

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that the **Annual Meeting** of the Council will be held at Hexham House, Gilesgate, Hexham NE46 3NH on Monday 13 May 2019 at 6.45pm, when the following items will be discussed:

A G E N D A

1. To elect the Chairman of the Council (the Town Mayor).
2. To receive the Chairman's Declaration of Acceptance of Office.
3. Apologies for absence.
4. To elect the Vice Chairman of the Council (the Deputy Town Mayor).
5. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
6. To confirm the Mayor's allowance will be as agreed in the 2019/20 budget.
7. Chairman's proposal: "To agree membership of Standing Council Committees" (see enclosed).
8. Chairman's proposals:
 - a. "To agree continuation and membership of the Town Plan 2020 Committee and a proposal on the Committee finance" and
 - b. "To agree continuation and membership of the Neighbourhood Plan Committee" (see enclosed)
9. To agree minutes of the Town Council meeting held on 8 April 2019, enclosed.
10. Matters arising not on the agenda – for report only, if any.
11. Declarations of interest (see enclosed).
12. To agree accounts for payment (list enclosed).
13. To agree continuing appointment of HSBC as the Council bankers.
14. To agree a 2019/20 Action Plan (see enclosed).
15. To agree to carry forward some unspent budgets (see enclosed).
16. To note the draft minutes (attached) of Committee meetings held in April.
17. To consider any correspondence received.
18. 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
7 May 2019

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Hagenda0519

HEXHAM TOWN COUNCIL
DECLARATION OF ACCEPTANCE OF OFFICE

I,, having been elected to the office of Mayor and Chairman of Hexham Town Council, **declare** that I take office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Dated this thirteenth of May 2019 Signed:

This declaration was made and signed before me Signed:

(Jane Kevan, Town Clerk)
Proper Officer of the Council

HEXHAM TOWN COUNCIL
MEMBERSHIP OF STANDING COMMITTEES

Proposal by the Chairman of the Council – That Standing Committee members for 2019/20 will be:

- Finance and General Purposes Committee
Councillors R Hull, S Ball, J M Graham, T G R Gillanders, T Cessford, J Ord, C R Homer, T Pearson and T Dodds

- Planning and Infrastructure Committee
Councillors J V R Hare, R Hull, S Ball, D Bell, T G R Gillanders, C Hanley and J Ord

- Community Engagement Committee
Councillors T Pearson, R Hull, S Ball, D Bell, T G R Gillanders, T Cessford, C Hanley, J Ord, E Green and T Dodds (with Councillors Hull, Gillanders and Cessford also on the Remembrance Day Sub-Committee)

Mayor and Chairman of the Council
May 2019

HEXHAM TOWN COUNCIL
MEMBERSHIP OF THE TOWN PLAN 2020 AND NEIGHBOURHOOD PLAN
COMMITTEES

Proposal by the Chairman of the Council – As the above Committees have not yet completed the work the Council requested them to consider, both Committees need to continue. Accordingly, **I PROPOSE** these Committees continue until the work is complete and that the members for 2019/20 will be:

Town Plan 2020 Committee

Councillors R Hull, S Ball, T Dodds, T G R Gillanders, T Cessford, J Ord and T Pearson

Neighbourhood Plan Committee

Councillors R Hull, S Ball, T G R Gillanders, T Cessford, J Ord, T Dodds and D Kennedy

If Council agrees the above proposal, then I wish to **further propose**:

The Town Plan 2020 Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2019/20 budget of £20,000.00, together with £43,400.00 that was not spent in 2018/19, so a total of £63,400.00 (reference 5500).

The Neighbourhood Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2019/20 budget of £5,000.00 (reference 5600).

