

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 8 April 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 11 March 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. To note the draft minutes (attached) of Committee meetings held in March.
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
2 April 2019

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

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Hagenda0419

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11 MARCH 2019

7242.	<p>PUBLIC QUESTIONS:</p> <p>MARKET PLACE: A local resident advised they had raised a petition expressing opposition to the two Market Place proposals.</p> <p>ROUNABOUT DEVELOPMENT: A local resident raised concerns about the proposed works and the impact the diversions may have on the town.</p> <p>BENSON'S MONUMENT: A local resident asked if there was any progress on this being cleaned. He was advised that it was on the Council's action list and that background negotiations were taking place.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7243.	<p>MARCH COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, T Cessford, J Ord, J M Graham, D Kennedy, C Hanley, S Ball, T Pearson, J V R Hare, D Bell and C R Homer.</p>
7244.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors T Dodds and E Green .</p>
7245.	<p>MINUTES: The minutes of the Town Council meeting held on 11 February 2019, having been circulated, were AGREED.</p>
7246.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) STOLEN POSTBOXES (minute 7239 refers). Councillor Kennedy provided an update on the two stolen postboxes and it was noted that one has already been replaced and the other is now in the process of being replacedb) VISITING SCHOOLS (minute 7232 refers). Councillor Ball raised the matter regarding QEHS visits that had been taking place and wanted to ensure that credit was received for all the hard work that had been put into it.
7247.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. HEXHAM SELE FIRST SCHOOL. He had attended the school on 14 February to witness the pupils getting involved in STEM activities and had been impressed by both the children and the level of teaching.b. FOOD FESTIVAL. On 22 February he and the Town Clerk met with a company called Local IQ to discuss Hexham hosting a food festival towards the end of summer and are now awaiting their proposals.c. LOWGATE CARAVAN PARK: He had attended a Tynedale Local Area Meeting on 26 February to object to an application submitted for the caravan Park to retain planning permission it currently had for a temporary road. The application was accepted and will now run until 16 August.d. MEN'S SHED: On 28 February he attended the opening of the Men's Shed by Councillor Homer.

	<p>e. WEST NORTHUMBERLAND FOOD BANK: Also on 28 February, he attended the Food Bank's AGM. He noted that the least contributions are received in the month of March and urged people to carry on donating.</p> <p>f. MAYOR'S SPRING RECEPTION: He advised that this would be held at the Beaumont Hotel on 27 March.</p> <p>g. SUSTAINABILITY: He advised that a working group had been set up to look at how Hexham can contribute to sustainability and that this will be chaired by Councillor Ord.</p> <p>h. HEXHAM HUB: He advised that this is now up and running and the first consultation meeting will be on 23 March at Hexham Abbey. He urged Councillors to attend.</p> <p>i. HEXHAM MARKETS: He noted that the Council had met with Greg Gavin from NCC to discuss how the markets may be improved and that the Town Council is awaiting proposals.</p> <p>j. HEXHAM CLEAN AND GREEN LITTER PICKING EVENT: He advised that this will be held on 2 and 3 April and that there will be a Town Council team on the afternoon of 3 April. All Councillors were asked to support this event.</p>
7248.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7249.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7250.	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 the appointment of the Honorary Steward and Bailiff, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
7251.	2018 HONORARY STEWARD AND BAILIFF OF HEXHAM: It was AGREED that this award be given to Ann Reed for her services volunteering for the Community Centre. It was noted the Annual Mayor's Spring Reception, during which the 2018 Steward and Bailiff will be announced, will be held on 27 March.
7252.	The meeting was reopened to the public.
7253.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure Committee held in February 2019 were NOTED.
7254.	<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. COLLINGWOOD DRIVE/ROBSON DRIVE: It was noted that Councillors had been circulated information on a temporary traffic regulation order expected to take effect on 2-3 April.</p> <p>b. VAT TRAINING: It was noted that Councillors had been circulated information on possible training to take place in autumn arranged by the</p>

	<p>Northumberland Association of Local Councils.</p> <p>c. HEALTHWATCH NORTHUMBERLAND: It was noted that Councillors had received an invitation to the Board meeting on 12 March.</p>
7255.	<p>NEXT MEETING: The next meeting of the Council will be held on 8 April 2019 at 6.45pm at Hexham House, Hexham.</p>

