

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre**PRESENT**

Cllr Tracy Gilmore, Cllr Gerry Price, Cllr Russ Greig, Cllr Angie Scott, Cllr Bryan Futers, Cllr Holly Kelleher, Cllr Andy Gill, Cllr Chris Cuthbert, Cllr Jennifer McGee, Cllr Duncan Couchman

1819/038 Apologies for Absence Cllr Carol Stephenson, Cllr Ignasious Varghese, Cllr Glenn Simpson, County Cllr Ken Stow

1819/039 Declarations of Interest None received

1819/040 DRAFT Minutes of Ordinary Meeting, held on 30th May 2018

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

Proposed: Cllr Russ Greig Seconded: Cllr Gerry Price

1819/041 Matters Arising

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

Chair of PCP, Mr George Hepburn will attend the Ordinary Meeting in September with regards the above.

The report of the meeting held between PCP trustees and Cllrs will be received at a later meeting. At the meeting opportunities to work together were explored as well as an improved strategy of two-way communication. Cllrs are invited to become individual members of PCP and along with everyone else are invited to the Annual General Meeting on 17th July.

1718/187 (1718/181) Road Ends Toilets

The toilets were legally transferred on 11th June 2018 and they are now being managed by the Town Council and cleaned and maintained by The Purple Cleaning Company.

The acting clerk would recommend adding to the Planning Contact and Work's (PCW's) agenda that the accessible toilet is checked to ensure it is fully compliant as the seat is broken and rather than simply ordering a replacement seat we should be ensuring the seat is at the correct height, additionally that the rails, etc. are in the correct place.

With regards the electronic locking mechanism, it would be a good idea to have this disabled by an electrician as it turned itself on following a power cut, thus locking the door. The doors are currently locked via a padlock; the acting clerk would also recommend that the PCW's committee consider having a locksmith install a key lock to the door.

Having had cause to visit the toilets, the acting clerk can confirm that they are very clean.

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

Prudhoe Town Council (revamped) logo designs are on the agenda.

Prudhoe Town Council has been registered as a domain name and the website now appears as .gov.uk

All Cllrs have been set up with a new email address and instructions on how to configure their address to their device has been sent. Any Cllrs requiring assistance have been requested to contact the office.

PRUDHOE TOWN COUNCIL**DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre**

The council should consider setting a date from which new Cllr emails addresses will be used for all Town Council business; this can be added to a future agenda.

1819/030 Prudhoe East Centre

The report of the meeting held on 11th June will be brought to the July Ordinary Meeting along with the completed Asset Transfer Application.

1819/031 Prudhoe Town Council's Young People's Forum (PTCYPF)

The PTCYPF scheduled for 20th June was cancelled as there were no Youth Workers available and the East Centre was not available. It is not clear if anyone from the Youth Service is available for the meeting scheduled for 18th July; however, the East Centre is available. The East Centre is not available for the meeting scheduled for 15th August and although it is available for the following meeting on 19th September, it is not known if anyone from the Youth Service is available.

The suggestion from the Youth Service is that meetings are held at alternative locations, i.e. Highfield Middle School, Ferndene, The Manors, The Gate, The Spetchells and that the responsibility for taking the minutes is also shared.

The Youth Service has reaffirmed that where there is a young person who requires support or representation at the PTCYPF they will endeavour to find a way to do this.

1819/034 Prudhoe Pathforce

Prudhoe Pathforce kindly attended Highfield Fest to promote themselves and the survey. The survey is now available online and has been promoted via the Town Council's website and Facebook page.

1819/042 DRAFT Minutes of the Extraordinary, Planning, Contract and Works Committee, held on 13th June 2018

It was **AGREED** to receive the report (these will be presented to be received as a true record at PCW's Committee on 11th July 2018).

1819/043 County Cllr Reports

County Cllr Anne Dale advised that she could potentially help towards the installation of a concrete pad for the bus shelter being re-sited on the north side of the A695 at Mickley Square but her small scheme allowances were being spent all a range of things.

