

# **Clerks Report May 2023**

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

27.1 To consider the appointment of an internal auditor for 2023/24

Amble Town Council are in the process of securing an Internal Auditor for 2023-2024. An update will be given in due course.

## **15. BUSINESS REQUIRED BY STATUTE**

### **15.1 To receive an update on the Councillor vacancies**

There are currently two vacancies. Some interest has been shown and one application has been received. In line with our policy the application will be considered in June 2023.

### **15.2 To note clarification of 3-mile limit measurement**

Clarification was sought on the co-option criteria, specifically the request that applicants must live within 3 miles of the parish in which they wish to be elected. It was queried where this was measured from. NCC Guidance received states that it is up to the candidate to determine whether they meet the criteria. Guidance from the Electoral Commission states that the 3 miles is measured from anywhere on the parish boundary.

## **21. FINANCIAL REPORT:**

21.1 To consider voucher numbers 1 – 18 for payment and receipt vouchers 1 - 13

21.4 Grant requests

- Colony Music Festival – a request of £1054 has been received for stage and PA hire for The Colony Festival
- Hospice Care North Northumberland – a request of £1000 has been received to help provide support for 40 hours of homecare for the Hospice. Hospice Care Northumberland is on the approved donations list for £55

21.5 To approve financial regulations 2023/24

21.6 To note the Asset Register 2022/23

21.7 To note the outcome of the Internal Audit - attached

21.8 Annual Governance and Accountability Return for 2022/2023

- To consider and agree any actions arising from the report of the internal auditor
- To approve the Annual Governance Statement
- To approve the draft annual accounts for 2022/2023
- To approve the Accounting Statement and Explanation of Variances

Members are asked to review and approve documents. Documents to be signed by Chair of Council and dated accordingly.

21.9 To agree annual financial support for one road closure for town Christmas event and printing of programmes for Puffin Festival

Members to consider agreement to fund one road closure for the Christmas Light Parade, arranged by the Events Committee.

## **21. AMENITIES MANAGEMENT COMMITTEE:**

### **22.1 To note the 2023-24 cemetery fees**

To note

### **22.2 Amble Clock Tower Drainage Inspection Outcome**

To note. The report has been circulated and showed no issues for action.

### **22.3 To note request from Commonwealth War Graves Commission**

Staff to provide an update to the War Graves Commission with supporting photos.

To confirm, all year round Amble Town Council ensures easy access to each of the 22 Commonwealth memorials, including family memorials, and ensures grounds works are carried out around the memorials themselves. This is also carried out for one at our East Cemetery for which we receive no recompense.

#### **22.4 Update on SnakeTrail**

Cllr Morrison to provide the update.

### **23: PLANNING COMMITTEE**

#### **23.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2023**

To note

#### **23.2 To note resident comms to NCC re JCSC development and pedestrian access**

To note. This has already been mentioned to planners at the consultation events and could be brought up again during the upcoming meeting with the developers.

#### **23.3 To note the enforcement queries sent to Planning re Island View**

Staff have reported some works being carried out at Island View which would not appear to have been given permission for and which are not adhering to the conditions placed on the development as part of its permission. There has been no feedback. Staff have chased this up with enforcement 3.5.23.

#### **23.4 To agree Council response re Planning Consultation 23/01427/FUL Foster Court Coquet Enterprise Park, Amble Northumberland**

Members to discuss the detail of the application, which can be found on the public access site prior to the meeting. A response to the application to be formulated and agreed.

### **24 AGENDA ITEMS:**

#### **24.1 To discuss the outcome of the CCTV quarterly maintenance check**

The contractors have carried out the maintenance check. Notes provided. Members to remind Northumbria Police to check all cameras when on shift and to record faults.

The camera on Bridge Street corner is experiencing some issues and should be replaced to ensure quality and continuity of footage. The price of a new camera is £503.50 plus VAT.

#### **24.2 Request for storage of Events Committee items in Cemetery Office**

The events committee have requested to store some of their items in the cemetery office. Members to discuss.

