

AMBLE TOWN COUNCIL – February 2018

The Minutes of the meeting of the Council held on Thursday 8 February 2018 at 6.00pm in the Town Council Office, Fourways 2, 6 Dilston Terrace, Amble.

PRESENT:

Cllr Jane Dargue (Chair) Cllrs C Weir, (Vice Chair), M Horn, H Lewis, K Morrison, J Watson, I Parks, V Smith - Town Clerk, H Shepherd – Administrative Officer

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

Action

177. APOLOGIES FOR ABSENCE

177.1 Cllrs C Weir and T Hinton. The apologies were accepted.
No apologies were received from Cllr Ian Hinson

178. DECLARATIONS OF INTEREST

178.1.1 Cllrs Lewis and Parks declared an interest in Allotments. Cllr Horn declared an interest in a possible planning issue that may be addressed in the agenda.

179. PUBLIC QUESTION TIME: (maximum 15 minutes)

No members of the public were present

180. MINUTES: TOWN COUNCIL

180.1: To consider the minutes of the meeting held 11 January 2018

Item 161 – Cllr Watson reported that the area of AONB was designated in 1957 by parliament. There is reluctance to try to change the boundaries due to funding issues. The Clerk to amend the previous minutes.

CLERK

Minutes from item 158 – 176.9 were approved.

181. CLERK'S REPORT:

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

- The CCTV camera on Percy Street has been installed and this covers the Newburgh Street / Leazes Street Junction. This was funded from Cllr Clarks Members Small Schemes. Thank you Cllr Clark. Discussions are ongoing re the electricity charge. A photo / press release is being arranged with Alncom.
- Discussions are also ongoing with NCC re old cameras.
- The safety supplies requested at the last meeting have been ordered and are ready for collection by AYP. This has been publicised on Facebook and the website to encourage take up.
- The new banking arrangements are underway. The complex mandate change has been requested and we expect to hear back from Barclays within 7 working days. The CCA is currently being set up.
- A meeting is to be set up with Active Northumberland. Contact has been made. Council need to decide who should attend.
- The digital mapping software update is ongoing. Training is to be arranged.
- A meeting has taken place regarding Neighbourhood Planning, Sullivan Associates and with Sodexo
- The Grave Digging Contract has gone out to tender on the ATC website and is in process of being printed in Northumberland Gazette. Deadline for responses is 27 February 2018.

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Chairs Signature.....

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- A meeting has taken place with Bill Pringle of NCC to discuss Paddlers Park bollards, removal of fitness equipment, laying of woodchip, investigation of the flooded drain, high street garden and planting including the RAF in Bloom campaign. Bill Pringle also agreed to look at what other materials are being used for bus shelter floors.
- CCTV signage has arrived. Locations of signage is to be agreed. Signage does not have to be attached to the CCTV camera – can be in the vicinity of. If signage is to go on to NCC lampposts permission will be needed with associated costs.
- The Wynd Wall has been repaired.
- A meeting with JCSC has been arranged as well as Amble Links First School.
- The Clerk and Admin Officer have attended Planning Training which was very useful.
- Enquires are ongoing regarding the water testing and risk assessment of Paddlers Park ready for the new season.
- A meeting to discuss Neighbourhood Planning took place. A half-day session with all participating councils is to be arranged by NCC.
- The internal auditor has attended to do an interim follow up of the accounts and is happy with the ATC accounts. Report to follow.
- Cllr Lewis raised the water meter investigations at the West Cemetery and reported that due to the work of Helen Shepherd, the Council are being re-banded to a lower band, saving the Council around £1000. Helen Shepherd was thanked for her hard work on this.

CLERK

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Cllr Watson queried what the electricity charge discussions were about.

Cllr Watson also enquired about RAF in Bloom and was updated that discussions are ongoing with NCC.

182. CHAIRMAN'S COMMUNICATIONS and REPORT:

182.1: Chairman

This month the Chair has been heavily involved in parking issues both through the Parking forum and discussions with NCC, also ongoing progress as NTC settles into Amble – they are very keen to interact and participate in community engagement. It is very good to see that already they are starting up a youth drama group in the town.

Other meetings have included a Neighbourhood Plan meeting including other local councils and an NCC planning representative and a meeting with Stephen Lunn to discuss the possibility of engaging him to work on a new sculpture for the Memorial Garden – based on the theme of peace and to commemorate all who served.

The Chair specifically raised the excellent progress of JCSC as highlighted in the recent National League Table Results. The Acklington Road site attained the following results :

- Progress 8 (main OFSTED criteria) - 6th in county (Duchess 7th)
- Boy High Achievers - 2nd in county. Only beaten by Queen Elizabeth, Hexham 6th out of 21 schools in Northumberland - overall 10th in the North East.

