

AMBLE TOWN COUNCIL – MAY 2017

The Minutes of the Annual Meeting of the Council held on Thursday 11th May 2017 at 6.00pm in the Town Council Office, Fourways 2, 6 Dilston Terrace, Amble.

PRESENT:

Cllrs C Dargue (Chair), I Hinson, T Hinton, H Lewis, K Morrison, I Parks, J Watson and C Weir with Elaine Brown, Town Clerk
4 members of the public were present.

Actions

1. ELECTION OF MAYOR and CHAIRPERSON FOR 2017-18:

To elect a Chairman/Mayor

The Chair invited nominations for the election. Cllr Lewis proposed Cllr Dargue, this was seconded by Cllr Morrison. With no other nominations forthcoming, the proposal was agreed unanimously.

To receive the Chairman/Mayor's Acceptance of Declaration of Office – Cllr Dargue signed her acceptance of Office.

2. ELECTION OF DEPUTY MAYOR and VICE CHAIRPERSON FOR 2017-18:

To elect a Deputy Mayor/Vice Chairman

The Chair invited nominations. Cllr Watson proposed Cllr Weir, this was seconded by Cllr Lewis. With no other nominations forthcoming, the proposal was agreed unanimously.

To receive the Deputy Mayor/ Vice Chairman's Acceptance of Declaration of Office – Cllr Weir signed his acceptance of Office.

3. APOLOGIES FOR ABSENCE

To receive apologies of absence – All Members were present

4. DECLARATIONS OF INTEREST

Members are requested to advise Council of any Declarations of Interest appertaining to the following Agenda Items. No interests were declared.

The Clerk reminded all that the Declaration of Interests registration forms were legally required by NCC no later than 7th June; therefore all should be returned to the Clerk by no later than 5th June. The forms must be printed single sided.

5. FINANCIAL SIGNATORIES

To authorise Councillors to be signatories on behalf of the Council, of whom a minimum of two are required to sign all cheques on behalf of the Town Council.

The current signatories are:

Barclays Community Account: Signatories- Cllrs Dargue, Lewis, Morrison, Hinson and Weir.

Santander Community Instant Reserve: Cllrs Lewis, Morrison, Arckless, and Weir. Former Councillor Arckless would be removed as signatory to this account and Cllr Hinton would be added.

Santander 30 Day Notice: Signatories – As above

For administrative and management purposes only, the Clerk may countersign cheques to creditors although this is not for authorisation purposes.

6. MEMBERSHIP OF COMMITTEES

To elect the Chair, Vice-Chair and membership of the below committees. The terms of reference requires there be a maximum of 8, including the Mayor and Deputy Mayor of Council, ex-officio.

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6.1 Amenities Management

Frequency of meetings - The last Thursday of the month- bi-monthly commencing from May. Four meetings will be preceded by an inspection of the Cemeteries/Allotments/Play area to be scheduled. An Environmental Operative may on occasion be required to accompany the Committee on a site inspection.

Committee Members: Cllrs Dargue, Hinton, Horn, Lewis, Morrison, Parks and Weir.

Chairman: Cllr Horn proposed Cllr Weir for Chair, this was seconded by Cllr Dargue and with no further nominations forthcoming, was agreed unanimously.

Vice – Chairman: Cllr Dargue proposed Cllr Lewis for Vice-Chair, this was seconded by Cllr Weir and with no further nominations forthcoming, was agreed unanimously.

It was agreed that meetings would be held every month from now until September; each to be preceded by a site visit applicable to the remit of the committee and determined by the Chair.

The first meeting would be held 25th May commencing with a site visit at the West Cemetery.

6.2 Planning Committee

Frequency of meetings -Tuesdays of the month- dependent upon the receipt of Planning Applications

Committee Members: Cllrs Dargue, Hinson, Horn, Lewis, Morrison, Parks and Weir.

Chairman: Cllr Dargue proposed Cllr Morrison for Chair, this was seconded by Cllr Lewis and with no further nominations forthcoming, was agreed unanimously.

Vice – Chairman: Cllr Weir proposed Cllr Horn for Vice-Chair, this was seconded by Cllr Dargue and with no further nominations forthcoming, was agreed unanimously.

7.APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS/OUTSIDE BODIES:

	Representative(s) 2016/17	Representative 2017/18
Amble Development Trust	Cllr Weir	Cllr Weir
Amble Youth Project x2	Cllrs Morrison & Weir	Cllrs Morrison & Weir
Coastal Community Team	Cllr Weir with the Clerk	Cllr Weir with the Clerk
CoSH (Community Safety Hub)	Cllr Horn	Cllr Horn
Northumberland Association of Local Councils	Cllr Horn	Cllr Parks
Community Action Northumberland	Cllr Weir	Cllr Weir
Community Alcohol Partnership	Cllr Morrison	Cllr Morrison
Parking Group	Cllrs Dargue and Lewis	Cllrs Dargue & Weir

Cllr Weir informed that he was now a Director of CAN. The Clerk would query whether he could continue to represent ATC whilst in this role.