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 APRIL 2019

7256.	<p>PUBLIC QUESTIONS: WENTWORTH TOILETS: A local resident noted there is a new soap dispenser and asked if the Town Council was aware of any progress regarding advice that the Northumberland Association of Local Councils is arranging a joint meeting of Town and Parish Clerks to consider public toilets. The Mayor confirmed that this is being planned but a date has not yet been arranged.</p>
7257.	<p>APRIL 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 and J V R Hare.</p>
7258.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors Hanley, Dodds, Pearson, Kennedy, Ball, Bell and Homer.</p>
7259.	<p>MINUTES: The minutes of the Town Council meeting held on 11 March 2019, having been circulated, were AGREED.</p>
7260.	<p>MATTERS ARISING: HEXHAM MARKETS (minute 7247i refers). It was noted that proposals from the County Council had not yet been received and AGREED that the Clerk would contact the relevant officer.</p>
7261.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. TOURISM FAIR. He had visited this well attended event on 21 March.b. "HUB" SHOWCASE EVENT. This was on 23 March and was for Hexham residents to have an opportunity to find out more about future plans for the town. NCC advised approximately 500 people attended. Information included details of investment in Hexham schools, on the old warehouse site, and on developments at the old swimming pool and "bunker site". Another event is being planned.c. SPRING RECEPTION: He was pleased to advise that this Council hosted event in the Beaumont Hotel on 27 March was well attended and that the Honorary Steward and Bailiff award had been presented to Ann Reed for her services to the Community Centre.d. HEXHAM COMMUNITY PARTNERSHIP INFORMAL MEETING: On 28 March he had been to this useful meeting which was well attended by a number of groups.e. CLEAN AND GREEN LITTER INITIATIVE: With Councillor Hull and former Councillor Terry Robson, he had cleaned Wentworth Car Park on 3 April. He noted several groups were involved in this over the week, that Hexham looked better for it, and he thanked the Community Partnership for coordinating this.f. MAP PANELS: He had approached a graphic designer based in Hexham regarding outdated information signs in the town, and was pleased to receive proposals regarding new designs with interactive QR readers

	<p>and that sponsorship is being found to pay for the new signs.</p> <p>g. HIGH STREET COMMUNITY CLEAN-UP FUND: A grant of £4500.00 from the County Council has been received for cleaning Hexham. He advising he would be proposing to the Planning and Infrastructure Committee that some of this funding be used to remove chewing gum from the town.</p> <p>h. AUTOMATIC NUMBER PLATE RECOGNITION CAMERA: Northumbria Police has requested funding from the Town Council for a camera in Hexham and there will be a meeting with Inspector Bridges to get further information.</p> <p>i. HEXHAM NEIGHBOURHOOD PLAN: This has been submitted to the County Council for checking and external assessment.</p>
7262.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7263.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7264.	<p>DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Community Engagement, Planning & Infrastructure and Finance & General Purposes Committees held in March 2019 were NOTED. It was further NOTED:</p> <p>a. (HEXPRESS, CE minute 488c refers) that there has been a first meeting with a potential new editor of the Hex-Press, that there will be one further edition in the current format and the first edition in a new style in September.</p> <p>b. (SOCIAL MEDIA, CE minute 488d refers) that there was an initial positive response from QEHS and that a further response is expected.</p> <p>c. (REGENERATION OF HEXHAM, CE minute 492 refers) that a very productive meeting had been held on 6 April.</p>
7265.	<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. PROPOSAL TO RELOCATE HEXHAM MIDDLE SCHOOL: It was noted that Councillors had been circulated a consultation document on this proposal and that the consultation will run until 10 May.</p> <p>b. EVENTS COST RECOVERY: It was noted that Councillors had been circulated a notification from the County Council on the new arrangements for the recovery of costs for providing traffic management and other support services to event organisers.</p> <p>c. COLLINGWOOD DRIVE: It was noted that Councillors had been circulated information on a temporary traffic regulation order expected to take effect on 15 April.</p> <p>d. LINNEL HILL JUNCTION TO MARCH BURN JUNCTION: It was noted that Councillors had been circulated information on a temporary traffic regulation order expected to take effect between 29 April and 10 May.</p> <p>e. DEAN STREET: It was noted that Councillors had been circulated information on a temporary traffic regulation order expected to take effect between 29 April and 1 May.</p> <p>f. TANNERS ROW: It was noted that Councillors had been circulated</p>

