

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 4 December 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 6 November 2017, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To consider any correspondence received.
9. Presentation by Richard Wearmouth, Chairman of Arch.
10. To hear a verbal statement from Councillor Cessford about Hexham BID.
11. To hear a question from Councillor Ord about the Hexham Neighbourhood Plan.
12. To agree Council meeting dates in 2018: 8th January, 5th February, 5th March, 9th April, 14th May (Annual Meeting of the Council), 4th June, 2nd July, 6th August, 3rd September, 1st October, 5th November, 3rd December.
13. 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
28 November 2017

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Hagenda1217

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6 NOVEMBER 2017

6993.	<p>PUBLIC QUESTIONS: There were no public questions but it was noted that the meeting was being recorded for Hexhamtv (www.hexhamtv.com).</p>
6994.	<p>NOVEMBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, J Ord, Mrs D Bell, T Pearson, Mrs C R Homer, E Green, T Cessford, T Dodds, J V R Hare, Mrs C Hanley, J M Graham and D Kennedy.</p>
6995.	<p>APOLOGIES FOR ABSENCE were received from Councillor S Ball.</p>
6996.	<p>MINUTES: The minutes of the Town Council meeting held on 2 October 2017, having been circulated, were AGREED, subject to an amendment at minute 6984e to clarify that the auction at the Queen's Hall had raised £17,000 for charity.</p>
6997.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. COMMERCIAL VEHICLES DISPLAYED OUTSIDE HEXHAM ABBEY (minute 6990 refers). It was NOTED that a Northumberland County Council officer had made an error and such permission would not be granted again.b. OLD BUS STATION (minute 6989 refers). It was noted that no update from Dysart had been received and AGREED that Councillor Mrs Homer would invite the Chairman of Arch to talk about Hexham at the December Full Council meeting.c. PREVIOUS NATWEST PREMISES (minute 6989 refers). It was NOTED that confirmation on the owner of the building and plans for the premises had been requested but not to date received.
6998.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. ANNUAL TOWN AND PARISH COUNCIL CONFERENCE. He and the Deputy Mayor had attended this at County Hall on 5 October. They met various County Council officers and found it very useful.b. MARKET PLACE. With the Deputy Mayor and Councillors Mrs Homer and Cessford, he had met with Sustrans on 6 October.c. NORTHUMBERLAND ASSOCIATION OF LOCAL COUNCILS. He had attended NALC's AGM on 7 October. This was not well attended. He agreed to join the County Committee as the representative for Hexham and Hexhamshire.d. TYNE DALE AND LOCAL COUNCIL LIAISON MEETING. On 10 October he and the Deputy Mayor went to this meeting.e. CAR PARKING IN HEXHAM. On 12 October he had attended a meeting with people from the company carrying out a survey of car parking in Hexham, Alnwick and Berwick. Information is still being gathered and a final report is due at the end of November.

	<p>f. HATE CRIME. He had been to an exhibition in Hexham Abbey on Hate Crime and how it is being tackled on 17 October.</p> <p>g. TRAFALGAR DAY. On 20 October he attended an event at HMS Calliope to celebrate Trafalgar Day.</p> <p>h. TYNEDALE DEMENTIA ACTION ALLIANCE. He went to the inaugural meeting of this on 3 November and learnt it will cover Haltwhistle to Ryton. He would like the Town Council to be involved and noted health and wellbeing is part of the Town Plan 2020 Committee's remit. He would like a Councillor to become involved with this.</p>
6999.	DECLARATIONS OF INTEREST: No declarations of interest were made.
7000.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7001.	SPORT ENGLAND PROJECT ON MENTAL HEALTH: Gordon Allan, Project Champion, gave a presentation on this project to develop a volunteer workforce to link health professionals and sports communities in rural Northumberland, initially Hexham and Alnwick but then to spread from Prudhoe to Haltwhistle. He advised of evidence that physical activity is very good for mental health but that there is little encouragement to exercise for mental as well as physical health. There have been no previous links or initiatives. This three year project fits into the County Council's corporate plan and health and wellbeing strategy. The heart of the project is to build a community network and he advised of several stakeholders and letters of support, including from the Town Council. In response to questions, he advised there will be provision for providing sports equipment for those that need it; that all volunteers will be subject to safeguarding training; and that he will make other presentations free of charge where needed.
7002.	<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> <p>a. NORTHUMBERLAND AREA SPECIAL EDUCATIONAL NEEDS SCHOOL PLACE PLANNING STRATEGY: Councillors had been circulated information on this consultation and it was noted there will be a drop-in session at Hexham Leisure Centre between 1.00pm and 7.00pm on Wednesday 29 November.</p> <p>b. TEMPORARY TRAFFIC REGULATION ORDER: Councillors had been circulated information regarding Beaumont Street and Market Place for Remembrance Day.</p> <p>c. LOCAL AREA COUNCIL – TYNEDALE (PLANNING ONLY). It was noted that a planning application for Hexham Register Office, Hadrian House, Market Street, Hexham would be considered at Corbridge First School at 4.00pm on 14 November.</p>
7003.	TYNE VALLEY COMMUNITY RAIL PARTNERSHIP: Councillor Hull advised he had attended the annual meeting. The group has become much more active with a new kiosk operator at Hexham Station for Daybreak (a mental health group) and a very successful Heritage Open Day session at Haltwhistle station

