

AMBLE TOWN COUNCIL – MAY 2019

The Minutes of the meeting of Thursday 9 May 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, I Parks, C Foxley, J Watson, K Morrison
V Smith - Town Clerk,

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

1 ELECTION OF MAYOR AND CHAIRPERSON FOR 2019-2020

- a. To elect a Chair / Mayor

Cllr Dargue proposed Cllr Weir as Chair, proposal was seconded by Cllr Morrison and agreed.

- b. To receive the Chair / Mayor acceptance of Declaration of Office

The Clerk received the Declaration of Office

2 ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2019-2020

- c. To elect a Deputy Mayor / Vice Chair

Cllr Morrison proposed Cllr Lewis as Vice Chair, proposal seconded by Cllr Parks and agreed

- d. To receive the Deputy Mayor / Vice Chair Acceptance of Declaration of Office

The Clerk received the Declaration of Office

3 APOLOGIES

3.1 Tracey Hinton

3.2 Since the time of posting the agenda, a resignation was received from Christine Butler on 3 May 2019. The deadline for ward residents to request an election is 27th May 2019.

Cllr Watson proposed that any future applicant for co-option should be encouraged to attend a Council meeting prior to their application being considered. This would give the applicant an insight into what work the Council does and how much time can be involved. It was understood this may make the co-option process longer, however, could help retain Cllrs longer. The proposal was seconded by Cllr Lewis and agreed. The Clerk to make the amends to the Co-Option Policy.

Clerk

4. DECLARATION OF INTEREST

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

Declarations will be notified throughout specific items on the agenda.

5. FINANCIAL SIGNATORIES

- e. To authorise Councillors to be signatories on behalf of the Council, of whom a minimum of two are required to authorise all payments on behalf of Amble Town Council. The current signatories are Cllrs Lewis, Dargue, Weir and Morrison.

Cllr Weir proposed that an additional online banking signatory is set up with the Barclays account as currently only Cllrs Weir and Lewis are available to sign off electronic payments. Cllr Watson agreed to be the additional signatory. This was agreed. The Clerk to begin the process.

Clerk

6. MEMBERSHIP OF COMMITTEES

- f. To elect the Chair, Vice Chair and membership of the below committees. The

Chairs Signature.....

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Terms of Reference require there be a maximum of 8, including the Chair and Vice Chair of the Council:

- i. **Amenities Committee** – meets the last Thursday of the month, on a two monthly basis commencing in May. Four meetings will be preceded by an inspection of the Cemeteries, Allotments, Play Areas to be scheduled.

Committee Members: Cllrs Dargue, Morrison, Weir, Parks, Foxley, Hinton, Lewis plus vacancy with the following appointments agreed.

Chair: Cllr Lewis

Vice: Cllr Parks

- ii. **Planning Committee** – Tuesdays of the month – dependent upon the receipt of Planning Applications.

Committee Members; Cllrs Morrison, Lewis, Weir, Dargue, Foxley, Parks, Hinton plus vacancy with the following appointments agreed.

Chair; Cllr Morrison

Vice: Cllr Parks

7. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

The following were agreed

Organisation	Rep 2018/19	Rep 2019/20
Amble Development Trust	Cllr Hinton	Cllr Hinton
Amble Youth Project	Cllr Morrison and Weir	Cllr Morrison / Parks
Amble2020/Coastal Community Team Amble Harbour Village/Lobster Hatchery	Cllr Weir	Cllr Weir
NALC	Cllr Parks	Cllr Foxley
Community Action Northumberland	Cllr Weir	Cllr Weir
Town Parish Liaison Working Group	Cllr Parks	Temp Cllr Foxley
Events Committee	Cllr Weir	Cllr Morrison
AONB	Cllr Morrison and Horn	Cllr Morrison
NTC	Cllr Morrison and Weir	Cllr Morrison / Darque
JCSC	Cllr Weir / Lewis	Cllr Weir / Lewis
Parking	Cllr Weir / Lewis	Cllr Weir Lewis

ATC have recently flagged up with the Events Committee, which has community membership, that due to resignations from the committee there will no longer be 3 Cllrs on it. As this would mean it was not quorate, no decisions could be agreed thus restricting their ability to operate their finances. Suggested options going forward are:

- a) Become a Council Working Party and any payments required need to be signed off at the Full Council monthly meeting
- b) Operate as a separate independent organisation with a specific bank account set up by members for the management of its own budget.

