

## **AMBLE TOWN COUNCIL – March 2018**

The Minutes of the meeting of the Council held on Thursday 8 March 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, J Watson, I Parks, I Hinson  
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. Cllr Hinson also recorded the meeting with a personal device.

Action

### **196. APOLOGIES FOR ABSENCE**

196.1 Cllrs K Morrison and T Hinton. The apologies were accepted.

### **197. DECLARATIONS OF INTEREST**

197.1.1 Cllrs Lewis, Parks and Weir declared an interest in Allotments.

### **198. PUBLIC QUESTION TIME: (maximum 15 minutes)**

No members of the public were present

### **199. Alpha Strength & Fitness Ltd**

199.1 Dan Allsopp attended the meeting to discuss the possibility of a new fitness gym on Coquet Enterprise Park. He reported that premises and finance had been secured and they were looking at beginning the process of a “change of use” application from industrial to leisure with NCC planning department. Market research conducted by Alpha Strength and Fitness has shown the need for additional fitness provision in Amble.

It was explained that this Council can only comment on planning applications that come into the office via NCC and that this Council has no decision-making powers. It was suggested that a pre-application may be the best route forward as this would give an indication on whether an application is likely to be given approval. It was recommended that Alpha Strength and Fitness research some survey documents that have been carried out for that particular location and also to carry out a survey of the percentage of business in this location that is in fact for leisure and not for industrial. It was also suggested that perhaps an element of the business could be specifically for repairing private equipment.

### **200. MINUTES: TOWN COUNCIL**

#### **200.1: To consider the minutes of the meeting held 11 January 2018**

The minutes from item number 177 – 195.1 were accepted.

### **201. CLERK’S REPORT:**

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

Meetings have taken place with NTC, JCSC and Amble Links First School. Notes were previously circulated.

Staff have done Digital Mapping Training with Pear Technology. Work is now progressing with this but it will be a long process.

Work is ongoing with changing the banking systems. Gillian Turner is beginning to train signatories on how to use them to authorise payments. The accounts will be transferred over to the new accounts imminently. Staff will also be taking part in Scribe training on 9<sup>th</sup> March and this will benefit all in getting to know the system properly.

Chairs Signature.....

## **AMBLE TOWN COUNCIL – March 2018**

The Grave Digging Tenders have been received.

A meeting is due to take place with Blakett-Ord regarding the war memorial repairs on 7 March. This was rearranged from 28<sup>th</sup> February due to the extreme weather.

The Neighbourhood Planning half day session has been arranged to take place on 19<sup>th</sup> March at 1pm. The conference room has been booked and the invitation to attend has been extended to Warkworth, Hauxley, Acklington and East Chevington Parish Councils.

A meeting has been arranged with Active Northumberland for 21 March.

The Mayoral Chain is due to go for amendment and cleaning asap. The total cost of the chain extension, engraving plus cleaning is £2335.

The new flag pole has arrived and is in place.

In light of the CCTV security and data protection advice has been sought from NALC around the legalities of CCTV and this information was circulated.

Risk Assessments for both play areas has been booked, date to be confirmed.

A letter of congratulations has been sent to JCSC for their excellent league table results.

Letters have also been sent to NCC re removal of old CCTV. A response has been received from NCC which is to be kept on file.

Safety Footwear has been purchased for the Clerk and Admin Officer and an electrical timer for the West Cemetery Fountain has been sourced and purchased.

The rolling programme of new litter bins in the town is underway again with a further 10-12 new bins being purchased imminently.

The Plaque for Dr Robertson is due to be installed.

The pointing of the East Cemetery wall at the Island View side has been complete.

The litter pick arranged for the 3<sup>rd</sup> March 2018 has been postponed due to extreme weather.

### **202. CHAIRMAN'S COMMUNICATIONS and REPORT:**

#### **202.1: Chairman**

Cllr Dargue met with volunteers from The Little Shore Crochet Club who raised a grand total of £3571 for the war memorial fund as well as the Womens Institute who raised £100. A fantastic achievement and we are so grateful to all groups for their contribution and continued support. All members of the Council thanked all of those people who took it upon themselves to raise funds to support the war memorial. The Council is very grateful for everyone's efforts.

Cllrs Dargue and Weir attended meetings with Amble Links First School and JCSC – something we are keen to do regularly to continue to strengthen links and dialogue with Amble schools. A meeting has been set up with Wayne Daley, NCC Cabinet member for Children's Services. The urgent need for JCSC's refurbishment and infrastructure upgrade to be reviewed by NCC is something we continue to press for. This is an issue that Town Council and Country Cllrs are all working hard to achieve – recent discussions with JCSC and statistics that they have shared with us however, also show that there is a potential capacity issue alongside the known problems of an aging split site school. We will be urging Mr Daley to talk directly to the schools and to undertake a site visit to see for himself

Chairs Signature.....

