



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Council will be held on Monday 14 September 2020 at 6.45pm, when the following items will be discussed:

(please email clerk@hexhamtowncouncil.gov.uk by 2.00pm on 14 Sept to request a Zoom meeting invitation if you are a Hexham resident wishing to ask a question/join the meeting)

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 Council meeting held on 10 August 2020, 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 agree the Council's top three priority issues for the Local Transport Plan 2021/22.
9. To note the draft minutes (attached) of Committee meetings held in August.
10. To note any correspondence received.
11. 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 given to the Chairman of the meeting or the Town Clerk before the meeting begins.)

Jane Kevan
Town Clerk
8 September 2020

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Hagenda0920

HEXHAM TOWN COUNCIL

MINUTES OF THE ONLINE TOWN COUNCIL MEETING HELD ON 10 AUGUST 2020

7601.	<p>PUBLIC QUESTIONS:</p> <p>ROAD AND PARKING SPACE CLOSURES: A local resident asked for the evidence that these should be closed.</p> <p>FARMERS MARKET AND TEMPORARY ROAD CLOSURE: Two local residents advised how much they had enjoyed this on Saturday and asked if these measures could be made permanent post-Covid.</p> <p>LOCAL TRANSPORT PLAN: A local resident asked if the Town Council was as angry as her regarding the 20mph speed limit priority being rejected.</p> <p>REOPENING OF HEXHAM POST-COVID MEASURES: A local resident asked if the County Council had consulted key stakeholders regarding road closures, was everything agreed at a walkabout not attended by any traders, and how had social distancing been improved by closing the Market Place for the Farmers Market? Councillor Hull noted the measures were primarily to improve public safety but also that Paul Jones, Director of Local Services at NCC, was at the meeting and would be providing comments later in the meeting.</p> <p>HEXHAMTV: It was noted that the meeting was being streamed/recorded.</p>
7602.	<p>AUGUST COUNCIL MEETING: Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors T G E Gillanders, C R Homer, J M Graham, T Pearson, D Kennedy, C Hanley, J Ord and D Bell.</p>
7603.	<p>APOLOGIES FOR ABSENCE were received from Councillors Ball, Cessford, Dodds and Hare.</p>
7604.	<p>MINUTES: The minutes of the Council meeting held on 13 July 2020, having been circulated, were AGREED, subject to omitting the second sentence of minute 7591i and amending minute 7595 to add "Councillor Homer suggested that the history of buildings and monuments etc could be incorporated into the tourism app being developed by Hexham Community Partnership, funded by the Town Council, and suggested that the Community Engagement Committee consider this at its next meeting".</p>
7605.	<p>MATTERS ARISING: It was noted that there were no matters arising.</p>
7606.	<p>COUNTY COUNCIL MEASURES IN HEXHAM: Paul Jones, Director of Local Services at NCC, noted local residents' questions and advised there had been a walkabout but not all stakeholders could be involved; the temporary measures were made for safety and to ease the movements of pedestrians, and the Council wants people to be confident to visit Hexham. He noted concerns had been raised by Hallstile Bank residents and others regarding various movements but that NCC had sought to maintain access for businesses. There had been a few teething issues due to people moving traffic cones but the temporary arrangements are being monitored and further signage being looked at. Regarding the Local Transport Plan, he advised that NCC would soon be inviting</p>