KM

Clerk

The Clerk was requested to seek advice regarding the use of the ATC Public Liability insurance for events such as Christmas Parade as this is a community event. Cllrs Weir and Lewis have offered their assistance in setting up a specific bank account.

Chairs Signature.....

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Cllr Watson queried the possibility of having an ATC rep on the WHC Committee and agreed to take this forward.

JW

8. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

28.1 To consider the appointment of an internal auditor – agreed Mr Peter Basnett
Peter Basnett has agreed to continue as internal auditor for the next financial year.

9. APPOINTMENT OF INSURER

29.1 To consider appointing an insurance provider for 2019/2020- currently Zurich
Zurich has been agreed and appointed as the Town Council's insurer for 2019-2020.

It was reported that much work has been done around updating the asset register for the town. The insurance required a register with replacement value, the Council's register details the depreciation value.

10. AGREEMENT REGARDING ANNUAL SUBSCRIPTIONS/SUPPORT FEES/DONATIONS

(i): To consider increasing the donation amount without a full grant application submission form from up to £100 to up to £150

Proposed by Cllr Lewis, seconded by Cllr Watson - Agreed

(ii) To consider payment of annual subscriptions/ support fees/ donations Northumberland Association of Local Councils

SUBSCRIPTIONS AND SUPPORT

1. Northumberland Association of Local Councils
 2. Society of Local Council Clerks
 3. The Institute of Crematorium and Cemetery Management
 4. Local Councils update
 5. Local Council Review
 6. RoSPA – playground inspections
 7. Pear Technology – digital mapping support
 8. Alncom – computerware support
 9. Team Valley Web – Hosting Fee
 10. CCTV Support
 11. Accountancy Package
- Agreed

Donations if requested, up to a maximum of £150

1. Young Citizen Award
 2. Alnwick & District Sports Award
 3. Northumberland Theatre Company
- Agreed

Donations if requested, up to a maximum of £100.

1. Great North Air Ambulance
 2. CAN
- Agreed

Donations if requested, up to a maximum of £50

1. Marine Conservation Society
2. Friends of Alnmouth Station
3. Citizens Advice Northumberland
4. Hospice Care North Northumberland
5. Alnwick Playhouse Trust
6. Bailiffgate Museum

Chairs Signature.....

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Agreed

11.DATES AND TIMES OF MEETINGS FROM MAY 2019 TO MAY 2020

Agreed

12.ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2018/2019

- g. To consider and agree any actions arising from the report of the internal auditor (copy attached)
The report from the Internal Auditor was reviewed. The minor points raised have been addressed and explained by staff. No further action needed.
- h. To approve the Annual Governance Statement Section1 (draft copy attached)
The Annual Governance Statement was approved and signed.
- i. To approve the draft annual accounts for 2018/2019 Section 2 (draft copy attached)
The annual accounts for 2018/2019 were approved and signed
- j. To approve the Accounting Statement and Explanation of Variances (draft copies attached)
The Accounting Statement and Explanation of Variances was approved and signed off.
- k. To agree the notice of public rights as commencing on Monday 17th June 2019 and ending on Friday 26th July 2019.
The notice of public rights dates were agreed.
The Clerk was thanked for her diligence and accuracy.

13.POLICIES

- (i) To approve the recommendation to confirm all policies at the annual meeting with a minimum of two yearly review/update of policies as necessary brought to monthly meetings. Agreed
- (ii) **POLICY APPROVAL –**
 - a. **Recommendation to confirm the following Cemetery policies**
 - i. Cemetery Rules & Abridged version
 - ii. Cemetery Administration
 - iii. Maintenance Strategy for closed cemetery
 - iv. Independent Funerals
 - v. Memorial Masons Scheme & Regulations
 - vi. Memorial Regulations & Audit
 - vii. Natural Burials
 - viii. Rights and Bereaved
 - b. **Recommendation to confirm the following Council Administration policies**
 - i. Committee Terms of Reference
 - ii. Standing Orders
 - iii. Co-option Policy
 - iv. Document Retention
 - v. Flag Policy
 - vi. Freedom of Information
 - vii. Marking the Death of a Senior National Figure
 - viii. Honorary Freeman Policy
 - ix. Town Garden Judging Guidance
 - c. **Recommendation to confirm the following Councillor policies**
 - i. Code of Conduct
 - ii. Dignity at Work
 - iii. Dispensation Policy
 - iv. Expenses Policy
 - v. Relationship Protocol

Chairs Signature.....

