

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held in the Conference Room, Dene Park House, Corbridge Road, Hexham NE46 1HN on Monday 9 January 2017 at 6.45pm, when the following items will be discussed:

A G E N D A

1. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
2. Apologies for absence.
3. To agree minutes of the Town Council meeting held 5 December 2016, enclosed.
4. Matters arising, if any.
5. Mayor's announcements.
6. Declarations of interest (see memorandum enclosed).
7. To agree accounts for payment (list enclosed).
8. To consider any correspondence received.
9. Presentation by Mike Clark, Development Director, Dysart Developments Limited (at approx. 7.15pm) on the former bus station site.
10. Councillor J M Graham proposal: "That the Council agree the 2017/18 budget and precept recommended by the Finance and General Purposes Committee (Minute 318)". See enclosed.
11. To consider support for the continued provision of Bus Service 74. See enclosed.
12. To comment on Northumberland County Council's proposed refurbishment of Hexham Tyne Bridge (details circulated to Councillors on 3.01.17).
13. To agree Council meeting dates in 2017: 9th January, 6th February, 6th March, 3rd April, 15th May (Annual Town Meeting followed by the Annual Meeting of the Council), 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December.
14. 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 Clerk of the Council before the meeting begins.)

Jane Kevan
Clerk Designate
3 January 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
Tel: 01434 609575
[Email: clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)
www.hexhamtowncouncil.gov.uk
Hagenda0117

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 5 DECEMBER 2016

6827.	<p>PUBLIC QUESTIONS:</p> <ul style="list-style-type: none">a. BANDSTAND LIGHTS. A resident advised she was concerned about the lights not being on at the bandstand. Councillor Hare noted all the lights had been switched off as one light had been damaged and that he would find out whether the repair had been done.b. ACTIVE NORTHUMBERLAND CHARGES. A resident stated the charge for her son's swimming lessons had risen from £9.00 to £20.00 per session. She asked why she was initially sent incorrect information and why there had been no consultation. It was noted that Lorraine Dewison, Chief Executive of Active Northumberland, was attending the meeting later and would then address these issues.
6828.	<p>DECEMBER COUNCIL MEETING: Councillor T Cessford, the Town Mayor, then opened the Council meeting. Present were Councillors T Robson, J V R Hare, M R Allan, Mrs C R Homer, Mrs C Hanley, J M Graham, Dr N F Rose, D Clegg and S Ball.</p>
6829.	<p>APOLOGIES FOR ABSENCE were received from Councillors G C Ferguson, P E Oliver, T G E Gillanders and D Kennedy.</p>
6830.	<p>MINUTES: The minutes of the Town Council meeting held on 7 November 2016, having been circulated, were AGREED subject to the following amendments: Minute 6815 to be "had their contracts terminated" rather than "had been dismissed". Minute 6816g to be that the Town Council can apply through the Community Safety Team rather than the Community Safety Hub. Minute 6816h to refer to November rather than December.</p>
6831.	<p>MATTERS ARISING: There were no matters arising.</p>
6832.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Cessford advised the meeting:</p> <ul style="list-style-type: none">a. FREEDOM OF NORTHUMBERLAND. This event had gone very well.b. REMEMBRANCE DAY. This had also gone very well and he thanked all who had been involved.c. HEXHAM COMMUNITY PROJECT. Also known as No. 28, this is now based at the Gatehouse Adult Learning Centre in the grounds of Hexham Middle School. He and the Town Council's Operations Manager had assisted with the move.d. HEXHAM YOUTH INITIATIVE. He had attended their AGM.e. COMMUNITY CENTRE. He had also attended their AGM, with Councillor Oliver. The Centre's financial situation is improving

