

## AMBLE TOWN COUNCIL – MARCH 2019

The Minutes of the meeting of Thursday 14 March 2019 at 6.00pm in the Town Council Office, Fourways 2, 6 Dilston Terrace, Amble.

### PRESENT:

Cllrs Craig Weir, (Chair), Cllrs H Lewis, J Dargue, T Hinton, C Butler  
V Smith - Town Clerk,

The Chair informed that the meeting was being recorded for administrative and transparency purposes.

### 241. APOLOGIES

Apologies accepted from Cllr Parks, Cllr Watson, Cllr Morrison

### 243. DECLARATION OF INTEREST

Members are requested to advise Council of any Declarations of Interest appertaining to the following Agenda Items:

144.1 Cllrs Parks, Lewis and Weir declared an interest in Allotments. It was noted that this would be the last time that these would need to be recorded as they would no longer be raised bed tenants.

### 244. PUBLIC QUESTION TIME: (maximum 15 minutes)

There were 4 members of the public present.

Mrs Barbara Penrose had sent an email to the Council prior to the meeting to outline her concerns about violence and bullying in local schools, specifically relating to two recent incidents. The email was also copied to other local councils and County Councillors. Mrs. Penrose was concerned and felt that there should be more support given to schools to be able to address issues. The Town Council had contacted the local school on receipt of the email and were given assurance that there were proper policies and protocols in place and that a lot of work had been done and was continuing in order to address issues and fully support students- a copy of the email with contact details would be forwarded to Mrs Penrose. Staff at the school are happy to discuss their work with the wider community to show the steps that are taken and how their graduated response is implemented. The Council advised Mrs Penrose to also contact the portfolio holder, Wayne Daley at NCC to express her concerns. Amble Youth Project are also supporting young people with self esteem and confidence building. The Council are meeting with a school next week and will also raise the importance of a social media policy and to find out about what support is available for children who are affected by social media.

Mr Matthewson Snr attended the meeting to discuss the tenancy issue the Council is currently working through. As matters are now in the hands of legal professionals, the Council are unable to comment further and respectfully requested that Mr Matthewson discussed the matter with the party involved and their solicitor. The Council assured Mr Matthewson that there was no personal vendetta.

Mr Gary Brown attended the meeting to discuss The Colony Music Festival. Mr Brown explained that for numerous reasons The Colony Music Festival separated from the Events Committee. Councillors clarified the reasons for this separation including the financial burden and also talked about the social media misconceptions. Mr Brown asked if it would be possible to use the Council's Public Liability insurance for this year's festival. It was thought to be highly unlikely that it would be possible to be able to use the Council's insurance as the new group would be classed as a third party and therefore would mean that anyone could ask to use it. Councillors explained that it would be more beneficial to formally approach the Events Committee where discussions can take place on all aspects of the event organisation. The event takes place this year on 20th July 2019.

Chairs Signature.....

## AMBLE TOWN COUNCIL – MARCH 2019

A report from Northumbria Police was received as they were unable to attend. There were 17 crimes reported in the town and surrounding area including thefts, vandalism, a window smashed, shoplifting, domestic incidents, and assault in street. Some arrests have been made.

Youth disorder – a number of reports were received over the half term holidays regarding youths throwing flour/eggs in the street. The reports were attended to, youths' details were obtained and in some instances youths were taken home and spoken to in front of their parents. All youths who were stopped were issued with ASB warning letters, 7 in total have been sent out. Schools have been visited and advised regarding the issues.

A number of complaints have been received regarding nuisance off road bikes.

Two community protection warning notices have been issued by Northumberland County Council with support of the police. Northumbria Police have been conducting patrols over the past month to prevent poaching and criminal offences in the rural community, especially around farmland.

### 245 CO-OPTION OF COUNCILLOR – CENTRAL WARD

245.1 Mr Clive Foxley attended the meeting in order to support his co-option application. Councillors asked various questions relating to the Council and his knowledge of what the Council does. Mr Foxley accepted that a lot of work would go into learning all about the Council and what it can and cannot do. He also discussed his past employment and his desire to work hard to improve and serve the community. Councillors also explained that Amble is made up of 3 wards but that collectively as a team, the Councillors work together as more of a community council. Mr Foxley and all members of the public, including County Councillor Terry Clark left the room while a closed ballot took place. Councillors voted unanimously to co-opt Mr Foxley to the Council. Mr Foxley and the Clerk to arrange a suitable date to sign and receive relevant paperwork.