	<p>new priorities to be submitted. He advised electric vehicle charging points had been prioritised in the County and that none were in Hexham but there was a new one at Wentworth and will be more at the Bunker Site development. He also advised the cycle route between Hexham to Corbridge is not being developed as part of the LTP but will be part of the cycling and walking framework being developed, and that NCC favours 20mph limits so will check this and provide a written response, noting the issue may be other traffic calming measures would be needed. He further noted that the A69 Bridge End work is being carried out by Highways England but that NCC is feeding back comments and that HE is looking at changes such as improved signage. One question was asked, by Councillor Kennedy, regarding a 20mph limit in West Hexham, safe walking to school and the QEHS development. Mr Jones advised he would speak to colleagues and provide a written response.</p>
7607.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Hull advised the meeting of the following:</p> <ol style="list-style-type: none"> a. HEXHAM HUB: With Councillors Cessford and Homer and the Clerk, he attended a meeting on 20 July. b. CARING TOGETHER FOR HEXHAM: On 28 July, he attended a meeting arranged by Reverends David Glover and David Goodall, with Councillor Homer and others, to share and consider identified needs in Hexham. c. TOURISM WEBINAR: He attended this on 30 July. He noted NCC's new plans for tourism and that Hexham needs to develop its own offer, currently being considered by the Community Engagement Committee. d. ECONOMIC REGENERATION AND CARING FOR THE COMMUNITY: He noted an updated Town Plan may be required. e. HEXHAM HIGH STREETS HERITAGE ACTION ZONE: He noted a formal announcement is still pending. f. A69 BRIDGE END ROUNDABOUT: He noted the Town Council's concerns about recent accidents and his support for NCC liaising with Highways England. Councillor Graham asked for data on accidents before and during this work and this will be sought. g. ONLINE MEETINGS: He noted these are likely to continue, as safety has to be ensured. h. USE OF MARKET PLACE: He intends to write to organisations to encourage they use the Market Place on Saturdays when no Farmers Market is taking place. He further noted that Peter Sansom, organiser of the Farmers Market, had advised him he was very happy with the road closure last Saturday, further noting these are temporary measures and under review. i. UNDER THE SUN: On 29 August this "free celebration of music, theatre and sunshine" event will take place on the Abbey cloister lawn. He noted the Town Council is helping to support this event financially and hopes all will support it. j. HEXHAM STREET SWEEPER: He noted this is still operating. k. SELE FOUNTAIN: Following this being dismantled during lockdown, the Council has been advised that a pattern maker is carving a mould, using the Sele Fountain as a guide, to cast the replacement section and have it stitched back on the bottom of the broken element, so work is in progress. l. COUNCILLOR EDD GREEN: He noted Councillor Green has advised of

	his intention to resign as a Councillor and thanked him for his service, further noting no election may take place before next May and that the Council's co-option policy may otherwise apply.
7608.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7609.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7610.	RACISM: The resolution proposed by Councillor Ord as outlined in the agenda was unanimously AGREED.
7611.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure, Finance & General Purposes and Community Engagement Committees held in July 2020 were NOTED.
7612.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i> It was noted that Councillors had been circulated information on: <ul style="list-style-type: none"> a. COVID-19: emails from local residents on post Covid ideas for Hexham and thank you emails regarding last Saturday's farmers market and road closures. b. NALC: updates. c. GOVERNMENT PAVEMENT LICENSING REGIME: information from NCC. d. LOCAL TRANSPORT PLAN: update from NCC. e. TYNE VALLEY COMMUNITY RAIL PARTNERSHIP: summer news. f. AGE UK AND KOAST RADIO: joint project. g. NORTHUMBRIA POLICE SURVEY: on neighbourhood safety. h. TEMPORARY TRAFFIC REGULATION ORDERS: for Allendale Road, Causey Hill Road, Market Place, Hallstile Bank, Beaumont Street, Market Street and Leazes Terrace. i. ALBERT KENNEDY TRUST: services provided to support LGBTQ+ and young people who are homeless.
7613.	NEXT MEETING: The next meeting of the Council will be held on 14 September 2020 at 6.45pm.

Chairman

Signed as a correct record of the minutes of the meeting held on 10 August 2020.

