

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held in the Conference Room, Dene Park House, Corbridge Road, Hexham NE46 1HN on Monday 2 October 2017 at 6.45pm, when the following items will be discussed:

A G E N D A

1. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
2. Apologies for absence.
3. To agree minutes of the Town Council meeting held on 4 September 2017, enclosed.
4. Matters arising, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To note progress on the Action Plan (see enclosed).
9. To consider any correspondence received.
10. Any urgent matters at the Chairman of the meeting's discretion.
(Matters to be raised under this item should be written out (if possible) and handed to the Chairman of the meeting or the Town Clerk before the meeting begins.)

Jane Kevan
Town Clerk
26 September 2017

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Hagenda1017

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4 SEPTEMBER 2017

6964.	PUBLIC QUESTIONS: There were no public questions but it was noted that the meeting was being recorded for Hexhamtv (www.hexhamtv.com).
6965.	SEPTEMBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors Mrs D Bell, Mrs C R Homer, T Pearson, S Ball, T Dodds, J V R Hare and Mrs C Hanley.
6966.	APOLOGIES FOR ABSENCE were received from Councillors J Ord, R Hull, E Green, D Kennedy and T Cessford.
6967.	MINUTES: The minutes of the Town Council meeting held on 7 August 2017, having been circulated, were AGREED, with the amendment that apologies for absence had been received from Councillor T Dodds.
6968.	MATTERS ARISING: There were no matters arising.
6969.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. TASTE TYNE DALE. On 14 August he had attended a debrief on this year's event, noting that this is the second year of three that the Town Council has provided (decreasing) funding. There was feedback that the venue was fantastic and a breakdown on numbers and traders' information is to follow.b. HEATHERGATE COUNTRY PARK. Together with a local resident, he had spoken against this application at the Local Area Council – Tynedale (Planning Only) meeting on 15 August. However, the application was approved.c. HEXHAM ROOTS FESTIVAL. He had been to this excellent event with bands, food, etc very well run by Hexham Youth Initiative on 19 August.d. TOWN RANGERS. On 24 August he had accompanied the Town Rangers on a cleaning session organised by Hexham BID. It is unfortunate that the Rangers have pulled out of this work after one of their young vulnerable trainees was verbally abused.e. TOUR OF BRITAIN. Earlier today he had attended an event at Kielder for the second day of this cycle race, noting the spectacular scenery and the event being televised on ITV4.f. HEXHAM IN BLOOM PRIVATE GARDEN COMPETITION. He noted that the results of the judging for this was now known, with first prize being awarded to Mr and Mrs J Strain of 15 Garden Terrace. Further details will be provided to the press in due course.g. PEACE VIGIL. Hexham Quakers are again organising the annual Peace Vigil to take place in Hexham Abbey on Saturday 11 November and will place a wreath of red and white poppies on the war memorial after the vigil. It was noted that it was unlikely any Councillor would be able to attend as this event is at the same time as the Town Council ceremony at the war graves at the Cemetery.

6970.	DECLARATIONS OF INTEREST: No declarations of interest were made.
6971.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
6972.	LEVEL CROSSINGS IN HEXHAM: Further to the presentation at the last meeting (minute 6950 refers), it was AGREED to support Network Rail's proposals to reduce the legal status of the Spital and Bells crossings to equestrian, cyclists and pedestrians, and to close the Tyne Green crossing.
6973.	<p>LOCAL TRANSPORT PLAN 2018/2019: It was AGREED the following are the Council priorities for the plan:</p> <ol style="list-style-type: none"> Priority One – to proceed with any work agreed by the Council following the consultation on Hexham Market Place. Priority Two – to review the junction of Eilansgate, West Road and Leazes Lane, as it is difficult for all road users and particularly pedestrians. Councillor Mrs Homer declared a personal interest in this item as she lives very near this junction. Priority Three – to extend the 20mph speed limit from St Mary's Church to Shaws Park because of vehicles going into and leaving the Co-op store car park. <p>It was NOTED that the first two priorities have been requested previously and that all previous requests relating to Hexham were considered but the above priorities were agreed.</p>
6974.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <ol style="list-style-type: none"> HEXTOL FOUNDATION: The retiring Chief Executive of the Hextol Foundation has written to thank the Council for its support, enclosing a copy of its annual report for 2016/17. HEXHAM HOUSING DEBATES: Councillors had been circulated information on housing debates to take place at St Mary's Parish Centre. TEMPORARY TRAFFIC REGULATION ORDERS: Councillors had been circulated information regarding Tyne Green Road and Burswell Villas.
6975.	PUBLIC TOILETS AT THE SELE: Councillor Hare noted that these toilets were closed in August. It was AGREED that the Clerk will write to the Director of Local Services at Northumberland County Council, to ask what went wrong with this baseline service and to arrange an early meeting to discuss all services.
6976.	PARKING ON THE SELE: Councillor Dodds noted the gate by Sele Gate House seems to be permanently unlocked, resulting in a lot of vehicles parked on the Sele. It was AGREED that the Clerk will investigate this matter.
6977.	Councillor Mrs Homer noted that the next Local Area Council – Tynedale (Planning Only) meeting will be held on 12 September at Wentworth Leisure Centre. It was NOTED that the local area meetings are held to encourage Town and Parish Councils to be involved and that it is an excellent opportunity for Councillors to access Northumberland County Council officers.