## AMBLE TOWN COUNCIL – March 2018

at first hand, the issues that the schools deal with on a day to day basis. We will be pressing NCC to act urgently on this.

Cllr Dargue and Weir met with NTC as they settled into the Dovecote Centre, discussing various issues from parking, events to programmes that they are offering for the community or hope to offer in the future. Cllrs have been invited to meet the new Puffin Theatre group which will be running on Saturday mornings at the Dovecote Centre.

### **202.2 Vice Chairman**

Cllr Weir attended many meetings with Cllr Drague and also echoed the concerns regarding the potential capacity issues at JCSC.

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

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

Cllr Clark attended an estate walkabout with Homes for Northumberland. He reported on the existing issue regarding quad bikes. The lighting issue at St Lawrence avenue garages has been reported. The footpath on Middleton Street is about to begin work which will take 2 weeks. Various pavements have been reported to Cllr Clark as requested and Cllr Clark was pleased to hear that works are due to begin on Bede Street. The footpath issue next to Brambles has been resolved. The speeding reported at Albert Street was raised once again. There are pot holes on Charles Road and there has been various incidents of anti-social behaviour and vandalism which has also been reported to police. No evidence has been supplied regarding emergency vehicle access on Harbour Road. The residents parking permit issue on Harbour Road is at a standstill. Cllr Clark contacted Neil Snowden at NCC but has yet to have a reply. Cllr Clark to email the Clerk in order to get the issue raised at the Parking Group. Cllr Clark to contact the resident at Broomhill Street regarding parking.

TCLARK

Cllr Hinson reported on the damage to the footpath outside 5 High Street due to the ongoing property works and queried if any damage had been reported although it was acknowledged that the work was not finished.

Cllr Clark reported that NCC are in the process of amending the traffic order in light of the proposed new sustrans route. Cllr Clark to keep ATC informed. The Clerk to add "sustrans route" to the parking agenda. An update from Martin Podevyn is required ASAP.

CLERK

Amble Links – all statues are now in place and have been very well received by the children.

#### **203.2: To receive a report from County Councillor Watson:**

Cllr Watson continues to lobby NCC Cllrs and Arch regarding Town Centre parking. A site visit has been arranged to take place next week.

Cllr Watson updated members regarding the parking restrictions on Queen Street and the one hour bays. Feedback was that ATC would be requested to take a lead on this but as yet ATC have not received formal notification of this. The Clerk to contact Mike Bird for a follow up.

CLERK

Cllr Watson was also involved in the redirection of the X18 during the period of heavy snow. There had been no consultation from Arriva. The X20 service was also stranded on Percy Drive for some time during the snow.

### **204. 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)**

Reports for other meetings were forwarded for appraisal.

### **205 FINANCIAL REPORT**

**205.1:** Voucher payments 299 - 333 were approved for payment. It was noted that payments 329 and 333 were for the same thing but that one was totalled as zero. This is because the original cheque was not received and then the payment was made via BACS. In order to keep an accurate paper trail, no records should be deleted but should be edited accordingly and cross referenced.

Chairs Signature.....

## AMBLE TOWN COUNCIL – March 2018

Receipt vouchers 134-151 were approved. It was suggested that for future perhaps an electronic white board could be used to discuss payments. It was reported that the electronic banking system is now up and running and has been trialled by some Cllrs and the Clerk.

The sum of monies allocated against bus shelters was noted as a high figure. These monies are ring fenced to a bus shelter outside the new persimmon development, however, the current bus route is not established yet and is a trial period. Once the route has been finalised the monies can be spent on a bus shelter for that area.

### **205.2: The bank reconciliation to date**

All banks have been reconciled. A trainer from Scribe is due to attend the office tomorrow to deliver training to ATC staff. There are some rouge figures in Scribe from historical entries that need to be addressed. The figures in the spreadsheet align with the bank statements correctly. It was proposed and agreed to accept the bank reconciliations as they stand.

### **205.3 Year to Date figures**

The Clerk had recoded some of the year to date figures after comments from members. The year to date figures were noted and accepted. Gillian Turner is in the process of reviewing all financial regulation policies in time for external audit. It may be necessary to call a short additional meeting of Full Council to approve all the policies.

CLERK

### **205.4: Grant requests – Dry Water**

The Clerk requested an additional breakdown of costs ahead of the meeting. After discussion the Council felt that they were unable to support this grant application as it was felt that the funds were to be used for building improvements rather than activity or activity materials. Amble also has a Dementia Lounge. The Clerk to contact Dry Water as appropriate.