Chairman

Signed as a correct record of the minutes of the meeting held on 11 March 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 8 APRIL 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 (February)	16.00	0	16.00	DD	5060
Malthurst Ltd	Diesel (March)	123.56	20.59	102.97	Visa	7310
EE & T Mobile	Accounts (March)	44.95	7.49	37.46	DD	5010
Onecom Limited	Phone and broadband (March)	76.42	12.74	63.68	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (wages and PAYE)	February and March	20421.68	0	20421.68	BACS	6020
NCC (pension fund)	February and March	3643.64	0	3643.64	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (Feb & March)	50.02	8.34	41.68	BACS	6020
Opus Energy Limited	Abbey Floodlights	80.17	3.82	76.35	DD	7450
Zappar Limited	March subscription for the salmon app service	108.00	18.00	90.00	Visa	6066
Public Works Loan Board	Loan instalment	4951.69	0	4951.69	DD	7360
Tesco	Tea bags, etc	12.09	0	12.09	Visa	6010
Homebase	Corner brace for woodland area seat	4.40	0	4.40	Visa	7330
Easy Hire North East Ltd	Hire of vibrating plate	82.61	13.77	68.84	BACS	7380
Viking	Stationery	43.18	7.20	35.98	BACS	5030
The Cumbria Clock Company Ltd	Annual service of Hexham Abbey clock	198.00	33.00	165.00	BACS	7460
Matthew Charlton	Tarmac	43.92	7.32	36.60	BACS	7380
Hutchinson Environmental Solutions Ltd	Desludge of sewage treatment equipment	264.00	0	264.00	BACS	7380

Northumbria Pest Control Ltd	Cluster fly treatment in chapel	162.00	27.00	135.00	BACS	7380
Broxap Limited	3 litter bins	810.00	135.00	675.00	BACS	7100
TOTALS		31517.93	357.87	31160.06		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 8 APRIL 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1040.81		
						5080
Balance fwd				1040.81		

HEXHAM TOWN COUNCIL – INCOME – MARCH 2019

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	1400.00	HD2019/14	010319	4010
Various	Cemetery charges	1400.00	HD2019/16	150319	4010
Various	Cemetery charges	1375.00	HD2019/17	150319	4010
Various	Cemetery charges	155.00	HD2019/18	200319	4010
Various	Cemetery charges	3460.00	HD2019/19	200319	4010
NCC	High Streets Community Clean Up Fund	4500.00		280319	4020
TOTAL		12290.00			

Hexham Neighbourhood Plan 2018/19

(As at 31 March 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

DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN MARCH 2019

**DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
COMMITTEE MEETING HELD ON 4 MARCH 2019**

485.	PRESENT: Councillor T Pearson in the Chair and Councillors T G E Gillanders, R Hull, D Bell and T Cessford.
486.	APOLOGIES FOR ABSENCE were received from Councillors C Hanley, S Ball, T Dodds and C R Homer
487.	MINUTES of the meeting held on 30 January 2019, having been circulated, were AGREED.
488.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. CHRISTMAS LIGHTS (minutes 472b and 474 and action log refers). It was noted that Millennium Quest has been advised as agreed, and publicity on “winter lights” will be required in early autumn.b. SELE FIRST SCHOOL PTA (minute 474 and action log refers). It was noted that the school management committee are open to the idea and will come back with some proposals.c. HEX-PRESS (minute 476 and action log refers). It was noted that a new editor has volunteered and it was AGREED that Councillors Hull and Pearson would be the nominated members on the editorial board.d. SOCIAL MEDIA (minute 477 and action log refers). It was noted that both Councillors Hull and Pearson were awaiting further courses to be made available. It was AGREED that Councillor Cessford would contact QEHS to see if they could assist.e. HEXHAM BELLMAN (minute 478 and action log refers). In the absence of Councillors Ball and Hanley this matter was deferred.f. CHRISTMAS/NEW YEAR EVENT (minute 480 and action log refers). This matter was deferred.g. WEBSITE (minute 482 and action log refers). It was noted that ITC Digital has started work on a new website.h. TAKE PRIDE IN HEXHAM (minutes 463 and 472 (a) refers). It was noted that the next litter pick will be held in April and it was AGREED that Hexham Town Council would provide a team to assist on the afternoon of the 3rd April.
489.	DECLARATIONS OF INTEREST: No declarations of interest were made.
490.	HEXHAM MARKET: Greg Gavin, NCC Head of Neighbourhood Services, advised that all the markets across the County were

	struggling to get traders. Various initiatives had been tried in different towns and the County Council wished to work with the respective town councils and other stakeholders to improve the situation. The need to provide different types of market was discussed along with the desirability to both provide “specialist” markets and the need to clear away all supporting vehicles. It was AGREED that he would revert to the committee with some proposals to improve the situation.
491.	HEXHAM BENCHMARKING SURVEY: It was noted that NCC are considering proposals to carry out similar surveys across the county; one at the beginning of the summer and a further one at the end. It was AGREED to seek further information from NCC before making a decision.
492.	REGENERATION OF HEXHAM. Councillor Hull’s proposal to hold a morning of brainstorming in a process known as Open Space Technology was discussed. This would require a facilitator and a budget of over £1,000. It was AGREED to seek further options.
493.	HEXHAM IN BLOOM. It was noted that the judges would be visiting the town on 24 th April and it was AGREED to provide transport for them on the day.
494.	TASTE IN HEXHAM. It was noted that LOCALiQ were in talks with the Town Council about organising a food fair on 13/14 th September.
493.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 8 th May 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Publicise the “winter lights” (minute 488a)	Clerk
Social Media (minute 488(d) refers). Contact QEHS to seek possible assistance.	Councillor Cessford
Contact NCC about benchmarking (minute 491 refers).	Councillor Cessford
Further information required about a day of Open Space Technology (minute 492 refers)	Councillor Hull
Arrange transport for the judges of Hexham in Bloom (minute 493 refers).	Councillor Gillanders