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 14 SEPTEMBER 2020

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 (August)	10.00	0	10.00	DD	5060
Malthurst Ltd	Diesel (August)	333.19	55.53	277.66	Visa	7310
EE & T Mobile	Accounts (August)	39.77	6.63	33.14	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
BNP Paribas Leasing Solutions	Mini Excavator monthly rental	322.31	53.72	268.59	DD	7315
NCC (wages and PAYE)	August	12419.41	0	12419.41	BACS	6020
NCC (pension fund)	August	2404.67	0	2404.67	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (August)	30.00	5.00	25.00	BACS	6020
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (July/Aug)	53.52	8.92	44.60	DD	7830
Opus Energy	Abbey floodlights	44.95	2.14	42.81	DD	7450
Onecom Limited	Phone and broadband	101.11	16.85	84.26	BACS	5010
Zoom Video Communications	Monthly fee (August)	14.39	2.40	11.99	Visa	5100
J & J Stanley Ltd	Skip at QB allotments (July)	300.00	50.00	250.00	BACS	7020
CJL Fenwick	Skatepark repair	120.00	0	120.00	BACS	7210
Hutchinson Environmental Solutions Ltd	Desludge following routine sewage treatment service	294.00	0	294.00	BACS	7380
Mole Country Stores	Weedkiller	30.00	5.00	25.00	Visa	7380
Easy Hire North East Ltd	Cement mixer belt	9.00	1.50	7.50	BACS	7320
Rickerby Ltd	Tractor repair	1015.21	162.43	852.78	BACS	7320
Stokoe Rodger LLP	Internal audit for 2019/20	1578.00	263.00	1315.00	BACS	6000
Buzz Catering Supplies	Hand sanitiser and face masks	164.74	22.96	141.78	BACS	7330

Hexham Abbey PCC	Funding for "Under the Sun" event	850.00	0	850.00	BACS	5100
Lloyd Ltd	Grasscutter repair	225.61	37.60	188.01	BACS	7320
David Dixon Ltd	Grasscutter parts	37.58	6.26	31.32	BACS	7320
Thompsons of Prudhoe Limited	Topsoil	168.67	28.11	140.56	BACS	7380
Coulson Construction Ltd	Haulage of topsoil	60.24	10.04	50.20	BACS	7380
Hexham Tyre & Battery Co Ltd	Puncture repair	24.00	4.00	20.00	BACS	7320
CJL Fenwick	Skate ramp repairs	170.00	0	170.00	BACS	7210
T Dodd	Headstone repairs	1750.00	0	1750.00	BACS	6020
Information Commissioner's Office	Annual data protection registration fee	35.00	0	35.00	DD	6000
TOTALS		22986.97	805.69	22181.28		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 14 SEPTEMBER 2020

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2101.52		
						5080
Balance fwd				2101.52		

HEXHAM TOWN COUNCIL – INCOME – AUGUST 2020

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Public Sector Deposit Fund	Dividend	17.96		040820	4030
Various	Cemetery charges	630.00	HD2020/43	050820	4010
Various	Cemetery charges	1490.00	HD2020/44	060820	4010
Various	Cemetery charges	4000.00	HD2020/45	120820	4010
Various	Cemetery charges	330.00	HD2020/47	140820	4010
Various	Cemetery charges	320.00	HD2020/48	210820	4010
Various	Cemetery charges	1292.00	HD2020/49	270820	4010
TOTAL		8079.96			