8. APPOINTMENT OF INTERNAL AUDITOR:

It was noted that Mr Basnett would be completing the 2016/17 Internal Audit, however as he was retiring a new internal Auditor was required for the Interim Audit of the Accounts in October 2017. Whilst there were mixed views, it was agreed to investigate the outsourcing of the Council accounts and bring the findings back to a future meeting of the Council for further discussion.

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9. APPOINTMENT OF INSURER:

Zurich was unanimously agreed to be appointed.

10. AGREEMENT TO PAY ANNUAL SUBSCRIPTIONS:

- 10.1: Northumberland Association of Local Councils
 - 10.2: Society of Local Council Clerks
 - 10.3: Local Councils Update
 - 10.4: The Institute of Crematorium and Cemetery Management
 - 10.5: RoSPA – Playground Inspection
 - 10.6: Local Council Review
 - 10.7: Marine Conservation Society
 - 10.8: Pear Technology – digital mapping support
 - 10.9: Alncom – computerware support
 - 10.10: Team Valley Web – Hosting fee
 - 10.11: Scribe 2000
- The subscriptions were agreed en bloc.

11. DATES AND TIMES OF MEETINGS FROM MAY 2017 TO MAY 2018:

The Schedule of meetings would be circulated as soon as possible.

12. PUBLIC QUESTION TIME: (maximum 15 minutes)

Mrs June Watson – commended the Pride in Amble group for their work in the Town Square but on behalf of other residents stated that the rest of the town was not attractive to visitors and needed to be ‘prettied up’ as there was litter and no colour.

She had this evening forwarded pictures of litter at the Church Street bus shelter and the planters at either side of it which required attention. She queried what the Operative was doing. Mrs Watson called for the precept of the town to be increased to purchase annuals for the planters and increase litter picking. The Town Council had received a quote 3 years ago for annual planting at the cost of over £6000 which was not considered to be a good use of rate payer’s money and instead opted for build towards a perennial scheme.

The remit of the Seasonal worker was explained to Mrs Watson and it was noted that the planters at Church Street was NCC responsibility not ATC.

Further discussion of the Planters would be deferred to the Amenities Management Committee meeting.

Mr Drew had to leave the meeting due to another commitment and did not have time to provide an update.

Mr M Walters queried whether the Conservative Administration were going to change the Core Strategy with the regard to housing, Cllr Watson informed that it was unsure whether this was possible due to the current status of a submission to the Secretary of State.

14. . MINUTES: TOWN COUNCIL

14.1: The minutes of the meeting held 13th April 2017: The minutes were agreed as an accurate record of the meeting on the proposal of Cllr Lewis, seconded by Cllr Dargue.

15. CLERK’S REPORT:

That the Council noted the contents of the report and considered actions where necessary.

15.1: Parking & Traffic Regulation – Notes of meeting held 19 April 17 – The notes of the meeting would be circulated after they had been agreed as accurate by the parking group. Cllr Horn had submitted representation to the Community Safety Hub regarding

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the cycle route. Cllr Lewis informed that the permanent signage needed to be put in place as a matter of urgency to stop people travelling in the wrong direction of the one-way system.

15.2: Events Committee – Notes of meeting held 24 April – The note of the meeting had been circulated for information, it was noted that the programmes were now out.

15.3: Repairs to War Memorial – The Clerk informed that the Conservation Accredited Engineer planned to issue tenders with a return date of mid-June. Clarification had been requested on whether the loud speakers were required or redundant. It was suggested the Clerk and Cllr Weir investigate the loud speakers and discuss opportunities for a possible speaker system with ADT. The Clerk would liaise with the Engineer regarding the timeframe from receipt of tenders to the deadline for submitting an application.

15.4: Website refresh – The new website was due to be up and running week commencing 15th May.

15.5: Community litter pick to be held 24th May – notices would be placed

15.6: Togston Square Plaque – The Clerk stated that there had been no progress of this so far. Cllr Lewis agreed to take a picture for information and also measurements so work could be finished.

15.7: SLA agreement costs query 2016 – A response was awaited. A meeting would be set up.

15.8: Tree preservation order query – This continued to be chased up.

15.9: Community Access Defibrillator – The Clerk had been speaking to Dougie McEwan of Stephen Carey Fund and a new defibrillator had recently been installed on Queen Street in memory of David Coulson. They could offer a package deal for a defibrillator to be located in the Harbour area for £1750. In principle, the Harbour Commissioners were in agreement to have one located on the external of their building. They had planned in the past to purchase one for the new building yet this had not been progressed yet. Cllr Lewis proposed asking if they would be willing to contribute to the cost of the defibrillator as a joint project. This was agreed.