CLERK

## **206. AMENITIES MANAGEMENT COMMITTEE:**

**206.1:** The next meeting of the Amenities Committee is due to take place on 22<sup>nd</sup> March, a site visit of the West Cemetery will take place at 5pm that day. There had been reports of further vandalism at the East Allotments but ATC had not been made aware of this.

## **207: PLANNING COMMITTEE**

**207.1:** The Planning Committee report was noted.

## **208: AGENDA ITEMS:**

### **208.1 Project Unicorn – Recommendation to Full Council to approve Project Unicorn policy and receive feedback from community groups on involvement.**

CLERK

This is a general policy for any senior figure and all guidance will be given from government at national level. Comments received back from St Cuthbert's Parish Church were positive and a book of condolences could be held at St Cuthbert's Parish Church with the permission of the Church Wardens, Church Council and Vicar. The Clerk to contact Rev John McDermot direct to confirm. Nationally there is only one company that can provide the loose-leaf pages and it would be the responsibility of ATC to purchase them. The policy was agreed in principle. It was suggested that ATC staff and 3 Cllrs were taught how to raise and lower the flag. Cllrs Parks, Weir and Watson agreed to take part in this. The purchase of black arm bands and ribbon for the mayor fob in the event of Project Unicorn was agreed.

CLERK

### **208.2 Proposals for Pavement Works. Request from NCC as part of the 2018/19 LTP principal roads programme and the intention to resurface the footway on Bede Street in Amble.**

CLERK

Discussion took place regarding the types of materials that could be suitable for Bede Street as it is in a conservation area. Members agreed that they would like to see the pavement uniform and therefore agreed on a tarmac surface. The Clerk to notify NCC as appropriate

Chairs Signature.....

## AMBLE TOWN COUNCIL – March 2018

and to thank the officer for consulting the Council on this matter.

**208.3 Northumberland Local Plan – Call for Sites – A request from NCC of sites suitable for housing, employment, minerals extraction, retail, leisure and/or community uses; and mixed-use schemes (providing a range of different types of development to inform the preparation of the forthcoming draft Local Plan. Responses required by 12 March.**

CLERK

After some discussion it was agreed to suggest the area of land at Charles Road near to the Radcliffe Club for recreational, community or leisure use. The Clerk to action as appropriate.

CLERK

**208.4 Deployable CCTV Cameras. Results of recent investigations into the availability of the deployable cameras.**

ATC were not under the impression that there would be a charge for the deployable CCTV cameras. On further investigation there is a £200 charge for each camera and they are given on a bid process. The Council were under the impression that there were 2 cameras specifically identified for Amble. There was a concern expressed from members that there has been a lack of support from NCC regarding CCTV projects. The Clerk to ascertain what was said at original meetings and to also contact Alnwick Town Council for information sharing purposes.

CLERK

**208.5 Data Protection - Recommendation to review and note the recent guidance and toolkit from NALC regarding the impending changes to the Data Protection Act.**

CLERK

The Clerk and Admin Officer to review the toolkit to ascertain what is applicable to ATC.

**208.6 WW1 Commemoration / Celebration – Councillors are to be updated on the event planning to date.**

The Fireworks for the event have been booked and work is ongoing to source alternate PA quotes. The ATC PA system needs to be sent for repair. Marshalls are to be arranged for the evening, the Clerk to contact the Rotary Club. We have a preliminary booking with the colliery band and a meeting with the working party is to take place on 21 March at 9am.

CLERK

**208.7 WW1 Sculpture – Decision to be made in principle on which sculpture the Council prefers**

After receiving comments and preferences, the clerk scored the sculpture and the highest scorer resulted in the Archway with doves. It was agreed that some additions would be required including additional doves and poppies with some wording entwined. The Clerk to contact Stephen Lunn to price this design and to liaise with ADT as appropriate. The Clerk to ascertain if planning permission would be needed. Further discussion is needed on the location and there was a suggestion to move the flag pole. Cllrs were asked to forward any suggestions they might have on appropriate wording to the Clerk

CLERK

**208.8 Youth Activities Leaflet – Consideration of Full Council to an updated information leaflet.**

The Youth Activities leaflet was produced a number of years ago. It was suggested to reinvent the leaflet with an online version so as to maximise the audience and get the word out on "Whats On" in Amble. The Clerk to contact those listed on the leaflet asking if they would like their details to be included in the new online version. It was reported that it had been difficult in the past as things change so much and the format of the 'Whats On' update needed to be amended to accommodate this. It was stressed that it would be up to each individual group to contact ATC with their changes. The Clerk and Admin Officer to take forward.

**208.9 Scribe Training – Recommendation to approve the training on financial software for staff**

The training for staff was agreed.

CLERK

### **209. COMMUNICATIONS:**

**209.1 Letter of thanks from Alnwick and District Sports Council**

Noted

Chairs Signature.....