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d. Recommendation to confirm the following Employee Policies

- i. Personal Development Plan
- ii. Absence Management
- iii. Capability and Disciplinary Procedure
- iv. Carrying out a Risk Assessment
- v. Dignity at Work
- vi. Equality and Diversity
- vii. Gratuity Gift
- viii. Guidance on Harassment
- ix. Internet Usage
- x. Raising a Grievance
- xi. Training Agreement

e. Recommendation to confirm the following Finance Policies

- i. Grant Application Form
- ii. Grants and Donations Policy

f. Recommendation to confirm the following Public Policies

- i. Accident Reporting
- ii. Aims
- iii. CCTV Policy
- iv. Charging Policy
- v. Complaints Procedure
- vi. Equal Opportunities
- vii. Data Protection

All policies except for Data Protection were approved on block. The Data Protection Policy is to be added to the June Full Council meeting for further review / approval.

Clerk

After discussions with Funeral Directors and taking advice from ICCM, the Council agreed to reduce its cremated remains memorial headstone erection time from 6 months to 1 calendar month provided that the Monumental Mason is happy to carry out the work. The Clerk to amend the necessary paperwork and inform Funeral Directors of the change. The related policies will be amended accordingly.

Clerk

14. PUBLIC QUESTION TIME: (maximum 15 minutes)

In accordance with Section 1(d-g) of the ATC Standing Orders members of the public present may address the Council at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

There were no members of the public present.

15. MINUTES: TOWN COUNCIL

15.1: To consider the minutes of the meeting held 11 April 2019 - items 261 – 280.4

The minutes were approved

16. CLERK'S REPORT:

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

16.1 The Clerks report was accepted. The Civic Awards is due to take place on 16 July 2019 at 6pm.

Shortlisted gardens are to be submitted to the office by 2nd July 2019.

The Clerk to check if the Alnwick Garden Judge is available to visit shortlisted gardens on Monday

Clerk

Chairs Signature.....

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8th July. Members were asked to think about nominations for the Adult and Junior Civic Award.

The Clerk confirmed that there has been no response regarding the CCTV cameras on lamppost electricity costs from NCC so far this year. It was confirmed that the Council has 7 single cameras on lamp posts and 2 double.

Alncom confirmed that the cost of electricity for a Single camera is £39.42 per annum; Double cost £45.99 per annum.

It was agreed to await the invoice and Cllr Watson will assist the Clerk in taking the matter forward if necessary.

In total there are 24 cameras. These will be plotted on mapping software when office time allows.

17. CHAIRMANS COMMUNICATION and REPORT

17.1. Chairman's Report

The Chair attended an event at Eshott Hall and the RAF Boulmer Spring Reception.

Helen Shepherd left the Council and was presented with her gifts and card.

Cllr Weir made members aware of the D Day event on 6 June 2019 at 10.45am.

It was also reported that Cllr Robert Arckless MBE is having a boat named after him on 14 June 2019 by NIFCA.

17.2. Vice Chairman Report

The Vice Chair attended same meetings as Chair and others which are later listed in the agenda.

18. REPORTS FROM COUNTY COUNCILLORS:

18.1 To receive a report from County Councillor Clark:

Cllr Clark submitted his apologies

Items to raise with Cllr Clark:

Speeding on Links Avenue

Fly Tipping on corner of Ivy Street

Lord Mayors Field grass cutting

18.2. To receive a report from County Councillor Watson:

Cllr Watson met with the developers of the site of Artique who have agreed a sum of £7000 to be used by the Council as they see fit. There was a suggestion of using this money for an additional ANPR camera going North and tourism signage placed next to the flower bed at the bottom of The Wynd. Cllr Watson to firm up some costs and designs and report back to next meeting.

JW

Cllr Watson has successfully asked Advance Northumberland and Morrisons to pay for the required ANPR camera at the South roundabout.