	<p>which is excellent news.</p> <p>f. CHRISTMAS LIGHTS SWITCH-ON. This event had also gone very well and he thanked all who had been involved.</p> <p>g. 224 SQUADRON CHRISTMAS DINING EVENT. He had attended this event at the drill hall and had an excellent evening.</p> <p>h. HEXHAM TOWN COUNCIL STAFF. He noted that Gary Oloman was now employed as a Cemetery Worker rather than on a temporary contract.</p>
6833.	DECLARATIONS OF INTEREST: No declarations of interest were made.
6834.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
6835.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <p>a. NORTHUMBERLAND LOCAL PLAN CORE STRATEGY FURTHER MAJOR MODIFICATIONS CONSULTATION: Councillors had been circulated information on this consultation and it was noted that the Planning and Infrastructure Committee will consider it on 20 December.</p> <p>b. ST CUTHBERT'S CLOSE AND 22 AND 24 HENCOTES: It was noted that the planning application in respect of this proposed new build is on 6 December at County Hall. Councillor Cessford is attending.</p> <p>c. NATWEST, HEXHAM: It was noted that this branch will close on 4 July 2017.</p>
6836.	<p>PRESENTATION BY LORRAINE DEWISON: As Town Champion for Hexham, Mrs Dewison advised that work is slightly behind schedule at Hexham House but that the Town Council will be the first invited guests when it is ready to visit. She also noted the good news that a multi-storey car park is being planned for Hexham; that there is interest in buying Hadrian House and the old swimming pool; and that more Northumberland County Council staff will soon be moving in to the Queen's Hall. As the Chief Executive of Active Northumberland, she advised:</p> <p>a. Charges had previously varied and this had had to be addressed.</p> <p>b. The subsidy from Northumberland County Council was being removed so Active Northumberland had to become self-financing and change its business model.</p> <p>c. It was now in line with other leisure providers.</p> <p>d. Last week the Board agreed to provide a reduced price membership for junior members. All under 18s will benefit. This will be launched later in December.</p> <p>e. Leisure membership has gone up and some charges have gone</p>

	<p>down.</p> <p>f. Saturdays and Sundays are the busiest days at Wentworth because of the bowling facility.</p> <p>It was AGREED that a meeting to discuss potential sites for car parking in Hexham will be arranged by Mrs Dewison, to be attended by her, the Head of Property Services and town councillors.</p>
6837.	VISITOR NETWORK GROUP MEETING: Councillor Mrs Hanley presented an oral report and a copy is attached.
6838.	HEALTH AND WELLBEING WORKING GROUP MEETING: Councillor Dr Rose advised that a recent meeting of this group had been held and that Hexham is becoming a dementia friendly town.
6839.	NEXT MEETING: The next meeting of the Council will be held on 9 January 2017 at 6.45pm at Dene Park House, Corbridge Road, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 5 December 2016.

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:-

1. "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].
2. "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.]

Derick Tiffin,
Clerk of the Council

HEXHAM TOWN COUNCIL
ACCOUNTS FOR PAYMENT 9 JANUARY 2017

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

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
Malthurst Ltd	Diesel (Dec)	171.92	28.66	143.26	Visa	7310
Secure Logistics Services Limited	Land Registry document for St Andrew's Cemetery	40.00	0	40.00	Visa	5100
D. Tiffin	ECU Allowance (January)	161.75	0	161.75	108614	6020
AR Owen Insurance Services Ltd	Annual vehicle (Mazda pick-up) insurance	494.52	0	494.52	108615	7310
Arco Limited	Work wear	512.28	85.38	426.90	108616	7300
Easy Hire North East Ltd	Hire of barriers and lights for switch-on event	108.34	18.06	90.28	108617	7065
BW Electrical Solutions	Repairs to Abbey floodlights	2008.99	334.83	1674.16	108618	7450
Blue Attic Audio	Sound Engineer for switch-on event	50.00	0	50.00	108619	7065
Broxap Limited	Litter Bins	823.20	137.20	686.00	108621	7100
City B Group Ltd	Christmas Market stall hire	4158.00	693.00	3465.00	108622	5130
Ian Proctor Sound & Lighting Ltd	Power and lighting for Christmas Market	1440.00	240.00	1200.00	108623	5130
AA Media Limited	Christmas Market AA road signs	564.00	94.00	470.00	108624	5130
Ecoffins UK LLP	10 bamboo caskets	2130.00	355.00	1775.00	108625	7340
Fenland Leisure Products Ltd	Wetpour repair kits	306.00	51.00	255.00	108626	7190
Ludman Planning	N/Plan charges to 19/12	1400.00	0	1400.00	108627	5600
Argos	Replacement CD Player for Chapel	19.99	0	19.99	Visa	7315
SLCC	Membership (Clerk Designate)	53.00	0	53.00	Visa	6095

Institute of Local Council Managers	Membership (Clerk Designate)	50.00	0	50.00	Visa	6095
Viking	Postage stamps	38.50	0	38.50	108629	5020
Viking	Refuse sacks	52.78	8.80	43.98	108629	7330
CEF	Bulb (shed)	5.94	0.99	4.95	Visa	7380
Cumbria Clock Company Ltd	Reinstate bell crank at Abbey	468.00	78.00	390.00	108630	7460
NCC	Sele public conveniences winter opening	2400.00	400.00	2000.00	108631	5120
Philip Sewell	Milk account	38.08	0	38.08	108632	6010
David Dixon Ltd	2 Stroke oil	31.10	5.18	25.92	108633	7310
Jewson Limited	Redecorating items re Cemetery Lodge	97.05	16.18	80.87	108634	7380
Northfire	Annual fire extinguisher service	57.00	0	57.00	108635	7380
TOTALS		17696.04	2548.88	15147.16		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 9 JANUARY 2017

