

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held at Hexham House, Gilesgate, Hexham NE46 3NH on Monday 11 February 2019 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 14 January 2019, 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. Presentation from Katy Taylor, Artistic Director/Chief Executive on the Queen's Hall.
9. To adopt a Funding Policy (see enclosed).
10. To note the draft minutes (attached) of Committee meetings held in January.
11. To consider any correspondence received.
12. 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
5 February 2019

Hexham Town Council
Council Office
St Andrew's Cemetery
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Hexham
NE46 3RR

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Hagenda0219

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14 JANUARY 2019

7209.	<p>PUBLIC QUESTIONS:</p> <p>MARKET PLACE: A local resident advised most people would be unaware of the content of a report published in 2017, is disappointed in the versions of the two options given in the current consultation, and is concerned about limited publicity on the consultation. Councillor Homer advised that all respondents to the previous consultation will be contacted and advised of the current consultation.</p> <p>FORMER SWIMMING POOL, GILESGATE: A local resident advised of her concern about work starting that day although planning permission has not yet been granted. She has related concern about the loss of seven parking bays during this work and that there are no “businesses open as usual” signs. Councillor Homer advised she has contacted Planning Enforcement and Councillor Ball advised he is speaking to the building contractor about some concerns. Another local resident advised of concerns that there may be rats during the building work. Councillor Homer advised her to submit comments on this as there will be conditions attached to the planning permission.</p> <p>GILESGATE CAR PARK: A local resident advised of concern regarding insufficient publicity on recent changes to the white parking bays.</p> <p>BENSON’S MONUMENT: A local resident asked if there was any progress on receiving a quote to clean this. It was also noted that the Student Law Office at Northumbria University has closed the file as Northumberland County Council has accepted responsibility for the monument.</p> <p>PUBLIC TOILETS: A local resident asked if the Town Council was aware of any progress being made on improving these.</p> <p>INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE REPORT: A local resident noted that some Councils have declared a state of emergency in response to this and asked if the Council would do this. Councillor Hull advised of the Council’s Sustainability Policy and also suggested the resident may wish to become involved with Transition Tynedale but it was further agreed the Town Council will contact the County Council for a joint response to this issue.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7210.	<p>JANUARY COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, C Hanley, S Ball, T Pearson, J V R Hare, T Dodds, D Bell, E Green and C R Homer.</p>
7211.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors T Cessford, J Ord, J M Graham and D Kennedy.</p>
7212.	<p>MINUTES: The minutes of the Town Council meeting held on 3 December 2018, having been circulated, were AGREED.</p>
7213.	<p>MATTERS ARISING: It was noted that the County Council’s Head of Neighbourhood Services and Market Manager will be attending the Community Engagement Committee meeting on 30 January (minute 7204 refers).</p>

7214.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ol style="list-style-type: none"> a. WINTER FESTIVAL AT HEXHAM ABBEY: He had been very impressed with the work done by the Muscular Dystrophy (Tynedale Branch) and had made a small donation from the Mayor's allowance. b. ST MARY'S CHURCH, MORPETH: He had attended a service on the centenary of the end of WW1 and women's emancipation, followed by a visit to Emily Dickinson's grave. c. HEXHAM ABBEY NINE LESSONS AND CAROLS SERVICE: He had been privileged to attend and read the first lesson on 23 December. d. MARKET PLACE CONSULTATION: This consultation started on 7 January and he encourages feedback and votes on the preferred option to be made within the six week consultation period. The proposals are online at hexhammarketplace.stickyworld.com and in the Library in the Queen's Hall. e. BURIAL FEES: He advised that a sliding scale of fees had been agreed, to benefit people who had lived in Hexham but who had moved in the last four or five years. f. BENCH: He noted that the Town Council has provided 57 benches in the town. Unfortunately, one was recently stolen. It has been agreed to replace it but this is expensive. g. BUNTING: He has been pleased to pay for this out of the Mayor's allowance to enhance the visitor experience in Back Street and Market Street.
7215.	<p>DECLARATIONS OF INTEREST: Councillor Homer declared an interest in the Hexham Neighbourhood Plan as she is a member of the County Council's Cabinet.</p>
7216.	<p>ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.</p>
7217.	<p>HEXHAM NEIGHBOURHOOD PLAN: Dave Clegg, Chair and Co-ordinator of the Hexham Neighbourhood Plan Steering Group, advised of the four years of intensive work that has led to the submission plan now prepared to go to Northumberland County Council (NCC) for the next stage. He explained that in July 2018 changes to the National Planning Policy Framework (NPPF) meant further work, collaboration with NCC, and a second town-wide consultation on identified sites for housing was required. The draft plan was modified after this and is now ready for submission to NCC. NCC will need to initiate a further six week consultation and in that time appoint an examiner, giving the Town Council an opportunity to approve the choice of examiner. NCC will then pass the plan and accompanying documents to the examiner to check they are in accordance with the NPPF. An examiner has three options but the response to 95% of neighbourhood plans is that it is fine but requires some modifications so that is expected for Hexham's. NCC would then have to carry out the modifications and then arrange a referendum for all Hexham residents. The Hexham Neighbourhood Plan will then be a statutory force and will need to be monitored and reviewed: for instance, if existing schools merge or looking at new housing sites and the number of planning applications modified as a result of the plan. Mr</p>