Clerk

Clerk

### 245. MINUTES: TOWN COUNCIL

245.1: To consider the minutes of the meeting held on 14 February 2019  
Item number 221 – 240.1 were approved as a true record. The Clerk was asked to reword the item on cemetery double charging in order to clarify that this was not an annual payment but rather a payment which covers a certain period. Clerk to clarify the period.

### 246. CLERK'S REPORT:

RECOMMENDATION – That the Council notes the contents of the report and consider actions where necessary.

246.1 The Clerk's report was previously circulated and was accepted. Cllr Dargue clarified that Amble Food Bank had been advised to contact Conquet Churches Together. It was confirmed that this was the case and that Cllr Hinton would chase up.

### 247. CHAIRMANS COMMUNICATION and REPORT

#### 247.1. Chairman's Report

The chair attended all meetings with the Clerk and in addition attended the Alnwick & District Sports Awards. The Senior Male category was sponsored by Amble Town Council and was won by a 4 person team who rowed across the Atlantic Ocean and raised £400,000.

#### 247.2. Vice Chairman Report

Chairs Signature.....

## **AMBLE TOWN COUNCIL – MARCH 2019**

The Vice Chair attended all meetings with the Chair and Clerk as well as attending a staff meeting which will be discussed in private.

### **248. REPORTS FROM COUNTY COUNCILLORS:**

#### **248.1 To receive a report from County Councillor Clark:**

Cllr Clark reported on the 2019/20 Local Transport Plan with plans to begin the process for traffic calming on Percy Drive and works to Church Street carriage way. The Council had requested some dropped kerbs on Church Street to assist the elderly residents crossing the road in wheelchairs and scooters. Additionally, there will be some micro surfacing on A1068 with potentially further traffic calming measures starting 1 July 2019.

At Cllr Clark's surgery on 2 March issued raised included resident parking on Church Street, vehicles parking on both sides of Church Street as well as Acklington Road and Woodbine Street. It was noted that a watching brief was needed on any developments in terms of cycle ways and walkways. Cllr Lewis reported on an economic report which highlighted that Amble was in the second round of towns being looked at in terms of better connectivity of this type. Dropped kerbs have been requested on Percy Drive near Longstaff Garage and The Amble Inn. Complaints have also been received about the build up of water at Acklington Road and Central Avenue junction. The back lane of Church Street and Byron Street was reported due to excess moss. A bin has been burned out on the Braid. Streetlighting on Woodbine Street is still outstanding. Northern Powergrid are currently looking into this. Residents of Gloster Hill have approached Cllr Clark with Council Tax issues. Issues of speeding have also been reported.

#### **248.2. To receive a report from County Councillor Watson:**

No report available.

### **249. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES & REPORTS OF MEETINGS ATTENDED BY MEMBERS AS PRIVATE INDIVIDUALS:**

#### **249.1 To receive the report of Councillors who represent ATC on outside bodies (Cllr Reports)**

Cllr Weir attended meetings of Parking, Alncom, SLA, Amble Youth Project, Amble Marina, Events Committee, JCSC/NCC, Strategic Housing Officer Diane Munro. As well as helped with some work at the War Memorial and met with Neil Sayers of the Harbour Lights Church.

Cllr Hinton attended a meeting of the Amble Youth Project.

### **250. FINANCIAL REPORT:**

#### **250.1 To consider voucher numbers for payment 369 - 384 and receipt vouchers 167 – 180**

The receipts and payments were approved. Clarity was requested on transaction 382 of the payments. The Clerk confirmed this was charges levied by the bank for going over the threshold. It would be September before the Council could request to change their tariff.

#### **250.2. Bank Reconciliation**

The reconciliation was accepted.

#### **250.3. YTD figures**

The year to date figures were noted.

### **251. AMENITIES MANAGEMENT COMMITTEE:**

251.1 The next Amenities Committee takes place on 28 March 2019 at 6.00pm. A site meeting will take place at 5pm at the West Cemetery. Cllr Butler submitted her apologies for this meeting. Cllr Dargue may attend late.

### **252: PLANNING COMMITTEE**

Chairs Signature.....

## AMBLE TOWN COUNCIL – MARCH 2019

### 252.1 Planning Outcomes for February 2019

The planning report was noted

The Local Area Committee is taking place on 21 March 2019 where the Signal Cottage application is due to be heard. Cllr Watson and Cllr Clark will be in attendance.

