

AMBLE TOWN COUNCIL – MAY 2022

The Minutes of the Full Council meeting of Thursday 12th May 2022, 6.00pm Masonic Hall, Amble.

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

PRESENT:

Cllrs Craig Weir, (Chair), H Lewis, I Parks, K Morrison, J Watson, P Dancer,
V Smith – Minute Taker

1.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
No members of the public were present.

2.ELECTION OF MAYOR AND CHAIRPERSON FOR 2022/2023

To elect a Chair / Mayor
Nomination: Craig Weir
Proposer: Jeff Watson
Secunder: Ian Parks

All members in favour, Cllr Weir accepted. Clerk to obtain Declaration of Office.

3.ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2022/2023

To elect a Deputy Mayor / Vice Chair
Nomination: Helen Lewis
Proposer: Craig Weir
Secunder: Paul Dancer

All members in favour, Cllr Lewis accepted. Clerk to obtain Declaration of Office

4.APOLOGIES

Cllr D Bewley, illness. Apologies accepted.

Cllr Jane Dargue submitted a letter of resignation. Members wished Jane the very best for the future. Clerk to draft a letter.

5.DECLARATION OF INTEREST

Members and officers are reminded that if they have an interest in any item on the Agenda it should be declared as soon as possible after the commencement of the Meeting (Sections 94 to 98 and 105 of the Local Government Act, 1972, Section 106 of the Local Government Finance Act 1992, and the Code of Conduct).

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

6.FINANCIAL SIGNATORIES

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- a. 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.

In light of Cllr Dargue's resignation Cllr Paul Dancer agreed to be set up as an additional signatory.

7. MEMBERSHIP OF COMMITTEES

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

Current Committee Members: Councillors Lewis, Morrison, Parks, Weir, Bewley, plus another 2 councillors.

Cllr Dancer agreed to sit on the Amenities Committee.

Members are asked to agree

Chair: Nominations: Ian Parks

Proposer: Craig Weir

Seconder Helen Lewis

Member all in agreement

Vice: Nomination: David Bewley

Proposer: Craig Weir

Seconder by: Helen Lewis

Members all in agreement.

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

Committee Members: Cllrs Morrison, Lewis, Bewley, Parks, Dancer and Weir plus another. **Membership agreed.**

Chair Nomination: David Bewley

Proposer: Craig Weir

Seconder: Ian Parks

Members agreed

Vice Nomination: Paul Dancer

Proposer: Kate Morrison

Seconder: Helen Lewis

Members agreed.

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8. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2021/22	Nominations 2022/23	Proposer	Secunder
Amble Development Trust	Craig Weir	Craig Weir	Helen Lewis	Jeff Watson
Amble Youth Project	Ian Parks / Kate Morrison	Ian Parks / Kate Morrison	Craig Weir	Helen Lewis
CCT	Craig Weir	Craig Weir	Helen Lewis	Jeff Watson
NALC	David Bewley	Paul Dancer	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	Craig Weir / Helen Lewis		
Events Committee	Kate Morrison	Kate Morrison	Craig Weir	Helen Lewis
AONB	Jeff Watson	Jeff Watson / Kate Morrison	Craig Weir	Helen Lewis
NTC	Kate Morrison / Jane Dargue	Craig Weir / Kate Morrison	Helen Lewis	Ian Parks
JCSC	Craig Weir / Helen Lewis	Helen Lewis / Craig Weir / Ian Parks		
Forum 52*		Ian Parks	Craig Weir	Helen Lewis
Amble Connect**		Craig Weir, Ian Parks, Paul Dancer, David Bewley		

*JCSC have created a forum to discuss plans for the school and have requested a representative from ATC. Forum52 will be similar to a PTA. All Members agreed that Cllr Parks would represent ATC.

**Amble Connect will soon have its initial meeting. The representatives from ATC were agreed to be Craig Weir, David Bewley, Ian Parks and Paul Dancer.

9. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

27.1 To consider the appointment of an internal auditor for 2022/23 – Ms Gillian Turner

Members agreed

10. APPOINTMENT OF INSURER

28.1 To retrospectively agree the appointment of an insurance provider for 2022-2026- Zurich

Members agreed

11. AGREEMENT REGARDING ANNUAL SUBSCRIPTIONS/SUPPORT FEES/DONATIONS

Members considered payment of annual subscriptions/ support fees/ donations-

SUBSCRIPTIONS AND SUPPORT

1. Northumberland Association of Local Councils

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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. Team Valley Web – Hosting Fee
9. Scribe Audit & Accounting

All were agreed.

Donations if requested, up to a maximum of £160

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

Donations if requested, up to a maximum of £110

1. Great North Air Ambulance
2. CAN

Donations if requested, up to a maximum of £55

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

Members considered an increase which is reflected in these minutes. All grants and donations are given on the caveat that the work they are asked for is to be for the benefit of Amble and its residents.

12. DATES AND TIMES OF MEETINGS FROM MAY 2022 TO MAY 2023

Agreed- prior schedule amended to current year dates. Clerk to circulate.

13. 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.

Copies available in the Council Offices for review.

Cemetery

- Cemetery Abridged Rules
- West Cemetery Rules (print)
- Independent Funerals 1 & 2
- Natural Burials 1 & 2
- Independent Funerals
- Headstone Erection
- Headstone Leaflet 1 & 2
- Memorial Design
- Memorial Inspection Notice

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- Memorial Testing Practices
- Unauthorised Mementoes
- Bereaved Handbook (print)
- Charter for the Bereaved
- Memorial Mason Registration Scheme
- Memorial Mason Certificate Request
- Memorial Mason Handbook (print)
- Memorial Mason's Regulations
- Permission to Erect a Memorial

Council Administration

- Committee Terms of Reference
- Co-option Policy
- Document Retention
- Equality & Diversity
- Expenses
- Flag Policy
- Freedom of Information Policy
- General Financial Responsibilities
- Honorary Freeman
- Marking the Death of a Senior National Figure
- Powers and Duties
- Standing Orders 2020
- Garden Judging Guidelines
- Equipment Loan Policy - *attached*
- Commemorative Seat and Plaque Policy – *attached and agreed*

Councillor

- Code of Conduct
- Dignity at Work- **signature required**
- Dispensation
- Privacy Notice- Internal
- Relations- **signature required**
- Contact Details Agreement- **signature required** – *attached and agreed*

Employee

- Annual Leave
- Anti- Bullying and Harassment
- Code of Conduct
- Data Protection for Staff

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- Disciplinary
- Draft Contract
- Emergency Dependents Leave
- Flexible Working
- Gratuity Gift
- Grievance
- Information Technology
- Lone Working
- Maternity Leave and Pay
- Performance Improvement
- Personal Development Form
- Sickness Absence
- Social Media Guidelines
- Training and Development
- Whistleblowing

Finance

- Financial Regulations
- Grant Application
- Grants and Donations

Public

- Accident Reporting
- ATC Aims
- CCTV
- Charging
- Complaints Procedure
- General Data Protection
- General Privacy Statement

Please note some may also be applicable to more than one area.

Members agreed. Staff to action and update as necessary

14. 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.

- Memorial Gardens Maintenance Works March 2021-November 2023
- Office Lease January 2022 – 2026

Members considered and agreed the above

- Cemetery & Town Groundworks April 2018 – March 2022. Members to agree for further 4 years until 2026

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Members were asked to agree to an additional 4 years as all have been very happy with the work and service provided to date.

Members considered and agreed the above subject to similar negotiations with contractor.

15. BUSINESS REQUIRED BY STATUTE

15.1 To receive an update on the Co-option vacancy.

There has been no interest expressed in fulfilling the West Ward vacancy which remains advertised.

The Clerk to contact the Election Officer regarding the Central Ward vacancy.