County Cllr Anne Dale reported that the balustrades outside Mickley First School had been struck by a vehicle, something very heavy and at speed and she was meeting with NCC and the school regarding further safety measures.

County Cllr Anne Dale advised that residents of in her ward did enquire about the Low Prudhoe development as Prudhoe is a service centre for outlying villages and for that reason she felt responsible for pushing forward the debate. County Cllr Anne Dale repeated that in the past the Town Council was part of a working group that consisted of councillors, traders and Northumberland Estates representative in order to have an input in how the area should be developed for retail and more. County Cllr Anne Dale said that it was important that Prudhoe Town Council take a lead on this.

Cllr Bryan Futers asked if the bollards would be replaced. County Cllr Anne dale responded that they would most certainly be replaced and that additional safety measures would also be considered. Cllr

PRUDHOE TOWN COUNCIL**DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre**

Bryan Futers pointed out that there were four holes where the bollards had been and this in itself presented a safety hazard for pedestrians. County Cllr Anne Dale agreed to find a speedy solution.

Cllr Jennifer McGee recalled that in respect of the regeneration of Front Street, the Town Council supported a pre-planning application for 10 units at the old allotment site, and that the Town Council has on numerous occasions formally voiced that it wishes the Front Street to be developed before Low Prudhoe but that this is out of the council's hands. Cllr Jennifer McGee suggested that the town council write to Northumberland Estates to ask for an update with regards the land off Front Street.
AGREED.

County Cllr Gordon Stewart advised that County Cllr Ken Stow was unable to attend as he sat on the Community Chest funding committee who were meeting that evening and hopefully agreeing to lots of funding for groups in Prudhoe.

County Cllr Gordon Stewart advised that the Local Plan is being prepared and following consultation and approval will expect to guide future planning applications. County Cllr Gordon Stewart advised that the consultation process would run from 4th July – 16th August and he invited all councillors and residents to be part of the democratic process. Additionally, there would be a presentation at the next Area Council meeting on 10th July and a presentation at Waterworld on Saturday 21st July.

County Cllr Gordon Stewart congratulated the Business Forum that is a great success and has been taken over by the business people themselves, adding that they now have a website presence.

County Cllr Gordon Stewart advised that he is in frequent communication with Northumberland Estates, whom he met with on Monday and following drilling on-site at Low Prudhoe the ground was more favourable than expected so although very optimistic, there was nothing further to report at the moment.

County Cllr Gordon Stewart advised that the old Police Station was expected to become a veterinary practice with supported housing above and that the exterior of the building would remain as it is. This was good news as would bring employment to the town.

County Cllr Gordon Stewart advised that he is working with Prudhoe Community Partnership with regards mobility issues on Front Street, a major concern as people live longer and in order to support the community. The idea is to look at funding for a £60 ramp that can be picked up and stored for use when required and badges that say if you have trouble, let us know.

County Cllr Gordon Stewart advised that a further business breakfast would be held on Friday 6th July at the Spetchells Centre and that on 16th July a free business event will take place at The Fuse Media Centre to help local business with their online presence.

County Cllr Gordon Stewart advised that Northumberland County Council is looking at more accessible parking spaces on Front Street and that the Prudhoe Co-op is having a major revamp in the spring.

With respect to the Prudhoe Hospital development, County Cllr Gordon Stewart advised that the Park Lane footpath to Stanley Burn will be open in the summer but possibly only in the evenings.

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre

County Cllr Gordon Stewart assured the meeting that the pasture land and woodland that was South Park, owned by Homes and Communities, was being sold as pasture and that as greenbelt, it would not be built on.

County Cllr Gordon Stewart took the opportunity to promote the 'free events' throughout Northumberland as part of Great Northumberland with a special event at Prudhoe Riverside hosted by Mortal Fools. County Cllr Gordon Stewart reported that NCC has spent a lot of money at the Riverside and are determined to have Prudhoe as a destination for tourists.