The Clerk has full copy of the statistics should anyone wish to view them. It was agreed that the Clerk should write a letter to JCSC on behalf of ATC to congratulate them on their successes.

CLERK

Chairs Signature.....

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182.2 Vice Chairman

The Vice – Chair submitted a report from his attendance at the TPLWG which was circulated in advance of the meeting.

183. REPORTS FROM COUNTY COUNCILLORS:

183.1: To receive a report from County Councillor Clark:

Cllr Clark reported on many Low Hauxley and High Hauxley residents against the proposed Caravan Park with many raising issues regarding drainage, sewerage, access, narrow roads and the condition of the roads. The application is due to be heard at the North Area Committee.

Cllr Clark address an obstruction issue preventing building material being delivered to a local resident.

A request for an additional dog bin was reported but this area was in fact in the Hauxley boundary.

Cllr Clark contacted the Persimmons developer to discuss the possibility of having 20mph speed signs and the possible inclusion of speed humps. The developer agreed to look into this. Cllr Horn raised this issue at the latest COSH meeting and was advised that despite the roads not yet being adopted by NCC, it was still possible for the Police to prosecute for speeding.

Cllr Clark reported that the parking issues on Queen Street were due to be discussed at the next North Area Local Council meetings after a petition was received from a resident. Cllr Clark to feedback to ATC.

Cllr Clark had received a good response in relation to his request for information on pavements and streets in need of repair. Residents have been concerned with vehicles parking on pathways. Cllr Clark to refer to the NCC Parking Policy. Any obstruction of the footpaths will be a police matter. ATC to raise this issue with Ruth Bendall at the next Parking meeting.

Cllr Clark has liaised with Steve Bucknall re funding for fixing paths. Steve Bucknall agreed he would measure up Middleton Street to ascertain costs as urgent work funded from Cllr Clark's members small schemes.

Cllr Horn alerted Cllr Clark that he may be approached regarding street lighting.

165.2: To receive a report from County Councillor Watson:

Cllr Watson reported on the good news for AYP. Cheviot Homes have committed £5000 per year for 10 years for Amble Youth Project commencing when the first house is built.

Discussions are progressing with the A1068 access road. It may be that it will be necessary to move the existing roundabout around 5 / 10 metres.

Cllr Watson's contributions to the CCTV cameras at Acklington Road has been approved.

Cllr Watson discussed the possibility of reducing the speed of the road at Rotary Way but the police have requested to keep as is- 50mph. There is expected to be a camera at the Warkworth end of Rotary Way.

Cllr Watson has requested new road signs for the road from Amble to Guilden Road to state Dangerous Bends.

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

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

Cllr Weir attended the TPCLWG and circulated his report prior to the meeting.

Cllr Parks attended NALC with main discussions focusing on the devolution response, "think parish" agenda, a name change from North of Tyne to include Hexham and data protection officer – clarification on whether the Clerk can be the officer.

Cllr Lewis queried the future report about S106 money going out of the region if not spent and whether that could be extended as in areas like Amble it is not just the effect of the S106 reallocation but also the New Homes Bonus and requested that this be brought up at

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the next NALC meeting. Cllr Watson agreed fully with comments from Cllr Lewis and has written to Peter Jackson about this issue. Cllr Weir also raised the issue whilst at attendance at the TPCLWG and there was a suggestion around a way forward to approach with NCC. A meeting had previously been requested with Peter Jackson regarding New Homes Bonus but as yet nothing has been forthcoming. Cllr Lewis to send email to Cllr Parks with additional info.

Cllr Horn attended COSH – which will be the last meeting of this group. A new format is to be designed and will be a contact point rather than a meeting point. Cllr Horn raised the issue with speeding. Cllr Horn was also made aware that Northumberland does not have the Fire Engine equipment capacity for high rise tower blocks however those in the area do not contain any of the cladding associated with the recent fire.

185.1: Voucher payments 254-289 were approved for payment. Additional payments requested for approval at the meeting were from 290-299. An updated payments list was issued prior to the meeting. All payments were approved. Voucher number 286 was requested to be recoded to PPE or Regulatory Procedures.

CLERK

Receipt vouchers 123-134 were approved. Clarification was needed on the receipt for Amble Past and Present coding.

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The Clerk to purchase safety footwear for all staff.

185.2: The bank reconciliation to date

All bank reconciliations for Barclaycard, Barclays and Santander have been completed to December 2017. Gillian Turner advised that Peter Basnett has agreed to continue with the internal audit of Amble accounts. Peter Basnett has carried out a 100% check and will be submitting a report in due course. Gillian Turner reported on some figures in Scribe not balancing – it is expected that this is due to carried over figures from previous years. Gillian to make contact with previous clerk to ascertain if anything can be identified. Gillian will also contact Scribe. It was agreed that should there be a request by the previous clerk for payment for any time incurred to work on these issues in the office, it be paid so as not to cause delay.