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f		2746.69				
Jane Kevan	Postage for 4 Christmas cards to France and Germany	6.08	0	6.08	108620	5080
Viking	Postage stamps	16.50	0	16.50	108629	5080
Tesco	Staff Christmas gifts	84.65	0	84.65	Visa	5080
Rotary Club of Hexham	Christmas cards	70.00	0	70.00	108628	5080
The Pudding Parlour	Cakes for hospital and care homes	77.97	0	77.97	Visa	5080
Balance fwd				2491.49		

HEXHAM TOWN COUNCIL – INCOME – DECEMBER 2016

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Allotment rent	29.00		051216	4000
Various	Cemetery charges	3964.00	HDW2016/85	071216	4010
The Flower House	Christmas market fee	120.00		071216	4020
Cumbrian Newspapers	Christmas market fee	165.00		071216	4020
Various	Allotment rent	58.00		091216	4000
Various	Cemetery charges	3780.00	HDW2016/86	091216	4010
Various	Cemetery charges	945.00	HDW2016/87	141216	4010
Various	Cemetery charges	2074.00	HDW2016/88	141216	4010
Various	Cemetery charges	337.00	HDW2016/89	191216	4010
Various	Cemetery charges	589.00	HD2016/90	191216	4010
Various	Cemetery charges	1890.00	HDW2016/91	211216	4010
Various	Cemetery charges	1178.00	HD2016/92	211216	4010
Various	Cemetery charges	945.00	HDW2016/93	231216	4010
Various	Cemetery charges	1213.00	HD2016/94	231216	4010
Cheque cancelled	Northfire 5/9/16	57.00	108504	311216	7380
TOTAL		17344.00			

Hexham Neighbourhood Plan 2016/17

(As at 31 December 2016)

Income	Expense (net)	Detail	Date	Cheque No.	Balance
£8678.00		Groundwork UK Grant	29/4/16		£8678.00
	£188.00	Parish Online	6/5/16	107775	£8490.00
	£120.00	Hire of Great Hall 20/4/16	6/5/16	107776	£8370.00
	£108.00	NCC Colour Prints of Maps for Forum	10/5/16	107783	£8262.00
	£1351.25	Planning Consultant Fee	31/3-19/5/16 (received 26/5)	108406	£6910.75
	£94.50	Hexham Courant (Housing Survey Notice)	9/6/16	108420	£6816.25
	£1057.50	Planning Consultant Fee	20/5-19/6/16 (received 30/6)	108465	£5758.75
	£5.00	Coloured printer paper	19/7/16	108451	£5753.75
	£705.00	Planning Consultant Fee	20/6-19/7/16	108465	£5048.75
	£169.80	Hexham Courant (Forum 6 Notices)	15 & 22/7	108473	£4878.95
	£352.50	Planning Consultant Fee	19/7-19/8/16	108508	£4526.45
	£2820.00	Planning Consultant Fee	19/8-19/10/16	108558	£1706.45
	£169.80	Hexham Courant (Forum 7 Notices)	14 & 21/10/16	108563	£1536.65
	£120.00	Hire of Great Hall 26/10/16	9/11/16	108578	£1416.65
	£2820.00	Planning Consultant fee	19/10- 19/11/16	108599	-£1403.35
	£1400.00	Planning Consultant fee	19/11- 19/12/16	108627	-£2803.35

HEXHAM TOWN COUNCIL

AGENDA ITEM 10 refers.

