes of Ordinary Meeting 30<sup>th</sup> May 2018**

**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 Local 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 lads 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 TC.

**Cars meeting and racing at Low Prudhoe on Sunday 27<sup>th</sup> May**

Again this was reported, but residents have raised concerns with County Cllr Gordon Stewart about 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 year ending March 2018

Proposed: Cllr Glenn Simpson    Seconded: Cllr Jennifer McGee

**1819/024 Annual Governance 2017/18**

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

Proposed: Cllr Glenn Simpson    Seconded: Cllr Jennifer McGee

**It was AGREED** to receive and respond positively to the Annual Governance Statement of the Annual Return 2017/18

Proposed: Cllr Tracy Gilmore    Seconded: Cllr Glenn Simpson

**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**

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

Proposed: Cllr Jennifer McGee    Seconded: Cllr Glenn Simpson

**It was AGREED** to receive and approve the explanation of variances between year ending March 2017 and 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 *4<sup>th</sup> June to 13<sup>th</sup> July 2018* and publish the poster

**PRUDHOE TOWN COUNCIL**  
**AGREED Minutes of Ordinary Meeting 30<sup>th</sup> May 2018**

Proposed: Cllr Jennifer McGee

Seconded: Cllr Glenn Simpson

**1819/028 Accounts**

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

Proposed: Cllr Jennifer McGee

Seconded: Cllr Glenn Simpson

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

Proposed: Cllr Jennifer McGee

Seconded: Cllr Glenn Simpson

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

Proposed: Cllr Andy Gill

Seconded: Cllr Glenn Simpson

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

**a) It was AGREED** to seek tenders for the development of a new town council website

We want a new website that is more eye catching and user friendly, more interactive. GS – its okay, it is free. Currently we are not paying anything and it serves a purpose, we aren't NCC and we don't want to spend a great deal of money for an org at the level we are at. It could do with refreshing. The most important thing is that they are kept up to date.

JMc – coming from the days of not having a website; i would like to thank Sarah for putting everything on. It has been good, I'm not an expert but I find it easy to use. It maybe does need refreshing but we have no budget. Happy to go to tender.

TG – more modern means we could have an email. We may as well go out and see what is available.

CC – it is busy, there is a lot on there.

BF – up and coming youth, maybe encourage them.

Russ - would it come from the Town Council Development budget? Yes.

AS -It would be a great opportunity for a young person but we also have businesses out there who could do it. GP – any senior pupils of PCHS wished to be involved.

Duncan Couchman – Extended Project Qualification. Cllr Carol Stephenson happy to take this forward.

GP – we need options? Could have an external

RG – when we talked about it at DG we were looking at how they would improve it, their ideas.

CS – we could ask them to give some ideas as to how it could be changed.

GP – time factor? CS – it is a busy time for pupils so mid June to July as they then drift off. AS – if it can wait, what about starting something in September.

**b) It was AGREED** to seek tenders for the development of a new town council logo

**PRUDHOE TOWN COUNCIL**  
**AGREED Minutes of Ordinary Meeting 30<sup>th</sup> May 2018**

DC - Town Council which has a reasonable logo is spending money changing the logo, the logo is also on the benches.

BF – the castle has to stay.

GS – the logo was based on an original logo and Sid Simpson was part of the design along with the Town Chain. The key elements are there. Enhance the colours as the green was vibrant, don't need radical changes. 2B Graphics did the original design.

TG – I have a contact who does the National Trust Scotland.

JMc – the logo contains what it should and the castle and the shield need to stay. Agree to go to 2B Graphics GS/GP

c) **It was AGREED** to agree 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

e) **It was AGREED** to receive the Shrewsbury Town Council Communications Policy and consider its adoption  
No problem with having a communication strategy. 71,000 population in Shrewsbury. Diss TC also have a version which is concise. Only the Town Council Clerk would communicate on behalf of the council. It is a bigger document. Happy to make some contributions.

JMc – quite simple to do and happy for Cllr Greig to put something together. The services they provide are much higher level and they have 60 staff. Much larger council than us. We are already coming up to speed with some things. A lot of the things we are doing. Newsletters, A – Z, Annual Report, Meeting, Forum. We have carried out a consultation. We are moving in the right direction, but a lot is irrelevant.

RG – put in writing what we are doing and why. Agreed to take forward.

**1819/030      Prudhoe East Centre**

**It was AGREED** to convene a meeting of the Prudhoe East Centre Advisory Committee  
Needs to be an evening meeting. Email those who wish to be involved to meet in the 2<sup>nd</sup> 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  
Proposed: Cllr Glenn Simpson  
Seconded: Cllr Chris Cuthbert

JMc – I wasn't at the meeting but I heard it was a very good meeting, lots discussed.

We have had another meeting since and what we are trying to achieve is to see how many representative bodies involved and participating in the meeting and increase general thinking about the youth service. How can we use the YS to best value? We have attracted the churches representatives, Ferndene. Objectively we should be looking to get reps from the guides, cadets, etc and increase the opportunities available. The YS is not getting sufficient exposure to the work they are doing and the opportunities they offer young people.

**PRUDHOE TOWN COUNCIL**  
**AGREED Minutes of Ordinary Meeting 30<sup>th</sup> May 2018**

AS – none of the actions from the minutes were auctioned. We touched on this at the last meeting and struggled to identify who would be responsible for actioning.

GP – we need to be cautious, we have been invited to attend and to support. The YS staff need to do the actions and we have no control over that.

AS – I have been on TC for 1 year and this is the first meeting that there were children there. Nothing has been done as a result of the suggestions. We are asking what the young people want but are not actioning it.