Clegg noted the plan, in addition to housing, includes policies relating to sustainable development, Hexham's heritage, the natural environment and the local economy, and he hopes the plan will be a vital element that every planning application for Hexham will be referred to.

In answer to questions and a thank you for all his work, it was noted that the three tier education system in Hexham has already been decided; that NCC has printed some Hexham Shopfront Design Guide leaflets; and that the plan only covers within the parish boundary so may not refer to planning issues elsewhere (although it was noted the Town Council has asked NCC to consult it if an application is received for mining at Anick Grange Haugh and that Thompsons of Prudhoe may be invited to a future meeting about this mining).

7218. PROPOSAL BY COUNCILLOR R HULL: "Council should agree its 2019/20 budget and the precept of £324000.00 as recommended by the Finance & General Purposes Committee." A summary of the changes was noted and the proposal was AGREED unanimously by the Councillors present. The 2019/20 budget is as follows:

HTC Budget 2019/20	2019/20 Agreed Budget	Ref.
INCOME		
Allotments	5704	4000
Cemetery	87000	4010
Donations/Grants/loans	0	4015
N/Plan Grant	0	4105
Miscellaneous	0	4020
TOTAL CREDITS	92704	

HTC BUDGET 2019/20	2019/20 Agreed Budget	Ref.
ADMINISTRATION		
Advertising	750	5000
Telephones	1300	5010
Postages	250	5020
Stationery/Copying	650	5030
Office equipment	600	5040
Subscriptions	2200	5050
Bank charges	600	5060
External audit	1500	5070
Mayor's allowance	2100	5080
Elections reserve	5000	5090
Partnership working	35000	tba
Contingency	20000	5100
Sele WC	2000	5120
TOTALS	71950	
TOWN PLAN 2020 COMMITTEE		
Town Plan 2020 Development reserve	20000	5500
TOTALS	20000	

NEIGHBOURHOOD PLAN COMMITTEE		
Neighbourhood Plan	5000	5600
TOTALS	5000	
FINANCE & GENERAL PURPOSES COMMITTEE		
Internal audit/bookkeeping	3000	6000
Staff welfare	400	6010
Staff salaries	148000	6020
Staff pension contributions	28000	6030
Travelling expenses	300	6035
Grant Aid	12100	6050
HCP longterm grant	40000	6062
HYI longterm grant	25000	6064
Donations (one time only)	2500	6066
Risk management/H&S	500	6070
Training	2000	6080
Local Council Award Scheme	100	6090
Professional fees	1000	6095
Tourism support fund	10000	6096
TOTALS	272900	
PLANNING AND INFRASTRUCTURE COMMITTEE		
Personal protective equipment	1700	7300
Machines/equipment – fuel/road tax/insurance	6500	7310
Machines/equipment – renew/replace	10000	7315
Machines/equipment – repair/maintain	5500	7320
Non-specific expenses	3000	7330
Stock – caskets and other	7000	7340
Headstone raft foundations	6000	7350
Debt charges (PWLB)	9905	7360
Heat/light	4500	7370
Premises – repair/maintain	15000	7380
Premises reserve	5000	5092
Water rate/business rate	2200	7390
Trees maintenance	3000	7410
Insurances (not motor)	7000	7420
Floodlights – repair/maintain	7500	7450
Town clock – repair/maintain	900	7460

