

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Extraordinary Meeting of the Council including the Planning, Contract and Works Committee held in the Spetchells Centre, Front Street, Prudhoe at 7:00pm on Wednesday 10 August 2016

PRESENT: Cllr Mrs J McGee (Chair), Cllr G Simpson, Cllr Ms J Rose, Cllr Mrs E Burt, Cllr G Price, Mrs C Cuthbert, B Futers, Mrs N McGee. In attendance: County Councillor Mrs A Dale (part of meeting), R Whinney (Clerk)

Cllr Mrs J McGee stated that items 6 to 9 on the agenda would be taken at the end of the meeting, along with an additional emergency item, and that item 10 would be taken in the public part of the meeting.

1617/1027 APOLOGIES FOR ABSENCE Cllrs A Gill, G McCreedy, E Dobson, A Reid, K Graham, D Couchman, A Piper

1617/1028 DECLARATIONS OF INTEREST None

With the permission of the Chairman, County Councillor Mrs Dale advised the meeting that the land opposite the new development in Mickley Square now belonged to NCC. As a result she might have to come back to the parish regarding grass cutting at this location.

Cllr Mrs J McGee thanked Cllr Dale for this information, and Cllr Mrs Dale left the meeting at this point.

1617/1029 EASTWOODS PARK

Cllr Mrs J McGee read the report of the meeting held with NCC representatives on 8 August and commented that Emma Evans of NCC had moved things along nicely. She stated that she was pushing for the works on the play re-provision to commence in spring 2017.

It was AGREED to receive the report.

Proposed: Cllr Mrs E Burt Seconded: Cllr G Simpson

1617/ 1030 HUMBLIES WOOD PLAY AREA

Cllr Mrs J McGee read the report of the meeting held with Gentoo on 8 August, and she drew the attention of the meeting to Planning Condition 8 of the 2012 in respect of the residential development at Humbles Wood. She noted that NCC had acknowledged that the first part of the condition [details of the equipment, seating and surfacing of the children's play area shall be submitted and approved in writing by the local authority] had been discharged to the satisfaction of NCC.

Cllr B Futers stated that, unlike some other play facilities developed by Infinite Playgrounds [the play provider retained by Gentoo] this site would not have a maintenance funding stream, for instance in the shape of car parking charges. Cllr Mrs E Burt stated that the maximum sum proposed to be spent on the play feature was, at £13,000, "a really cheap option" in comparison to what the town council had spent on play provision elsewhere in the town. She noted the fate of the natural play provision at Cockshot Dene, and stated that she still had reservations regarding the current proposals. Cllr G Simpson stated that he could not see why it was not possible to have both formal and informal provision at this location, and he wondered what the demand for this type of play provision would be in two to three years' time. He felt that it had been generous of the town council to agree to take on the area in the first place.

It was agreed to receive the report of the meeting.

1617/1031 NORTH-EAST REGIONAL EMPLOYERS' ORGANISATION

Cllr Mrs J McGee explained the work of NEREO as set out in the enclosure. She noted that the Council had previously been a member of the Human Resources advisory service provided by NEREO, and stated that it was proposed to apply once again for membership of this service.

It was AGREED to apply to join the NEREO Human Resources advisory service at an annual cost of £295.00 plus VAT.

Proposed: Cllr Mrs J McGee Seconded: Cllr A Piper

1617/1032 KIMBERLY PARK: RENT REVIEW AND INSPECTION

The Clerk advised that the Council, as the owner of the freehold of the Kimberly Park site, was entitled under the terms of the Lease granted to the Tenant (Prudhoe Town Football AFC) to a rent review every five years. The due date for the commencement of the next rent review period was 1 October 2016, but the Council as Landlord would have to give at least three month's notice of its intention to carry out a rent review, that is by 1 July 2016. As this date had passed, the Council could not elect to carry out a rent review on this occasion. As the Council was the beneficiary of this lease provision, it was incumbent on the Council to consider whether or not to exercise this right, and owing to the oversight, for which the Clerk took responsibility, it would not be possible to do so on this occasion. The Clerk apologised for this. Cllr Mrs E Burt stated that she was really disappointed, and noted that the Council could not now exercise this right for another five years. The Council had spent an inordinate amount of time on this matter on the previous occasion, and it was important for the Council to carry out the review. Cllr G Simpson stated that the report would have to be noted, along with the fact that there was nothing the Council could do about the matter. Responding to Cllr G Price, who asked what suggestions there were to prevent this eventuality occurring again, the Clerk suggested that a standing item could be placed on the Council's Annual General Meeting agenda, in which rights, duties, and obligations could be listed and considered, and any action agreed. This suggestion was welcomed.