6978.	NEXT MEETING: The next meeting of the Council will be held on 2 October 2017 at 6.45pm at Dene Park House, Corbridge Road, Hexham.
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Chairman

Signed as a correct record of the minutes of the meeting held on 4 September 2017.

HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST

Under the Code of Conduct adopted by the Council on 3 September 2012 Councillors must declare if they have a disclosable interest in any matters under consideration.

To do so Councillors must use one of the following statements:-

- “I have a disclosable pecuniary interest
in..... (for example) Agenda item
3, Planning application number 14/1234”.
(NOTE: Code of Conduct paragraphs 11&15 apply).
- “I have a disclosable personal interest
in..... (for example) Agenda item
4, Grant aid application by Hexham Youth Initiative
(NOTE: Code of Conduct paragraph 13 applies).

Councillors should familiarise themselves with the Code of Conduct regarding the definitions of (A) pecuniary interest and (B) other personal interest and their obligations when declaring any such interests.

To ensure Councillors’ interests are correctly minuted please use one of the above statements when declaring an interest.

NB. Should a Councillor wish to take part in the consideration and voting on a matter or matters in which he/she has a disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and voting on it but at least 10 days’ notice must be given for any dispensation request.

HEXHAM TOWN COUNCIL
ACCOUNTS FOR PAYMENT 2 OCTOBER 2017

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (August)	25.58	0	25.58	DD	5060
Malthurst Ltd	Diesel (September)	319.41	53.24	266.17	Visa	7310
EE & T Mobile	Accounts (September)	119.59	19.93	99.66	DD	5010
PWLB	493125 loan installment	3678.04	0	3678.04	DD	7360
PWLB	496461 loan installment	1273.65	0	1273.65	DD	7360
Extra Energy Limited	Cemetery account	288.39	48.06	240.33	DD	7370
BT	Final account	166.53	27.75	138.78	DD	5010
Onecom Limited	Phone and broadband (August)	76.42	12.74	63.68	DD	5010
NCC (wages and PAYE)	September	11373.90	0	11373.90	108922	6020
NCC (pension fund)	September	2035.68	0	2035.68	108922	6030
NCC (payroll admin fee)	6 payslips @ £4.167	30.00	5.00	25.00	108922	6020
Hexham Abbey	Car park permit (annual fee)	15.00	0	15.00	Visa	6010
David Dixon Garden Machinery	Roundup	70.20	11.70	58.50	Visa	7380
Northfire	Annual fire extinguisher service	185.47	0	185.47	Visa	7380
Ecoffins UK LLP	10 bamboo coffins	2196.00	366.00	1830.00	108923	7340
Assettrac Ltd	100 grave pegs	1092.00	182.00	910.00	108924	7340
Hexham Courant	Historic Hexham support notice	102.00	17.00	85.00	108925	5000
Hexham in Bloom	Watering Hanging baskets	750.00	0	750.00	108926	7850
Tesco	Tea bags	11.00	0	11.00	Visa	6010