GP – we are not able to

Youth Forum should be run by young people.

CC – I didn't make the meeting. Have the actions on boxing been progressed.

JMc – yes, there has been a time limit (September) put on the boxing ring. Young people who were using the ring have gone and they need to get another coach. The space could be used for something else.

CC - I can understand how there is frustrations came from March.

Cllr Angie Scott – I am trying my best to get there say across. £25k for Youth Provision and we need to ask young people what they want to spend that on.

JMc – can't disagree with the report but in this moment of time I don't think we could or should take this on. I wouldn't be happy with 1 Cllr taking it forward. I'm not saying she wouldn't do a good job, she'd do her best. We should be concentrating on the asset transfer, it has to come to the July meeting and we are awaiting an report on the YS.

We should focus on the forum as it is now and support the ys and the young people. Cllrs around the table who have supported the young people.

TG – I don't think Cllr Angie Scott wanted to run the forum but to enlist support.

GP – we do not have the full understanding of the YS and where it is being projected. We cannot make much input other than being persuasive.

RG – the money is sitting there and there are so many youth orgs in Prudhoe who could do stuff. Why do we need to wait for the youth service, whilst we wait everything is crumbling around us. We run the Youth Forum and we have the funding available.

CC – we are here to support the YS in Prudhoe. I cannot see a problem with a Cllr wishing to work with the YS down there to get a bigger group involved. If AS has other ideas why can this not be done. To work with them.

BF – the frustration is only going to get bigger so Cllr Scott could assist. I cannot see anything happening this year.

**PRUDHOE TOWN COUNCIL**  
**AGREED Minutes of Ordinary Meeting 30<sup>th</sup> May 2018**

CC – if we can help the YS engage with a wider community then we should be doing it and I don't have a problem with that.

JMc - The proposal could be done within the existing youth forum, not taking over it. Could be suggested at the Forum itself. What we need to make sure is that actions are followed though, I would support you with that. The £25k needs to be promoted and we need to ask what is needed. Stick with the status quo, nothing but respect but come to the meeting and say you will invite people.

GP – 2 constraints; review and the asset transfer.

GS – right to ask challenging questions. The attendance of the youth has been raised many times before. Keep as it is but continue with critical analysis. It's not an admin issue. We have a good record for spending on youth. Agree with the sentiments but it's the timing

Will submit proposal again in 6 months if the Youth Forum does not improve.  
2 in favour, 3 abstain and 7 against.

GP – there are times when there were only 5 people there, there were 22 people at this meeting so take some encouragement.

AG – we need some structure to the actions. BF - Whoever said they would do it we need to go back to them and ask why not?

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

TG – I know Michelle and she has her own insurance. Classes on Monday and Friday. HK – don't see how it's anything but a good thing, it's late, it won't inconvenience. Parking?

GS – not against and I did see other classes. We would need to review after a few months. Encourage on health grounds but monitor as to how it grows. Do we charge a peppercorn or give gratis.

BF – are we subletting as it is not ours. It is the Duke of Northumberland. Great idea.

RG – cautious as this is commercial.

HK – people using public parks should be encouraged.

CS – if you are not football or with children you wouldn't visit.

GP – review after the summer months, free of charge.

TG – there may be more people attend the class when the children are in the park.

Agree trial period of this summer.

**It was AGREED** to respond to MP Fitness

Proposed: Cllr Tracy Gilmore      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**

£2k for renovation of the Kepwell. Suggestion to make a wishing well that caused hilarity. Some sort of consultation with the public, survey monkey on the website with closed questions leading to more open questions. To avoid spending £2k on something people did not like.

GS – I would second it, we need to do something and no one has come forward with anything else.

**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 – receive.

**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). RECEIVE
2. Letter from resident regarding the automatic transfer to Cramlington for all A&E patients in Northumberland; no exception even if patient care is under RVI.

GP – sent directly to me first. Paramedics have instruction to take to Cramlington unless there is a reason why it shouldn't happen. It may be that Cramlington have long wait, if the person speaks with their GP to direct to their usual hospital. It is outside the control of the TC. GS – acknowledge that the letter was received. It is not a natural route and it is a massive frustration. GP – there is a division between trusts and there are reasons that this is done. JM – Cramlington, we have had some horrendous experiences. Waiting times are much better but before Jan they stretched from 5 hours to 11 hours. Haven't got the beds for the people who are going. Understand why he would wish to go where his wife's care is. Other hospitals should have been stayed open. GP - Reduced waiting is due to winter end and consultant on the triage. BF – I thought they usually accommodated but it's different when its an emergency. Respond we appreciate and have same concerns but it is out of hands, we have expressed concerns in the past and fed into consultation process. RESPOND

3. Thanks you from Tynedale Hospice at Home for Grant Aid 2018/19. 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. RECEIVE
5. The Lieutenant of Northumberland writes to invite a representative of the Town Council to the 100<sup>th</sup> Armistice Day Service on Sunday 11<sup>th</sup> at 3pm. **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 14<sup>th</sup>/15<sup>th</sup> July.
7. The Pension Regulator – confirm that the RFO has completed the re-declaration of compliance.
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.

**Go back and ask the scoring system.**



**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 25<sup>th</sup> April 2018**

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

Proposed: Cllr Andy Gill

Seconded: Cllr Jennifer McGee

Cllr Jennifer McGee. Not pointing any fingers at anyone but would like to apologise for using the word sanitised. It was pointed out by the clerk that hat was agreed was in the public part of the meeting.

There was nothing in the pink part of the minutes and I felt there should have been something in there to elaborate a little as to how the decision was come to. There should have been something in the pink papers and withdraw the work sanitised.