16. MINUTES: TOWN COUNCIL

16.1: To consider the minutes of the meeting held on 14 April 2022– items 223-241.1

The minutes were approved subject to a figure of £500 being included within item 225.1

17. CLERK'S REPORT:

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

17.1 Clerks Report was noted

18 CHAIRMAN'S COMMUNICATIONS and REPORT:

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

18.1: Chairman

Cllr Weir attended the Estate Walkabout. The police also attended the estate walkabout with members of Amble town council and officers from Northumberland County Council. The areas visited were Charles Road, Tynedale, Alndale and Dansfield Square. Northumbria police highlighted issues relating to the fence bordering the Persimmons development onto Tynedale from Hauxley Grange. Any antisocial behaviour in these estates is to be reported directly to Malcolm Wallace at NCC. Other issues discussed were the park at Tynedale and continuous fly tipping in the area. These issues will be discussed further at the meeting with Northumbria police on the 17th of May. Issues at Acklington Road and antisocial behaviour on The Wynd is also to be added to the agenda for this meeting as well as the antisocial behaviour at Tesco.

The Chair proposed Council to write a letter to Her Majesty the Queen congratulating her on her platinum jubilee. All members were in agreement. Clerk to arrange.

A request from Park leisure for the attendance of the mayor to take part in a tree planting ceremony was agreed. Clerk to contact Park leisure.

18.2: Vice Chair

All updates on the agenda

19. REPORTS FROM COUNTY COUNCILLORS:

19.1: To receive a report from County Councillor Clark

The Turner Street Car Park has now started and will hopefully be completed by August/September.

A meeting to discuss the Southmead footpath was held on the 5th of May with Tony Derbyshire, Terry Clark, Cllr Lewis and Cllr Weir. NCC are open to ideas and practical advice. Northumbria water have confirmed that this area is not under their responsibility and therefore NCC need to provide the resolution. It was agreed for highways to come up with a plan. Tony Derbyshire and Neil Dawson to also provide a design cost expected to be around £5000. Barriers to stop the antisocial behaviour drivers between Fontburn and

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Dolphin Court may be able to be carried out as part of this work or may have to come from Councillor Clark's members' small schemes. There was some discussion on the location of these barriers and clarity was needed. Councillor Clark has contacted Richard McKenzie regarding the zebra crossing points. The Town Council's request may be too late but this will be looked at. It was felt that Fontburn was much more essential than the medical centre and Priory Park.

Councillor Clark has also been involved in actioning housing repairs for residents. Councillor Clark has been made aware of the continuation of youth intimidation and antisocial behaviour on Queen Street and has been assured that Northumbria police will take action.

Councillor Clark was invited to the meeting with Northumbria police on the 17th of May at 5:30.

19.2: To receive a report from County Councillor Watson

Councillor Watson gave some details of school consultation which was now published on the Northumberland county council website. A session for the public consultation is to be arranged to take place in the Masonic Hall. The Clerk to seek the date of the public consultation. Councillor Watson confirmed that NCC has a neutral view and will do whatever the outcome is.

After feedback from the consultation is reviewed other issues such as community use of the school facilities can be looked at. All community residents are welcome to comment on the consultation. The consultation will run until 29 June 2022.

Members were asked to respond as individuals and wait to be asked for a corporate response.

The motorhome parking pilot on The Braid is now working well. Councillor Watson confirmed that less rogue campervans are now there however these are now going to Warkworth. Councillor Watson welcomed any further comments.

The wildflower area proposed by NCC officer is now not going ahead and the area will be kept as cut grass. Road markings have been added for clarity.

Councillor Watson confirmed that Northumberland County Council is following government instructions regarding the council tax rebate of £150. It is expected that all residents should have their rebate by September.

Councillor Watson was under the impression that Amble town council can now use the conference room in the Amble development trust building. The clerk to confirm what requirements are needed.

Councillor Watson was asked about the boarding of the units at Amble industrial estate. Some of this has been done however there still remains some gaps. It was also noted that some of the fallen trees here had been removed and the area has been weedkilled. It was also queried what progress had been made with the new retail units. Councillor Watson explained that all retail development nationally was at a standstill due to the pandemic. The coffee drive-through is very likely to go ahead but is subject to further negotiations.

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

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

Members are asked to note the reports

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- ADT- Sculpture Trail update

Councillor Weir confirmed that at an upcoming events meeting in June there is going to be a sculpture display run in the Dry Water Arts location. This will give the community the chance to see which sculptures are going where.

