



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Council will be held on Monday 11 January 2021 at 6.45pm, when the following items will be discussed:

(please email clerk@hexhamtowncouncil.gov.uk by 2.00pm on 11 January 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 14 December 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. Councillor R Hull proposal: "That the Council agrees the 2021/22 budget and precept recommended by the Finance and General Purposes Committee (minute 769)" (see enclosed).
9. To note the draft minutes (attached) of Committee meetings held in December.
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
5 January 2021

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

Tel: 01434 609575
Email: clerk@hexhamtowncouncil.gov.uk
www.hexhamtowncouncil.gov.uk

Hagenda0121

HEXHAM TOWN COUNCIL

MINUTES OF THE ONLINE TOWN COUNCIL MEETING HELD ON 14 DECEMBER 2020

7655.	<p>PUBLIC QUESTIONS:</p> <p>COMMUNITY NOTICEBOARD: A local resident asked if it would be possible to have one of these in Hexham. It was noted this will be considered by the Community Engagement Committee.</p> <p>COUNCIL'S GREATEST ACHIEVEMENT: A local resident asked, as we leave behind this dreadful year and move towards the May 2021 local elections, what the present Council considers its greatest single achievement in serving the townspeople over the last 4 years. It was noted this would be considered and a response by email would be sent in the next 7 days.</p> <p>REPRESENTATION REGARDING TEMPORARY ROAD MEASURES: A local resident asked, if a shoppers and residents group was set up, could representatives meet with the County Council (and Town Council) as arranged for Hexham business representatives. It was noted this question should be sent direct to the County Council but also that the Town Council has elected representatives to receive local residents' views and that the current traffic changes are exceptional measures in response to the Covid situation.</p> <p>HEXHAMTV: It was noted that the meeting was being streamed/recorded.</p>
7656.	<p>DECEMBER COUNCIL MEETING: Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, T G E Gillanders, C R Homer, J M Graham, T Pearson, D Kennedy, C Hanley, D Bell, J V R Hare, L Panesh, J Ord and T Dodds.</p>
7657.	<p>APOLOGIES FOR ABSENCE were received from Councillor Cessford.</p>
7658.	<p>MINUTES: The minutes of the Council meeting held on 9 November 2020, having been circulated, were AGREED.</p>
7659.	<p>MATTERS ARISING: It was noted that the local resident had received a response regarding ethical banking and the County Council pension fund (minute 7640) and that the Finance & General Purposes Committee had agreed the Council would continue banking with the HSBC but keep this under review.</p>
7660.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Hull advised the meeting of the following:</p> <ul style="list-style-type: none">a. INAUGURAL ENVIRONMENTAL AWARD: He noted this had been awarded on 10 November to Alison Smith at Matthias Winter.b. REMEMBRANCE DAY: With several other Councillors, he observed the two minute silence at the war memorial on 11 November.c. TEMPORARY ROAD MEASURES: On 12 November, he met with the three Hexham County Councillors and others. This meeting led to Beaumont Street being reopened both ways.d. TOURISM GROUP MEETING: A meeting of this group on 16 November led to agreement on a draft Tourism Strategy for Hexham. This will go out