	<p>information on a temporary traffic regulation order expected to take effect between 30 April and 1 May.</p> <p>g. ELVASTON ROAD: It was noted that Councillors had been circulated information on a temporary traffic regulation order expected to take effect between 30 April and 3 May.</p> <p>h. ABBEY SPRING FESTIVAL: It was noted that Councillors had been circulated information on a temporary traffic regulation order to take effect on 27 April.</p>
7266.	A BOARDS: Councillor Hare noted there are many of these in and near Hexham, and sale items sometimes displayed outside retail premises, and the relevant policy and enforcement document on the County Council website was NOTED.
7267.	NEXT MEETING: The next meeting of the Council will be the Annual Meeting of the Council and be held on 13 May 2019 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 8 April 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 13 MAY 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 (March)	11.80	0	11.80	DD	5060
Malthurst Ltd	Diesel (March)	300.17	50.03	250.14	Visa	7310
EE & T Mobile	Accounts (March)	46.15	7.69	38.46	DD	5010
Onecom Limited	Phone and broadband (March)	78.36	13.06	65.30	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (wages and PAYE)	April	10504.58	0	10504.58	BACS	6020
NCC (pension fund)	April	1874.44	0	1874.44	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (April)	25.01	4.17	20.84	BACS	6020
Opus Energy Limited	Abbey Floodlights	83.52	3.98	79.54	DD	7450
Down to Earth Garden Centre	Multi spray watering	26.49	4.42	22.07	Visa	7330
Team Sport & Play Ltd	Balance for Wetpour work at Dene Park play area	3019.20	503.20	2516.00	BACS	5094
Laba & Davy Ltd	Mayor's reception (food)	704.00	117.33	586.67	BACS	7070
J & J Stanley Ltd	Skip at DP allotments	252.00	42.00	210.00	BACS	7000
Distco Ltd t/a Accent Distribution Services	Hex-Press distribution	199.33	33.22	166.11	BACS	7840
Stacy Towler	Admin work	470.00	0	470.00	BACS	6020
Stokoe Rodger LLP	Bookkeeping for quarter ended 31 December 2018	432.00	72.00	360.00	BACS	6000
Keep Britain Tidy	Green Flag Award 2019 application fee	450.00	75.00	375.00	BACS	5100

TGE Gillanders	Mileage	30.60	0	30.60	BACS	6035
MGM Ltd	Retention release payment for work on Cemetery Lodge	691.68	115.28	576.40	BACS	7380
Core Music CIC	Grant Aid 2019/20	5000.00	0	5000.00	BACS	6050
Hexham Holiday Club	Grant Aid 2019/20	500.00	0	500.00	BACS	6050
Hexham in Bloom Volunteers Group	Grant Aid 2019/20	1000.00	0	1000.00	BACS	6050
Hexham Town Twinning Association	Grant Aid 2019/20	750.00	0	750.00	BACS	6050
Hexham & Tynedale Community Trust	Grant Aid 2019/20	3000.00	0	3000.00	BACS	6050
Sport Tynedale	Grant Aid 2019/20	350.00	0	350.00	BACS	6050
Tynedale Hospice at Home	Grant Aid 2019/20	1500.00	0	1500.00	BACS	6050
Hexham Youth Initiative	Grant Aid 2018/2019 (1 of 2)	12500.00	0	12500.00	BACS	6050
Hexham Community Partnership	Grant Aid 2018/2019 (1 of 2)	20000.00	0	20000.00	BACS	6050
Post Office	Postage	37.95	0	37.95	Visa	5020
Down to Earth Garden Centre	Bedding, Bug Clear, Jeyes Fluid	55.97	9.32	46.65	Visa	7330
Hexham Community Partnership	Refund of Spring Festival fee paid to Council in error	70.00	0	70.00	BACS	4020
Thompsons of Prudhoe Ltd	Topsoil	190.51	31.75	158.76	BACS	7380
Coulson Construction Ltd	Haulage of top soil	54.43	9.07	45.36	BACS	7380
ICCM	Corporate membership	95.00	0	95.00	BACS	5050