A meeting has been held with Park Leisure regarding Amble Connect. Park leisure have asked for a copy of the events program for Amble. Councillor Weir also discussed the beach wheelchair idea and another meeting is planned next week. Councillor Weir will discuss the outcome with Bill Cruickshank.

It was noted that the coal truck outside of Park leisure had been painted.

It was noted that the Amble Inn had now been taken over by Hargreaves.

21. FINANCIAL REPORT:

21.1 To consider voucher numbers 1 - 29 for payment and receipt vouchers 1 - 4

Payment and receipts were approved

21.2 Bank Reconciliation Noted

21.3 **YTD figures** – Noted. A meeting to allocate the surplus funds is to be arranged.

21.4 Grant requests –

- Amble Youth Project

Members considered the grant requested and agreed to support AYP with £750

21.5 To note the Asset Register 2021 - Noted

21.6 To note the outcome of the Internal Audit – Noted

21.7 Annual Governance and Accountability Return for 2020/2021

- **To consider and agree any actions arising from the report of the internal auditor**
- **To approve the Annual Governance Statement**
- **To approve the Accounting Statement and Explanation of Variances**
- **To approve the draft annual accounts for 2020/2021**

All members reviewed and on the proposal of Cllr Lewis and the seconding by Cllr Morrison, approved the above. Chair to sign and date AGAR.

21.8 Retrospective approval for increased booking fee for venue hire

Retrospective approval for tonight's meeting was agreed. Councillor Lewis proposed that for normal full council meetings, those meetings should be held back in the conference room unless we are expecting a large gathering of people.

Discussion took place on the Covid screens in place in the office. It was agreed to remove the screens around the meeting tables and to space them further apart. It was agreed to retain the screens at the entrance and on the Clerk's desk- other staff would be asked if they required screens.

21.9 Update on storm damage claim

The insurers requested further details on the claims submitted including postal address of areas where damage occurred and copies of all correspondence. This has been duly sent and the Clerk is awaiting a response.

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22. AMENITIES MANAGEMENT COMMITTEE:

22.1 To note the 2022-23 cemetery fees

Noted

22.2 To receive quotation for proposed drainage work to Section P at Amble West
Quotation outstanding. It was agreed to move this to Amenities.

22.3 To seek retrospective approval for a contribution of costs to headstone works
During a recent reopening it became apparent that there would be insufficient space available for the size of the coffin being used. In order to alleviate this issue, it was agreed in advance of the date of interment to remove the Headstone which would allow additional space. Town Council was asked to contribute to some of the costs of the removal and refix. It was agreed to contribute 50% of the cost up to £100. Members retrospectively agreed.

22.4 To receive an update on the Clock Tower repair

The contractor who was to carry out the electrical works to the Clock Tower in advance of the repair work can no longer carry out the work as he feels there is insufficient space to change the electricals. Alternative contractors have been approached but it is unlikely they will be able to assist.

It was agreed that if there were no other contractors available that the Clerk should ask Smith of Derby to carry out the clock works without moving the electrical box, preferably before the Jubilee celebrations.

Cllr Weir will lay the waterproof membrane to the shelf.

22.5 To note the confirmation of playground safety inspections.

Noted

22.6 To note damage to Wynd Floral display

Noted. This has been reported.

22.7 To note AAHS representatives to undertake Rodent course

Noted.

23: PLANNING COMMITTEE

23.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2022

Noted

23.2 To note letter sent to Rob Murfin re social housing providers

Noted

23.3 To note minutes of Planning Committee 10 May 2022 if available

To follow

23.4 To note complaint regarding non- notification of some applications

Noted

23.5 To note response re: advertising signage at Sports Development building

Noted

23.6 Enquiry to C.A.N. re: Amble housing needs survey

Noted. Cllr Weir to seek further information

23.7 To note tree works carried out at Artique development

Noted

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24 AGENDA ITEMS:

24.1 Retrospective approval for newpage for May 2022

Retrospective approval was given

24.2 To discuss communication from Country Parks regarding possible wildflower area on The Braid

See response from Cllr Watson above

24.3 Jubilee Event de-brief and plans for next event

The firework event went very well and was well received by all who attended.