15.10: Neighbourhood planning meeting date – The meeting was due to take place on 17th May at 17.00. Cllrs Watson and Weir requested this meeting be put back to 18.00 due to other commitments. All Members were encouraged to attend.

15.11: Town Council responsibilities display board – This would be deferred to Amenities. Cllr Lewis suggested also getting a quote for a piece to cover the glazing on the door with the Town Crest, opening times etc.

15.12: Priority points for Planners - brief pointers – For information, this had been sent to Barton Wilmore. This would be sent to the new Councillors.

15.13: WW1 event – Update Cllr Lewis had met with the WI and the working party had also met. The invitation list had been put together although all attending were required to purchase tickets. The invitations were ready to go out for the event to be held 29th July. The list and details were circulated.

16 CHAIRMAN'S COMMUNICATIONS and REPORT:

To receive the communications and report of the Chairman pertaining to Council Business:

16.1: Chairman – Due to the purdah period, Mayoral business had been limited. The Chair had however been involved in general day to day work and settling in of the Seasonal Worker and the WW1 book.

16.2: Vice Chairman – No report.

17 REPORTS FROM COUNTY COUNCILLORS:

17.1: County Councillor Clark had sent his apologies for this meeting. The Clerk had corresponded with Councillor Clark welcoming him and stressing the hope of maintaining as positive relationship as had been the experience with the Amble Electoral

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Division Councillors in the past. Members agreed that they would allow Cllr Clark to sit at the table with the Amble Town Councillors during meetings, although communications would be restricted during the meeting to County Councillor report or via the Chair, it was noted that he would not have a right to vote at our meetings as he was not a Town Councillor but his input would be welcomed. It was agreed that the Chair would work with the Clerk to prepare welcome correspondence to Cllr Clark.

17.2: County Councillor Watson had attended a mandatory session for signing in. Lots of changes were anticipated but Cllr Watson promised to keep the Council informed of anything relating to Amble that was not confidential.

He noted a scheme to make Area Committees more powerful.

Cllr Lewis asked Cllr Watson to keep an eye on the local education provision and make NCC aware of the bigger picture considering the proposed housing developments, as it had recently been announced that there was a consultation on a proposal to close Acklington C of E First School.

The Clerk had received some statistics from JCSC and Coquet Medial Group regarding student/patient numbers, staffing numbers and catchment areas. Responses were awaited from the first schools. The information would be circulated to Members for use when considering planning applications.

Cllr Watson was requested to pursue queries regarding the future of plans for the hotel and car park considering the new administration.

Activity on the Enterprise Park opposite Priory Park would be queried.

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

The following reports of Councillors who represent ATC on outside bodies (Cllr Reports) were received.

Cllr Morrison reported on Amble Youth Project; the job club had new hours, the Monday health sessions were doing well, looking for funding for summer outings. The Co-op community charity contribution was very welcome. Youth Worker extra hours including Friday nights.

19. FINANCIAL REPORT:

19.1: Voucher numbers 1 – 33 were agreed for payment and receipt vouchers 1-11 were received for information (Finance).

19.2: The bank reconciliation to date – this was not available

19.3: Accounts year end 2016/17 – ongoing

20. AMENITIES MANAGEMENT COMMITTEE:

20.1: The minutes of the meeting held 30th March 2017 were agreed as accurate.

20.2: The minutes of the meeting held 27th April 2017 were agreed as accurate.

21: PLANNING COMMITTEE

21.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2017 (Plan Apps April) – The report had not been circulated. It would be circulated as soon as possible.

21.2: The minutes of the meeting held 25th April 2017 were agreed as accurate.

22: AGENDA ITEMS:

22.1: Consideration of costs for print of WW1 Photo book – Cllrs Dargue and Lewis had a productive meeting with the printer. Prices were requested for a larger quantity believing buying in bulk would reduce the cost of the book, this was not the case. The book was progressing well.

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22.2: Consideration of date for Pay review working party – Cllrs Dargue, Lewis, Morrison and Weir would attend on 24th May at 17.00.

23. COMMUNICATIONS:

23.1: Mrs Teasdale - Beach access – Rocks blocking access to the beach reported as a result of tidal surge, this had since been resolved.

23.2: NCC - Northumberland Local Plan Core Strategy - Submission to the Secretary of State for Communities and Local Government – For information.

24. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

The Council noted the following information items.