County Cllr Gordon Stewart advised that the Youth Service Review would go to the Family and Children's Services Overview and Scrutiny Committee on 5th July and that there were many implications from a staffing point of view but that the Youth Service needed to be completely refocused.

Other items updated on include the following:

- A joint event with Karbon to tackle issues in the town regarding dog fouling and litter.
- Off-license watch (similar to pub watch) working with youth service, police and traders.
- Tennis courts at Eastwood Park expected to be ready for the summer. Also working closely with Friends of Eastwoods Park to bring this neglected area back to something to be proud of. There is interest in the old bowls pavilion at Eastwoods Park; this needs to be chased up.
- The Riverside Cafe is out for procurement this week.
- Disbelief that street lighting and road improvements were not in the s106 agreement with Gentoo, but this will be done by NCC.

County Cllr Gordon Stewart invited any questions from Cllrs.

Cllr Holly Kelleher advised that the bollards on Castlefields were pushed over by students and their names were known. This could be taken forward outside of the meeting.

Cllr Gerry Price asked if the Badger could be included in spending plans for Prudhoe Riverside.

Cllr Jennifer McGee asked where the proceeds from the sale of South Park would go. County Cllr Gordon Stewart responded that they would go to the treasury. Cllr Jennifer McGee suggested that they should request some of the proceeds come back to the town. County Cllr Gordon Stewart responded that this was an excellent suggestion and he would take it forward with HCA.

Cllr Bryan Futers warned that although Northumberland County Council may be supporting no greenbelt deletions in respect of South Park, Gateshead Council may not be of the same mind and he was sure that the land crossed boundaries.

Cllr Chris Cuthbert asked where the accessible parking bays were expected. County Cllr Gordon Stewart advised that the Prudhoe and District United Services Club (The Legion) have asked for resurfacing of their car park and although this will not be fully resurfaced, there will be some additional disabled bays but not for parking up all day.

1819/044 Accounts

a) It was **AGREED** to receive the Bank Reconciliations from 10th May – 8th June 2018

Proposed: Cllr Chris Cuthbert Seconded: Cllr Andy Gill

No questions or comments noted.

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre

b) It was AGREED to receive the Statement of Expenditure from 1st April 2017 – 21st June 2018

Proposed: Cllr Russ Greig Seconded: Cllr

Cllr Chris Cuthbert asked for information in relation to professional expenses incurred so far this year. The RFO recounted expenditure relating to the transfer of the Road Ends toilets (£960), North East Regional Employers Organisation consultancy fees (£1365), bank charges (£106) and independent clerking (£145).

c) It was AGREED to endorse the accounts paid since the May meeting (*which were tabled*) and authorise the accounts to be paid

Proposed: Cllr Chris Cuthbert Seconded: Cllr Andy Gill

The RFO asked the council to consider approving the invoice to Stomping Ground Furniture for £7,215 in respect of works to the Lychgate, following an inspection by herself and the architect Peter Ashworth. Otherwise, the payment could not be approved until the July meeting. **It was AGREED.**

1819/045 **By-Election - Prudhoe West & Halfway Ward**

It was AGREED to receive confirmation of future notice of by-election and details of nomination period and to confirm the council's wish for NCC to post out polling cards at a cost of £950. The RFO noted that this cost was simply to post out polling cards and was not the full cost of an election that was expected to be in the region of £4,000.

Proposed: Cllr Chris Cuthbert Seconded: Cllr Tracy Gilmore

1819/046 **Town Events Sub-Committee**

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

Proposed: Cllr Angie Scott Seconded: Cllr

1819/047 **Road Ends Toilets**

It was AGREED to seek costs from a locksmith to add an additional key lock to the toilets at the Road Ends.

It was AGREED to facilitate an inspection of the accessible toilets to ensure full compliance with the Disability Discrimination Act.

Proposed: Cllr Tracy Gilmore Seconded: Cllr Russ Greig

Cllr Gerry Price advised that the light on the outside of the toilets was permanently on. **It was AGREED** to look into this.