Clerk

### 253. AGENDA ITEMS:

#### 253.1 To discuss and approve costs to repair the table tennis unit at Paddlers Park

The table tennis table at Paddlers Park has a 25-year warranty but this does not cover the table for vandalism which is what the chips in the side are classed as. The cost to repair the chips is £150exc VAT. Councillors decided not to repair the table but instead to ask NCC to ensure there is no sharp edges and make safe.

#### 253.2 To seek retrospective approval for the NJC Pay Proposal and Assimilation from April 2019 and the meeting held with some staff affected.

Councillors agreed the retrospective changes required in order to remain on the same pay structure as NJC/NALC. Further details to be discussed in private.

Clerk

#### 253.3 To discuss and compare costs for Transfer of Deeds Book

An amount of £200 had previously been delegated however the cost of one company is £298, with ATC having to send the words over for the appropriate document to be made. Another quote for the same work was received for around £30. The difference in each was thought to be a hard back book. The Clerk to ascertain if there are different qualities of paper that can be used for the cheaper one and proceed as necessary up to the previously delegated sum of £150.

Clerk

#### 253.4 To discuss and approve quotes for fencing and clearing work at West Cemetery

A comparison of all quotes received was discussed. A sum of £2000 had been delegated but quotes were received for a higher cost. After discussion it was agreed to proceed with company 1 at a cost of approx. £3000. This included all works including clearing the site. Company 1 has also done previous work for the Council who have been happy with their work in the past. Boundary clarification may be needed and if this is the case, a member of staff or a Cllr would be happy to meet on site before work commences. Cllr Lewis agreed to meet the representative of the allotment society to explain the works.

Chair  
Clerk

#### 253.5 To discuss and approve the new Personal Development Plan for staff and to delegate Councillor to carry out Clerk PDP

Cllr Lewis proposed acceptance of the PDP form. This was accepted. It was noted that the document was very comprehensive and encouraged a two-way dialogue. It was proposed and approved that the Chair was to carry out the Clerks PDP. The Clerk will do other staff.

#### 253.6 To approve the latest newsletter for The Ambler

The newsletter was approved. Cllr Lewis thanked those for their input and Cllr Hinton for Cllr's Corner.

#### 253.7 To discuss pigeon deterrent at Clock Tower

Various solutions to the pigeon problem on the Clock Tower have been investigated. This week a meeting was held to determine the possibility of using auto electric impulses to deter the birds but it was thought this option would be very expensive although a quote is yet to be received.

It was also suggested to remove the wire behind the apertures- where the main problem occurs- and attach small spikes to the slats, then replace the wire. This option would require a contractor to carry out the work for insurance and health and safety purposes. If this was the route agreed, 18 metres of spikes would be needed.

Chair  
Clerk

A meeting with a Birds of Prey owner did not materialise as they did not turn up.

NCC use owl heads which turn but it is known that these are not effective long term and have to be changed position.

An ultrasonic device was estimated at a cost of around £500.

It was agreed that as we already have conservation approval for spikes, and that these ones would not be seen then it was not thought necessary to reapply. Cllr Weir agreed to meet contractors to discuss requirements. Clerk to obtain quotes for the work. It was delegated to the

Chairs Signature.....

## AMBLE TOWN COUNCIL – MARCH 2019

Chair and Clerk to progress.

### **253.8 To discuss the opening and closing times of the former TIC building public facilities**

A letter was sent to the proprietor of the microbrewery to request that he ensures his customers respect the by-law in place and protect the memorial gardens. Any discussions regarding the opening and closing of the facilities is currently being discussed in private between the relevant parties. The Council have made those parties aware of their wishes.

Clerk

### **253.9 To note the proposal received from Amble Marina**

An application was received to change some of the Village Green and as a consultee, the Council has been asked to comment. It was agreed that the Council's response is to be that in principle, there is no objection to the change. The Clerk to action.

### **253.10 To note the minutes and outcome of the meeting with Alcom on 21 February 2019**

A meeting with Alcom was held to discuss the ongoing maintenance plans and down time issues. The meeting was very informative and cleared up some problems. The Council asked Alcom to keep a future record of maintenance and any issues they encounter during this.