The risk assessments for the Rollerskating have been drafted as have the event manual and contingency plan. Donations are in aid of RNLI Amble. Members were asked to confirm their volunteering availability to queue manage on the day. Clerk to send out a rota.

24.4 To receive an update on Covid Rock Trail proposal if available

Discussion took place regarding the Covid Rock Trail. Amble Development Trust are not able to place the stones along the top of the amphitheater and have suggested placing the stones along the path in between the planted area surrounding the town Square. Councillor Morrison would consult with ADT as she wished to ensure that the area is to be tided regularly so that the stones are not lost within the greenery. The Clerk to confirm with ADT that this area is acceptable to them and to confirm that the funds of £500 are still to be ring fenced as agreed previously.

24.5 To receive an update on Amble Connect if available

A meeting took place regarding Amble Connect. Some groups / organisations / Businesses have been approached to be involved. Park Leisure have agreed to host the initial meetings and to provide some dates to circulate. It is still the intention for Amble Town Council to lead the program for up to six months and then step back with the group taking the lead from then on. Councillor Weir is working on a report for information.

24.6 Seafarers Memorial update

Discussion took place around the progress of the Seafarers memorial. It is known that this must be removed from its current location soon. Councillor Weir is meeting with Northern Structures tomorrow who are keen on the Amble Connect idea and will also discuss the storage of the memorial until such a time as it can be installed. They have also verbally agreed to sand blast the memorial and therefore all that is needed is a builder to create the plinths.

24.7 Amble Town Council Goals- members to consider for agreement

Amble Town Council has a general aims policy however it was felt it wanted to be more specific and wanted to develop something more meaningful. Discussion took place on whether the wording "goals" was suitable. Councillor Parks suggested 'Mission Statement' would be more acceptable. All members were in agreement and the policy was accepted.

25. COMMUNICATIONS: RECOMMENDATION - *That the Council note the items.*

25.1 To note comms received regarding empty properties

25.2 CAN Newsletter 14/4, 3/5,

25.3 To note newsletter from Anne Marie Trevelyan 29/4,

25.4 NALC 13/4, 26/4, NALC 26/4

25.5 To note the comments from Mr Lloyd regards to Persimmon Planning Application

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25.6 To note concerns regarding Lifetime Development planning application

Noted enbloc

26. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

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

26.1 To note NCCs intention to carry out footfall survey for Amble

26.2 To note minutes of meeting with Northumbria Police 19 April 2022

26.3 To note minutes of meeting with Rob Murfin 7 April 2022

26.4 To note the Partnership Meeting Notes from 12/4.

26.5 To note incident of ASB to Wynd Planter

26.6 To note update from Womens Workshop

26.7 To note date for Estate Walkabout 12 May 10am

26.8 To note Annual Parish Meeting 3 May 2022

26.9 To note you-tube of Coastal Summit meeting

26.10 To note the date of the next meeting with Northumbria Police 17 May 2022

5.30pm

Noted enbloc

27. DATE & TIME OF NEXT MEETING:

27.1 9 June 2022, 6.00pm venue tbc

Jeff Watson apologies

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 PRIVATE

28: MINUTES –

28.1: Town Council meeting held 14 April 2022 – items 238-241.1

The minutes were agreed a true record

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

Members are asked to note

29.1 Notes from Amble Development Trust

Noted

30. AGENDA ITEMS

30.1 To receive an update on the Community Engagement post if available

There is no update available regarding the community engagement post.

30.2 To receive a legal update if available

An update was given.

30.3 Update on Staff payment discrepancy

An update was given.

30.4 To discuss CCTV in the town

A report on the CCTV system was provided in advance of the meeting. It was asked to

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request a further meeting with Alncom. Clerk to action.

30.5 Grave Digging April 2022 - onwards subject to 3 month termination clause, Members to consider

Members were asked to consider an ongoing arrangement with the grave digging contractor. Members agreed that the contractor should be approached with this suggestion. Clerk to proceed.