Dene Park Allotments – maintain	600	7000
Broadway (QB) Allotments – maintain	4000	7020
Wydon Park Allotments – maintain	150	7030
Seats x 57 – repair/maintain/replace	2500	7130
Litter bins x 85 – renew/replace	3500	7100
Bus shelters x 12 – repair/maintain	1000	7150
VMS units x 4 – repair/maintain	4000	7160
Street signs x 4 – repair/maintain	3000	7170
Play areas x 8 – repair/maintain	2000	7190
Play areas x 8 – ROSPA inspection	700	7200
Play areas x 8 – vandalism	800	7210
Play areas – reserve	10000	5094
Winter Maintenance	15000	7211
TOTALS	141955	
COMMUNITY ENGAGEMENT COMMITTEE		
Remembrance Day & Armed Forces Day	2500	7800
Armed Forces Day	0	tba
WW1 Remembrance	0	7810
War Memorial Reserve	3000	5096
Website	5000	7830
Newsletter	1200	7840
Town Twinning (Council expenses)	1000	7870
Christmas Lights – Repair/Replace	3000	7040
Christmas Lights – Additional Units	12000	7050
Christmas Lights – Erect, Dismantle, Store, Insure (amalgamate the above three budgets from 2019/20)	11000	7060
Christmas Lights Switch On	500	7065
Mayor's Annual Reception	790	7070

	Steward and Bailiff Award (amalgamate the above two budgets from 2019/20)	60	7080
	Young Employee of the Year Award	0	7090
	Hexham/Northumbria in Bloom (Council expenses)	800	7850
	Flower Beds and Tubs – Renew/Replace	500	7110
	Flower Beds and Tubs – Planting	6500	7120
	Support for Town Events	5000	5130
	Ceremonial Events	3000	tba
	TOTALS	55850	

HTC BUDGET 2019/209	2019/20 Budget
EXPENDITURE SUMMARY	
Administration	71950
Town Plan 2020 Committee	20000
Neighbourhood Plan Committee	5000
Finance and General Purposes	272900
Planning and Infrastructure	141955
Community Engagement	55850
TOTALS	567655

With a precept of £324,000.00, and when using the base figure supplied by NCC, the average (Band D) Council Tax payer in Hexham should pay £75.02 per annum (324000/4319).

7219.	FINANCIAL RISK ASSESSMENT: It was AGREED to adopt the financial risk assessment.
7220.	ACTION PLAN: Progress on the 2018/19 Action Plan was NOTED.
7221.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure Committee and Town Plan 2020 Committee meetings held in December 2018 were NOTED.
7222.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i> <ol style="list-style-type: none"> a. NORTH PENNINES AONB MANAGEMENT PLAN 2019-2024: It was noted that Councillors had been circulated information on a consultation that will close on 31 January. b. NORTHUMBERLAND DRAFT LOCAL PLAN: It was noted that Councillors had been circulated information on the “Publication Draft” and

	<p>comments being invited between 30 January and 13 March. It was AGREED that, following a drop-in session at the Trinity Methodist Church, Hexham on 6 February, the Planning & Infrastructure Committee will consider a response.</p>
7223.	<p>DRAFT HEXHAM NEIGHBOURHOOD PLAN: It was AGREED that the Town Council adopt the plan and submit it to the County Council in due course.</p>
7224.	<p>HEXHAM HUB: Councillor Homer updated the Council on this initiative set up in other market towns in Northumberland, just becoming active in Hexham. It was AGREED that this will be referred to the Finance & General Purposes Committee to consider a representative from the Town Council.</p>
7225.	<p>COUNCIL ACTIVITIES: Councillor Hare noted, with reference to the Action Plan and other updates, how much the Town Council does for Hexham.</p>
7226.	<p>NEXT MEETING: The next meeting of the Council will be held on 11 February 2019 at 6.45pm at Hexham House, Hexham.</p>

Chairman

Signed as a correct record of the minutes of the meeting held on 14 January 2019.

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 11 FEBRUARY 2019

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 (December)	20.36	0	20.36	DD	5060
EE & T Mobile	Accounts (January)	44.95	7.49	37.46	DD	5010
Onecom Limited	Phone and broadband (January)	76.88	12.81	64.07	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (wages and PAYE)	January	10210.84	0	10210.84	BACS	6020
NCC (pension fund)	January	1821.82	0	1821.82	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (January)	25.01	4.17	20.84	BACS	6020
Opus Energy Limited	Abbey Floodlights	87.13	4.15	82.98	DD	7450
British Gas	Cemetery electricity	1058.70	176.45	882.25	DD	7370
Zappar Limited	January subscription for the salmon app service	108.00	18.00	90.00	Visa	6066
T G E Gillanders	Mileage expenses (Sept-Nov 2018)	106.20	0	106.20	BACS	6035
Hexham Community Partnership	Road closure (NCC) fee for Christmas Market	250.00	0	250.00	BACS	5130
Ecoffins UK LLP	Bamboo caskets	2124.00	354.00	1770.00	BACS	7340
Royal Mail Group Ltd	Response Plus Service for HNPlan consultation	1.46	0.24	1.22	BACS	5600
NCC	Partnership agreement: dedicated operative (street cleansing)	24261.50	0	24261.50	109221	5091