The cost of installation of these cameras were those given by Northumbria Police who would then maintain them and pay any associated costs after installation.

Cllr Watson met with some pupils from the ASDAN project at JCSC. He will also be meeting the Headteacher to discuss their requirements from NCC so that he can support their wishes for the school's future development at NCC level. Cllr Watson to seek further information on staffing levels.

Litterbugs have approached Cllr Watson for some assistance in creating their own website. Cllr

Chairs Signature.....

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Watson has advised them to apply to parish council's grant funding.

Cllr Watson has been made aware of the fly tipping issue on Allison Street. The Council has also had numerous residents complaining about the eyesore. Staff are continuing to report these to enforcement and environmental protection. It is understood that this is private land.

Cllr Watson has been elected Vice Chair of Warkworth Parish Council. He made members aware of a Royal British Legion event to mark the start of the WW2 on 7 September 2019, 7pm, Memorial Hall, Warkworth. Tickets cost £7, there will be themed entertainment, a pooled supper and small bar.

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

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

Cllr Weir and Lewis attended meetings of SLA, Hay and Kilner, Paddlers Park, Assets, Parking and High Street Community Clean Up.

Cllr Weir also attended meetings of the AYP and Events Committee.

Cllrs Morrison and Dargue gave an update on the new Film Society at NTC. The first film will be shown on Tuesday 14th May at 6pm.

20. FINANCIAL REPORT:

20.1 To consider voucher numbers for payment 1 – 21 and receipt vouchers 1 – 15

Cllr Foxley declared an interest in voucher 22. The payments and receipts were approved.

20.2. Bank Reconciliation

The reconciliation was accepted.

20.3. YTD figures

The year to date figures were noted. It was agreed that for next year, the financial codes can be amended or some grouped together as it is no longer necessary to have every item listed separately.

20.4 Grants:

- Amble Army Cadets

A grant requested of £300.00 was received. The Council agreed to support the trip to the Normandy Beaches in October with a donation of £300.00 to their fund rather than specific Cadets. The Clerk to contact Amble Army Cadets.

20.5 To approve the dissemination of the Earmarked Funds

A meeting was held on 7 May 2019 with staff, Cllrs and Gillian Turner to allocate Earmarked Funds for this year. Additional funding has been added to recreation, west cemetery development, legal fees, memorial gardens and Active Amble. The Earmarked funds were agreed. The Clerk to forward all info to Cllrs.

Clerk

21. AMENITIES MANAGEMENT COMMITTEE:

21.1 The next meeting is 30 May 2019

22.2 To discuss / approve an amendment to cemetery rules and regulations

This item was covered above.

Item 25.7 was moved to be discussed at this point in the agenda:

An email complaint was received regarding the weedkilling in the west cemetery. Email correspondence has been continuing and the complaint has been resolved as best as possible at this time. ATC will take advice on how long the effects of the weedkilling will be to the area before considering whether any remedial action will be taken. If grass does not regrow the Council will

Clerk

Chairs Signature.....

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consider at that time, what action is needed.

23: PLANNING COMMITTEE

23.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2019

The planning report was agreed

Since the agenda was published, the Council received the Housing Strategy for Northumberland. Members were requested to submit all comments to the Clerk by 24 May 2019 to allow time for a corporate response to be collated and submitted before the deadline.

23.2 Artique – Cllr Watson

This item was covered in Cllr Watson's update

24 AGENDA ITEMS:

Clerk

24.1 To seek retrospective approval for additional costs for clearance work at West Cemetery boundary fence

It was not anticipated how much additional work would be required to clear the area behind the old fence. The contractor estimated it would be at least an additional day's work for a least 2 people and therefore had to increase his costs- this was negotiated to £500. Despite this increase, the quote was still lower than comparison quotes. Retrospective approval was given to cover these additional costs.

24.2 To seek approval to set up a working party to discuss applying for a Governance Review to a) Redefine the parish ward boundary, b) Redefine the ward boundaries, c) Increase the number of councillors

A working party was agreed to be set up on Monday 20th May at 5.30pm. Cllrs to attend are Cllrs Lewis, Parks, Dargue, Weir.

