

# AMBLE TOWN COUNCIL – MAY 2021

The Minutes of the AGM meeting of Thursday 20 May 2021, 6.30pm Masonic Hall, Amble.

Members and public were reminded of the need to adhere to all Covid-19 regulations.

## **PRESENT:**

Cllrs Craig Weir, (Chair), Cllrs H Lewis, J Watson, K Morrison, J Dargue, T Hinton, I Parks  
V Smith - Town Clerk.

## **19.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

### **19.1 To receive an update from Northumbria Police.**

The update from Northumbria Police was noted.

**19.2** A resident was experiencing ASB problems with tenants in Staffen Court. Northumbria Police have been made aware of these issues and the resident was advised to obtain a crime report number each time a report was made. Additionally, in order for ATC to contact other officers, the resident is to provide ATC with the names of those who have been dealing with these issues.

Clerk

**19.3** Mr James Christie did not attend the meeting but wished the following to be raised. The traffic issues on Church Street with speeding and an increased number of car accidents in the past 12 months alone. Mr Christie requested additional signage to be placed here, perhaps one side giving way to the other. He was also concerned about parking for residents and the tension this was causing with visitors to the area who inconsiderately park outside people's homes. Additionally, he was also concerned about the increasing drug use at a property on Church Street with seemingly no consequences. Visits from the police do not deter the behaviour and even in broad daylight the issues continue.

Members are aware of these issues and continually address them at various meetings with those who can take action. ATC to respond directly to Mr Christie by letter.

Clerk

## **20.ELECTION OF MAYOR AND CHAIRPERSON FOR 2021/2022**

To elect a Chair / Mayor

Nomination: Craig Weir

Proposer: Jeff Watson

Secunder: Tracey Hinton

Agreed

### **20.1 To receive the Chair / Mayor acceptance of Declaration of Office**

The declaration was signed.

## **21. ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2021/2022**

To elect a Deputy Mayor / Vice Chair

Nomination: Helen Lewis

Proposer: Craig Weir

Secunder: Kate Morrison

Agreed

### **21.1 To receive the Deputy Mayor / Vice Chair Acceptance of Declaration of Office**

The declaration was signed.

## **22. APOLOGIES**

Cllr David Bewley, accepted

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### 23. DECLARATION OF INTEREST

23.1 To be made at the correct point within agenda

### 24. FINANCIAL SIGNATORIES

24.1 The financial signatories were agreed as Cllrs Helen Lewis and Craig Weir for online transactions and Cllrs Dargue and Morrison for cheque payments. Cllr Watson is to be added to the banking list.

### 25. MEMBERSHIP OF COMMITTEES

a. To elect the Chair, Vice Chair and membership of the below committees. The Terms of Reference require there be a maximum of 8, including the Chair and Vice Chair of the Council:

i. **Amenities Committee**

**Committee Members:** Councillors Lewis, Morrison, Dargue, Parks, Weir, Bewley, Hinton plus another councillor.

**Agreed**

Chair: Nominations: Ian Parks

Proposer: Jane Dargue

Seconder Tracey Hinton

**Agreed**

Vice: Nomination: Tracey Hinton

Proposer: Ian Parks

Seconder by: Kate Morrison

**Agreed**

ii. **Planning Committee**

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

**Agreed**

Chair Nomination: David Bewley

Proposer: Helen Lewis

Seconder: Craig Weir

**Agreed subject to agreement from Cllr Bewley**

Vice Nomination: Kate Morrison

Proposer: Craig Weir

Seconder: Ian Parks

**Agreed**

### 26. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2020/21	Nominations 2021/22	Proposer	Seconder
Amble Development Trust	Tracey Hinton	Craig Weir	Helen Lewis	Tracey Hinton
Amble Youth Project	Ian Parks / Kate Morrison	Ian Parks/Kate Morrison	Craig Weir	Helen Lewis
Amble2020/Coastal Community Team Amble Harbour	Craig Weir	Craig Weir	Jeff Watson	Helen Lewis

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Village/Lobster Hatchery				
NALC	David Bewley	David Bewley	Craig Weir	Helen Lewis
Community Action Northumberland (email comms only)	Craig Weir	Craig Weir	Helen Lewis	Ian Parks
Town Parish Liaison Working Group	Chair/ Vice Chair	Chair / Vice Chair		
Events Committee	Kate Morrison	Kate Morrison	Craig Weir	Helen Lewis
AONB	Jeff Watson	Jeff Watson	Craig Weir	Helen Lewis
NTC	Kate Morrison / Jane Dargue	Kate Morrison / Jane Dargue	Craig Weir	Helen Lewis
JCSC	Craig Weir / Helen Lewis	Craig Weir/Helen Lewis / Ian Parks		

Agreed

### **27. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR**

27.1 To consider the appointment of an internal auditor for 2021/22 – Ms Gillian Turner

**Agreed**

### **28. APPOINTMENT OF INSURER**

28.1 To retrospectively agree the appointment of an insurance provider for 2021/22- Zurich

**Agreed**

### **29. AGREEMENT REGARDING ANNUAL SUBSCRIPTIONS/SUPPORT FEES/DONATIONS**

To consider payment of annual subscriptions/ support fees/ donations-

#### **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. Scribe Audit & Accounting

**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

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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
7. AGE UK

Cllr Parks proposed that the Council increases its donation to Hospice Care North Northumberland to £150 as he has experienced first-hand the work they do and how little they are funded. This was agreed. Clerk to make amends to list.