Ponteland Town Council	Subsidy for Bus Service 74	150.00	0	150.00	BACS	6066
Broxap Limited	Seat and fixing bolts	799.20	133.20	666.00	BACS	7130
Royal British Legion Poppy Appeal	Wreath for VLL of N'land (reimbursed by NCC)	50.00	0	50.00	109222	7800
Royal British Legion Poppy Appeal	Wreathes and crosses for Remembrance Day	250.00	0	250.00	109222	7800
The Millennium Quest Ltd	4 Rectifiers	81.60	13.60	68.00	BACS	5100
The Millennium Quest Ltd	Additional hire of lights not included in contract	946.80	157.80	789.00	BACS	5100
The Millennium Quest Ltd	Christmas tree lights, installation and removal	2572.80	428.80	2144.00	BACS	5100
NCC	Hire of room at Hexham House April-Dec 2018	360.00	60.00	300.00	BACS	5100
Arco Limited	Refuse sacks, toilet cleaner	60.35	10.06	50.29	Visa	7330
Hutchinson Environmental Solutions Ltd	Routine service of sewage treatment equipment	211.20	35.20	176.00	BACS	7380
Lloyd Ltd	Tractor service	870.43	145.07	725.36	BACS	7320
David Dixon Garden Machinery	Lawnmower service	165.64	27.60	138.04	BACS	7320
David Dixon Garden Machinery	Snow shovel	19.58	3.26	16.32	BACS	7330
David Dixon Garden Machinery	Rakes, etc	140.82	23.47	117.35	BACS	7320
Turfcare Specialists Limited	Grass seed	70.00	0	70.00	BACS	7380
TOTALS		47326.87	1678.97	45647.90		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 11 FEBRUARY 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1609.40		
Hexham Rotary Club	Christmas cards	100.00	0	100.00	BACS	5080
Cash	Mayoral expenses (staff Christmas gifts)	54.00	0	54.00	BACS	5080
The Millennium Quest Ltd	Installation of bunting	306.00	51.00	255.00	BACS	5080
Balance fwd				1200.40		

HEXHAM TOWN COUNCIL – INCOME – JANUARY 2019

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	605.00	HD2019/03	100119	4010
Various	Cemetery charges	310.00	HD2019/04	110119	4010
Various	Cemetery charges	3995.00	HDW2019/01	140119	4010
Various	Cemetery charges	310.00	HD2019/05	170119	4010
Various	Cemetery charges	155.00	HD2019/08	170119	4010
Various	Cemetery charges	310.00	HD2019/06	180119	4010
Various	Cemetery charges	310.00	HD2019/09	180119	4010
Various	Cemetery charges	605.00	HD2019/07	220119	4010
NCC	Remembrance Day wreath for VLL of N'land	50.00	RDAY2018/1601	230119	7800
NCC	Cemetery double tax charge refund 2018/19	1071.00		250119	4020
TOTAL		7721.00			

Hexham Neighbourhood Plan 2018/19

(As at 31 January 2019)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£342.20	Consultation Notices in the Hexham Courant	16 & 23/3/18 – invoice received 3/4/18	109115	£4657.80
	£1057.50	Planning Consultant fee	30/9/17-16/3/18	109120	£3600.30
	£110.74	Accent Distribution Services - consultation responses delivered with Hex-Press	Invoice received 5/4/18	BACS	£3489.56
	£280.00	Robson Print – response forms	Invoice received 6/4/18	BACS	£3209.56
	£9.79	Laminating pouches	Tesco 8/4/18	109121	£3199.77
£1540.00		Transfer of unspent 2017/18 budget (minute 7102 refers)	14/5/18		£4739.77
	£1006.25	Stacy Towler: support work	27/3-14/5/18	109146	£3733.52
	£167.29	Royal Mail Response Plus service	14/5/18	109147	£3566.23
	£5.04	Royal Mail Response Plus service	18/6/18	109169	£3561.19
£2000.00		Grant from Groundwork UK	6/7/18		£5561.19
	£1400.00	Planning Consultant fee	13/3-24/7/18	109182	£4161.19
	£2000.00	Planning Consultant fee	5 days in August	109194	£2161.19
	£99.40	Courant notice	20/9/18	BACS	£2061.79
	£170.10	Revised Courant notice	4/10/18	BACS	£1891.69
	£1800.00	Planning Consultant fee	21/12/18	BACS	£91.69
	£1.46	Royal Mail Response Plus service	21/1/19	BACS	£90.23