Post Office	Stamps	44.80	0	44.80	Visa	5020
Electratest (UK) Limited	Annual testing of electrical appliances	100.38	16.73	83.65	108927	7380
Arco Ltd	Workwear	25.39	4.23	21.16	Visa	7300
iNorthumberland	Christmas Market fee refund	120.00	0	120.00	BACS	4020
Millennium Quest Limited	Christmas lights	2400.00	400.00	2000.00	108928	7040
Millennium Quest Limited	Christmas lights	12783.00	2130.50	10652.50	108928	7050
Millennium Quest Limited	Christmas lights	6417.00	1069.50	5347.50	108928	7060
Purdy's Skip Hire	Skip at QB allotments	252.00	42.00	210.00	108929	7020
RS Components Ltd	Cable reel adaptors	17.71	2.95	14.76	Visa	7800
Bolton Gate Services Ltd	Annual workshop roller shutter maintenance	96.00	16.00	80.00	Visa	7320
Safe and Secure 24	Annual warranty for alarm system	376.20	62.70	313.50	Visa	7380
David Dixon Garden Machinery	Broom handle (Sele play area repair)	3.84	0.64	3.20	108930	7190
Hexham Youth Initiative	Grant Aid 2017/2018 (2 of 2)	12500.00	0	12500.00	108931	6060
Hexham Community Partnership	Grant Aid 2017/2018 (2 of 2)	19000.00	0	19000.00	108932	6060
Lloyd Ltd	Guard for grasscutter	81.77	13.63	68.14	108933	7320
Lloyd Ltd	Plate and grip for grasscutter	15.55	2.59	12.96	108933	7320
Lloyd Ltd	2 Grasscutter height adjusters	36.04	6.01	30.03	108933	7320
TOTALS		78094.14	4513.5	73580.64		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 2 OCTOBER 2017

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2772.61		
						5080
Balance fwd				2772.61		

HEXHAM TOWN COUNCIL – INCOME – SEPTEMBER 2017

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	589.00	HD2017/62	010917	4010
Various	Cemetery charges	945.00	HDW2017/63	010917	4010
Various	Cemetery charges	1213.00	HD2017/64	010917	4010
Hexham in Bloom	Repay for hanging baskets	1093.18		040917	7120
Tim Foxall	Christmas Market fee	185.00		050917	4020
Laura Mary Art	Christmas Market fee	120.00		060917	4020
Various	Cemetery charges	602.00	HD2017/65	060917	4010
Various	Cemetery charges	589.00	HD2017/66	060917	4010
Various	Cemetery charges	945.00	HDW2017/67	060917	4010
P Corby	Christmas Market fee	174.00		120917	4020
Mark Wright	Christmas Market fee	120.00		120917	4020
NCC	Precept 2 of 2	153437.50		130917	4020
Various	Cemetery charges	1548.00	HD2017/68	150917	4010
Various	Cemetery charges	773.00	HD2017/69	150917	4010
Distco Ltd	Refund (delivery of Hexpress)	199.33		150917	7840
Various	Cemetery charges	184.00	HDW2017/70	200917	4010
Various	Allotment rents	360.00		220917	4000
Various	Cemetery charges	1062.00	HD2017/71	260917	4010
Various	Cemetery charges	3780.00	HDW2017/72	260917	4010
Various	Allotment rents	480.00		260917	4000
TOTAL		168399.01			

Hexham Neighbourhood Plan 2017/18

(As at 30 September 2017)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£7700.00					£7700.00
	£450.00	Sarah Dyer (Heritage Consultant advice)	6/4/17	108822	£7250.00
	£135.00	GIS work	4/17	108823	£7115.00
	£141.67	Hexham Abbey Heritage Trading Ltd (hire of Great Hall for Forum 9)	23/5/17	108842	£6973.33
	£1410.00	Planning Consultant fee	31/3-30/4/17	108843	£5563.33
	£1410.00	Planning Consultant fee	30/4-31/5/17	108863	£4153.33
	£221.40	Courant Forum 9 notices	12 & 19/5/17	108865	£3931.93
	£235.00	Planning Consultant fee	31/5-30/6/17	108893	£3696.93
	£135.00	N'land National Park Authority (maps)	12/7/17	108894	£3561.93
	£167.55	Arc4 presentation 19/10/16	Invoice received 11/8/17	108907	£3394.48

HEXHAM TOWN COUNCIL ACTION PLAN 2017/18

The Action Plan below was agreed by the Council at its meeting on 5 June 2017 (minute 6924 refers). Notes on progress have been added in the Timescale column.