	which could be suggested to the Hexham Heritage Open Days group for 2018.
7004.	COMMUNITY SAFETY HUB: Councillor Mrs Homer advises this group meets every two months. It was noted that crime levels have decreased but there is a local issue of travelling opportunists. In Hexham there have recently been issues behind Marks and Spencer and B&M, near the Middle School, and also on the Sele where some seats were recently burnt out. She advised that the Fire Service have been doing a lot of proactive work at schools and there is a push to recruit retained firefighters. The next CSH meeting will be in January.
7005.	CO-OPTION POLICY: This item was withdrawn.
7006.	GRANT AID POLICY: The Grant Aid Policy as circulated was AGREED.
7007.	TOWN PLAN 2020 DEVELOPMENT RESERVE BUDGET: It was AGREED to add the balance of £29,959.00 unspent in 2016/17 to the 2017/18 budget, so increasing it from £20,000.00 to £49,959.00.
7008.	2016/17 EXTERNAL AUDIT REPORT: It was AGREED that the External Auditor annual report as circulated be received and accepted.
7009.	MEETING WITH SUSTRANS: Councillor Cessford advised that there is an update in the current Hex-press. As the two favourite designs both indicate closing Hallstile Bank to through traffic, there will be a trial closure for between two and three months in early 2018.
7010.	YOUNG EMPLOYEE OF 2017: Councillor Cessford advised of this competition sponsored by Hexham Rotary Club and the Town Council; that interviews would be held in January; and that nominations to the Rotary Club are welcomed.
7011.	REMEMBRANCE DAY LUNCH: Councillor Ord advised he was concerned about Councillors being invited to this lunch as the principle of Councillors not claiming expenses is laudable. It was noted that there is a longstanding tradition of the Town Council hosting a lunch for the armed forces and others, and to acknowledge help from volunteers, and it was AGREED that there is a duty for Councillors to host this lunch.
7012.	TRAFFIC LIGHTS: Councillor Cessford noted various lights that are currently not working. He advised there is an electrical supply fault at the lights in Hencotes but that the ones at Haugh Lane should be repaired the following day.
7013.	NEXT MEETING: The next meeting of the Council will be held on 4 December 2017 at 6.45pm at Dene Park House, Corbridge Road, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 6 November 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 4 DECEMBER 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 (October)	55.21	0	55.21	DD	5060
Malthurst Ltd	Diesel (November)	254.19	42.37	211.82	Visa	7310
EE & T Mobile	Accounts (November)	59.86	9.98	49.88	DD	5010
Extra Energy Limited	Abbey floodlights	72.49	3.70	68.79	DD	7450
Onecom Limited	Phone and broadband (Oct)	77.09	12.85	64.24	DD	5010
NCC (wages and PAYE)	November	11554.55	0	11554.55	BACS	6020
NCC (pension fund)	November	2066.79	0	2066.79	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167	30.00	5.00	25.00	BACS	6020
Milletts	Pegs to secure Astroturf on R Day	7.00	0	7.00	Visa	7800
WH Smith	Stamps	20.16	0	20.16	Visa	5020
WH Smith	Place cards	14.00	0	14.00	Visa	7800
Beales	Batteries	5.98	0	5.98	Visa	7800
SLCC	Society membership	88.00	0	88.00	Visa	6095
ALCC	Association membership	10.00	0	10.00	Visa	6095
Stokoe Rodger	Quarterly bookkeeping fee	432.00	72.00	360.00	108958	6000
Distco Ltd t/a Accent Dist. Services	Hex-Press distribution	199.33	33.22	166.11	BACS	7840
Darlington BC	Winter bedding plants	1949.32	324.89	1624.43	BACS	7120
Sarah Dyer	Heritage statement	833.75	0	833.75	108959	5600
CJL Fenwick	Skate park repair	168.00	28.00	140.00	108960	7210
Viking	Refuse sacks	39.56	6.59	32.97	BACS	7330
Viking	Toilet brushes	32.33	5.39	26.94	BACS	7330
Viking	Printer cartridges	137.36	22.89	114.47	BACS	5030