	<p>for consultation early in 2021.</p> <p>e. PARKING STRATEGY: He went to a meeting on 17 November with other Councillors to review this for Hexham, noting 250 parking places will be provided at the former bunker site to be managed by NCC.</p> <p>f. CARING TOGETHER FOR HEXHAM: He met with Reverends David Glover and David Goodall on 18 November but the meeting was deferred so others could attend.</p> <p>g. HSHAZ: Later on 18 November, with Councillors Cessford and Homer and the Clerk, he attended the first meeting of the steering group. The terms of reference and meetings protocol were agreed and an application form and activity plan for the cultural bid has now been submitted by Queens Hall Arts on behalf of the cultural consortia, with the outcome of the bid expected to be known by the end of January. He also noted that an informal briefing on the HSHAZ for Councillors is taking place on 15 December.</p> <p>h. NALC TRAINING: With Councillors Gillanders and Pearson, the Clerk and Admin Officer, he received training on the use of social media in local government. A social media policy has since been drafted and will be considered shortly.</p> <p>i. CHRISTMAS LIGHTS SWITCH-ON: He switched these on with Tobias Zimmermann from Egger on 27 November. He noted it is an excellent tree and thanked HexhamTV for streaming this live.</p> <p>j. TRAFFIC MEASURES: He attended a meeting on 30 November.</p> <p>k. HEXHAM COMMUNITY PARTNERSHIP: He attended the AGM on 2 December. He thanked Peter Rodger for his work as the outgoing Chair and welcomed the new Chair, Neil Wilkinson.</p> <p>l. HEXHAM HUB: He attended an online meeting on 14 December, also attended by Councillor Homer and the Clerk.</p> <p>m. HAPPIEST PLACE TO LIVE: He noted that Hexham is now 12th on the list but still the number one place to live in the North East. This is an amazing achievement and the challenge is to maintain a high position.</p> <p>n. COVID EMERGENCY FUNDING: He noted the Town Council has funded some more Hexham based community organisations, including the Forum Cinema, and that this funding remains available for any other applications.</p> <p>o. QUEEN'S PLATINUM JUBILEE: He noted there will be a celebration in 2022 and welcomed ideas from any local community organisations.</p>
7661.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7662.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7663.	MEMBER/OFFICER RELATIONS PROTOCOL: The protocol as attached to the agenda was AGREED.
7664.	FINANCIAL RISK ASSESSMENT: It was AGREED to adopt the Assessment as recommended by the Finance and General Purposes Committee.
7665.	TOWN PLAN PROGRESS REPORT: It was noted that the Town Plan Committee will meet in January and update the sections on HCP's Number 28

	work, Active Northumberland's aims and speed limits. Support for the recently completed map panels in the town was also noted.
7666.	MEETING DATES IN 2021: It was AGREED that these will be on Mondays 11 January, 8 February, 8 March, 12 April, 17 May (Annual Meeting of the Council), 14 June, 12 July, 9 August, 13 September, 11 October, 8 November and 13 December.
7667.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Finance & General Purposes, Planning & Infrastructure, and Town Plan Committees held in November 2020 were NOTED. It was further noted that the Community Engagement Committee will be considering improvements to the skatepark.
7668.	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. iNORTHUMBERLAND: update b. NORTHUMBERLAND COMMUNITY CHAMPIONS c. SPORT TYNE DALE AWARDS 2020 d. NALC: updates. e. HEXHAM SPACE FOR NATURE: December News. f. VCS SUPPORT SERVICES: bulletin. g. TYNE VALLEY COMMUNITY RAIL PARTNERSHIP: update h. TEMPORARY TRAFFIC REGULATION ORDER: for Cowgarth. i. COMMUNITY ACTION NORTHUMBERLAND: e-news. j. HEXHAM COMMUNITY PARTNERSHIP: Annual report. k. SOCIAL MEDIA TRAINING: notes l. SAFEGUARDING ADULTS WEEK m. GRANT AWARDED TO HEXHAM ABBEY: for roof repairs
7669.	2020: Councillor Hull noted it had been an interesting and challenging year. He thanked the Councillors, Clerk, Operations Manager and other staff for their work and wished everyone a happy Christmas.
7670.	NEXT MEETING: The next meeting of the Council will be held on 11 January 2021 at 6.45pm.

Chairman

Signed as a correct record of the minutes of the meeting held on 14 December 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 11 JANUARY 2021

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

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (December)	28.19	0	28.19	DD	5060
Malthurst Ltd	Diesel (Dec)	145.86	24.31	121.55	Visa	7310
EE & T Mobile	Accounts (Dec)	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)	November	12583.02	0	12583.02	BACS	6020
NCC (pension fund)	November	2435.15	0	2435.15	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (Nov)	30.00	5.00	25.00	BACS	6020
NCC (wages and PAYE)	December	12583.02	0	12583.02	BACS	6020
NCC (pension fund)	December	2435.15	0	2435.15	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (Dec)	30.00	5.00	25.00	BACS	6020
Octopus Energy Limited	Abbey floodlights	2.96	0.49	2.47	DD	7450
British Gas	Cemetery electricity (final bill)	379.78	63.29	316.49	DD	7370
Octopus Energy Limited	Cemetery electricity	41.33	6.89	34.44	DD	7370
Onecom Limited	Phone and broadband	101.11	16.85	84.26	BACS	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (Nov/Dec)	89.88	14.98	74.90	DD	7830
Zoom Video Communications	Monthly fee (December)	14.39	2.40	11.99	Visa	5100
Rickerby Ltd	Tractor repair	277.86	46.31	231.55	BACS	7320
J&J Stanley Ltd	Skip hire at QB allotments (Nov)	300.00	50.00	250.00	BACS	7020