## AMBLE TOWN COUNCIL – March 2018

### 209.2 Puffin Theatre Group – Request for meeting

All Cllrs were invited to attend a meeting with the Chair on Saturday 10 March 2018 at 10am at the Puffin Theatre Club at the new NTC Arts Centre on Dovecote Street.

### 209.3 Hanging Baskets. An offer from ADT to utilise surplus hanging baskets for Queen Street.

Cllrs noted the request but agreed that they would not like to take us this offer. The Clerk to contact ADT as appropriate.

### 210. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

RECOMMENDATION - That the Council note the information items.

#### 210.1 Post 16 Transport Consultation. Deadline for responses 2 April 2018

#### 210.2 NALC - Self-Assessment Capability Tool.

#### 210.3 Continuation of litter bin replacement programme – Council to note that the next tier of replacement bins are expected to be installed.

All information items were noted on block. It was noted that there is sufficient monies available to continue with the litter bin project. Any older bins that are still in good condition will replace some damaged dog bins.

### 211. DATE & TIME OF NEXT MEETING:

211.1 The next Meeting will be on 12 April 2018 at 6.00pm. in the Town Council Office, Fourways 2, 6 Dilston Terrace.

Apologies have been received in advance from Cllr Craig Weir

The meeting ended at 8.00pm

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.

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

WEIR

### PUBLIC VERSION OF PRIVATE

#### 212: MINUTES –

212.1.1 The minutes from 192-195.1 were approved.

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

213.1 Cllr Weir reported on discussions with Coquet Yacht Club. Cllr Weir to continue with discussions and to provide the Clerk with the PA specifications so that compatibility can be ascertained.

### 214. AGENDA ITEMS

#### 214.1 Sustainable Transport Plan – to discuss the sustainable travel plan and improving facilities for walking and cycling around Amble. Report to follow

The report was not available for this meeting. A meeting has been set up with Martin Podevyn for 18 April and the report has been requested ahead of this meeting.

#### 214.2 SLA. Report and update to Full Council

A meeting has been held with Bob Hodgson this week and the SLA has been signed off. HR have met with staff and also a union representative.

CLERK

Chairs Signature.....

## AMBLE TOWN COUNCIL – March 2018

A site visit to the West Cemetery also took place with BH and it was positive to note that he was sure that improvements could be made quite quickly. Additional cover for the Easter period was also confirmed.

### **214.3 CCTV Legalities and Responsibilities - The note advice from NALC**

CLERK

Initially when it was agreed that ATC would take forward the CCTV project, it was agreed that it would be the responsibility of the police to manage the system. It was queried as to whether ATC staff needed to be trained up on the CCTV system given all the legalities associated with it. A closer liaison is needed with the police and a point of contact should be established. The Clerk to request a catch up meeting with Northumbria Police to discuss the effectiveness of the CCTV and to obtain their thoughts on training. If training is to go ahead, ATC must draw up relevant policies and guidelines ASAP.

CLERK

### **214.4 Cloud Back Up – Outcome of investigations for data back up and storage**

CLERK

Discussion took place around the possibility of the backup provided via Alncom at a cost of £50 per month. A vote was called and resulted in 4 in favour and 3 against. The Clerk to negotiate a lower price if possible. It was agreed to purchase a fire proof safe within an agreed budget of £50.

CLERK

### **214.5 Tenancy Agreement. Report to Full Council on legal advice sought**

After seeking legal advice and discussion with Cllrs, the Clerk to instruct our solicitor as appropriate.

CLERK

### **214.6 Gratuity Gift & Policy. Approval requested from Full Council to proceed.**

It was agreed to proceed with this as per the policy and the Clerk to action as appropriate. Good feedback has been received from residents regarding the additional assistance given to NCC over the bad weather period.

### **214.7 Potential sale of land and accompanying notes. Report and update to Full Council**

CLERK

It was agreed to arrange another meeting.

### **214.8 Grave Digging Tender**

Two tenders were received into the office. It was delegated to the Chair and Vice Chair of Amenities with the Clerk who agreed to proceed with Tony Dunn Groundcare.

CLERK

### **214.9 Review of Town Clerk**

The Clerk and the Chair held a review of the Town Clerk progress. The Council agreed that they were happy with the progress made.

### **214.10 Letter of support for Josh Rutherford**

It was agreed to send a letter of support.

### **214.11 Asbestos Survey – Amble War Memorial**

Approval was sought for the survey to be carried out ASAP. Additional lighting to be added at a cost of £236 plus VAT. It was agreed to ring fence the public money raised for the War Memorial to items that are not included in the War Memorial Grant therefore maximising the gains for the public monies.

**The meeting closed at 9.00pm**

Chairs Signature.....