HEXHAM TOWN COUNCIL
DRAFT MINUTES OF COMMITTEE MEETINGS HELD ONLINE IN AUGUST 2020

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ON 3 AUGUST 2020

1420.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, S Ball, C Hanley, J V R Hare, D Bell and J Ord.
1421.	No APOLOGIES FOR ABSENCE were received.
1422.	MINUTES of the Committee meeting held 16 July 2020, having been circulated, were AGREED.
1423.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. BENSON'S MONUMENT (minute 1402c and action log refers). It was noted that NCC has advised refurbishment work will take place in late August/early September. b. ABBEY FLOODLIGHTS ELECTRICITY CONTRACT (minute 1405 and action log refers). It was noted that the estimated price will be lower than previously advised. c. CARBON FOOTPRINT (minute 1407 and action log refers). An update from Councillor Ord on possible student research was noted. d. BAT BOXES (minute 1407 and action log refers). Information received was noted and it was AGREED to purchase some boxes. e. RURAL SERVICES NETWORK SURVEY (minute 1408 and action log refers). Suggested priorities were AGREED. f. LOCAL PLAN CONSULTATION (minute 1412 and action log refers). It was noted that a response had been submitted. g. LOCAL ELECTRICITY BILL (minute 1414 and action log refers). It was noted that a letter had been sent to the MP. h. MILLFIELD TERRACE/EILANSGATE JUNCTION (minute 1415 and action log refers). It was noted that NCC have been advised of the Town Council's concerns. i. SIGNAGE (minute 1416 refers). It was noted that Councillor Gillanders is attending a meeting about this on 4 August.
1424.	DECLARATIONS OF INTEREST: Councillor Gillanders declared a non-pecuniary interest in two applications (20/02110/FUL and 20/02178/FUL) and took no part in the consideration of these applications.
1425.	PLANNING APPLICATIONS: It was AGREED there were no objections to, or comments on, the applications received in accordance with the list circulated and attached to the agenda except to applications 20/01812/FUL (land to north of West Peterel Field, Dipton Mill Road) as this is a new residential building in the green belt and 20/01864/FUL (2 Broadway Gardens) on the grounds of loss of privacy to another property. It was also AGREED that no comments could be made on applications 20/01987/FUL (5-7 Eastgate) or

	20/00584/PREAPP (Clontibret, Allendale Road) as no information on these is on the planning portal. Three recent applications were also considered and it was AGREED not to object to 20/02294/PRUTPO (18 Hackwood Park) subject to the owner of the trees providing agreement in writing; to object to 20/01337/FUL (land east of Lowgate Nursing Home) as the proposed build is unsuitable for the site and it is in the green belt; and not to object to 19/03971/FUL (rear of 13 Cattle Market).
1426.	BT PHONE BOXES: It was noted that NCC will publish a First Notice regarding the proposal to remove the phone box at Shaftoe Leazes, consider responses and make a final decision on 28 September. It was also noted that this phone is used approximately three times a month and that BT has given NCC an extension to 28 February 2021 to consult on the closure of nearly 50 phone boxes in Northumberland.
1427.	LAND WEST OF RED LION COTTAGE, CORBRIDGE ROAD: A Tree Preservation Order notice was noted.
1428.	CYCLING SURVEY: Responses to a survey following a Hexham to Corbridge cycle ride on 11 July were noted.
1429.	REALLOCATION OF ROAD SPACE FOR ACTIVE TRAVEL: A copy of a letter to NCC on this issue was noted.
1430.	NORTHUMBERLAND LOCAL PLAN ADDENDUM: It was noted that NCC has advised that Intake Way, Hexham was not included in the original document. It was AGREED to support NCC in not removing this from the green belt. Land from Hexham Middle School moving to the QEHS site was also noted and it was AGREED to consider this further at the next meeting.
1431.	NEW PAVEMENT LICENSING ARRANGEMENTS: Information from NCC on this new regime where applications may be made from 3 August was NOTED. It was AGREED, in principle, to support local businesses but noted that Hexham does not have any suitable pavements unless parking spaces are closed. It was further AGREED to put information on these new arrangements on the HTC website.
1432.	QUATRE BRAS ALLOTMENTS: It was noted that hens but not cockerels may be kept at allotment plots. Following a complaint from a local resident about a cock crowing, a chicken thought by a tenant to be a hen has been found to be a cockerel. It was further noted that the Clerk has taken advice from the Poultry Club of Great Britain regarding possible rehoming which will be passed on to the tenant.
1433.	TEMPORARY TRAFFIC MEASURES IN HEXHAM: Information relating to temporary road closures and the Market Place was noted and it was AGREED to add this as a news item on the website once details have been confirmed by NCC.

1434.	TEMPORARY TRAFFIC REGULATION ORDERS: It was AGREED to add details of these relating to Hexham to the Town Council website.
1435.	NEXT MEETING: It was AGREED that the date of the next online Committee meeting will be Wednesday 9 September at 9.30am.