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The year to date figures are to be produced for the next meeting.

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185.3: Grant requests

- Hospice Care North Northumberland – This request had been required to submit specific information relating to the care it provided for people in Amble. It was agreed on the submission of this information to provide them with a donation of £500.
- Alnwick Playhouse and Arts Centre – It was agreed to donate £100

185.4 Internal Auditor Report – to follow when received

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186. AMENITIES MANAGEMENT COMMITTEE:

186.1: The minutes of the Amenities Committee items 53-61.3 held on 25 January 2018 were approved.

186.2 Delegated powers to Clerk and Working Party to assess West Cemetery Assets Retention and Disposal was agreed. Working party- Cllrs Weir, Lewis and Horn

186.3 Discussion regarding the Disabled Toilet and Fountain Operation from April resulted in agreement to lock the disabled toilets and investigate the purchase of an electrical timer to operate the Fountain

CLERK

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186.4 The Grave Digging Tender has been advertised and the deadline for responses is 27 February 2018. It was proposed to delegate powers to the Chair, Vice -Chair and Clerk to review and assign the contract as appropriate. Recommendation agreed.

Cllr Lewis raised the ongoing revitalisation of litter bins in the town. It had been agreed to carry this out however a similar product has been found that is almost 50% less cost than previous ones. The Clerk to ascertain from NCC if in future a requirement will be to have bins that contain wheelie bins wherever possible prior to purchasing any new bins.

CLERK

Cllr Lewis also reported that the missing dedication plaque for Dr Robertson has now been

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found and recommended that it be installed at High Street Garden as this was where the clinic was in the past. Discussion has been held with Dr Robertson's Daughter who is happy for this to go ahead. Location to High Street was agreed.

187: PLANNING COMMITTEE

187.1: The Planning Committee report was noted with an updated that planning application 17/04072/OUT had been approved.

188: AGENDA ITEMS:

188.1 The Mayoral Chain- extension options for consideration

CLERK

It was agreed to go for the single row with front and back inner chain as this would last longer term. Further details were requested on the velvet backing as there are subscriptions on the back of the chain of those who donated when the chain was originally made. The chain was made by public subscription many years ago and is believed to be the only chain in the country to have been created using public subscription. The Clerk to confirm purchase after clarification regarding velvet backing. The present case to be assessed to see if the new chain will fit. The quote included stronger pin fastenings but the cost of cleaning was still awaited. Once a time scale was obtained, Chair and Clerk to discuss optimum time for the work to be carried out.

188.2 WW1 Commemoration / Celebration Update

A site visit was held with Reaction Fireworks to decide which location would be best to have the proposed fireworks display. After looking at the North Side and the breakwater it was ascertained that due to high tide problems, the best location would be to make use of the village green. Marshalls will be required to ensure the exclusion zones are adhered too and Reaction Fireworks has produced two proposals for consideration. It was agreed to proceed with Option B – totalling £4000 plus VAT for a 10-12-minute firework display including the lighting of the beacon and if possible the fireworks display orchestrated to music. A PA will be required, and work is ongoing to investigate options. A meeting of the Events Committee is to be held for further discussion at which the Christmas Lights Committee have been invited. Cllr Lewis to update. The Council has been successful in obtaining a brass band to play. Details are still be decided but it is expected that there are 2 possible scenarios for the event.

CLERK

In addition to the WWI celebration of the end of the War, work has been ongoing regarding the possibility of a sculpture to commemorate all conflicts worldwide and all who served. A meeting took place with Stephen Lunn to look at the possibility of creating a sculpture that represents peace rather than war. Stephen Lunn has provided some designs ahead of the meeting for discussion. It was not possible to cost each design. It was acknowledged that this would be an expensive project and as such the Council wanted something that had the wow factor. Cllr Watson and Cllr Clark agreed to contribute funds from their members' small schemes into the funding pot towards the sculpture and the Clerk is to investigate any grant funding that may be available. Cllrs to come back to the Clerk with preferred options by 16th February. The Clerk to ascertain from Stephen Lunn the deadline to which he must start work on the project in order to be complete by November 2018. WW1 Working Party to continue.

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188.3 Purchase of fire proof safe for secure items

Various quotes were obtained for small fire proof safes suitable for the external hard drive. Other storage possibilities include Incom cloud storage management and the Council's own icloud. The Clerk to investigate icloud and report back. The Incom proposal to be circulated for information as this also includes information regarding data protection.

CLERK

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188.4 Digital Mapping Training for staff

The Clerk and Administrative Officer require training on the Digital Mapping Software. The training costs £300 and will cover all aspects of the software including showing what has already been input and how to interrogate the software fully and being able to manage all its

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capabilities. The training was approved as ATC has a specific training budget for staff. It was also agreed that if further training needs were identified in relation to the mapping software that approval has been given in advance.