24.1: NALC - The General Election 8 June 2017 and Purdah

24.2: Correspondence from Highways England

24.3: NALC Enews Monday 24 April 2017

24.4: NALC Enews 25 April 2017

24.5: CAN News: Housing, spring conference and unemployment support

24.6: NALC Enews 2 May 2017

24.7: Good Councillors Guide publications

25. DATE & TIME OF NEXT MEETING:

25:1 The next Meeting (Annual meeting of the Council) will be on Thursday 8th June 2016 at 6.00pm. in the Town Council Office, Fourways 2, 6 Dilston Terrace.

It was RESOLVED that 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/PRIVATE

26: TOWN COUNCIL MINUTES - The minutes of the meeting held 13 April 2017 were agreed as accurate.

27. PRIVATE REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES & REPORTS OF MEETINGS ATTENDED BY MEMBERS AS PRIVATE INDIVIDUALS -

Cllr Weir had circulated the ADT meeting notes although he was not present at the meeting.

28: CLERKS REPORT

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

28.1: CCTV update – The Clerk had received a response from the Northumbria Police Estates Officer who had spoken to the CCTV providers and agreed with them that they can put the computer base unit and monitor in the police office as long as the kit isn't too big. The monitor proposed has a 24inch screen and the police office isn't that big so they are going to look at a smaller monitor. The CCTV providers have suggested putting the computer and monitor on the reception desk and Stephen was going to speak to ADT about the possibility of this.

As long as the receiver equipment etc. is accommodated elsewhere within the building then they have no objections to having the base unit and a smaller monitor.

The Clerk informed that the CCTV provider were to set up the independent and secure broadband line in via the coms room of the building.

The monitoring system would be non - operational while unattended on the desk. The

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broadband connection would take 2-4 weeks to be ready.

Permission had been granted by NCC for the use of the street lighting columns for locating CCTV.

Questions to NCC were as follows:

Can you have permission to mount cameras to the street lighting columns 507AJ - Percy Drive, 419AJ Top of Queen Street, 282AJ Town Square (3 Cameras), 877AJ Church Street?

I have checked the units for suitability for the installation of the cameras and have identified that this will be OK, but you cannot mount three cameras on a single unit as requested at the town square. I would suggest the use of units 277AJ and 427AJ as discussed this is to reduce the loading on the column but still provide the coverage of the areas as requested. Unfortunately you cannot use unit 507AJ Percy Drive as this unit will not carry the weight of the camera, but following a check you would be able to use unit 508AJ Percy drive which is to the south of unit 507AJ.

Members agreed to only have the two cameras originally planned for 282AJ and to the change of lamppost at Percy Drive.

The CCTV providers would be asked to remove the camera from the quotation that focuses on Coquet Street car park.

Can the CCTV provider mount the cameras or would NCC be required to install them?

Northumberland County Council would need to install the cameras as this prevents any damage to our asset and ensure we are paying for the correct amount of energy. I have attached a quote for NCC to install the cameras and also the removal of the existing power supply equipment including the making good of the walls from where the units are removed. The quote includes an annual charge for energy for the cameras which is calculated at £100.00 per camera, plus administration and VAT.

A quotation had been supplied for the provision of labour, plant and materials for the installation of 6 no. CCTV cameras at various locations within Amble, including the removal of the existing CCTV at £5562.80.

County Councillor Watson would see if it was possible to fund any of this cost through Members Small Schemes, also asking his colleague County Councillor Clark if he would consider contributing.

This would be raised at the Locality Liaison Group meeting with Ruth as the NCC quotation included removal of the old equipment but NCC had already stated they would be responsible for this work.

The installer would be asked where the new cameras could be installed without the old equipment being removed first.

The CCTV providers would be asked how much they anticipate the electricity costs to run each camera.

Can NCC provide power switches for the electricians to install?

We cannot provide power supplies units for others to install as these would need to be attached to the columns. NCC will need to install these separately to ensure the lifespan of the column. The attached quote includes for the supply of power boxes for the cameras and assumes that the boxes will be installed at the same time as the camera.

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28.2: Update regarding potential disposal of land – a meeting was due to be held on 19th May

28.3: Consideration of future of TIC building – The Clerk had obtained some figures from NCC Estates although they were vague budget forecasting figures. It was hoped NCC would give the building to the town for a peppercorn payment as a community asset. This would be discussed with the Ruth Bendell at the locality liaison meeting.

28.4: Letters regarding land and leases – The Clerk had sent a letter to the resident regarding the boundary issue. Letters regarding leases were still to be sent.

28.5: Status of Local Charitable organisation – Cllr Lewis had clarified that rate relief was allowable as long as less than 50% was rented out.

Acronyms:

ATC – Amble Town Council, NCC – Northumberland County Council, NALC – Northumberland Association of Local Councils, A.S.R – Air Sea Rescue, M.C.S – Marine Craft Sections, CoSH – Community Safety Hub, JCSC – James Calvert Spence College

The meeting ended at 9.30pm

Chairs Signature.....