Action Log

Pursue more quotes re heating the Chapel and electrical supply and vehicle charging points (minute 1347a)	Clerk
Further research tractor options (minute 1347b)	Operations Manager
Purchase bat boxes (minute 1423d)	Clerk
Submit a response to the RSN survey (minute 1423e)	Clerk
Respond to NCC re Intake Way, and list Local Plan consultation and HMS land on the next agenda (minute 1430)	Clerk
Put New Pavement Licensing Arrangements information on the website (minute 1431)	Admin Officer
Contact the allotment tenant regarding the cockerel (minute 1432)	Clerk
Put Temporary Traffic Measures information (once confirmed by NCC) on the website (minute 1433)	Admin Officer
Put TTRO information on the website (minute 1434)	Admin Officer

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES
COMMITTEE MEETING HELD ON 17 AUGUST 2020**

724.	PRESENT: Councillors R Hull, S Ball, T G E Gillanders, T Cessford, C R Homer, J M Graham and T Pearson.
725.	APOLOGIES FOR ABSENCE were received from Councillors T Dodds and J Ord.
726.	MINUTES of the meeting held on 21 July 2020, having been circulated, were AGREED.
727.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a) BUSINESS CONTINUITY PLAN AND IT BACKUP (minute 715 and action log refers). A further revised quote for a full IT onsite and offsite backup was considered and AGREED. b) HEXHAM ABBEY PCC FUNDING (minute 718 and action log refers). It was noted that the payment is pending receipt of the risk assessment and proof of public liability insurance. c) CHRISTMAS LIGHTS (minute 719 and action log refers). It was noted the Community Engagement Committee had accepted the part of the quote relating to the trees and Shambles and that the lighting company has been advised accordingly to do this work. d) STREET SWEEPER (minute 720 and action log refers). It was noted that the County Council has been contacted regarding a reduction of this year's costs. e) TOURISM (minute 721 and action log refers). It was noted this had been referred to the Community Engagement Committee and it is hoped a working group will meet soon.
728.	DECLARATIONS OF INTEREST: Councillor Homer declared a non-pecuniary interest as a Board member of Hexham Community Partnership.
729.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2020/21 budget report to 31 July 2020 were received and accepted. Copies are attached to the minutes.
730.	HEXHAM COMMUNITY PARTNERSHIP: Together with Board members Roger Hancock, John Bridge and Wendy Best, Peter Rodger, Chairman, provided information on the Partnership. He advised of achievements in the last year, including the Spring Festival, Hexham Hidden Gardens, Spook Night and the Christmas Market in 2019; the Community Showcase event, with 45 groups participating; involvement in Heritage Open Days; the No 28 project; continued collaboration with the Forum Cinema; training 14 Town Guides; tourism promotion through the Visit Hexham website, social media, nearly completed tourism App and North Tourism Fair; town clean-up events and clean and green promotions; and involvement with the Hexham Hub and HSHAZ work. Regarding future plans, he noted the Covid situation and that HCP is in a good position to help in Hexham but that he would like to prioritise

	<p>events where possible, tourism promotion and its tourism strategy 2021-24, culture and town regeneration, the website, Forum Cinema, post-Covid support, partnerships, and to continue the Hexham Communities Together work.</p> <p>It was noted that the Grant Aid paid in April has been used for salaries, office costs and office rent. It was further noted that interviews are currently being held for a new management post, with funding in place for the salary until next March, but that the successful candidate will need to source funding for their salary long-term.</p> <p>Questions asked included other sources of funding, staffing and about the Cinema. It was noted the Cinema will reopen in early September and that changes have been made to the auditorium to fit 50% of the former capacity. With audience support, a small profit should still be made. The first of planned outdoor screenings took place last Saturday and tickets sold out in less than two hours.</p> <p>It was also noted that HCP currently has 28 partners (other organisations in Hexham) and approximately 100 members.</p>
731.	<p>NEXT MEETING: It was AGREED that the next Committee meeting will be held at 6.30pm on Wednesday 23 September 2020.</p>

Action Log

Check the national agreement and re-refer staff salaries to the Committee once agreed (minute 659)	Clerk
Arrange the IT backup (minute 727a)	Clerk