Clerk

### **30. DATES AND TIMES OF MEETINGS FROM MAY 2021 TO MAY 2022**

**Agreed**

### **31. POLICIES & PROTOCOLS**

**To approve the recommendation to confirm at this annual meeting thereafter with a minimum of two yearly review/update as necessary brought to monthly meetings.**

- **Death of a Senior Figure**  
Delegated powers were granted for the Chair and Clerk to make the necessary adjustments to the name list when the information is released from central government. It was agreed to change the timing of the national silence to 'that nationally designated'
- **Updated Policy: Publication Scheme**  
Approved.

CW  
Clerk

**32. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

***Members are asked to note that contracts are in place for the following.***

- **Cemetery & Town Groundsworks April 2018 – March 2022**
- **Grave Digging April 2020- March 2022**
- **Memorial Gardens Maintenance Works March 2021-November 2023**
- **Office Lease January 2015- December 2021**

These were agreed. Delegated powers were given to the Chair, Vice Chair and Clerk to investigate the terms of a new lease of the present office from August.

Clerk

### **33. BUSINESS REQUIRED BY STATUTE**

**33.1 To receive an update on the Co-option vacancy**

It has been agreed that the Council may co-opt at its earliest convenience.

**33.2 To discuss beginning the co-option procedure**

Members agreed to begin the co-option procedure with the aim to co-opt, if possible, in July. Clerk to advertise the vacant seat.

### **34. MINUTES: TOWN COUNCIL**

**34.1: To consider the minutes of the meeting held on 8 April 2021 – items 1 – 18.2**

The minutes were agreed

Clerk

### **35. CLERK'S REPORT:**

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

### **35.1 Clerks Report**

The report was approved

### **36 CHAIRMAN'S COMMUNICATIONS and REPORT:**

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

#### **36.1: Chairman**

Concern was expressed regarding the possible closure of URC church and the impact this will have on a number of local groups. Urgent work is needed to secure alternative premises for these groups to operate. There is the possibility this could link in with Amble Connect and Barry Holmes. It was felt that if the community knew these groups were at risk then there was a greater chance of resolving the issues they face.

As it is the Queens Platinum Anniversary next year, members were asked to have some thought as to how this could be acknowledged.

#### **36.2: Vice Chairman**

All items are contained within the agenda

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

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

Cllr Clark has been working on a number of issues including ASB at Church Street, speeding and signage at Church Street also. Cllr Clark was also involved in the tarmacing to both sides of the Church Street pavements.

Concerns have been raised regarding properties at Lindisfarne Road encroaching onto NCC land at the Industrial Estate.

An abandoned vehicle at Holywell Crescent is being removed after reports from residents.

The speed survey carried out at Tynedale did not meet the criteria required by the Northumbria Safety Roads Initiative.

A mobile hair cutting service operating from Island View Car Park was given a warning.

Cllr Clark also assisted in an adult care query and a covid business support package for a local business.

Cllr Clark had £2000 left in his members small schemes which was donated equally to Hauxley Nature Reserve and Amble Lifeboat, both were very grateful.

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

Cllr Watson reported the light at Church Street has at last been erected, it is across the road from the bus stop as requested. Any further developments in that area should be dealt with by the local councillor.

Cllr Watson assured that the Turner Street Car Park is progressing.

The campervan facility in the Braid area is also progressing and it is hoped it will be available from the end of June.

The posts on both sides of the road leading up to the Marina entrance have been removed as they were rotten and unsightly. Highways have taken a watching brief on this to see if removing them causes any issues.

There are further plans for increased summer parking. The area being considered is the roughly triangular shaped piece of land between the existing hard standing near the Braid and the main highway- where the anchor used to be. This is in addition to the Campervan facility.

Cllr Watson would like to look again at road safety measures near the Welfare Ground. There is more use of the area being made by football teams and Cllr Watson requests the support of the Town Council on this.

An application to change some of the conditions for the new development near Robsons Way has been withdrawn.

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Cllr Watson has been asked to attend a meeting at JCSC to discuss future plans for development of the school and will share what he can.

The new harbour building has been fully let for retail units. The old harbour master's building is under negotiation for tenancy.