HEXHAM TOWN COUNCIL
11 FEBRUARY 2019

ADOPTION OF FUNDING POLICY

The attached policy was considered by the Finance and General Purposes Committee on 21 January 2019 and is recommended to Full Council for adoption.



FUNDING POLICY

Hexham Town Council is funded by the residents of Hexham and therefore only has limited funds to assist constituted community organisations either located and working in Hexham for the benefit of the community, or for organisations that focus primarily on Hexham.

Subject to funding being available, Hexham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hexham residents. The majority of the Council's financial support is provided by way of Grant Aid which is decided against criteria set by, and which may be amended from time to time by, Hexham Town Council (please see the Grant Aid Policy and Procedure for further information).

However, the Council also has budgets for one-off donations and to support tourism.

Donations (One Time Only)

The Council's 2019/20 budget for this is £2,500 and donations given are usually between £100 and £250. Examples of donations previously given include for the Hexham Abbey Festival, concerts held in Hexham, for the continued provision of Bus Service 74 (Newcastle to Hexham), Sport Tynedale, Northumberland Domestic Abuse Services, Tynedale Hospice at Home and Hexham Holiday Club.

Requests for donations may be made at any time by writing to the Council giving information on the organisation, the reason for the requested funding and who any cheque should be made out to. All requests will be considered by the Finance & General Purposes Committee. Please note the Committee may decide or be unable to make a donation or may donate a smaller figure than that requested.

Tourism Support Funding

The Council's 2019/20 Budget for this is £10,000. The Council's objective is to finance actions designed to develop, improve or promote the tourism offer of Hexham. The Council will be looking for a clear rationale for the action and for all other funding to be indicated, including match funding.

All funding requests must use the Council's application form and applicants should provide all information requested. The form can be downloaded from the Council's website www.hexhamtowncouncil.gov.uk or is available from the office at St Andrew's Cemetery, West Road, Hexham NE46 3RR.

Applications should be posted or emailed to the Town Council office at the address on the application form.

Applications may be submitted at any time. All valid applications will be assessed at the next meeting of the Finance & General Purposes Committee. Please note the Committee may refuse the application or award a smaller figure than that applied for.

Please note:

- If the funding supported event/project does not go ahead, the Council reserves the right to reclaim all or part of the funding. Any unspent funding must be returned.
- The applicant must have security of tenure on any facility to be funded either by ownership of the freehold or by means of a lease that has at least five years duration when the application is made, unless otherwise agreed by the Council.
- Applicants must fully research the identified costs and, where appropriate, secure competitive quotations.
- All projects, or expenditure, must be completed within 12 months of notification of the funding.
- The Council reserves the right to inspect amounts, receipts and records of all transactions relating, premises and projects related to the application.
- Applicants must ensure that all relevant permissions and licences are obtained before they apply for funding.
- All liabilities for the project/proposal remain with the applicant and are not the responsibility of the Council, its partners, agents or employees.
- The applicant must ensure that all publicity relating to an event or project receiving funding from the Town Council fully acknowledges its contribution.
- All groups or organisations receiving funding from Hexham Town Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination.
- Any equipment purchased with the funding must remain the property of the organisation and must be available for more than one member to use.
- Where applicable, evidence of the following documents must be provided: liability insurance, safeguarding policy, vulnerable adult statement, planning permissions, premises licence or temporary event notice.

Application forms and any information submitted to support an application will be held on file as follows before being destroyed:

Successful applicants: for two years following the year in which the funding was awarded.

Unsuccessful applicants: until the approval of the minutes of the meeting which declined the application.

Amendments to this Policy may be made at any time.