Ecoffins LLP	Bamboo caskets	2256.00	376.00	1880.00	BACS	7340
Hexham Youth Initiative	Covid-19 grant	483.00	0	483.00	BACS	5100
Transition Tynedale	Covid-19 grant	350.00	0	350.00	BACS	5100
Forum Cinema	Covid-19 grant	5688.00	0	5688.00	BACS	5100
Post Office	Stamps	26.00	0	26.00	Visa	5020
Arco	Safety boots	85.45	14.24	71.21	Visa	7300
Newsquest Media Group	Rotary supplement notice	218.40	36.40	182.00	BACS	5000
NCC	Partnership agreement	28604.13	0	28604.13	BACS	5091
HCP	Festival of Flame funding	3500.00	0	3500.00	BACS	6096
Mole Country Stores	Latex gloves	18.32	3.05	15.27	Visa	7300
Matthew Charlton	Corner brace to install seat at Cemetery	2.54	0.42	2.12	Visa	7330
Matthew Charlton	Brush and paint for map panels	12.68	2.11	10.57	Visa	7330
A R Owen Insurance Services Ltd	Ford Transit Tipper insurance	797.87	0	797.87	Visa	7310
T Dodd	Clearing gutters and other maintenance	285.00	0	285.00	BACS	7380
Peter Rodger	Mayor's Environmental Award certificate	52.50	0	52.50	BACS	7070
Matthew Charlton	Rawlplugs and washers	31.45	5.24	26.21	BACS	7380
Matthew Charlton	Paving flag	235.68	39.28	196.40	BACS	7380
Matthew Charlton	Sharp sand	20.09	3.35	16.74	BACS	7380
Viking	Printer cartridges	212.38	35.40	176.98	BACS	5030
TOTALS		75100.87	874.96	74225.91		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 11 JANUARY 2021

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1198.52		
R Hull	Staff Christmas gratuities	50.00	0	50.00	BACS	5080
R Hull	Postage for Civic Heads Noyon and Metzingen	2.90	0	2.90	BACS	5080
Post Office	Stamps for UK Christmas cards	39.00	0	39.00	Visa	5080
Balance fwd				1106.62		

HEXHAM TOWN COUNCIL – INCOME – DECEMBER 2020

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Public Sector Deposit Fund	Dividend	5.63		021220	4030
Various	Allotment rents	50.00		021220	4000
45A	Allotment rent	32.00		101220	4000
Various	Cemetery charges	3965.00	HDW2020/70	141220	4010
Various	Cemetery charges	630.00	HD2020/72	161220	4010
Various	Cemetery charges	165.00	HDW2020/73	181220	4010
Various	Cemetery charges	1457.00	HD2020/74	231220	4010
TOTAL		6304.63			

HEXHAM TOWN COUNCIL

AGENDA ITEM 8 REFERS

PROPOSAL by Councillor R Hull, Chairman of the Council and Finance & General Purposes Committee that:

Council should agree its 2021/22 budget and the precept of £340,000.00 required in accordance with the following:

It should be noted that Covid-19 has resulted in some 2020/21 budgets, such as those for Armed Forces Day and the Tourism Support Fund, being unused or hardly used due to events having to be cancelled.

