

## **CLERKS REPORT – OCTOBER 2023**

### **114.APOLOGIES**

None

### **115. To receive any declarations of interest from Members:**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda, as required by the Amble Town Council Code of Conduct for Members and by the Localism Act 2011, now or as they come up in the agenda process. Members are asked to review their completed Register of Interest forms to ensure that they are accurate and up to date.

### **116. BUSINESS REQUIRED BY STATUTE**

#### **116.1 To discuss Co-option Applications**

There have been two applications received for the two co-option vacancies within the Council. Members are asked to consider the applications. A closed vote will be held.

### **117. MINUTES: TOWN COUNCIL**

#### **117.1: To consider the minutes of the meeting held on 14 September 2023, items 94-113.3**

Members are asked to show their agreement

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

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

#### **118.1 Clerks Report attached**

Members are asked to show their agreement

### **119. CHAIRMAN'S COMMUNICATIONS and REPORT:**

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

#### **119.1: Chairman**

#### **119.2: Vice Chairman**

Members are asked to note the reports

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

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

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

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

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

### **122. FINANCIAL REPORT:**

#### **122.1 To consider voucher numbers 151 - for payment and 49 - for receipt.**

Members are asked to review and accept both the payments and receipts.

#### **122.2 Bank Reconciliation**

To note

#### **122.3 Year to date figures**

To note

#### **122.4 Grant Requests**

- **JCSC Tycoon of the Year 2023 Enterprise Competition**

Students at JCSC were invited to attend the above event and have submitted a grant application for financial support to wards the cost of the trip. The amount requested is

£624.59.

- **Amble AFC Juniors**

A newly formed football club for young children has submitted a grant request for £235 for training equipment.

### **122.5 To agree the amendments to the Financial Regulations 2023**

Members are asked to review and agree to the amendments shown in point 7.4 which covers the procedure for the signing of timesheets.

## **123.AMENITIES MANAGEMENT COMMITTEE:**

### **123.1 To receive an update on West Cemetery Fountain**

Staff were alerted to the fountain not working properly despite a clear out from NCC. It was decided to turn the fountain off until the contractor was available to attend. During the inspection it was noted that it looked as though the fountain head had been vandalised. The water remains turned off for the fountain and the cemetery taps. The contractor is due to submit a report. A picture of the current state has been supplied.

### **123.2 To receive an update on quotation for Paddlers Park Play Equipment**

An updated quotation has been received for play equipment at Paddlers Park. This now includes the cost of the daisy rocker, total price £4272.38 exc VAT.

A breakdown of costs below:

Original quote for repair works £2904.13

Daisy Rocker £670

Daisy Rocker associated works £698.25

### **123.3 To note response regarding Paddlers Park electricity.**

The Town Council were contacted by NCC regarding the energy supply here. NCC were informed that although the play area belongs to Amble Town Council and Amble Town Council maintain the park, the actual land ownership is still with NCC.

The filtration plant equipment was removed some years ago with the building and the utilities there left unused. When NCC redesigned the area in 2015, the building was removed but they decided to leave an electricity supply there in case it was ever required in the future for any of their maintenance equipment.

None of the equipment installed there which is under Amble Town Council responsibility uses electricity.

NCC were advised to investigate whether the power for their lamp posts comes from this supply.

### **123.5 To note update regarding litter bins in Tynedale**

There have been issues with a litter bin in Tynedale being used for personal household waste and also being damaged. The bin on Horseshoe Hill has also been damaged numerous times. NCC were asked to temporarily remove the bin from Tynedale and place it on the Percy Drive / Priory Park grassed area as there is a lot of footfall here. The second bin is to be placed at Melrose Gardens at the request of NCC as this can become a litter hotspot. NCC are investigating the possibility of fixing the bin on horseshoe hill to the wall there.

### **123.6 To discuss the installation of section area signs at Amble West Cemetery**

Members are to consider section signs for each area of the West Cemetery. The costs and associated works for the signage are:

The markers will include a black plaque with a copper/gold letter to match existing signage

A 500mm stake will be required to stabilise them in the ground.

Each marker is £23, total £322.

### **123.7 To consider a review of the rules regarding Grave Plots**

Cllr Bewley requested the above.

### **123.8 To consider a review of Town and Cemetery Seats and subsequent amendments to the Commemorative Seat and Plaque policy if agreed**

Members are asked to consider a phase out of the Harlech Seat within the town and cemetery as these deteriorates at a faster pace than the others. As we work to update those seats around the town, Members are asked to agree to these being replaced with only the Phoenix

polyboard seats going forward. These seats are cost effective and have better durability. Members are also asked to consider placing only the Georgian seats with polyboard within the West Cemetery.

Members to agree the costs to residents. For information previous costs have been £1110 for a Georgian seat and Harlech was £860, which included the memorial bench, a plaque and future maintenance. Members are to decide whether to limit the choice of plaque to those made of aluminium composite, gold with black writing as they have an 11 year guarantee with NCC and they are cost effective.

Amendments to the policy will be required in line with the decision made – attached for review.

#### **123.9 To receive an update from Northumbria Water if available**

Northumbria Water have been contacted a second time requesting a site visit to discuss relocating the water meter closer to the water feature. They have also been requested to paint hatched markers on the current location to deter drivers from parking over the current meter and therefore preventing access for readings.

#### **123.10 To agree Amenities Committee minutes from 28 September 2023**

Members to receive the minutes and agree content

### **124: PLANNING COMMITTEE**

#### **124.1 To note NCC response re workshop shed**

Enforcement have been contacted regarding the erection of a temporary structure on Coquet Enterprise Park. The hut has since been removed.