Lloyd Ltd	Supply and fit new switch to tractor	142.00	23.67	118.33	BACS	7320
David Dixon Ltd	Service 5 brushcutters	305.60	50.95	254.65	BACS	7320
Peter Rodger	Steward and Bailiff award certificate	35.00	0	35.00	BACS	7070
Hexham Abbey Trading Limited	Hire of Great Hall for Hexham Tomorrow event	120.00	20.00	100.00	BACS	5100
Matthew Charlton	Rawlplugs and bolts for bins	18.73	3.12	15.61	BACS	7100
Matthew Charlton	Padlock (play area)	11.70	1.95	9.75	BACS	7190
NCC	Hire of Hexham House Jan, Feb & March 2019	108.00	18.00	90.00	BACS	5100
Northumberland Association of Local Councils	Annual subscription inc. national affiliation fee	1833.69	0	1833.69	BACS	5050
Philip Sewell	Milk	33.60	0	33.60	BACS	6010
Zappar Limited	April (and final) subscription for the salmon app service	108.00	18.00	90.00	Visa	6066
TOTALS		67401.11	1290.81	66110.30		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 13 MAY 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1040.81		
Laba & Davy Ltd	Mayor's reception (drinks)	483.50	80.58	402.92	BACS	5080
Mayor	Flowers for Clerk	48.49	0	48.49	BACS	5080
Gateway into the Community	Donation	500.00	0	500.00	BACS	5080
Mayor (Wentworth and the Beaumont)	Hospitality at meetings	15.90	2.65	13.25	BACS	5080
Balance fwd				76.15		

HEXHAM TOWN COUNCIL – INCOME – APRIL 2019

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	190.00	HDW2019/20	030419	4010
Various	Cemetery charges	155.00	HD2019/21	080419	4010
Various	Cemetery charges	815.00	HD2019/22	080419	4010
Various	Cemetery charges	155.00	HD2019/23	080419	4010
NCC	Precept 1 of 2	162000.00		110419	4020
N'land Sausage Co.	Fee paid in error to HTC instead of to HCP (refunded)	70.00		120419	4020
Various	Cemetery charges	1390.00	HD2019/24	250419	4010
Various	Cemetery charges	815.00	HD2019/25	260419	4010
Various	Cemetery charges	160.00	HD2019/26	300419	4010
Various	Cemetery charges	160.00	HD2019/27	300419	4010
Various	Cemetery charges	160.00	HD2019/28	300419	4010
TOTAL		166070.00			

Hexham Neighbourhood Plan 2019/20

(As at 30 April 2019)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00

HEXHAM TOWN COUNCIL
13 MAY 2019

HEXHAM TOWN COUNCIL ACTION PLAN 2019/20

The Council is asked to agree the following action plan, as considered and recommended by the Finance and General Purposes Committee on 20 March 2019 (Committee minute 547 refers). The actions marked with an * indicate actions that had been expected to be completed in 2018/19, and actions marked with a # are new and specific to 2019/20.

Action	Objective	Budget	Timescale
* Implement the Hexham Neighbourhood Plan	The plan was delayed by the need for a full strategic environmental assessment and a second town-wide consultation on identified sites for housing being required. 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.	2019/2020 £5000 (reference 5600)	The plan was submitted to NCC on 22 March to be examined, modified if required, and for a referendum to be arranged.
* Provide outdoor gym equipment at Tyne Green	The aim is to provide a type of equipment new to Hexham, and to enhance both the available sporting facilities at Tyne Green and promote fitness.	2019/2020 £10000 + approx. £35000 carried forward (reference 5094), plus s106 funding	S106 funding was granted in March and the installation is to be completed in June 2019.
* Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	Work in progress
# Work with NCC and stakeholders in the town to develop a plan to regenerate the primary shopping area	The aim is to improve the central shopping area of the town		To complete in summer 2019
# Retain the Green Flag Award for the Cemetery	The Cemetery was awarded this on the first attempt for 2018/19. The aim now is to continue to promote it as well managed and maintained.	2019/20 £20000 (reference 5100)	Entry submitted in January 2019. Mystery shop/unannounced inspection due in the summer.

# Update the Welcome to Hexham signs	These are faded and may be out of date.		
# All Councillors to attend at least one training session	The Council's Training Policy notes, as a voluntary organisation, that the Council values the time given by its Councillors to their community. The policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.	2019/20 £2000 (reference 6080)	
# Review the Hex-Press/ Council newsletter	The current Hex-Press does not reflect or inform on what the Town Council does. The method of circulation also needs to be reviewed.	2019/20 £1200 (reference 7840)	A meeting has been held with a potential new editor. There will be one further edition in the current format and the first edition in a new style in September 2019.
# Facilitate a Hexham Taste event	To arrange a third food festival event in conjunction with the Hexham Courant.	2019/20 £3500 from the £5000 budget (reference 5130)	To be held in September 2019.
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2019/2020 £2500 (reference 7800)	Start planning in July.
Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2019/2020 £500 (reference 7065)	Start planning in August/ September.
Enhance and improve Christmas lighting	To continue to add to and enhance the Christmas lighting in Hexham (this year in Gilesgate) and also have "winter lights" in the park switched on Oct-Feb/March.	2019/2020 £26000 (reference 7040)	Agreed in January.

Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2019/2020 £800 (reference 7850) NB Grant aid of £1000 awarded for 2019/20	
* 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
* Have a Tier 1 or 2 risk assessment of the potential for groundwater pollution carried out for the Cemetery	To consider the extension of current burial arrangements was in last year's action plan. Advice was given that this assessment must be carried out before any purchase of land, etc.		This has started and should be completed by summer 2019.
Develop a sustainability plan	Initiated by the Planning & Infrastructure Committee to protect bees and other wildlife		
Support tourism	A new budget dedicated to tourism was agreed for 2017/18 and this will continue.	2019/2020 £10000 (reference 6096)	
Promote the Council's Grant Aid scheme	A record 13 applications were received in 2017 for 2018/19. 7 applications were received in 2018 for 2019/20 (two long-term grants had been awarded in 2017).	2019/2020 £12100 (reference 6050), £40000 (reference 6062) and £25000 (reference 6064)	
Address public toilet provision in Hexham	The Town Council pays for the Sele toilets to remain open in winter.	2019/20 £2000 (reference 5120)	
Look after planters in the town centre	Maintained by HTC staff.		

HEXHAM TOWN COUNCIL
UNSPENT AND UNDERSPENT BUDGETS 2018/2019

On 30 April 2019 the Finance & General Purposes Committee considered a report on 2018/2019 budgets and it was agreed to carry over some un(der)spent budgets (minute 562 refers). The Council is recommended to approve the following:

Budget	Ref.	2018/2019 Underspend	2019/2010 Budget	Total
Office Equipment	5040	600.00	600.00	1200.00
Premises Reserve	5092	5000.00	5000.00	10000.00
Trees Maintenance	7410	2000.00	3000.00	5000.00
VMS Units	7160	1000.00	4000.00	5000.00
Street Signs	7170	3000.00	3000.00	6000.00
Street Lighting (to carry forward into Contingency)	7175	35000.00	0	35000.00
Contingency	5100	27000.00	20000.00	82000.00 (inc. Street Lighting budget)
Staff Salaries	6020	11000.00	148000.00	159000.00
Donations (One Time Only)	6066	580.00	2500.00	3080.00
Tourism Support Fund	6096	15490.00	10000.00	25490.00
Machines/Equipment – Renew/Replace	7315	30000.00	10000.00	40000.00
Water/Business Rates	7390	2000.00	2200.00	4200.00
Floodlights – Repair/Maintain	7450	5000.00	7500.00	12500.00
Seats	7130	800.00	2500.00	3300.00
Play Areas – Reserve	5094	44000.00	10000.00	54000.00
Remembrance Day & Events	7800	2750.00	2500.00	5250.00
WW1 Remembrance	7810	1800.00	0	Add to R Day budget (7800)
War Memorial Reserve	5096	1900.00	3000.00	4900.00
Website	7830	1400.00	5000.00	6400.00
Newsletter	7840	1200.00	1200.00	2400.00
Town Twinning (Council Expenses)	7870	590.00	1000.00	1590.00
Mayor's Annual Reception	7070	670.00	850.00	1520.00
Hexham in Bloom (Council Expenses)	7850	600.00	800.00	1400.00
Flowerbeds and Tubs – Renew/Replace	7110	380.00	500.00	880.00
Flowerbeds and Tubs – Planting	7120	1700.00	6500.00	8200.00

Jane Kevan
Town Clerk

May 2019

HEXHAM TOWN COUNCIL
DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN APRIL 2019