PROPOSAL by Councillor J M Graham, Chairman of the Finance and General Purposes Committee that:

Council should agree its 2017/18 budget and the precept of £306875.00 required in accordance with the following:

HEXHAM TOWN COUNCIL 2017/18 (RECOMMENDED) BUDGET

HTC BUDGET 2017/18	2016/17 Agreed budget	2016/17 as at 31/11/16	2016/17 estimated at 31/03/17	2017/18 Draft Budget	Reference
INCOME	A	B	C	D	E
Allotments income	4752	5122	5300	5520	4000
Cemetery income	65000	98681	130000	65000	4010
Donations/Grants/Loans	0	0	0	0	4015
Neighbourhood Plan grant	8000	8678	8678	0	4105
Miscellaneous	0	972	972	0	4020
TOTAL CREDITS	77752	113453	144950	70520	

HEXHAM TOWN COUNCIL 2017/18 (RECOMMENDED) BUDGET

HTC BUDGET 2017/18	2016/17 Agreed budget	2016/17 as at 31/11/16	2016/17 estimated at 31/03/17	2017/18 Draft Budget	Reference
ADMINISTRATION	A	B	C	D	E
Advertising	600	330	430	600	5000
Telephones	2900	1752	2350	2900	5010
Postages	450	301	350	450	5020
Stationery/Copying	700	550	500	600	5030
Office equipment	1000	857	900	1500	5040
Subscriptions	1600	1774	1774	1900	5050
Bank charges	450	391	600	600	5060
External audit	1000	0	1035	1200	5070
Mayor's allowance	2100	1251	2100	2100	5080
Elections reserve	3000	4891	4891	6000	5090
Bandstand reserve	0	0	20000	0	5110
Sele WC - NCC charge	2000	0	2000	2000	5120
Contingency Fund	20000	4	4	38000	5100
TOTALS	35800	12101	36934	57850	
TOWN PLAN 2020 COMMITTEE					
Town Plan 2020 Development reserve	20000	-10000	20000	20000	5500
TOTALS	20000	-10000	20000	20000	
NEIGHBOURHOOD PLAN COMMITTEE					
Neighbourhood Plan & N/Plan Forum	22150	10623	20000	2000	5600
TOTALS	22150	10623	20000	2000	
FINANCE & GENERAL PURPOSES COMMITTEE					
Internal accounting and audit	2800	1760	2400	2800	6000
Staff welfare, catering and the like	600	270	400	450	6010
Salaries	135000	95113	135000	126534	6020
Pension contributions	22000	15561	23200	24000	6030
Travelling expenses	300	0	0	300	6035
Grant Aid	6500	6500	6500	6750	6050
Grant Aid under sec 137	2800	2800	2800	65000	6060
HCP Long term Grant under sec 137	31000	31000	31000	0	6062
HYI Long term Grant under sec 137	25000	25000	25000	0	6064
Donations (One time only)	1500	750	750	1500	6066
Risk Management/H&S	500	0	0	500	6070
Councillors and employees training	500	35	35	500	6080
Local Council Award Scheme	300	0	0	500	6090
Professional fees	1000	0	0	1000	6095
Tourism support fund	0	0	0	10000	tba
TOTALS	229800	178789	227085	239834	
PLANNING & INFRASTRUCTURE COMMITTEE					
Personal Protective equipment	1500	538	1200	1400	7300
Machines/equipment – fuel/road tax/insurance	4300	4067	6000	6500	7310
Machines/equipment – renew/replace	20000	13072	18000	20000	7315
Machines/equipment repair/maintain	4000	1936	4000	4000	7320
Non-specific expenses	4000	1116	2000	4000	7330

Stock - Caskets and other	8000	7478	8500	10000	7340
Headstone raft foundations	0	0	0	6000	7350
Debt charges (PWLB)	9905	4952	9905	9905	7360
Heat/light	3500	2099	4000	4500	7370
Premises repair maintain	2000	1033	1000	3000	7380
Premises reserve	20000	22672	36000	5000	5092
Water rate/Business rate	750	1619	1800	1800	7390
Trees maintenance	1000	0	1000	1200	7410
Insurances (not motor)	9500	8726	8726	9500	7420
Floodlights Repair Maintain	2000	121	400	2000	7450
Town clock Repair Maintain	200	174	450	250	7460
Dene Park allotments Maintain	500	413	500	550	7000
Broadway allotments Maintain	3000	2041	3500	3500	7020
Wydon Park allotments Maintain	150	9	150	150	7030
Seats x 59 Repair Replace Renew	1500	62	1000	1500	7130
Litter bins x 86 Repair Replace	2000	901	2000	3000	7100
Bus shelters x 12 Repair Replace	250	0	100	250	7150
VMS units x 6 Repair Replace	1000	0	0	1000	7160
Street signs x 6 Repair Replace	1000	0	1000	3000	7170
Play Areas x6 Repair	500	0	800	1000	7190
Play Areas x6 ROSPA inspection	600	528	528	650	7200
Play Areas x6 Vandalism	500	132	500	500	7210
Play Areas Development Fund	1500	-23050	0	10000	5094
Winter Maintenance	0	0	0	3000	tba
TOTALS	103155	50639	113059	117155	
COMMUNITY ENGAGEMENT COMMITTEE					
Remembrance Days & Armed Forces Day	10000	3033	3033	7500	7800
WW1 Remembrance	0	0	0	0	7810
War Memorials	0	0	0	0	7820
War Memorial Reserve	10000	1350	1350	10000	5096
Website	450	35	500	600	7830
Newsletter	1000	316	450	1200	7840
BID/Business Forum	300	250	250	0	7860
Town Twinning [Council expenses]	650	365	365	1000	7870
Christmas lights Repair Replace	4000	500	2500	2000	7040
Christmas lights Additional units	10000	0	1980	10000	7050
Christmas lights Erect Dismantle Store Insure	7000	0	7000	9000	7060
Christmas lights Switch on	1000	397	1065	1200	7065
Mayor's annual reception	750	600	600	750	7070
Steward and Bailiff award	25	20	20	50	7080
Young Employee of the year award	300	0	300	300	7090
Hexham/Northumbria in Bloom (Council expenses)	2300	0	1500	2300	7850
Flower beds and tubs Renew Replace	0	0	0	500	7110
Flower beds and tubs Planting	6000	4560	6000	6500	7120
Support for town events	4000	10150	10150	9000	5130
TOTALS	57775	21576	37063	61900	