February 2019 – Date for Review: February 2022

clerk@hexhamtowncouncil.gov.uk

HEXHAM TOWN COUNCIL

DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN JANUARY 2019

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 11 JANUARY 2019

1013.	PRESENT: Councillor J V R Hare in the Chair and Councillors T G E Gillanders, R Hull, J Ord, Mrs D Bell and Mrs C Hanley.
1014.	APOLOGIES FOR ABSENCE were received from Councillor Green.
1015.	MINUTES of the Committee meeting held 11 December 2018, having been circulated, were AGREED.
1016.	MATTERS ARISING: There were no matters arising.
1017.	DECLARATIONS OF INTEREST: There were no declarations of interest other than some Councillors knowing some of the planning applicants.
1018.	PLANNING APPLICATIONS: It was AGREED there was no objections to or comments on the applications received in accordance with the list circulated and attached to the agenda, except for 18/04001/OUT (land west of Pinehurst, Allendale Road) on the grounds of overlooking/loss of privacy, nature conservation and flood risk. Regarding 18/04200/FUL (former swimming pool and associated land at Gilesgate), it was AGREED that, in principle, development of this building is supported but that there are concerns about the design and appearance, particularly of the Haugh Lane façade.
1019.	WETPOUR REPAIRS AT DENE PARK PLAY AREA: It was AGREED to accept the quote from AMG Sport-Play, including the supply and laying of a new hopscotch area and carrying out a recommended jet wash of the entire site to deep clean and de-algae the surface.
1020.	PROPOSALS FOR MINING AT ANICK: A report was noted and it was AGREED to advise the County Council that the Town Council would like to be a consultee if this is pursued as there would be implications for Hexham.
1021.	SEAT BY CO-OP: It was AGREED to replace this seat.
1022.	TRIP HAZARD IN THE WENTWORTH CAR PARK: It was noted that some seats in front of the Leisure Centre cannot be clearly seen in the dark and it was AGREED to ask the County Council to add a light.
1023.	BOARDED UP WINDOWS AT PROSPECT HOUSE: It was AGREED to write to the owner and ask if these can be painted.

1024.	PROTECTION OF BEES IN HEXHAM: It was AGREED to seek further advice and request a talk to the Committee on this subject.
1025.	PROPOSAL REGARDING BURIAL CHARGES: It was AGREED to amend the burial charges so there is an equitable sliding scale for residents who no longer live in Hexham. Until 31 March 2019 a traditional burial for a person who used to live in Hexham will be £605 in the first year since residency, £1100 in the second year, £1705 in the third year, £2310 in the fourth year, and the standard fee from the fifth year. For woodland burials, the sliding scale is £975 in the first year, £1950 in the second year, £2925 in the third year, and the standard charge from the fourth year. In 2019/20, the agreed sliding scale fees will be £625 in the first year since residency, £1250 in the second year, £1875 in the third year, £2500 in the fourth year, and the standard fee from the fifth year. For woodland burials, the sliding scale will be £1000 in the first year, £2000 in the second year, £3000 in the third year, and the standard charge from the fourth year.
1026.	CONSULTATION ON STREET NAMING AND NUMBERING REQUEST: It was AGREED that there are no objections to the proposed addresses of 1-8 Barley Close for the eight houses at land south of Red Lion House, Corbridge Road.
1027.	THE ROYAL HOTEL, PRIESTPOPPLE: It was NOTED that recent applications regarding listed building consent and the variation of two conditions have been withdrawn.
1028.	SISTERSON NEWS, HENCOTES: It was NOTED that the recent change of use application has been withdrawn.
1029.	DOGS AT THE CEMETERY: An anonymous letter was NOTED.
1030.	SEWAGE TREATMENT PLANT AT THE CEMETERY: It was AGREED to have a recommended desludge carried out.
1031.	BROKEN WOODLAND PLAQUE: It was AGREED that the Council will pay for the replacement of a plaque damaged by a Council machine.
1032.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Tuesday 29 January 2019 at 5.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Advise the County Council that the Town Council would like to be a consultee regarding any mining at Anick (minute 1019)	Clerk
Order a new seat (minute 1020)	Clerk
Write to the owner of Prospect House (minute 1021)	Clerk
Advise Funeral Directors and draft a press release (minute 1022)	Clerk
Pursue advice/a presentation on bees (minute 1024)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL
PURPOSES COMMITTEE MEETING HELD ON 21 JANUARY 2019**