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 9 APRIL 2019

1082.	PRESENT: Councillor J V R Hare in the Chair and Councillors T G E Gillanders, R Hull and J Ord.
1083.	APOLOGIES FOR ABSENCE were received from Councillor Hanley.
1084.	MINUTES of the Committee meeting held 18 March 2019, having been circulated, were AGREED.
1085.	MATTERS ARISING: a) STREET LIGHTS (minute 1080 and action log refers). It was noted that an NCC Officer had advised that the lights in Hexham already reduce to 50% light output after midnight and the Council has no intention to turning them off after that time. b) LITTER BIN REQUESTS (minute 1076 and action log refers). It was noted that bins had been provided at Rede Avenue and West View Terrace.
1086.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1087.	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 in respect of 19/00809/FUL (land east of 1 Bywell Avenue) on the grounds of parking, means of access, highway safety and traffic; layout and density of buildings; design, appearance and materials; and nature conservation, and in respect of 19/00980/FUL (land north of Clontibret, Allendale Road) as the opinion of the majority of the Committee is that this is not a special case and is in the green belt.
1088.	AUTOMATIC NUMBER PLATE RECOGNITION CAMERAS: It was noted that a request from Northumbria Police had been received for funding one of these cameras and it was AGREED to invite Inspector Bridges to attend the next meeting of the Committee.
1089.	TREE PRESERVATION ORDER (LAND AT 16 ELVASTON ROAD): It was noted that the County Council has made an Order and will advise further whether or not this should be confirmed.
1090.	LOCAL AREA COUNCIL - TYNE DALE: It was noted there would be a meeting later on 9 April to consider the application in respect of the Sele First School.
1091.	MISSING SEAT: It was noted that an enquiry had been received regarding a seat at the Co-Op. It was AGREED that the Clerk will ask for further information.

1092.	LITTER BIN REQUESTS: It was noted that a local resident has carried out a survey of bins in the town centre and AGREED that the Clerk will contact the resident to clarify the information provided.
1093.	HIGH STREET COMMUNITY CLEAN-UP FUND: It was NOTED that a grant has been received and that Councillor Gillanders will contact a company about chewing gum cleaning.
1094.	RECYCLING BINS: It was AGREED that the Clerk will write to NCC's Service Director - Local Services to ask that the Council consider recycling bins in town centres as part of its review of its waste strategy.
1095.	MAP PANELS: A proposal for artwork and sponsorship to provide updated versions of these in Hexham was AGREED.
1096.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 23 April at 10.00am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Invite Inspector Bridges to attend the next meeting of the Committee (minute 1088)	Clerk
Ask for further information (minute 1091)	Clerk
Contact the resident to clarify the information provided (minute 1092)	Clerk
Contact the company about chewing gum cleaning (minute 1093)	Councillor Gillanders
Write to NCC's Service Director - Local Services regarding recycling bins (minute 1094)	Clerk
Accept the proposal regarding map panels (minute 1095)	Councillor Gillanders

Chairman.....

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 23 APRIL 2019**

1097.	PRESENT: Councillor J V R Hare in the Chair and Councillors R Hull, J Ord and C Hanley.
1098.	APOLOGIES FOR ABSENCE were received from Councillor Gillanders.
1099.	MINUTES of the Committee meeting held 9 April 2019, having been circulated, were AGREED.
1100.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a) STREET LIGHTS (minute 1085a refers). It was noted that an NCC Officer had further advised that the lights in Hexham reduce to 50% light output after midnight but do not visibly dim. b) AUTOMATIC NUMBER PLATE RECOGNITION CAMERAS (minute 1088 and action log refers). Inspector Bridges attended the meeting with two colleagues. Additional information was considered and it was AGREED to refer this matter to the Finance and General Purposes Committee. c) MISSING SEAT (minute 1091 and action log refers). It was noted that the enquiry referred to the seat taken from opposite the entrance to Shaws Park. It was AGREED to order a replacement seat with fixings. d) LITTER BIN REQUESTS (minute 1092 and action log refers). It was noted that the information is still to be clarified. e) HIGH STREET COMMUNITY CLEAN-UP FUND (minute 1093 and action log refers). It was noted that this matter is now being dealt with by the Chair of the Community Engagement Committee. f) RECYCLING BINS (minute 1094 and action log refers). A response from NCC was noted and it was AGREED to request NCC to trial this in the town centre. g) MAP PANELS (minute 1095 and action log refers). It was noted that the proposal was accepted.
1101.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1102.	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 in respect of 19/00778/FUL (9 Monks Meadows) on the grounds of overlooking/loss of privacy and noting that decking at ground level would be more appropriate.
1103.	HEXHAM TOWN (PUBLIC FOOTPATH NO 24) DIVERSION ORDER 2018: It was noted that the County Council confirmed the above order on 1 April 2019 (from near Loughbrow Lodge to near 28 Loughbrow Park).
1104.	CHILDREN'S PLAY AREA AT QUATRE BRAS ALLOTMENTS: A suggestion from a plot holder for the above was considered. The Council's allotment rules were noted, including that children's play equipment must not be

