

PRUDHOE TOWN COUNCIL

DRAFT Minutes of the Planning, Contract and Works Committee Meeting (including extraordinary item) held on Wednesday 12th September 2018 in meeting room 1 of The Spetchells Centre

PRESENT

Cllr Chris Cuthbert (Chair), Cllr Andy Gill, Cllr Brenda Grey (nm), Cllr Russ Greig (nm), Cllr Angie Scott (nm), Cllr Bryan Futers, Cllr Holly Kelleher, Cllr Tracy Gilmore, Cllr Gerry Price

(nm) Non-member of this committee

The Clerk checked that the meeting was quorate of Planning, Contract and Works Committee members before proceeding.

Arrived after declarations of interest: Cllr Duncan Couchman, Cllr Ignasious Varghese, Cllr Jennifer McGee, Cllr Glenn Simpson

1819/033 Apologies for Absence Cllr Carol Stephenson (retrospective due to email issues) County Cllr Gordon Stewart, County Cllr Ken Stow, County Cllr Anne Dale

1819/034 Declarations of Interest None

1819/035 Minutes of the Planning, Contract and Works Committee, held on 15th August 2018

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

Proposed: Cllr Holly Kelleher

Seconded: Cllr Gerry Price

1819/036 Matters Arising

The clerk read out the following matters arising:

1819/028 Bin Requests

The litter bins agreed to be purchased last month have not been ordered as it makes financial sense to await agreement of further purchases as the cost is £41 for each pallet which holds x4 single bins or x2 double capacity (or a combination of the two).

NCC has confirmed that the litter bin removed from Castlefields is fine to use elsewhere so will be installed at the bus stop at Halfway.

1819/029 Audit of Bins

A financial summary of the bins required in the town is on the agenda. A quotation request to clean the bins has not gone out yet due to holidays. This will go out asap with a view to tenders coming to the October Planning, Contract and Works Committee.

1819/031 Mickley Planters

The x4 planters were installed very promptly, however the scheme is still lacking and this has been raised by nearby residents. This matter is on the agenda.

1819/032 Mickley Square Bus Shelter

Following liaison with Queensbury Shelters, Watson Build will install the compacting only, prior to the shelter being moved. They will then return to lay the sub-base and a floated concrete top following installation, this will give a much cleaner finish.

The contractor, Richard McKenzie (NCC) and the clerk will meet in the next couple of weeks to agree the exact location of the shelter, prior to the initial base going in. It is likely that NCC will be undertaking the movement of the shelter from the north side to the south side themselves.

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1819/038 Planning Matters**a) Planning Applications Received****Castlefields & Low Prudhoe Ward****18/02803/FUL**

10 Towneley Court, Castlefields, Prudhoe, Northumberland, NE42 5FF

Mr Shepherd

It was **AGREED** to **SUPPORT** the application**Prudhoe Hall Ward****18/031103/FUL**

7 Moorlands, Prudhoe, Northumberland, NE42 5LR

Mr Johnson

It was **AGREED** to **SUPPORT** the application.**b) Planning Decisions Received****Prudhoe Castle & Eltringham Ward****18/02309/FUL****61 Castle Road, Prudhoe, Northumberland, NE42 6NE****Mr Colin Hufton**

Proposed two-storey side extension (amended plans received 10/08 and 16/08).

NCC GRANTED PERMISSION**Prudhoe Hall Ward****18/02477/FUL****34 Moor Road, Prudhoe, Northumberland, NE42 5LH****Mr Jonathon Tully**

Proposed extension to side to form a new garage, playroom and en-suite bedroom to first floor, extension to rear to form new kitchen/dining area.

NCC GRANTED PERMISSION**1819/039 New Litter Bins**

It was **AGREED** to **RECEIVE** the financial report of litter bins requiring replacement. Following discussion it was **AGREED** to move £1,400 from the contingency budget to litter bins to allow the purchase of all those required. The order to Broxap would be for x14 litter bins at a cost of £3,721 and an estimated installation cost of £1,190:

x4 double capacity E Derby litter bins (x1 agreed last month)

x9 single capacity E Derby litter bins (x1 agreed last month)

x1 slim E Derby litter bin

Proposed: Cllr Glenn Simpson

Seconded: Cllr Jennifer McGee

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1819/040 Mickley Square

a) **It was AGREED** to endorse the actions of the chair and clerk in the purchase of a further Manchester Flower Bollard to complete the environmental scheme at Mickley Square.

Proposed: Cllr Glenn Simpson

Seconded: Cllr Jennifer McGee

b) **It was AGREED** to enlarge the floral bed in front of 83-87 Riding Dene to complement the planting scheme in place. The RFO confirmed that the cost would be low and certainly well within the first tier of financial regulations requiring quotations.

Proposed: Cllr Glenn Simpson

Seconded: Cllr Jennifer McGee

1819/041 The Glade

It was AGREED to RECEIVE the recommendation of Hollybush Landscaping to cease the seasonal planting of bedding in The Glade due to damage. The RFO confirmed that recommended action would be cost neutral for the remainder of 2018/19 as the money that would have bought bedding plants will be used to buy perennials and that in future years there will be a saving of approximately £600/year.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Chris Cuthbert

***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:-*

Cllr Russ Greig left the meeting.

EXTRAORDINARY ITEM**1819/042 Vacancy for Administrative Assistant**

Although not on the agenda, Cllr Bryan Futers questioned why a formal acknowledgement that Mrs Eden had accepted the post of Clerk, had not been received. The chair apologised and advised that she went on holiday immediately following the meeting and that this had been overlooked.

Cllr Bryan Futers asked that it be recorded that he would have expected to have been informed rather than realising when the agenda was duly signed by 'The Clerk'.

a) The Person Specification and salary banding was **AGREED** with amendments to the post title which would become Administrative Officer and some minor vocabulary changes.

Proposed: Cllr Brenda Grey

Seconded: Cllr Bryan Futers

b) Following a lengthy discussion **it was AGREED** by a majority of 9:1 to advertise the post(s) at 37 hours with an emphasis on attracting two people to job share.

Proposed: Cllr Brenda Grey

Seconded: Cllr Glenn Simpson

c) Following discussion **it was AGREED** that the post(s) should be advertised with Jobs North East (£150) and The Hexham Courant (£596), as well as sharing locally on the council's website and social media pages and circulating via The Society of Local Council Clerks. The closing date **was AGREED** to be 12 noon on Friday 19th October, with interviews being held w/c 29th October by Cllr Brenda Grey, Cllr Russ Greig and the Clerk.

Proposed: Cllr Brenda Grey

Seconded: Cllr Glenn Simpson