#### **24.3 To agree plans for Amble Town Council Awards**

Members to agree plans for the above and to agree a date for the ceremony.

#### **24.4 To note the update from Anne Marie Trevelyan and to agree discussion points for Chief Constable**

All updates have been circulated. A meeting has been requested with the Chief Constable. Members to agree discussion points ahead of the meeting including staff numbers, resources for Amble inc. a manned police station.

#### **24.5 To discuss letter from Amble Development Trust regarding the development of a Neighbourhood Plan**

Members are asked to discuss the content of the letter from Amble Development Trust. Members are asked to agree to a meeting with Rob Murfin to discuss the benefits of a Neighbourhood Plan for Amble. In the meantime Rob Murfin has been contacted for information on what future initiatives will be coming forward whereby a Neighbourhood Plan would be needed.

#### **24.6 To agree retrospective approval for newpage**

Members are asked to retrospectively agree to the content of the Newpage.

#### **24.7 To retrospectively agree herbicide work in 2 Allotment areas**

Members are asked to agree retrospective approval for works to the allotment areas at Gloster Hill as

required by law.

**24.8 To note lack of progress but NCC agreement to temporary closure notice Coble Quay Walkway**

Members to note that this issue remains with NCC legal. ATC have requested that signage is placed on the walkway entrances to explain that you cannot traverse through this area at the moment.

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

**25.1 Email comms re Right of Way concerns 25/4, 26/4, 27/4**

**25.2 CAN Enews 14/4, 24/4, 28/4**

**25.3 Newsletter Anne Marie Trevelyan 18/4, 24/4, 28/4**

**25.4 Coastlands Bid Survey 11-19 year olds**

**25.5 Northumbria Police updates 13/4, 19/4**

**25.6 To note new Planning Portal access**

**25.7 To note and action Freedom of Information request re: Neighbourhood Plan**

**25.8 To note new email addresses for all Councillors**

**25.9 To note Trigger Meeting correspondence**

Members to note enbloc

**26. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:**

**26.1 Warkworth Harbour dredging programme**

**26.2 Notes of visit to Pegswood Community Hub**

**26.3 To note feedback from Acklington Road parking issues**

**26.4 Invite to Alnwick Garden Club**

**26.5 Amble Health Walks**

**26.6 To note PlayZone feedback**

**26.7 Womens Workshop**

**26.8 NCC Volunteer Roles**

**26.9 To note letter sent to Amble Development Trust re Neighbourhood Plans**

**26.10 To note letter sent to Hauxley Parish Council re Council response to Neighbourhood Plan**

**26.11 To note letter sent to Judith Davies re regular Community Engagement Sessions**

**26.12 To note letter sent to Police and Crime Commissioner 14/4, 21/4 and their response 19/4.**

**26.13 To note letter expression of interest sent to Sue Aviston**

**26.14 Notes of Partnership meeting with NCC 20 April 2023**

**26.15 Notes of meeting with Robin McCartney 25 April 2023**

To note enbloc

**DIARY DATES**

- 6<sup>th</sup> May 2023 Mayors attendance at Civic Head Coronation Events
- 16<sup>th</sup> May 2023, 9.00am NCC Partnership Meeting West Cemetery site visit followed by meeting in office
- 16<sup>th</sup> May 2023, tbc Tantallon Homes
- 19<sup>th</sup> May 2023, 9.30am JCSC
- 23<sup>rd</sup> May 2023, 10am Locality Meeting
- 24<sup>th</sup> May 2023, 9am Estate Walkabout
- 25<sup>th</sup> May 2023, 6.00pm Amenities Committee
- 31 May 2023 Councillor Weirs attendance at RAF Boulmer
- 8<sup>th</sup> June 2023, 6.00pm Full Council

**27. DATE & TIME OF NEXT MEETING:**

27.1. 8<sup>th</sup> June 2023, 6.00pm venue tbc

**EXCLUSION OF PRESS AND PUBLIC:** To consider passing the following resolution: That under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda due to their sensitive nature