

## **AUGUST 2020 CLERK REPORT**

### **Business Required by Statute**

No decision has been received to date

**CHAIR REPORT** – Members are asked to note the Chairs report

**VICE CHAIR REPORT** – Activities reported elsewhere

**CLLR CLARK REPORT** – Members are asked to note the report from Cllr Clark

**CLLR WATSON REPORT** – Members are asked to note the report from Cllr Watson

**OTHER REPORTS** – Members are asked to note any other reports

### **FINANCE**

Members are asked to discuss the donation request from Warkworth Rotary for £100 for the planting of more Crocus on Rotary Way – See attached email with agenda papers.

### **AMENITIES**

Covid signage has been given to NCC and is being erected where previously agreed around town.

#### *Cemeteries*

Two unstable memorials were identified during a site visit. For health and safety reasons, these have been laid down by a contractor.

NCC have begun work on memorial testing within the cemetery.

Servicing of the shutters and the fire extinguishers are being arranged

Cllrs Parks and Hinton met with a resident to discuss their request to cut back the hedge at West Cemetery. It was explained that this work would be done in agreement with NCC and could only take place later in the year due to the nesting birds. The hedge could also only be cut back to a height that was within reach of the NCC operative's reach.

There are continuing delays at the West Cemetery due to a lack of recording the Northumbrian Water first visit to inspect the work. The Contractor is liaising with them and a complaint is in progress. As of 6 August the work will be signed off and the standard 21 days to connection will begin.

#### *Play Areas*

Northumberland County Council have officially opened play areas in the County. The onus of responsibility is very much on the users as it is not feasible for NCC to man and clean all play areas frequently throughout the day. They advised that ATC have carried out the correct procedures for their open play areas.

Council has been made aware that part of the rope bridge of the climbing unit has been damaged and therefore poses a health and safety risk. In agreement with

NCC, a chain and padlock prevents access onto the equipment until a replacement is in place. It has been noted that the smaller net leading onto the structure also needs replaced due to corrosion and a quote has been requested. Quotes for the items, their removal and installation have been received- replacement rope bridge and net at Paddlers Park - £1011.26 & £445 plus £295 delivery and installation-As these are essential under Health and Safety, after consultation between the Clerk and the Chair and Vice Chair of Council & Amenities, they have been ordered. Members are asked to retrospectively agree.

A crime number was generated should the insurance be required to cover these costs; however it has since emerged the damage is not due to vandalism.

Various other small remedial works have also been highlighted in the weekly inspection sheet and are currently being actioned.

The decals at Paddlers Park have been completed.

Despite the ROSPA report being completed on 17th June this year, it did not highlight any issues with the rope bridge or net so a letter has been sent to them expressing the Council's disappointment that this was not picked up during that assessment and requesting clarification of the procedures used.

Following Cllr Lewis's meeting with Neil Dawson regarding flooding at Paddlers Park, NCC have been provided with drainage plans to assist them in their understanding of the area.

### Allotments

Members were made aware of a public gathering at West Allotments to discuss the Council's alleged intention of disposing of Allotment land. After much investigation it became clear that the concern was borne out of a misinterpretation of the Council's objection to the wording of the protected open space policy contained within the Draft Local Plan.

ATC has worked together with AAHS to try to alleviate some of the concerns felt by plot holders and ATC have erected laminated signage across the site to state that the Council has no intention of disposing of these. A letter was drafted for the AAHS Committee to share with their members. Members are asked to agree retrospective approval for the letter to AAHS re West Allotments – attached. Members are asked to discuss a letter drafted for NCC Planning.

A tenant of West Allotment has reported having possible Asbestos on their plot. This has been reported to AAHS who are dealing with it in conjunction with the tenant.

### Town

The stones at the Little Shore are growing every day. It is hoped that a Community Group will be set up to try and preserve them in memory of CV19. Placement and preservation hopefully will be looked at by this group and with advice from ATC will be a fitting reminder for the Community. Cllr Morrison is liaising with a resident on this.

As government restrictions remain in place, it is not possible to have a full service for the VJ Day anniversary. Instead, arrangements similar to that of VE Day have been made in that two sprays of flowers have been ordered and Mrs Keen, whose father was a Japanese Prisoner of War, will lay a spray on the Amble Clock Tower memorial behalf of the town and Cllr Lewis will lay the other at Radcliffe memorial. There will be no other service from ATC that day.

War Memorials Trust have been asked for advice on cleaning the detritus from the Clock Tower steps.

Both town Christmas trees have been pre-ordered and arrangements are in place with NCC and another contractor to assist on the delivery day. NCC are currently ascertaining whether traffic management would need to be arranged. As these may need to be put in place soon, Members are asked to agree to any traffic management which will need to be in place- staff will keep members informed via email.

The bus shelter replacement for Church Street is due 16 August 2020.

Council were also made aware of overflowing toilets at the former TIC. NCC were made aware of the issue and also Northumbrian Water who were due to attend. This issue has now been dealt with.