For information, increased budgets include:

- Play Areas – repair/maintain
- Salaries and Staff Pension Contributions

Decreased budgets include:

- Postage (as most correspondence is electronic)
- Bank charges (as most transactions are electronic)
- Street Signs (as all will have been replaced in 2020/21)
- Town Plan Development Reserve (as there is an expected carry forward sum)
- Contingency (as there is an expected carry forward sum)
- Tourism Support Fund (as there is an expected carry forward sum)
- Christmas Lights (as no additional lights are planned for 2021/22)
- Support for Town Events (as the Tourism Support Fund budget means the Support for Town Events budget is now used only for the Christmas Market)

HEXHAM TOWN COUNCIL (RECOMMENDED) BUDGET 2021/22

	2020/21 Agreed Budget	2020/21 Income at 31/10/2020	2020/21 Estimated at 31/3/21	2021/22 Draft Budget	Ref.
INCOME					
Allotments	5888	4744	5888	6255	4000
Cemetery	91000	41926	90000	95000	4010
Donations/Grants/loans	0	0	0	0	4015
N/Plan Grant	0	0	0	0	4105
Miscellaneous	0	0	0	0	4020
TOTAL CREDITS	96888	46670	95888	101255	

	2020/21 Agreed budget	2020/21 As at 31/10/2020	2020/21 Estimated at 31/3/21	2021/22 Draft Budget	Ref.
ADMINISTRATION					
Advertising	900	0	0	900	5000
Telephones	1600	843	1450	1600	5010
Postages	200	26	60	100	5020
Stationery/Copying	650	133	400	500	5030
Office equipment	600	0	200	300	5040
Subscriptions	2200	2170	2170	2400	5050
Bank charges	500	87	200	300	5060
External audit	1200	0	1000	1200	5070
Mayor's allowance	2100	0	2000	2100	5080
Elections reserve	5000	0	0	5000	5090
Partnership working	30000	0	30000	32000	5091
Contingency	10000 Including 20000 reserved for the Heritage Action Zone (+ 70000 carried forward)	5855	34000	4000	5100
Sele WC	2000	0	2000	2000	5120
TOTALS	56950	9114	73480	52400	

	2020/21 Agreed budget	2020/21 As at 31/10/2020	2020/21 Estimated at 31/3/21	2021/22 Draft Budget	Ref.
TOWN PLAN COMMITTEE					
Town Plan Development reserve	5000 (+ 63400 carried forward)	0	0	4000	5500
TOTALS	5000	0	0	4000	
NEIGHBOURHOOD PLAN COMMITTEE					
Neighbourhood Plan	1000	0	0	1000	5600
TOTALS	1000	0	0	1000	
FINANCE & GENERAL PURPOSES COMMITTEE					
Internal audit/bookkeeping	3500	2070	3510	3800	6000
Staff welfare	350	92	200	350	6010
Staff salaries	165000 Including 10000 reserved for the HSHAZ	98000	165000	172000	6020
Staff pension contributions	31000	17000	31000	33000	6030
Travelling expenses	300	0	0	300	6035
Grant Aid	14100	14100	14100	78850	6050
HCP long-term grant	40000	40000	40000	0	6062
HYI long-term grant	27000	27000	27000	0	6064
Donations (one time only)	2500	0	2500	3000	6066
Risk management/H&S	500	0	0	500	6070
Training	2000	0	0	2000	6080
Local Council Award Scheme	0	0	0	0	6090
Professional fees	1000	0	500	1000	6095
Tourism support fund	10000 (+ 17000 carried forward)	0	7000	4000	6096
TOTALS	297250	198262	290810	298800	

	2020/21 Agreed budget	2020/21 As at 31/10/2020	2020/21 Estimated at 31/3/21	2021/22 Draft Budget	Ref.
PLANNING AND INFRASTRUCTURE COMMITTEE					
Personal protective equipment	1500	78	800	1500	7300
Machines/equipment – fuel/road tax/insurance	6500	3575	6500	7000	7310
Machines/equipment – renew/replace	5000 (+ 14000 carried forward)	4734	18000	5000	7315
Machines/equipment – repair/maintain	5500	3414	5500	5500	7320
Non-specific expenses	2000	491	1000	2000	7330
Stock – caskets and other	7500	1786	7000	7500	7340
Headstone raft foundations	6000	0	0	6000	7350
Debt charges (PWLB)	9905	4952	9905	9905	7360
Heat/light	5000	1545	5000	5000	7370
Premises – repair/maintain	12000	5070	10000	12000	7380
Premises reserve	2000	0	0	2000	5092
Water rate/business rate	2000	0	0	2000	7390
Trees maintenance	3000	0	2000	3000	7410
Insurances (not motor)	5900	6088	6088	6200	7420
Floodlights – repair/maintain	3000	1234	3000	3000	7450
Town clock – repair/maintain	900	0	900	900	7460
Dene Park Allotments – maintain	700	719	700	800	7000
Broadway (QB) Allotments – maintain	4000	1803	3500	4000	7020
Wydon Park Allotments – maintain	150	0	100	150	7030
Seats x 57 – repair/maintain/replace	3000	56	2000	3000	7130
Litter bins x 85 – renew/replace	3500	21	3000	3500	7100
Bus shelters x 12 – repair/maintain	2000	0	0	2000	7150
VMS units x 5 – repair/maintain	2000	0	0	2000	7160
Street signs x 4 – repair/maintain	3000 (+ 6000 carried forward)	2000	5000	2000	7170