Blue Attic Audio	Sound Engineer for Christmas Lights Switch-On	50.00	0	50.00	108961	7065
The Hexham Courant	Cemetery Worker job adverts	416.34	69.39	346.95	108962	5000
The Hexham Courant	Poppy Appeal support notice	96.00	16.00	80.00	108962	7800
The Hexham Courant	Remembrance Day notice	218.40	36.40	182.00	108962	7800
Ecoffins UK LLP	10 bamboo coffins	2196.00	366.00	1830.00	108963	7340
RS Components Ltd	2 cable assemblies	25.91	4.32	21.59	Visa	7065
Adapt (north East)	Annual membership	15.00	0	15.00	108964	7850
Laba & Davy Ltd t/a The Beaumont Hexham	Remembrance Day lunch	832.50	0	832.50	108965	7800
Henderson Fencing	Boards, posts and nails	45.37	7.56	37.81	108966	7110
Purdy's Skip Hire	Skip at QB allotments	252.00	42.00	210.00	108967	7020
Tesco	Sweets for Christmas lights switch-on	22.47	0	22.47	Visa	7065
Alan Neale Electrical	Replace faulty lamp, two heaters, replace faulty floodlight	455.00	0	455.00	108968	7380
Royal British Legion Poppy Appeal	Wreathes and crosses for Remembrance Day	305.00	0	305.00	108969	7800
Sunsett Balloons	Balloon entertainer at Christmas lights switch-on	165.00	0	165.00	108970	7065
David Dixon Garden Machinery	Cutting blade bolts repair	24.63	4.10	20.53	108971	7320
Jewson Limited	Resin	56.91	9.49	47.42	108972	7330
Arco Limited	Workwear	563.24	93.87	469.37	108973	7300
Talking Matters	Project support	500.00	0	500.00	108974	5100
TOTALS		24362.34	1218.61	23143.73		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 4 DECEMBER 2017

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2772.61		
Laba & Davy Ltd t/a The Beaumont Hexham	Remembrance Day lunch drinks	510.50	85.08	425.42	108965	5080
Balance fwd				2347.19		

HEXHAM TOWN COUNCIL – INCOME – NOVEMBER 2017

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Allotment rents	270.00		021117	4000
Various	Allotment rents	90.00		091117	4000
Various	Cemetery charges	184.00	HDW2017/83	091117	4010
Various	Cemetery charges	3780.00	HDW2017/84	091117	4010
Various	Cemetery charges	302.00	HD2017/87	091117	4010
HMRC	Vat refund	13029.47		091117	4020
Various	Cemetery charges	891.00	HD2017/86	141117	4010
Various	Allotment rents	90.00		141117	4000
Extra Energy	Refund on Cemetery electricity account	70.72		201117	7370
Various	Cemetery charges	301.00	HD2017/90	211117	4010
Various	Allotment rents	360.00		211117	4000
Various	Cemetery charges	301.00	HD2017/89	271117	4010
Various	Cemetery charges	184.00	HDW2017/91	271117	4010
TOTAL		19853.19			

Hexham Neighbourhood Plan 2017/18

(As at 30 November 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
	£470.00	Planning Consultant fee	30/6-30/9/17	108940	£2924.48
	£833.75	Sarah Dyer (Heritage Consultant)	Statement of significance re: Workhouse	108959	£2090.73