#### **124.2 October Planning Outcomes**

Members to note the planning outcomes for this month

### **125. AGENDA ITEMS:**

#### **125.1 To note outcome of Percy Drive Traffic Survey and update on pedestrian crossings**

The crossing for Fontburn is currently with the design team and is planned to be raised so as to act as a traffic calming measure at the same time. The barriers here will not be installed until after the crossing is in place.

The second preferred crossing location near Priory Park has been refused as this does not meet the criteria required by NCC.

#### **125.2 To note the September monthly update**

Members to note

#### **125.3 To receive update on Community Website and retrospective approval for domain**

Staff have now purchased the required domain and hosting necessary to begin the website build. Members are asked to agree to retrospective approval for the purchase of the domain and host at a cost of £332.60 for three years. Cllrs and staff are meeting with JCSC on 9<sup>th</sup> October 2023 to meet the students and explain the work required.

#### **125.4 To note summer 2024 planting for Dilston Terrace, The Wynd**

**Members to note the following agreement:**

The Wynd colours and legend to be 80 D-DAY.

Dilston Terrace:

Bed one remain as stones

Bed two remain as Cypher

Bed three Coronation

Bed four to be planted with Town colours

#### **125.5 To receive an update on Christmas Lighting and determine way forward**

Discussions have taken place with regards to lighting the tree in Memorial Gardens. It is not possible to light the tree from the clock tower as hoped however quotes are being sought to light the tree with string lights, using the existing power source. A contractor may be able to provide 240v string lights for the tree that do not require a transformer. There is a 16amp plug near the tree that can be used but an electrician will need to sort a safety mechanism for that.

As the lights will be on a timer, some housing for that with a padlock will also be needed.

There was a suggestion of tying the lights to the tree with cable ties to prevent anyone who may be tempted to pull them off.

No quote has been received as yet but will be circulated as soon as received.

**125.6 To discuss PSPO re consumption of Alcohol in public spaces**

Members are asked to consider the above order. Deadline for responses is 18 October 2023.

**125.7 To receive, discuss and determine Scheme of Delegation**

At a previous meeting of Full Council, the Clerk was asked to develop a Scheme of Delegation in order to speed up decision making processes. A draft document has been circulated for review and adoption if agreed.

**125.8 To discuss and agree allotment rent 2023-24**

Members are asked to agree the rental for the Allotment Association for the following two years. This year's current rent is £1918; a 2% increase in line with precept changes could be considered.

**125.9 To discuss excess Amble Christmas Lights Donation**

The Town Council has agreed to donate £1000 towards one road closure and leaflet printing for the Puffin Festival. An invoice of 1136.50 has been received for the road closures for the Xmas parade. Members have been asked to make the contribution. If this is paid, there is no funds leftover for the printing of the Puffin Festival leaflets.

**125.10 To consider the development of a priority specific Neighbourhood Plan for Amble**

A meeting with Amble Development Trust, Amble Town Council and NCC was held to discuss the above.

It was suggested that a priority specific plan could be useful if it were to contain a small number of focused priorities, namely Conservation, Heritage and Green Spaces. There may be funding available to support the work required. Members are asked to consider whether to carry out an Amble Neighbourhood Development Plan focused on 3 areas- Green Space, Heritage and Conservation.

**125.11 To note the update from Coastlands Bid**

AONB have confirmed that their Coastlands bid was not successful. Further information is needed to determine whether this will affect the AONBs position with Amble First School.

**125.12 To receive an update on CCTV**

The contractor was asked to provide costs for additional works to CCTV system:

**Paddlers / Water Feature**

To supply install & commission:

1 x Hikvision 4MP AcuSense IR PTZ with 32X zoom

1 x IP66 Rated external PSU 1 x 4A outlet

1 x Pole Mount camera bracket

Total £1,461.44+Vat

**Queen Street / Lawrences Corner**

1 x Hikvision AcuSense 4MP motorized varifocal lens Darkfighter bullet camera with IR

1 x IP66 Rated external enclosure

1 x Camera bracket

1 x 4 Port POE switch

1 x 13amp switched spur

1 x Wireless bridge

**Note - 240v Mains supply required by others**

Total £1,820.02+Vat

**126. COMMUNICATIONS: RECOMMENDATION - *That the Council note or discuss where necessary the items.***

**126.1 To note correspondence regarding Harbour dredging**

To note.

**126.2 To note correspondence in relation to Right of Way – New Hall**

To note on file

**126.3 To note Freedom of Information Request regarding social media**

The Town Council has received a Freedom of Information request in relation to comments made on social media. After seeking advice from the ICO, the request is in fact a Subject Access Request and as such has differing requirements. The deadline for the response to the SAR is 13 October 2023.

**126.4 To note ASB concerns re North Street and action taken**

To note. The correspondence was sent to NCC officers who have taken appropriate action and have responded to the resident.

**126.5 CAN 15/9, 29/9**

To note

**126.6 Northumbria Police 115/9, 2/10**

To note

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

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

**127.1 To note completion and update of Declaration Of Interest forms**

To note

**127.2 To note Local Area Committee Fix My Street Presentation notes**

To note

**127.3 To note success of JCSC students in national competition**

To note. Clerk to write a congratulations letter.

**127.4 To receive notes of meeting with JCSC 3 October 2023**

To note

**127.5 To note the update from the Estate Walkabout 27 September 2023**

To note

**127.6 To receive notes from meeting re skateboarding workshop 29 September 2023**

To note

**127.7 Amble Youth Project Annual Youth Award Ceremony 9 November 2023**

To note. This meeting also clashes with the November Full Council

**127.8 Notes of Community Website meeting 12 September 2023**

To note

**127.9 To receive the notes of the meeting with Northumbria Police 4 October 2023**

To note

**127.10 To note the Town and Parish Council Liaison Working Group 5 October 2023**

To note