Play areas x 8 – repair/maintain	2000	2776	3000	3000	7190
Play areas x 8 – ROSPA inspection	750	688	688	750	7200
Play areas x 8 – vandalism	800	470	800	800	7210
Play areas – reserve	2000	0	0	2000	5094
Winter Maintenance	2000	0	1000	2000	7211
Sustainability	3000	0	3000	3000	7215
TOTALS	106605	41500	98481	107505	

	2020/21 Agreed budget	2020/21 As at 31/10/2020	2020/21 Estimated at 31/3/21	2021/22 Draft Budget	Ref.
COMMUNITY ENGAGEMENT COMMITTEE					
Remembrance Day	2500	994	1500	2500	7800
Armed Forces Day	3400	0	0	3400	7805
War Memorial Reserve	500	0	0	500	5096
Website & IT	2000	995	1500	2000	7830
Newsletter	1200	0	500	1200	7840
Town Twinning (Council expenses)	1000	0	0	1000	7870
Christmas Lights	26000	25930	26000	24000	7040
Christmas Lights Switch On	500	0	200	500	7065
Mayor's Annual Reception	350 (+ 800 carried forward)	0	500	400	7070
Hexham/Northumbria in Bloom (Council expenses)	300	0	100	300	7850
Flower Beds and Tubs – Renew/Replace	750	700	500	750	7110
Flower Beds and Tubs – Planting	5500	2755	5500	5600	7120
Support for Town Events	2000	0	0	1000	5130
Ceremonial Events	1000	0	1000	1000	5135
TOTALS	47000	31374	37300	44150	

HEXHAM TOWN COUNCIL 2021/22 BUDGET

	2020/21 Agreed budget	2020/21 As at 31/10/2020	2020/21 Estimated at 31/3/21	2021/22 Draft Budget
EXPENDITURE SUMMARY				
Administration	56950	9114	73480	52400
Town Plan 2020 Committee	5000	0	0	4000
Neighbourhood Plan Committee	1000	0	0	1000
Finance and General Purposes	297250	198262	290810	298800
Planning and Infrastructure	106605	41500	98481	107505
Community Engagement	47000	31374	37300	44150
TOTALS	513805	280250	500071	507855

HEXHAM TOWN COUNCIL 2021/22 BUDGET

	Actuals	Forecasts	Expected Outcomes
Balance at 31/10/20	237168		
Likely expenditure at 31/3/21		500071	
Expenditure to 31/10/20	280250		
Expenditure to come 2020/21		219821	
Likely income at 31/3/21		95888	
Income to 31/10/20	46670		
Likely net income to come in 2020/21		49218	
Likely net expenditure to come in 2020/21			170603
Expected balance at year end 2020/21			66565
2021/22			
Budget expenditure		507855	
Budget income		101255	
Budget net expenditure			406600
Balance required			340035
PRECEPT	To be agreed 11 January 2021		340000

2019/20

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £75.02 per annum (£324000/4319).

2020/21

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £76.43 per annum (£333000/4357).

2021/22

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £77.94 per annum (£340000/4362).