Action	Objective	Budget	Timescale
Complete the Hexham Neighbourhood Plan	The draft plan was considered at the public forum in May 2017, prior to consultation, assessment and the final referendum. Once adopted, the Hexham Neighbourhood Plan will contain planning policies and site allocations which will be used by County Council planning officers when making decisions on planning applications in Hexham. The withdrawal of the NCC Core Strategy will increase the HNP's significance for the town.	2017/2018 £7700 (reference 5600)	<i>At the moment this is out of the Steering Group's control. It is currently undergoing final technical processes dependent on AECOM (national planning firm) and NCC. Town-wide consultation and then formal assessment will be in early 2018, and the Plan may be finalised and agreed with NCC by the end of March 2018.</i>
Arrange training for new Councillors	There will be a new Council following the May 2017 election. All new Councillors will require training, including a brief on existing Committees and what they do.	2017/2018 £500 (reference 6080)	The Town Clerk will do an introductory brief and issue documents including "The Good Councillor's Guide" and a copy of the budget to all new Councillors in May. Additional local training availability to be monitored. <i>Completed in May. Three Councillors have also attended NALC training on an Introduction to Local Councils; two have attended</i>

			<i>NALC training on Finance; and one has attended a Community-led Affordable Housing Workshop.</i>
Refurbish Sele Play Area	The aim is to enhance the safety of this play area as some patches of wear in the Wetpour surface were identified in the summer 2016 RoSPA report. Some items of play equipment also need minor work or to be updated.	2017/2018 £1000 (reference 7190), plus s106 funding	To complete by 31st October. <i>An agreement has been made with Kompan Ltd to refurbish the play area, including resurfacing the Wetpour and providing some additional play equipment. The next Panel to consider S106 funding applications is on 5 December.</i>
Resurface the Skate Park			<i>Quotes have been requested.</i>
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2017/2018 £7500 (reference 7800)	Start planning in July. <i>Planning is on schedule.</i>
Arrange Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2017/2018 £1200 (reference 7065)	Start planning in August/ September. <i>Planning is on schedule.</i>
Enhance and improve Christmas lighting		2017/2018 £13500 (reference 7050)	<i>All infrastructure work has been completed and there will be new lights in Fore Street, Battle Hill, St Mary's Chare</i>

			<i>and Market Street.</i>
Start to arrange Armed Forces Day 2018 event	It was agreed in 2016 (Community Engagement committee minute 174) to hold this every two years so the next event will be in June 2018. Maintain links with 3RHA.	No budget in 2017/2018 but to plan into 2018/2019 budget	To book local armed forces by June and contact Abbey and traders in October. <i>Planning is on schedule.</i>
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2017/2018 £2300 (reference 7850)	<i>Councillor Mrs Bell is the Council representative.</i>
Apply under Council Award Scheme	The Council aims to be awarded the Foundation Award this year and then work towards the Quality Award.	2017/2018 £500 (reference 6090)	On-going <i>The application was submitted on 8 September.</i>
Clean and repair the War Memorial	Started/being processed.	Up to 75% costs funded under the War Memorials Trust Grants Scheme	Completion by end of October. <i>A grant offer of up to £3,300 was received in August. A Listed Building Consent application for the refurbishment work was validated on 16 August.</i>
Monitor and lobby Northumberland County Council regarding car parking facilities in Hexham	Present/expected loss of 500 long-term parking spaces in Hexham. Northumberland County Council need to provide 500 spaces asap. HTC actively engaged.		On-going <i>A meeting with the company doing a parking study in Hexham is being arranged.</i>
Apply for St Andrew's Cemetery to be given a Green Flag award	To write a management plan, including seasonal photos.		Application to be submitted in January.

Consider extension of current burial arrangements	Research land options		
Support tourism	A new budget dedicated to tourism has been agreed.	2017/2018 £10000 (reference tba)	
Support town wide events			
Promote the Council's Grant Aid scheme		2017/2018 £6750 (reference 6050) £65000 (s137) (reference 6060)	<i>A record 13 applications have been received this year. Following the Council's adoption of the General Power of Competence in August, an improved Grant Aid policy will be considered by the Finance & General Purposes Committee.</i>
Address public toilet provision in Hexham	An options report was considered by the P&I Committee on 10/3/17 and F&GP Committee on 11/4/17.		<i>A meeting with County Council officers has been arranged.</i>
Look after HTC planters in the town centre	Maintained by HTC staff.		
Consider Local Transport Plan priorities	Consider road safety schemes, footpaths, etc as part of the NCC LTP programme		<i>These were considered and agreed on 4 September (minute 6973 refers).</i>
Review service levels	Consider reduced service from NCC e.g. weed spraying		<i>A meeting with County Council officers has been arranged.</i>