1819/048 **Youth Work Provision in Prudhoe**

a) **Summer Activities for Young People**

It was AGREED to **SUPPORT** the proposal from Cllr Angie Scott to use funding available for 'Youth Provision in Prudhoe' and go out to tender for a programme of summer activities for young people in the town was received.

Proposed: Cllr Angie Scott Seconded: Cllr Jennifer McGee

Members supported the proposal and discussed that there was a very short time frame in order to agree to funding before schools break up for summer. **It was AGREED** that in order to support the proposal, the July PCW's would have to hear this as an extraordinary item with a closing date of 10th July to receive proposals.

The Acting Clerk asked if members could agree to delegate the approval of the proposal to herself and the chair, in conjunction with Cllr Angie Scott, prior to going out. **This was AGREED.**

PRUDHOE TOWN COUNCIL**DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre****b) Detached Youth Work**

The subject of providing detached youth work sessions in the town was discussed.

Cllr Jennifer McGee advised that the issue of detached youth work has been raised before by different people and the feeling is that there should be greater provision as there is a need in the town. Cllr Jennifer McGee proposed that the town council put out to tender the opportunity to provide this to any youth organisation available to work in the town, including West Northumberland Youth Service.

Cllr Angie Scott advised that North East Youth work alongside NCC outreach in Blyth, adding that Friday and Saturday are when the work is required. Other groups suggested as being potentially able to provide outreach work were Corbridge Youth Initiative, Hexham Youth Initiative, Children North East and Consett YMCA.

Cllr Gerry Price reported that 3 months ago he requested NCC seek new detached workers and that there has been no response to date. Additionally, Cllr Gerry Price noted that presently feedback suggests young people are gathering at Prudhoe Riverside and in the woods.

Cllr Jennifer McGee noted that Ponteland Town Council has recently instigated an outreach service in conjunction with West Northumberland Youth Service.

It was AGREED to seek tenders for the provision of two outreach youth workers on a Friday and a Saturday evening, with a view to budgeting how many weeks in the year would be feasible. **It was AGREED** that the summer funding proposal should be prioritised.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Tracy Gilmore

1819/049 Humbles Wood Play Equipment and Open Space

The request from Gentoo Homes to take on the open space and play area at Humbles Wood was received, along with current maintenance costs (not including repairs).

Cllr Gerry Price noted that if the Town Council agreed to take on the area, it would be taking on a contentious issue with some nearby residents who did not support the play area. Cllr Gerry Price asked; 'do we feel we have committed ourselves? Cllr Andy Gill responded that the Town Council had not entered in any legal agreement to take on the open space and play area.

Cllr Andy Gill stated that the Town Council would be foolish to take on not just a play area but the bits that Gentoo Homes do not want to look after.

Cllr Bryan Futers commented that he recalled from the last time he sat at the council, that this had been heavily debated and the council had suggested the play area scheme was changed.

Cllr Jennifer McGee stated that in 2011, when the proposition first came, the majority were willing to take on this open space and play area and that the council certainly made noises that I feel were more or less in support of taking on the play area. Cllr Jennifer McGee stated that at that time she cautioned the Town Council that it could set a precedent and that other developers would follow suit. Cllr Jennifer McGee concluded that the Town Council had to make their minds up on this one, but in the past, the council had agreed to take it on.

Cllr Russ Greig stated that it was a substantial amount of money to simply maintain to open space and the £15,000 promised would be eaten up in no time.

PRUDHOE TOWN COUNCIL**DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre**

Cllr Andy Gill stated that he was of the opinion that the council should say no. Cllr Jennifer McGee said she agreed at the first time of asking but time has passed now.

Cllr Holly Kelleher stated that she would also support walking away if this was fresh on the table but taking the decision now may undermine the integrity of the council, as previously the council had agreed.

Cllr Russ Greig stated that the Town Council walked away from North Wylam View. Cllr Jennifer McGee responded that North Wylam View was different; a piece of land was included at the last minute.

The Acting Clerk clarified that a timeline of actions had been presented so it was clear when decisions had been taken, but nothing legal had followed. The offer as motioned on the agenda was being put to those members present to take a decision on.