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 18 MARCH 2019**

1070.	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.
1071.	APOLOGIES FOR ABSENCE None were received.
1072	MINUTES of the Committee meeting held 25 February 2019, having been circulated, were AGREED.
1073.	MATTERS ARISING: a) The working group to consider all aspects of sustainability (Minute 1061 refers) has been formed and had its first meeting. The next WG meeting is arranged for 2 April at 6.45 pm at the Council offices. A workshop will be held on 27 April at 9.30 am in the Community Centre.
1074.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1075.	PLANNING APPLICATIONS: It was AGREED that there were no objections to the list circulated with the agenda except for application 19/00104/LBC (43 Hencotes) where it was felt that access would be difficult; a bat survey would be necessary; and that the alterations would not be in keeping with the existing surrounding. Late applications 19/00337/FUL, 19/00338/LBC and 19/00764/LBC were considered and it was AGREED that no objections would be made. Application 19/00702/FUL (Heathergate Country Park) was also considered and it was AGREED that this was an unacceptable intrusion into the green belt and an objection would be raised.
1076.	LITTER BINS REQUESTS It was AGREED that a litter bin would be provided at both Rede Avenue and at West View Terrace.
1077.	WITHDRAWN APPLICATIONS: It was NOTED that applications in respect of 30 Hallstile Bank, land south of Red Lion House and Bridge House, West Road had all been withdrawn at the applicants' requests.
1078.	TREE PRESERVATION ORDER: It was NOTED that a TPO relating to a tree at Bramley House, Elvaston Road had been confirmed.
1079.	CHANGE OF USE: It was NOTED that a change of use from B1 to C3 in respect of Prospect House had been granted by Northumberland County Council.
1080.	STREET LIGHTS: It was NOTED that street lights around the town are being left on all night. NCC will be requested to dim them at midnight.
1081.	NEXT MEETING: It was AGREED that the next Committee meeting will be held at a time and on a date to be advised in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Forward objections on planning in respect of 19/00104/LBC and 19/00702/FUL to NCC (minute 1075)	Clerk
Contact NCC and request the dimming of Street lights (minute 1080)	Clerk
Complete the litter bin actions (minute 1076)	Clerk/Operations Manager

Chairman.....

DRAFT MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 20 MARCH 2019

541.	PRESENT: Councillors T Cessford, J Ord, T G E Gillanders, and T Pearson. In the absence of Councillor Hull, Councillor Gillanders took the chair.
542.	APOLOGIES FOR ABSENCE were received from Councillors J M Graham, E Green, R Hull and C R Homer.
543.	MINUTES of the meeting held on 21 January 2019, having been circulated, were AGREED.
544.	MATTERS ARISING: a) EMERGENCY PLAN (minute 511b and action log refers). It was AGREED to defer further consideration of this until the Clerk returns.
545.	DECLARATIONS OF INTEREST: There were no declarations of interest
546.	PRESENTATION BY CCLA: Mark Davies from CCLA spoke on the formation and history of CCLA. He outlined the two funds on offer; the Public Sector Deposit Fund and the Local Authorities' Property Fund. For the former the minimum initial deposit was £25,000 and access was unrestricted as long as notice was given of any withdrawal by 11.30 am. He commented that there was no compensation cover from any high street bank if the account was in excess of £500,000. The fund had an AAA rating and paid a daily rate of at least 0.75%. It is currently 0.7908%. The Local Authorities Property Fund is a higher risk fund and is only open to LAs who have received financial advice from an Independent Financial Advisor. It was AGREED to defer any decision until more Committee members were present.

547.	ACTION PLAN 2019/2020: It was AGREED, subject to amendments, to recommend the action plan to the Council.
548.	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.
549.	FUNDING REQUEST: This was considered and it was AGREED that the applicant be asked to show previous publications.
550.	PAY REVIEW: This was considered and the salary increases as listed in the confidential note were AGREED.
551.	STAFFING ISSUES: It was AGREED that the numbers of staff should be increased and Councillor Gillanders will discuss the options with the Operations Manager.
552.	The meeting was reopened to the public.
553.	It was announced that all councils have been given a share of a "Clean-up the High Street fund". Hexham's share is £4,500 but it must be spent by the end of April. Any suggestions welcome.
554.	A request for funding a creative, free-thinking workshop dedicated to "Hexham Tomorrow" was put to the Committee by Councillor Gillanders on behalf of Councillor Hull. It was AGREED to fund this to the extent of £250.00.
555.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 30 April 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.