HEXHAM TOWN COUNCIL 2017/18 BUDGET

HTC BUDGET 2017/18	2016/17 Agreed budget	2016/17 as at 31/11/16	2016/17 estimated at 31/03/17	2017/18 Draft Budget	Reference
EXPENDITURE SUMMARY					
Administration	35800	12101	36934	57850	
Town Plan 2020 Committee	20000	-10000	20000	20000	
Neighbourhood Plan Committee	22150	10623	20000	2000	
Finance and General Purposes	229800	178789	227085	239834	
Planning and Infrastructure	103155	50639	113059	117155	
Community Engagement	57775	21576	37063	61900	
TOTALS	468680	263728	454141	498739	

HEXHAM TOWN COUNCIL 2017/18 BUDGET

Balance cash in hand			280260
Likely expenditure at 31/3/17	(454141)		
Expenditure to date	<u>(263728)</u>		
Expenditure to come		(190413)	
Likely income at 31/3/17	144950		
Income to date	<u>113453</u>		
Income to come		31497	
Likely expenditure at 31/3/17			(158916)
Expected balance at year end 2016/17			<u>121344</u>
2017/18			
Budget expenditure		(498739)	
Budget income		70520	
Budget net expenditure			<u>(428219)</u>
Balance required			<u>(306875)</u>
RECOMMENDED PRECEPT			<u>306875</u>

2015/16

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £70.38 per annum (£284500/4042).

2016/17

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £71.64 per annum (£293000/4090).

2017/18

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £72.84 per annum (306875/4213).

Hexham Town Council
Memorandum to Council

Bus Service 74

Ponteland Town Council has contacted Hexham Town Council to ask for its support for the continued provision of Bus Service 74. Ponteland Town Council states:

“Following a review of bus services in 2015, it was established that the service 74 no longer qualified for support from Northumberland County Council. The areas most affected by the removal of this service were Ponteland, Stamfordham and Matfen, as such their Town and Parish Councils agreed to fund the Saturday evening ‘Tynedale Links’ bus between Hexham, Matfen, Stamfordham, Ponteland and Newcastle for a year, starting from 30th January 2016.

Ponteland Council believe that the service is an important social link, enabling people in Ponteland, Stamfordham, Matfen and Hexham to enjoy a late night out in Newcastle, or to get a later bus back from Matfen.

The bus back from Newcastle now runs twenty minutes later than it has done previously, leaving Eldon Square at 11.20pm, allowing people to enjoy a late meal, a trip to the theatre or cinema or a few drinks with friends until after last orders; and the bus arrives back in Hexham just after 12.30am.

Please be advised that the cost per annum for the service is £9945.52 and that this was covered jointly by Ponteland Town, Stamfordham and Matfen Parish Councils in 2016/17.

It is hoped that as Hexham residents also benefit from the late returning bus service from Newcastle, that Hexham Parish Council will consider supporting the continuation of the service in conjunction with Ponteland, Stamfordham and Matfen, Town and Parish Council’s for 2017/18.”

As this has not been considered as part of the 2017/18 budget, please note that, if agreed, any financial support for this would have to be taken from the contingency budget.

Jane Kevan
Clerk Designate
3 January 2017