Tracy Gilmore asked for a proposal.

It was AGREED to respond to Gentoo Homes that Prudhoe Town Council does not wish to take on the play area and open space at Humbles Wood.

Proposed: Cllr Andy Gill

Seconded: Cllr Russ Greig

Passed with a majority of 8; 2 abstain.

1819/050 Prudhoe in Bloom

It was noted that the Prudhoe in Bloom competition was open for entries.

1819/051 Lychgate

The update was received and it was noted that the project would be completed by Armed Forces Day on Saturday 30th June 2018.

1819/052 Memorial Seat for Scott Westgarth

The meeting was advised that the unveiling of the Scott Westgarth memorial seat would be held on Sunday 8th July at 2:00pm.

1819/053 Reports from Outside Bodies

Community Alcohol Partnership (CAP) – Cllr Gerry Price advised that the report was very comprehensive and outlined an emphasis on ‘proxy sales’. There would be a presentation in early September.

National Association of Local Councils (NALC) County Committee – Cllr Gerry Price advised that Colin Horncastle was keen to get involved with those Town and Parish Councils with flooding concerns. Additionally, the NCC website was discussed and most noticeably that positions of responsibility are very unclear as a result of the restructuring. Finally, it was detailed that the CEO of Dumfries and Galloway would present at the AGM in September on the ‘Borders Initiative’.

Prudhoe Plodders – Cllr Holly Kelleher announced that Prudhoe Plodders was awarded England Athletics’ Status so they are now able to progress with a junior running club.

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre

1819/054 Correspondence and Publications

Correspondence

1. Happy Faces – Thank you card for Grant Aid received. “The young people are very excited for the forthcoming trips and summer programme”. **RECEIVE**
2. Prudhoe Community Choir – x4 complimentary tickets to the ‘Annual Summer Concert’ at Highfield Middle School on Saturday 7th July, 7:30pm **RECEIVE AND ADVISE OFFICE IF WISH TO ATTEND ON BEHALF OF PTC**
3. Wave – letter outlining the next steps in the joint venture of Northumbrian Water Group Business (NWGB) and Anglian Water Business, National (AWBN) **RECEIVE**
 - a. from 1st September all NWGB customers will be transferred to AWBN
 - b. Continue to receive Wave branded correspondence
 - c. DD payments will change automatically to new account
 - d. Terms and conditions will remain the same
4. Letter of resignation from Cllr Graham Robinson, with immediate effect (date of receipt by Town Council, 27th June 2018) **RECEIVE, CASUAL VACANCY WILL BE NOTIFIED AT NEXT ORDINARY MEETING**
5. Groundwork North East & Cumbria – letter from Lesley Silvera asking for contribution a towards explanation board about the project ‘Miners Memorial Meadow’. **Cllr Tracy Gilmore has pledged £200 from the Mayor’s Allowance and they would like to know if the Town Council would like the logo on the panel. RECEIVE AND ADVISE THAT IT WOULD BE AGREEABLE IF TOWN COUNCIL LOGO WAS INCLUDED ON PANEL**

Publications

1. The Wylam Globe, Summer 2018, No 129
2. NE43, June 2018, Issue 64
3. NAMM June 2018
4. L’Evolution, 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:-*

1819/055 DRAFT Confidential Minutes of the Ordinary Meeting held on 30th May

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

Proposed: Cllr Andy Gill Seconded: Cllr Russ Greig

1819/056 Matters Arising

None

1819/057 DRAFT Confidential Minute of the Extraordinary item on the Planning, Contract and Works Committee held on 13th June 2018

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

Proposed: Cllr Gerry Price Seconded: Cllr Holly Kelleher

Cllr Jennifer McGee confirmed her resignation from the Events Committee that was previously emailed to Cllr Holly Kelleher following her appointment as the new chair at the first meeting of the committee. Cllr Jennifer McGee advised that she had been involved in the events committee since its conception and attended all the meetings and events as much as she could.