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

38.1 To receive the report of Councillors who represent ATC on outside bodies (**Cllr Reports**)  
RBL 100 event took place on 15 May with another planned for July.

CCT – There is some concern regarding the location of one of the sculptures near to the Island View Car Park.

AYP – Cllr Morrison was involved in interviews on 15th April for some hourly staff for the summer programme.

A good number of young people still attend the 'after school club' for 8-13 year olds term time, run since March in the outdoor space. AYP also run an outreach programme on a Thursday early evening, engaging with young people in the street.

Due to Covid and limited activities AYP have not been able to fulfil all the projects that had been intended and been given grants for therefore the finances are healthy.

Matthew Mahoney AYP project manager is planning a few coach trips over the summer for young people and their families. AYP are also getting involved with JCSC in drug training with Sorted and first-aid training.

NTC – NTC have secured enough funding for the next two years. This may increase after lockdown. It is expected that the cinema will restart at reduced capacity from September. The theatre production is going ahead with 2 pantos planned.

The AGM will take place in July/ August.

NTC have secured a 10 year SLA with NCC for cultural activities.

Work is continuing to adapt the premises for community access.

[Members are invited to a tour of the Bunkhouse on Tuesday at 12noon.]

### **39. FINANCIAL REPORT:**

#### **39.1 To consider voucher numbers 1 – 30 for payment and receipt vouchers 1 - 10**

Payments and Receipts agreed. Payment voucher 16 to be reworded to state drive not drainage

Clerk

#### **39.2 Bank Reconciliation**

The bank reconciliation was approved.

#### **39.3 YTD figures**

Noted

#### **39.4 Grant requests**

None

#### **39.5 To consider reallocation of funds to current budget & earmarked headings as per attached report**

The earmarked funds were approved and are to be entered into the financial software.

Clerk

#### **39.6 To note the Asset Register 2021**

Noted

## AMBLE TOWN COUNCIL – MAY 2021

### 40. AMENITIES MANAGEMENT COMMITTEE:

A site visit will take place commencing at the East Allotment at 5.00pm.  
Cllr Weir tendered his apologies.

Clerk

### 41: PLANNING COMMITTEE

**41.1:** To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2021  
Noted

Cllr Morrison and Bewley were thanked for all their work on planning the last 12 months. It was acknowledged that this has been a lot of hard work at times.

### 42 AGENDA ITEMS:

#### 42.1 To agree the comments to the call for evidence re electronic meetings

Thanks were given to those who submitted comments. All were in agreement with the content, Clerk to send.

Clerk

#### 42.2 To agree retrospective approval for Newspaper

Approved.

#### 42.3 To seek retrospective approval for flowers on behalf of town for HRH The Duke of Edinburgh

Approved

#### 42.4 To agree the response to the Local Authority Tree Scape Fund

An expression of interest has been submitted. Clerk to have further discussions with the organisers to proceed.

Clerk

#### 42.5 To agree attendance at JCSC re Wellbeing Gift Photo Opportunity

It was agreed for Cllr Weir to attend. Clerk to coordinate diaries.

#### 42.6 To receive an update on the fish sculpture if available

The fish sculpture has been painted by an NCC operative and is looking good. Many thanks NCC. It was agreed the electrical connections for the fish sculpture are to be purchased at a cost of £64.

Clerk

Clerk

#### 42.7 To request details of the procedure regarding arranging for telephone appointments at Coquet Health Centre

Concerns and complaints have been received regarding the inability to get through to obtain an appointment at Amble Health Centre. It was agreed to send a letter to the centre asking for clarification on the procedures so that these may be relayed to those who call.

#### 42.8 To discuss maintenance of Rotary adopted bed after initial planting

Members agreed that, as per the original agreement, the Rotary should be in charge of the whole bed including its maintenance. Clerk to contact and pass on the details of the contractor used by ATC.

Clerk

Clerk

#### 42.9 To agree the Allotment Rent 2021-2023

Members were asked to agree the allotment rental for the following 2 years- static at £1880, or 1% increase will be £1898, 2% £1918.

An increase of 1% was agreed, clerk to action.

Clerk

#### 42.10 To consider a lasting tribute to HRH The Prince Philip, The Duke of Edinburgh

Members were asked to consider if they would like a last tribute to HRH The Duke of Edinburgh. There was concern that there was no direct link to Amble, and it was preferred that if there was to be a tribute that this should be for a local reason. There was also concern that this could set a precedence for the future. Members took a vote of 2 in favour and 4 against.

Discussions then turned to a tribute to all those who worked so hard during the pandemic. It was agreed to add this item to the next agenda for discussion.