523.	PRESENT: Councillors R Hull, C R Homer, T Cessford, J Ord, T Dodds and T Pearson.
524.	APOLOGIES FOR ABSENCE were received from Councillors T G E Gillanders, J M Graham and E Green.
525.	MINUTES of the meeting held on 28 November 2018, having been circulated, were AGREED.
526.	MATTERS ARISING: a) BUSINESS BANKING OPTIONS (minute 511a and action log refers). It was noted that Mark Davies from CCLA Investment Management Limited was able to attend the next Committee meeting to advise on the public sector deposit fund if it will be held on 20 March. b) EMERGENCY PLAN (minute 511b and action log refers). It was AGREED to defer further consideration of this until a future meeting.
527.	DECLARATIONS OF INTEREST: Councillor Homer declared an interest in agenda item 14 and Councillor Dodds declared an interest in agenda item 7.
528.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 31 December 2018 were received and accepted. Copies are attached to the minutes.
529.	INTERNAL AUDITOR: It was AGREED to appoint Stokoe Rodger LLP as the internal auditor for 2018/19.
530.	BUS SERVICE 74: Making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards this bus service was considered. It was AGREED to pay a donation of £150.00 from the 2018/19 donations (one time only) budget.
531.	FUNDING POLICY: An amended draft policy was considered and AGREED, subject to "community organisations" in the first sentence being changed to "constituted community organisations".
532.	LIVING WAGE FOUNDATION: A proposal from Councillor Gillanders had been amended to "to recommend to Full Council that the Council supports the Living Wage Foundation and note it pays in excess of the living wage to all its employees". This proposal was AGREED.
533.	FUTURE OF HIGH STREETS: Information on a seminar attended by Councillor Hull was noted. It was AGREED that this will be discussed at the Hexham Hub and may also be referred to the Town Plan 2020 Committee.

534.	NEWCASTLE AND NORTHUMBERLAND LOCAL COUNCIL OF THE YEAR 2019: It was AGREED to submit an entry.
535.	HEXHAM HUB REPRESENTATIVES: It was AGREED that these will be Councillors Hull and Graham.
536.	EXCLUSION of THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of reports relating to a funding request and staffing issue, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
537.	FUNDING REQUEST: This was considered and action as listed in confidential note 537 was AGREED.
538.	STAFFING ISSUE: This was considered and action as listed in confidential note 538 was AGREED.
539.	The meeting was reopened to the public.
540.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 20 March 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Contact Mark Davies at CCLA and invite him to attend the next Committee meeting (minute 526a)	Clerk
Further consider Town Councils' Emergency Plans (minute 526b)	Committee
Refer the recommended funding policy to Full Council (minute 531)	Clerk
Recommend to Full Council that it supports the Living Wage Foundation (minute 532)	Councillor Gillanders
Draft a Newcastle and Northumberland Local Council of The Year 2019 entry (minute 534).	Clerk
Advise the organisation as agreed in confidential note 537	Clerk/Councillor Hull
Advise of the staffing issue as agreed in confidential note 538	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 29 JANUARY 2019**

1033.	PRESENT: Councillor J V R Hare in the Chair and Councillors E Green, Mrs D Bell and Mrs C Hanley.
1034.	APOLOGIES FOR ABSENCE were received from Councillors T G E Gillanders, R Hull and J Ord.
1035.	MINUTES of the Committee meeting held 11 January 2019, having been circulated, were AGREED.
1036.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a) MINING AT ANICK (minute 1020 and action log refers). It was noted that the County Council had advised, due to the site being close to the Hexham boundary, it is likely the Town Council will be consulted on any application. As the site is in the Sandhoe Parish, this cannot be guaranteed but the documents will be available on line and any comments made by the Town Council will be considered. b) SEAT BY CO-OP (minute 1021 and action log refers). It was noted that a new seat has been installed. c) PROSPECT HOUSE (minute 1023 and action log refers). It was noted that an email was sent to Cockerton Green Developments Limited on 17 January. To date there has been no reply. d) PROTECTION OF BEES (minute 1024 and action log refers). It was noted that Hexham Beekeepers Association has recommended the Council contact the North Pennines AONB team who have been running a project called 'Plugging the Gaps'. e) BURIAL CHARGES (minute 1025 and action log refers). It was noted that a press release and advice to local Funeral Directors had been sent on 14 January. f) CONSULTATION ON STREET NAMING (minute 1026 refers). It was noted that the proposal of Barley Close has been changed to Coach House Drive.
1037.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1038.	PLANNING APPLICATIONS: It was AGREED there was no objections to or comments on the applications received in accordance with the list circulated and attached to the agenda.
1039.	EXCLUSION of THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of reports relating to an assessment of the Cemetery and commercial sensitivity, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.