CLERK

188.5 Meeting with Active Northumberland re: recreation needs in the town

A member of Active Northumberland has agreed to meet with ATC. The Council agreed that Chair of Council, Chair of Amenities and Chair of Planning should attend if available. The Clerk to arrange.

188.6 East Cemetery Walls- Continuation of Works

For information – Pointing work is continuing on the East Cemetery Walls as agreed at a cost of £3400.

CLERK

188.7 Sodexo meeting notes

A meeting was held with Sodexo on 31 January 2018. The Clerk to forward the notes of the meeting for information.

CLERK

188.8 The Wynd Wall Update

The Wynd Wall has been repaired.

188.9 Town Litter Pick Dates

A litterpick as part of the Keep Britain Tidy Spring Clean has been arranged for Saturday 3rd March at 10.30am and also for 23rd May at 5pm. Posters and publicity to be produced as appropriate.

CLERK

188.10 – Neighbourhood Planning

A meeting has taken place to discuss Neighbourhood Planning. The Clerk to circulate notes. It was agreed that a half day session with NCC and any Cllr who wished to attend be arranged to take place in March. The Clerk is in the process of arranging a date and agreed to circulate dates to members. All members who wish to be involved to let the Clerk know of their availability. It was agreed to submit any questions to NCC prior to the session so that they are better prepared to answer the queries. All questions to be sent to the Clerk for collation. Nick Best is also to be invited to the session. The Clerk to make contact.

CLERK

189. COMMUNICATIONS:

189.1 Brain Tumour Research

It was agreed to add the link to their website to the ATC website.

189.2 Selectra

On further investigation it was agreed to not publicise this and to let residents make their own decisions regarding Smart Meters.

189.3 Letter of thanks from Bailiffgate Museum

A letter of thanks was received for the donation from ATC.

190. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

190.1 Town Parking

The Chair reported that the long stay car parking owned by the Marina has been partially closed off but an adjacent area has been opened up. The Council are continuing discussions with NCC regarding long stay parking.

191. DATE & TIME OF NEXT MEETING:

191.1 The next Meeting will be on 8 March 2018 at. 6.00pm. in the Town Council Office, Fourways 2, 6 Dilston Terrace.

Apologies have been received in advance from Cllr Kate Morrison

The meeting ended at 7.45pm

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.

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- Information relating to financial or business affairs i.e. contractual
- Information relating to any consultations or negotiations i.e. employee relations

PUBLIC VERSION OF PRIVATE

CLERK

192: MINUTES –

192.1.1 The minutes from 174-176.9 were approved.

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

CLERK

None

194. AGENDA ITEMS

CLERK

194.1: SLA / TUPE update

The Clerk to circulate notes when available. A meeting with NCC, Trade Union and ATC had taken place.

194.2: Potential disposal of land

The Council is continuing discussions as appropriate.

CLERK

194.3: Accommodation options

The Clerk to view plans and pursue. The Clerk to add to next agenda.

CLERK

194.4 Review of leases

Nothing further to update

CLERK

194.5 CCTV Power Supply and Installation – Acklington Road / Newburgh Street

The Clerk to query the breakdown of the costs, courtesy copy to Cllr Watson.

CLERK

194.6 / 194.7 Reconsideration of Parking Options & Parking and Traffic Flow update

The Parking Group have met and continue to hold negotiations with NCC.

CLERK

194.9 Project Unicorn

The Clerk to circulate a general policy for review and add to the next agenda.

194.10 TIC

The Clerk to make contact with Mike Robbins to discuss options

CLERK

194.11 CCTV Security

The Clerk to ascertain if the CCTV screen is password protected. ATC were under the impression that this was not possible. Cllr Horn queried what operating system the CCTV is running on. The Clerk to arrange training on the CCTV with Alncom.

CLERK

194.12 Fresh Air Fitness report of correspondence

The Clerk to resolve the payment dispute before commencing any other agreement with Fresh Air Fitness.

CLERK

194.8 Quarterly staff review

As part of contractual agreements a quarterly review of the Administration Officer had been carried out, a highly satisfactory appraisal given and an appropriate salary change was agreed.

195.8 Private and Confidential meeting request - Planning

The Clerk to arrange with appropriate Cllrs as agreed.

195.COMMUNICATIONS

195.1 Letter from Cllr Ian Hinson

A letter was received from Cllr Hinson. The contents of the letter were read out. The Clerk had sought advice from NALC. The Clerk to respond to Cllr Hinson as appropriate.

The meeting closed at 9.00pm

Chairs Signature.....

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Chairs Signature.....