#### 42.11 To discuss if members wish to hold a Community and Civic Award this year

Clerk

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Members were asked to discuss if they wished the above event to go ahead this year. If it was to go ahead members would need to consider all the options available. Members agreed to go ahead but delay the viewing until August. The Clerk to contact The Alnwick Garden to ascertain if they would have staff willing to assist on the day. Staff need to begin to order the awards as this takes some time. Clerk to add this as an agenda item in June.

### **42.12 To discuss the issue with second home / holiday home parking congestion**

Clerk

Members agreed that this is a constant issue within the town. Cllr Morrison proposed that contact is made with NCC Tourism dept and ask them to consider asking all holiday home businesses etc to highlight car parks within their literature and to also remind visitors to park more considerately. This was agreed, Clerk to action.

There was frustration over the lack of action NCC seem to be taking in terms of second homes and conducting surveys to identify the numbers within Northumberland. A lack of forward planning is going to cause real issues in the future. Members wondered if there was a university student conducting any research into this type of thing. Staff to ascertain if NCC have any means of obtaining this data.

Clerk

Clerk

### **42.13 To discuss plans for the Covid Snake Trail in the town.**

Cllr Morrison gave an update on the Covid Snake Rock Trail.

The volunteer group are now working on how to showcase the rocks and find them a suitable safe site. Their preferred location is on or near little shore where it was started however this does have some health and safety challenges which the harbour commissioners has been involved in and are reluctant to undertake.

The latest suggestion is paddlers park. Cllr Morrison would like the council to consider this location and provided a photograph of the area. An alternative location was a paved circle with a raised snake shape curled inside the circle with the rocks secured on a two-tier breeze block wall shaped like a curled snake, with a defined head and a tail in the centre of the circle at Paddlers Park.

Members welcomed the idea of the snake trail and some felt that rather than Paddlers Park, it should be somewhere where it can be seen, enjoyed and reflected on by as many people as possible. There was concern that Paddlers Park could encourage even more ASB than what takes place there currently. Suggested locations from Members were the paved area opposite Spurellis, underneath the Mound area or perhaps on top of the wall at the Mound.

Cllr Lewis suggested that once the rocks are in place that ATC should take ownership and be responsible for the repairs if any. Permission would be needed by NCC however it was felt that if ATC agreed responsibility that this was more likely to be approved.

It was also thought that the snake could also link in with the Councils idea to create lasting memorial of the pandemic.

Members were asked to give the locations some consideration for further discussion and Cllr Morrison to discuss these with her volunteer group.

KM

## **43. COMMUNICATIONS: RECOMMENDATION - *That the Council note the items.***

### **43.1 To note the correspondence regarding Neighbourhood Plan and the Councils response to date**

Noted

### **43.2 To note discussions with Tesco re CCTV**

Noted

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**43.3 To note the complaint regarding parking on North Street land**

Noted

**43.4 Response to Valuation Office Agency regarding Amble West Cemetery**

Noted

**43.5 To note the complaint regarding Harbour and TIC toilets**

Noted

**43.6 Northumberland Community Use Tennis Court Survey**

Noted

**43.7 To discuss Cllr details and data requests once membership of Council ceases**

Noted. Clerk to create a declaration for members regarding their contact details. It was agreed these would be deleted from noticeboards etc. but any other documentation would be at the specific request of the ex- Councillor.

Clerk

### **44. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:**

RECOMMENDATION - *That the Council note the information items.*

**44.1 The Harbour Post Office Consultation Decision**

Noted

**44.2 To note the plant donation secured by June Watson for Fish Sculpture**

Noted

**44.3 To note the CCTV update**

Noted

**44.4 To note the update from Advance Northumberland if available**

Noted

**44.5 Newsletter from Anne Marie Trevelyan 16/4, 23/4**

Noted

**44.6 CAN E-news 16/4, 30/4,**

Noted

**44.7 Free Adult Cycle Training**

Noted

**44.8 NALC enews – 23/3, 25/3, 30/311/4, 15/4, 21/4, 28/4,11/5**

Noted

**44.9 Live it. Love it. Leave It Unspoilt campaign.**

Noted

**44.10 Co-op Local Community Funding**

Noted

**44.11 Covid Update**

Noted

### **45. DATE & TIME OF NEXT MEETING:**

45.1 10 June 2020, 6.00pm venue tbc

**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**

### **46: MINUTES –**

**46.1: Town Council meeting held 8 April 2021 – items 15 – 19.2**

The minutes were approved.

## AMBLE TOWN COUNCIL – MAY 2021

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

None

### 48. AGENDA ITEMS

#### 48.1 To discuss staff salary progression

Appraisals are required for all staff. Clerk to action.

#### 48.2 To receive a legal update

An update was given.

Clerk

#### 48.3 To discuss the implications for a short-term lease for machine storage at West Cemetery-

No quotations were received in time.

### 49. INFORMATION ITEMS

To note meeting notes of ADT

Noted.

The meeting ended at 9.15pm