ATC received a complaint regarding overflowing litter bin on Broomhill Street. The second complaint was due to fly tipping. NCC have not reported any issue here. NCC have been asked if they think it is worthwhile having another bin here and if so, relocate the other double size bin from the grass area near the mound, replacing it with another standard size one. NCC have also been asked to let ATC know if any of the liners need replaced.

Cllr Lewis received a complaint regarding bins in back lanes which was passed to NCC Waste Management- correspondence attached

## **PLANNING**

Members are asked to note the latest planning update.

Members' attention has been drawn to planning application 20/02126/DISCON- the advertising board for local businesses- and comments were requested asap.

## **AGENDA**

To agree a pre planning application in terms of the seafarer's memorial at a cost of £35. Members are asked to agree so it can be determined if a planning application is needed. Members are also asked to discuss paying for that if this is the case.

To discuss the quotation to check the drainage channels of the Clock Tower £50.00 per visit- in order to prevent any blockage and further water damage to the tower.

To discuss the quotation received for resetting some kerb stones at West Cemetery £800.00 & the quotation for tarmacking the paths at West Cemetery - £550.00. The two horizontal tarmacked paths have loose kerbs at their sides. The previous tarmac

cooling movement lead to cracks in some places; however these are at the edges and have not worsened over the last few years.

To discuss the quotations for tarmac work on West Cemetery Driveway. Despite numerous requests to a number of contractors, only 1 quotation has been received- this is from a well-known and respected source. Members are asked to agree to the quotation of £19390.00

WHC contacted ATC regarding the replacement of Disposal Pads for the harbour defibrillator. On checking previous minutes, it was ascertained that this was a joint venture with WHC and ATC, with WHC paying one third and ATC two thirds. It has therefore been proposed that ATC contribute to two thirds of the cost of these which is £50.00. Members are asked to agree to this.

To discuss lights for the two new Christmas trees. If the current lights cannot be adapted from mains to battery operation, new battery lights for both trees would be in the region of £200.

To discuss quotations to repair The Wynd Wall - £2200 & £4350.00. Although not in a dangerous condition, the external cracks have been getting marginally wider for a few years.

Donation of Bikes – Cllr Morrison is proposing that the bikes are donated locally before consideration is given to outside of the area.

To discuss a request for waiving a fee at West Cemetery – Cllr Watson is requesting the Town Council waive its normal fees for a commemoration plaque to be put on the wall in West Cemetery. Info circulated with agenda papers.

## **COMMUNICATIONS**

Council has been made aware that the recent licensing application for the Cock and Bull has been withdrawn.

Residents have expressed concern regarding overnight parking of camper vans in areas of the town. This issue has been reported to NCC.

ATC have received an invite to comment on additional evidence as part of the Local Plan between 13<sup>th</sup> July – 7<sup>th</sup> September. This is to discuss the Green Belt Areas.

Communications received from Ruth Armstrong:

- Integrated Wellbeing Service Training Catalogue 2020/2021
- Greggs Foundation - Hardship Grants
- New Covid fuel crisis fund - referral information
- Connecting with people Train the trainer training - nominations requested
- Re-engage Call Companions
- Community@NE66 summer provision
- Updates for the Ageing Well Network
- North Northumberland Network Weekly Update
- CYPS Experience Survey
- PCC newsletter

- SBUK hosting conference and Covid-19 seminars

94.5 Small Business Grant Fund Letter from NCC.

The Clerk has applied and is awaiting confirmation of eligibility.

### **NALC Newsletters**

29<sup>th</sup> July 2020

31 July 2020

Northumberland College work placements – These have been considered by the Council in previous years. Currently due staff needing to familiarise themselves with the new ways of working due to Covid 19 compliance and the workload generated by the reorganisation of past administration documentation, it is not felt that the Council could undertake a new learner at this time.

ATC received a complaint regarding noise from work being carried out at Tesco's on Queen Street in the early morning hours. The complainant was asked to redirect their concerns to NCC who have more powers to do deal with this.

Travellers are back on the land behind Coquet Industrial Estate. This has been reported and being dealt with by NCC.

The Council continue to receive complaints regarding parking and congestion, especially on weekends. These issues are known and have been reported to NCC.

A busker requested permission and advice regarding playing in the town. He was directed to NCC and advised that the social distancing measures severely limited where he could perform if granted permission.

### **INFORMATION**

NCC have been asked for a quote for removing the rubbish from the office.

New tables have arrived for the office as well as additional screening to become Covid compliant.

New telephone sets will be installed on 5 August 2020.

The new desk is due to be installed following which the new computer will be installed and the old hardware and equipment checked for disposal.

Discussions will be held with all staff requesting they return to office working by Tuesday 1<sup>st</sup> September. On their return, the Clerk will conduct orientation meetings regarding the new Covid 19 procedures.

Members are asked to note the minutes from the SLA meeting held on 29 July 2020

The lightning conductor test for the War Memorial Clock Tower has been carried out.

Members are asked to note the New Pavement Licensing Regime due to come into force 3 August 2020.

The one-way notices have been damaged on Queen Street. This has been reported to NCC for review.