	installed and that any children brought on to the site must be supervised by a responsible adult at all times. It was AGREED that the land must only be used for allotment plots.
1105.	WEED CLEARANCE FROM ALLOTMENT PATHS: Councillor Ord asked what method is used by Council staff for this work.
1106.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 7 May at 10.00am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Refer the ANPR Camera matter to the F&GP Committee (minute 1100b)	Clerk
Order a new seat and fixings (minute 1100c)	Clerk
Contact the resident to clarify the information provided (minute 1100d)	Clerk
Request NCC to trial recycling bins in the town centre (minute 1100f)	Clerk
Contact the allotment tenant (minute 1104)	Clerk
Get information as requested (minute 1105)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL
PURPOSES COMMITTEE MEETING HELD ON 30 APRIL 2019**

556.	PRESENT: Councillors R Hull, T G E Gillanders, T Cessford and S Ball.
557.	APOLOGIES FOR ABSENCE were received from Councillors J Ord and T Pearson.
558.	MINUTES of the meeting held on 20 March 2019, having been circulated, were AGREED.
559.	MATTERS ARISING: <ul style="list-style-type: none"> a) EMERGENCY PLAN (minute 544 refers). It was AGREED to discuss this with the local Police and Fire Services. b) BUSINESS BANKING OPTIONS (minute 546 refers). It was AGREED to invest in the public sector deposit fund after taking advice on the amount to be invested. c) FUNDING REQUEST (minute 549 refers). It was AGREED to convene a meeting with interested parties so there is a cohesive approach. d) HEXHAM TOMORROW (minute 554 refers). It was noted that a useful meeting had been held, generating lots of ideas.
560.	DECLARATIONS OF INTEREST: There were no declarations of interest.
561.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 31 March 2019 were received and accepted. Copies are attached to the minutes.
562.	UNUSED 2018/2019 BUDGETS: The report attached to the agenda was considered and it was AGREED to carry forward unspent and underspent budgets relating to Office Equipment (reference 5040), Premises Reserve (reference 5092), Trees Maintenance (reference 7410), VMS Units (reference 7160), Street Signs (reference 7170), Street Lighting (reference 7175), Contingency (reference 5100), Staff Salaries (reference 6020), Donations (One Time Only) (reference 6066), Tourism Support Fund (reference 6096), Machines/Equipment – Renew/Replace (reference 7315), Water/Business Rates (reference 7390), Floodlights – Repair/Maintain (reference 7450), Seats (reference 7130), Play Areas – Reserve (reference 5094), Remembrance Days & Events (reference 7800), WW1 Remembrance (reference 7810), War Memorial Reserve (reference 5096), Website (reference 7830), Newsletter (reference 7840), Town Twinning (Council Expenses)(reference 7870), Mayor’s Annual Reception (reference 7070), Hexham in Bloom Council Expenses (reference 7850), Flowerbeds and Tubs – Renew/Replace (reference 7110) and Flowerbeds and Tubs – Planting (reference 7120).
563.	ANPR CAMERA: It was AGREED to support this in principle and make a contribution but to note this has not been budgeted for and to wait for new

	tender information as the Council cannot currently pay the sum requested.
564.	FOOTFALL: It was noted that work is currently being done on collating this.
565.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 26 June 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Talk to Northumbria Police and Northumberland Fire and Rescue Service regarding Emergency Plans (minute 559a)	Councillors Hull and Cessford
Get advice regarding the amount to invest (minute 559b)	Clerk and Councillor Ball
Arrange a meeting with interested parties (minute 559c)	Councillor Gillanders
Refer budgets to be carried over to Full Council (minute 562).	Clerk
Contact the Police (minute 563)	Clerk