1617/1033 MINUTES OF THE MEETING OF THE PLANNING CONTRACT & WORKS COMMITTEE HELD ON 13 JULY 2016

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

Proposed: Cllr G Simpson Seconded: Cllr Mrs J McGee

1617/1034 MATTERS ARISING.

1617/1020 Planning Matters: Cllr Mrs J McGee reported that following the Council's to the pre-application consultation on Planning Ref. 16/00232/PREAPP (Land East of School, Highfield Lane) a response had been received from Barratt Homes North-East in response to the Council's request for public consultation on this matter. She read the response, and stated that people who lived in the locality should be able to respond to the application, and that the Council had supported this view. It was agreed to try and ascertain the reason for the recent works which had seen high voltage cables installed in the town and up Highfield Lane.

1617/1035 PLANNING MATTERS

1. Planning Notifications received

It was AGREED to receive the following notification:

Prudhoe West & Halfway Ward

Planning Ref. 16/01484/CCD

Proposal: Proposed single storey extension to front elevation and various internal alterations. Proposed single storey rear extension to create two additional classrooms

Location: Highfield Middle School, Highfield Lane, Prudhoe, Northumberland NE42 6EY

Applicant: Mr Richard Oades (address as above)

Response date: 25 July April 2016

Northumberland County Council decided to GRANT permission

[The Council had responded Supporting the application]

Proposed Cllr A Gill

Seconded Cllr G McCreedy

2. Planning Applications received

Prudhoe West & Halfway Ward — Planning Ref. 16/02306/FUL

Proposal: Demolition of unused former drill hall and erection of six 4 bedroom terraced houses

Location: The Drill Hall, Swalwell Close, Prudhoe, Northumberland NE42 6EX

Applicant: Mr S Miller, MGM House, Newburn Bridge Road, Tyne & Wear NE15 8NR

Response date: 11 August 2016

It was AGREED to respond OBJECTING to the application. The objection was made on the ground of there being inadequate car parking provision in the application for the proposed four-bedroom properties. It was noted that the nearby public car park referred to in the application was already being used for the flats that were recently built in Swalwell Close without their own car parking provision, and that this car park was full most of the time.

Proposed: Cllr Mrs E Burt Seconded: Cllr Mrs J McGee

1617/1036 CONTRACT FOR SERVICES: FLORAL BEDDING, HANGING BASKETS AND PLANTERS 2017-18 TO 2019-20

Cllr Mrs J McGee stated that the contracts for this work had been thoroughly looked at, and she considered that they were correct in respect of the tender specification.

It was AGREED to approve the tender specification.

Proposed: Cllr Mrs J McGee Seconded: Cllr Ms J Rose

It was AGREED to combine the contract for the Planters and Hanging Baskets with that for the Floral Bedding.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

It was AGREED to approve the timetable proposed for the tender process.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

It was AGREED to constitute a group of councillors to examine the tenders for the contracts and make recommendations. Cllrs Mrs J McGee, Mrs C Cuthbert and A Piper were agreed to be members of the group.

Proposed: Cllr Mrs J McGee Seconded: Cllr Mrs C Cuthbert

Cllr Mrs McGee explained that this contract needed to be approved at this stage because the successful contractor would need to order the plants for the next season (Summer 2017).