There appears to be some communication problems between the users of the CCTV and Alcom, in that errors and issues are not reported properly and therefore are not picked up quickly. Procedures and contacts to be made if there are issues with the cameras have been identified and circulated. It is possible for Alcom to set up an alert system when the CCTV goes off, but this can produce many "false positives" as power drops or surges can make the camera go offline. Often the camera would turn back on almost instantly but by this time a job number at Alcom's support office would have been created and staff would have to spend time working out which ones were a true reading. There are numerous options to consider including an additional bespoke contract with a 24/7 agency. The Clerk is in the process of arranging a meeting. The Clerk has requested a meeting with the Police to discuss.

Clerk

### **254.5 To note the Data Protection Impact Assessment received from Alnwick TC**

The Chair moved this item from communications forward to be discussed following on from the previous item. It was confirmed that it was the view of Amble Town Council that the Data Impact Assessment was to be completed by the user of the system. Amble Town Council are not the data controller or user of the system, but the provider. The Clerk has forwarded the document to Northumbria Police to confirm that all the relevant information is covered.

### **253.11 To agree suitable date and time to train staff on using the flag pole**

The Clerk to ask Councillors who volunteered to be trained to arrange a convenient time .

Clerk

## **254. COMMUNICATIONS:**

### **254.1 A Hundred Year of Fashion – Invitation to Bailiffgate Exhibition**

Cllr Dargue may be able to attend

### **254.2 A invite to Chair and Vice Chair to the opening of the Wellwood Arms on 22 March 2019**

Cllr Weir and Lewis are to attend. Clerk to check the date.

### **254.3 CAN Newsletter February 2019**

Noted

### **254.4 Request from Newcastle University Students**

The students were advised to contact Amble Development Trust, the Business Club and Claire Shiels Media

### **254.5 To note the Data Protection Impact Assessment received from Alnwick TC**

Discussed above

### **254.6 Parking email from resident of Bay View**

As NCC is the highway authority and the only people who can make decisions on the issues raised in the resident's letter, the email has been passed to Highways and will also be discussed at the Parking Group.

Clerk

### **254.7 to note the letter of thanks sent to resident**

A letter was sent to a resident for their assistance around an issue at the West Cemetery.

All

Chairs Signature.....

## AMBLE TOWN COUNCIL – MARCH 2019

### **254.8 Invite for Chair to attend RAF Boulmer Spring Reception**

Cllr Weir will attend

### **254.9 To discuss the Gloster Hill street naming suggestions**

Amble Town Council have no objection. Clerk to confirm.

Clerk

### **254.10 NALC E news: 6 March**

Noted

### **254.11 NALC Training Programme 2019**

Noted. The training was aimed at Cllrs and Clerks. If anyone wishes to attend please let the Clerk know.

**The following were additional items received after agenda papers had been sent out and agreed to add to the agenda at the Chair's discretion:**

### **254.12 AONB Report**

The Clerk to circulate to all members.

### **254.13 Brexit deal vote in the House of Commons – Message from Anne-Marie Trevelyan**

This had been circulated to all prior to the meeting

### **254.14 PURDAH –**

Purdah takes place between 26 March 2019 and 2 May 2019

### **254.15 Forward Plan**

Sodexo 20<sup>th</sup> March 2019 at 11am

JCSC 26<sup>th</sup> March 2019 at 9.30am

Advance Northumberland 27<sup>th</sup> March 2019 at 5pm

Local Area Committee 21 March 2019

Clerk

## **255. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:**

### **255.1 Carnegie UK Newsletter**

Noted

### **255.2 To note the response from NCR1 re Amble Southbound route**

Signage corrections have been made. The map has been changed online but the map does not state that it is part of a one-way system.

Clerk

### **255.3 To note the A1 Consultation Dates 25 February to 8 April 2019**

Noted

### **255.4 To note the Coastal Care Activities dates for March**

Noted and circulated

### **255.5 To note the directory of funders 2019**

Noted. Clerk to send to NTC

### **255.6 To note the minutes of the Partnership meeting with NCC**

Noted

### **255.7 To note Northumberland Local Plan Publication Draft Plan - Potentially suitable areas for wind energy development**

This was previously circulated, and councillors were to respond as individuals if they wished. In terms of the draft Local Plan, Councillors also queried the Open Space designation in the plan. Clarity was also requested on permissive and statutory allotments. NCC were not able to clarify the position on either and comments from the Council have therefore been included within the responses received as a whole. The Council also submitted the comments as an objection to the Local Plan to Jonathan Nicholson.

**Additional items added at the Chairs discretion:**

### **255.8 New Phase for Localism**

This was received by the Chair from Amble Development Trust

### **255.9 Fusion SME**

This was received by the Chair from Amble Development Trust.