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre

Cllr Jennifer McGee commented that she was unable to attend Highfield Fest on Sunday but that she had dropped her grandchildren off and as well as them thoroughly enjoying it, she heard it was another great success. Cllr Jennifer McGee stated that it was time for someone with more energy to take over.

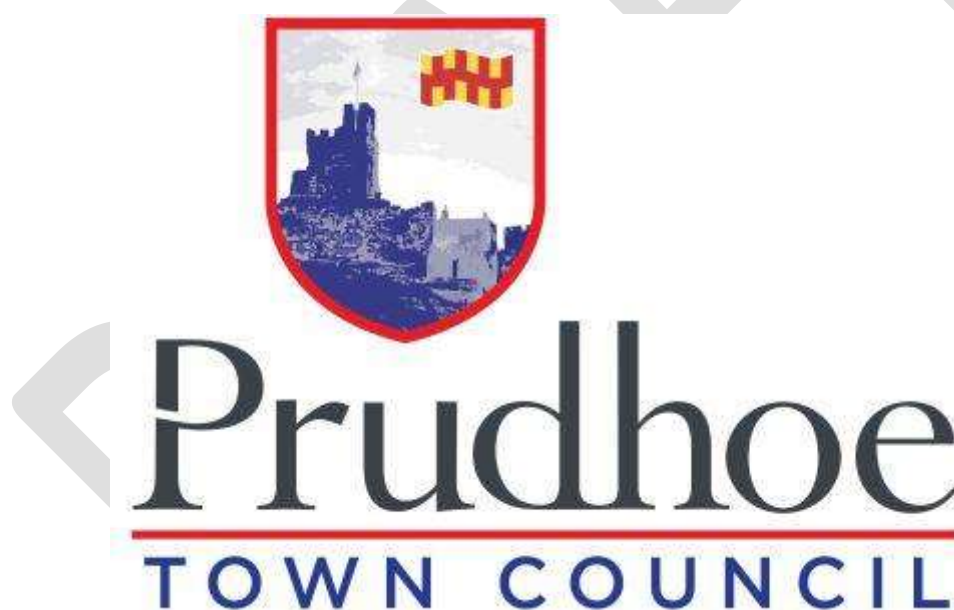
Cllr Chris Cuthbert thanked Cllr Jennifer McGee for her contribution to the events committee and for her commitment to putting events on in the town. All members agreed and thanked Cllr Jennifer McGee for her time and energy to the events in the town.

Cllr Jennifer McGee received a round of applause.

The Acting Clerk advised that although there was now a vacancy on the Events Committee, members may wish to wait until after the training provided by Stephen Rickett (18th July 2018) when committees would be discussed in terms of their remit, validity and their delegated powers.

1819/058 Revamped Town Council Logo

It was **AGREED** to receive the updated designs and colour ways of the Town Council logo. The design options presented cost £80 +vat and the chosen design would be shared in 3 different formats costing £100 +vat. It was agreed that the size of the flag should be reduced and resulting **AGREED** design is shown below.



1819/059 Essity Prudhoe Miners Race 2018

It was **AGREED** to receive the event management performance matrix, risk assessments from the Bamburgh 10k and recent communication with the Race Director.

Members were assured that the Race Director was fully aware that responsibility for the recruitment, training/briefing and allocation of marshals was his, as well as the safety of the race from the perspective and spectators. Additionally, that the Town Council would expect to be advised that the correct number of marshals had been allocated in advance of race day as well as other items listed in the performance management matrix.

PRUDHOE TOWN COUNCIL**DRAFT Minutes of the Ordinary Meeting held on Wednesday 27th June 2018 in meeting room 1 of The Spetchells Centre**

Although lines had been blurred in the past, it was now clear that the Town Council would only be responsible for medals/trophies, hiring John Robson/PA, water stations, liaising with the sponsor, booking the coach and helping with publicity.

1819/060 Staffing Matters

Cllr Russ Greig confirmed a vacancy on the HR Committee following the resignation of Cllr Graham Robinson.

There were no staffing matters to discuss.

DRAFT