24.3 To Receive an update on Paddlers Park play equipment and approval for extra costs

Due to an error with the map orientation, one piece of equipment has been placed in the wrong location. A quote was received to correct the work. The Council is also in receipt of funds from NCC to support the new recreation offer at Paddlers Park. The quote was agreed. The Clerk to proceed.

It was also reported that the water pump was still not working correctly and the flow to the water pump was very poor. The Clerk to ask NCC to remove the handle and for the seals to be put in water until the situation is resolved. The Clerk to chase up with Mike Jeffrey. The Clerk to add a short note to social media and website.

Clerk

24.4 To seek approval for costs of free Wi-Fi in the Town Square

Cllr Watson declared an interest. Members decided not to proceed with the renewal quote.

Clerk

24.5 To seek approval for the dissemination of funds from High Street Community Clean Up Fund

Cllr Weir declared an interest. Cllrs Parks, Weir, Lewis and the Clerk met to discuss the allocation of funding from NCC. It was agreed to support requests from Pride in Amble, Litterbugs Warkworth and Amble Development Trust, totalling items of £2500. The Clerk to prepare the monitoring forms and feedback for NCC.

24.6 To agree a date for the Annual Parish Meeting

The Annual Parish Meeting will take place on 5 June 2019, 6.00pm. The Clerk to contact community organisations requesting their attendance or a report of their past and proposed activities.

Clerk

24.7 To agree a working party to take forward 'Active Amble- a network of cycle and pathways.'

Clerk

A working party was agreed to involve Cllrs Dargue, Morrison, Parks, Lewis, Foxley, Weir.

25. COMMUNICATIONS:

Chairs Signature.....

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25.1 Complaint from resident regarding the lack of grass cutting on Lord Mayors Field

The Council is currently investigating responsibility with NCC / Advance Northumberland / Park Leisure

25.2 Request to let raised beds

The Council considered this request but unfortunately the area has been weedkilled and is therefore not suitable for cultivation.

25.3 City Nature Challenge 2019

Noted

25.4 NALC Data Protection Fees 2019

Noted. The Council awaits guidance from NALC

25.5 Complaint regarding lack of parking for residents on George Street

The residents have been informed that the Council are aware of the issues and will raise these at the Parking Meeting on 15 May 2019. If the residents do require residents parking only, they will be advised to contact NCC and start the process.

25.6 Coast Care Activity Plan – May

Noted

25.7 Email regarding West Cemetery Weedkilling

Covered earlier in the agenda

26. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

RECOMMENDATION - That the Council note the information items.

26.1 Cycle 2 Salute: The Derwent Walk Bike Ride 2019

Noted

26.2 Litterbugs Warkworth Litterpick 11 May 2019 – 2pm – Town Square

Noted

26.3 NALC Newsletter 24/4, 30/4

Noted

26.4 Northumberland Day 2019

Noted

26.5 To receive notes of the Parking meeting

Noted

26.6 To receive notes of the SLA Partnership meeting

Noted

26.7 CAN Spring Newsletter

Noted

26.8 St Johns Ambulance – Mental Health at Work

Noted

27. DATE & TIME OF NEXT MEETING: 13 June 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

28: MINUTES –

28.1: Town Council meeting held 11 April 2019 – items 277 – 280.4

The minutes were approved.

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

Chairs Signature.....

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None

30. AGENDA ITEMS

30.1 To discuss legalities around disposal of open space

The Clerk to forward correspondence regarding open space designation to new Head of Planning at NCC for further clarity.

30.2 To receive an update on tenancy issue

The Council awaits further advice from legal professionals

30.3 To receive an update on the Memorial Gardens

The Council awaits further information from solicitors. Clerk to contact NCC in the meantime for further information.

Clerk

Clerk

31 INFORMATION ITEMS

31.1 To receive notes of meeting with Hay and Kilner

Noted

31.2 To receive notes of SLA Partnership Meeting with NCC

Noted

31.3 To receive notes of Parking Meeting

Noted

Additional Items

The Clerk to send the notes from the meeting with Advance Northumberland

The Clerk to write to The Amble Inn to request that they take responsibility of the Coal Truck.

Clerk

An issue regarding parking in loading bays was raised. The Council were under the impression that as of January, this was not enforceable on Sundays. There is a notice in the press which now states as of 12 May 2019.

Chairs Signature.....