### **255.10 Arts Council Civic Change Grant**

Chairs Signature.....

## AMBLE TOWN COUNCIL – MARCH 2019

It was confirmed that no information has been received by Francis Anderson regarding this at this moment in time.

### **255.11 Road Closures**

Discussion took place about the County Council's proposals to charge for road closures and other work to do with community events. It was thought that around 98% of parish and town councils objected to this.

### **256. DATE & TIME OF NEXT MEETING:**

The next Meeting is to be scheduled to take place on 11 April 2019

**Under Section 100A (4) of the Local Government Act 1972, the press and public will be excluded from the Meeting during consideration of the following items on the Agenda due to their sensitive nature.**

### **PUBLIC VERSION OF PRIVATE**

#### **257: MINUTES –**

##### **257.1: To approve the Town Council minutes of 14 February 2019 items 237 – 240.1**

The minutes were approved

##### **257.2 To approve the minutes of the Partnership meeting with NCC**

The minutes were approved

#### **258. PRIVATE REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES & REPORTS OF MEETINGS ATTENDED BY MEMBERS AS PRIVATE INDIVIDUALS**

None

Clerk

#### **259. AGENDA ITEMS**

##### **259.1 To discuss and approve the draft option agreement prepared by Hay and Kilner**

An option agreement has been drafted and was circulated to members ahead of the meeting. It was agreed that that the Chair, Vice Chair and Clerk would be delegated to sign the document upon completion.

Clerk

##### **259.2 To discuss the draft transfer deed prepared by Hay and Kilner**

A transfer deed has been drawn up and was circulated prior to the meeting for review.

A request from the Masonic Lodge was received. The Clerk was requested to write to the Masonic Lodge. Amble Town Council continue to be guided by legal and industry professionals.

Clerk

##### **259.3 To note the response from Hay and Kilner in relation to tenancy**

Various correspondence has been received from Hay and Kilner in relation to the tenancy issue. It was hoped the issue would be settled by 31<sup>st</sup> March.

Clerk

After careful consideration the Council decided it was not in the long-term best interests of the community to grant a lease. The Clerk to draft a response for approval

##### **259.4 To discuss the new staffing costs from April 2019 and to note associated minutes**

A meeting was held with a staff member to seek their agreement that they were happy to be placed on the new NJC pay scales. The employee agreed they were happy with this and the Clerk is to write to them.

Councillors were made aware that another employee has submitted her resignation. The Clerk has discussed with other staff the possibility of increasing their hours. The Clerk to confirm arrangements.

Clerk

##### **259.5 To note the incident at West Cemetery and its resolution**

Councillors were made aware of an issue at Amble West Cemetery. The situation was resolved and appropriate action taken.

##### **259.6 To receive an update on the transference of the Memorial Gardens**

Chairs Signature.....

## AMBLE TOWN COUNCIL – MARCH 2019

The transference of the Memorial Gardens was discussed at the latest ADT meeting. ATC has identified the land they wish to re-register and has instructed a solicitor to carry out this work.

Clerk

It was reported that the Land Registry may require the Council to have a proper plan produced.

### **259.7 To note the minutes and outcome of the meeting with Alncom on 21 February 2019**

The Council was made aware of a tablet device which could be available and compatible with the software that Alncom uses. It was delegated to Chair / Vice Chair and Clerk to progress.

### **259.8 To discuss an addition to the CCTV surveillance equipment**

Clerk

Covered above

#### **Additional items**

### **259.9 Meeting with Strategic Housing Officer Diane Munro**

The Clerk to circulate the notes of the meeting.

Cllr Butler to provide the Clerk with an email address for the Community Engagement Officer.

### **259.10 Meeting with JCSC / NCC**

Cllr Weir was present a meeting between NCC officers and JCSC staff where the future plans for the school were discussed.

## **260. INFORMATION ITEMS**

260.1 To note the minutes of the Parking meeting 20 February 2019

Noted

The meeting ended at 10.15pm

#### **ACRONYMS**

**NCC – NORTHUMBERLAND COUNTY COUNCIL**

**CCT – COASTAL COMMUNITIES TEAM**

**CAN – COMMUNITY ACTION NORTHUMBERLAND**

**ATC – AMBLE TOWN COUNCIL**

**ADT – AMBLE DEVELOPMENT TRUST**

**PTA – PARENT TEACHER ASSOCIATION**

Chairs Signature.....