It was AGREED that the following contracts be awarded on a three-year term: Floral Bedding; Christmas Lights; Play Areas Maintenance; Roundabouts & Gateways; Kepwell Cleansing.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

The Clerk suggested that it might be advisable to await further information before deciding whether to award the contract for *grass-cutting* on a three-year basis, given that one of the potential tender parties, NCC, might have issues with service delivery over this period and, although it was accepted that the actual state of affairs was not known, it was felt that it might be sensible to consider awarding this contract on a one-year basis.

It was noted that the September meeting of the Cemetery & Memorial Sub-Committee would be requested to make a recommendation to the Council as to whether the Cemetery Service Contract should be deemed 'specialised' and therefore not be subject to procurement rules.

1617/1037 CEMETERY & MEMORIAL SUB-COMMITTEE: MEETING

Cllr A Gill noted that the principal issue arising from the meeting of the Sub-Committee was the issue of plantings on graves, and that the Clerk had suggested an update to the cemetery regulations, and that it was the responsibility of the grave owner to ensure adherence to the regulations.

It was AGREED that the Land Registry and plan should be accepted by the Council as correct, and to receive the report of the meeting.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

The report was received.

1617/1038 HIGHFIELD PARK: PLAYSAFETY REPORT

The Clerk advised that he was liaising with contractors in respect of the items listed by RoSPA Playsafety as requiring attention (1) as to the welds on the skate equipment (2) as to the re-surfacing of the BMX track, and that further report would be made next month.

It was AGREED to receive the report and endorse the action being taken.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

It was resolved that, in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following item, in accordance with section 68 of the Council's Standing Orders:

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

1617/ 1039 HUMAN RESOURCES COMMITTEE: MINUTES OF MEETING HELD ON 26 JULY 2016

It was AGREED to defer consideration of this item on the basis that the members of the Committee ought to received the minutes prior to their being brought before the Council.

Proposed: Cllr Mrs J McGee Seconded: Cllr Mrs C Cuthbert

1617/1040 STAFFING MATTERS

Cllr Mrs J McGee proposed that a review of staff job descriptions and gradings should take place, with that of the Administrator taking place first, followed by that of the Clerk, and Cllr Simpson added that this should be done with the support of the North-East Regional Employers' Organisation (NEREO). **This was AGREED**, with the inclusion of holiday entitlements in the reviews.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

1617/1041 TOWN COUNCIL EVENTS

It was AGREED to receive the report made by the Chairman and the Clerk, and to monitor progress on the proposals under consideration.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

1617/1042 CCTV IN PRUDHOE

It was AGREED to receive the response from Northumbria Police, and to support the enquiries into the ways in which the CCTV could be used, and to request that any necessary repairs be carried out.

Proposed: Cllr Mrs J McGee Seconded: Cllr G Price

1617/1043 HIGHFIELD PARK: PEDESTRIAN ACCESS

It was AGREED to provisionally (pending response from NCC in respect of a procurement issue advised to councillors) accept the quotation received in respect of the pedestrian access (roadstone and tarmac top-surfacing option); should spoil require to be removed from the site, and disposed of elsewhere, an additional cost would be incurred. Should this be necessary, the Clerk would consult with the Chairman.

Proposed: Cllr G Simpson Seconded: Cllr Mrs J McGee

1617/1044 HIGHFIELD PARK: INSTALLATION OF SEATS

Cllr Mrs E Burt commented that the cost for the installation of the 11 no. seats seemed quite high, but Cllr A Piper suggested that there was perhaps quite a lot of work involved in installing the seats as described in the tender. Cllr Mrs J McGee noted that the seats themselves had been obtained at no cost, while Cllr Simpson suggested that as the park was a community park, seating was a requirement.

It was AGREED to accept the quotation from Messrs Dolan Plant Hire in the sum of £4250.00 plus VAT for the installation of the 11 no. seats in the park. **It was additionally AGREED** to accept the quotation from Messrs Dolan Plant Hire for the installation of the 3 no. double-capacity litter bins at a cost of £300.00 plus VAT

Proposed: Cllr Mrs J McGee Seconded: Cllr G Simpson

The Clerk left the meeting at this point.

1617/1045 HUMAN RESOURCES SUB-COMMITTEE

The matter was discussed.

END OF MEETING

DRAFT