1040.	GROUNDWATER RISK ASSESSMENT AT THE CEMETERY: A report was considered and it was AGREED to ask Hydrogeo Ltd to carry out a Tier 1, and/or Tier 2 as necessary, assessment at St Andrew's Cemetery.
1041.	The meeting was reopened to the public.
1042.	NORTHUMBERLAND LOCAL PLAN: PUBLICATION DRAFT PLAN: It was noted that the period for making formal representations begins on 30 January and will close on 13 March 2019. It was AGREED that this Committee will prepare a consultation response.
1043.	BIN ON BEAUMONT STREET: A request for either a replacement bin with a facility for stubbing out cigarettes or, if possible, for a "Stub It plate" for cigarettes to be added to the existing bin, was considered. It was AGREED to purchase some plates and attach one to the current bin.
1044.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Tuesday 12 February 2019 at 10.00am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Further request a response regarding Prospect House (minute 1036c)	Clerk
Contact North Pennines AONB Team (minute 1036d)	Clerk
Contact Hydrogeo Ltd (minute 1040)	Clerk
Consider the Northumberland Local Plan: Publication Draft Plan (minute 1042)	All Committee Members
Order some "Stub it" plates and fit one if possible to the Beaumont Street bin (minute 1043)	Clerk and Operations Manager

**DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
COMMITTEE MEETING HELD ON 30 JANUARY 2019**

469.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, C Hanley, D Bell and T Cessford.
470.	APOLOGIES FOR ABSENCE were received from Councillor Gillanders.
471.	MINUTES of the meeting held on 14 November 2018, having been circulated, were AGREED.
472.	MATTERS ARISING: <ul style="list-style-type: none"> a. TAKE PRIDE IN HEXHAM (minute 463 refers). It was noted that the work relating to identifying landlords and agents of buildings in Hexham is being carried out by the Hexham Hub. b. CHRISTMAS LIGHTS (minute 466 and action log refers). It was noted that Millennium Quest suggested four columns in Market Street/Gilesgate be added for the 2019 display. This was AGREED.
473.	DECLARATIONS OF INTEREST: No declarations of interest were made.
474.	DEBRIEF ON THE CHRISTMAS LIGHTS SWITCH-ON EVENT: It was AGREED that the event had been very successful but to hire barriers for both sides of the road in the future. It was also AGREED to have the lights in the park switched on between October and February/March from this year, as “winter lights” (and to publicise this), but for them to be switched off during daylight hours except when the Christmas lights are also lit; and to consider having a lantern procession or other additional activities such as the sale of mulled wine.
475.	HEXHAM MARKET: It was AGREED to defer consideration of this until the invited NCC officers are available to attend.
476.	HEX-PRESS: It was noted that the next edition is due to be published in March and there should be a link from the Council website. It was AGREED to arrange a meeting with Hexham Community Partnership to review the nature and purpose of the Hex-Press, as it should be a vehicle for Council and community news, and to note there will be a new editor in due course.
477.	SOCIAL MEDIA: After consideration, it was AGREED that at least one Councillor should attend a related course before any further action but also to see if any local resident may be willing to help.
478.	HEXHAM BELLMAN: Councillor Ball advised that he had discussed this with the Courant which will feature related publicity in the spring. It was AGREED to also arrange a meeting with the Hexham History Society.

479.	TOURISM IN HEXHAM: It was noted that the Community Partnership is putting together a tourism plan but AGREED that the Council wishes to be closely involved.
480.	CHRISTMAS/NEW YEAR EVENT: It was AGREED that all members of the Committee should consider this, and for this to be discussed with the Community Partnership.
481.	EXCLUSION of THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of reports relating to redesigning the Town Council website and commercial sensitivity, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
482.	WEBSITE: Three quotes were considered and it was AGREED to accept the quote from ITC Digital Service to redesign the Council website.
483.	The meeting was reopened to the public.
484.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 4 March 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Advise Millennium Quest regarding the additional lighting at the Community Centre/Gilesgate and of the "winter lights" and need for a timer (minutes 472b and 474)	Clerk
Publicise the "winter lights" (minute 474)	Clerk
Contact Sele First School PTA regarding mulled wine, etc (minute 474)	Councillor Pearson
Put Hexham Market on the next agenda (minute 475)	Clerk
Arrange a pre-March edition of the Hex-Press meeting with HCP (minute 476)	Clerk
Research if any local resident may be able to assist with social media (minute 477)	All
Arrange a meeting with the Hexham History Society (minute 478)	Councillor Mrs Hanley
Consider a Christmas/New Year event (minute 480)	All
Contact ITC Digital (minute 482)	Clerk