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

DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
COMMITTEE MEETING HELD ON 1 DECEMBER 2020

636.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, T Gillanders, J Ord, C Hanley, L Panesh and T Cessford.
637.	APOLOGIES FOR ABSENCE were received from Councillor Dodds.
638.	MINUTES of the meeting held on 21 October 2020, having been circulated, were AGREED.
639.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. SOCIAL MEDIA TRAINING (minute 622b refers). It was noted that this had taken place online on 23 November and was useful. A social media policy will be proposed in due course.b. WINTER/CHRISTMAS LIGHTS (minute 622c and action log refers). It was noted that the required cable work had been carried out by the County Council. It was further noted that the switch-on of the tree lights was streamed by HexhamTV and that a quote for new lights for the tree by Benson's Gate is pending.c. REMEMBRANCE DAY (minute 622d and action log refers). It was noted that the second lockdown resulted in only the Mayor and Vice Lord Lieutenant laying wreaths at 11.00am, with other wreath layers subsequently laying wreaths at intervals later on the day. The Mayor and other Councillors had been present at the War Memorial for the Two Minute Silence on 11 November. HexhamTV recorded the first wreaths being laid.d. TERRACYCLE (minute 625 and action log refers). It was noted that Hexham Community Partnership has confirmed it will promote this scheme.e. FESTIVAL OF FLAME (minute 628 and action log refers). It was noted that this event is still planned but no longer before Christmas.f. GOODS SHED (minute 629 and action log refers). It was noted that further information is pending.g. DEFIBRILLATOR SITE (minute 630 and action log refers). It was noted that the new bus station may be the preferred site.
640.	DECLARATIONS OF INTEREST: No declarations of interest were made.
641.	HEXPRESS: It was AGREED that future content could include information on the difference between the Hexham Neighbourhood Plan and Town Plan, and how the Town Council supports Hexham Youth Initiative and the Community Centre.

642.	DRAFT HEXHAM HSHAZ COMMUNITY ENGAGEMENT PLAN: It was AGREED to ask David Coverdale, Senior Programme Officer, to provide an informal online briefing on the HSHAZ for all Town Councillors on 15 December.
643.	DRAFT TOURISM STRATEGY: It was noted that a working group had now met three times and has a range of representatives. It was AGREED that the tourism sector in the town will be consulted on the document in January.
644.	QUEEN'S PLATINUM JUBILEE: It was AGREED to set up a working group with the Community Partnership, Abbey and others to consider an event in 2022.
645.	GREEN FLAG AWARD: Feedback recommendations were considered. It was AGREED to record a thank you to the Operations Manager for the excellent maintenance of the Cemetery, contact Hexham Space for Nature and Hexham in Bloom regarding a nature trail, to consider both bat and bird surveys, and add information on the "Hexham Cemetery: A Place of Charm and Historic Interest" booklet to the website.
646.	QUALITY STATUS: It was noted that having the Foundation Award and meeting other criteria takes the Council well on the way to this but there are some requirements currently not met. It was AGREED to add draft minutes to the website as soon as approved by the relevant Chair, consider a publicised programme of speakers at Full Council meetings, consider a community engagement action plan, and for the Clerk to propose actions that may be taken in the next few months as a legacy for the new Council to consider next steps in June/July 2021.
647.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Tuesday 12 January 2021 at 6.30pm.

Action Log

Draft a social media policy (minute 639a)	Clerk
Contact NCC regarding the possibility of placing a defibrillator at the bus station (minute 639g)	Clerk
Arrange a HSHAZ briefing (minute 642)	Clerk
Arrange the draft tourism strategy consultation (minute 643)	Councillor Hull/Admin Officer
Set up a working group to consider the Queen's Platinum Jubilee (minute 644)	Councillor Pearson
Pursue the Green Flag Award recommendations as agreed (minute 645): Contact Space for Nature and HinB Contact Sam Talbot Contact RSPB contact	Councillor Ord Clerk Councillor Gillanders

Add information to the website	Clerk/Admin Officer
Work towards Quality Status as agreed (minute 646): Add draft minutes to the website Consider an action plan Propose actions	Clerk Councillor Pearson Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ON 22 DECEMBER 2020**

1513.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, S Ball, C Hanley, J Ord, J V R Hare, D Bell and L Panesh.
1514.	No APOLOGIES FOR ABSENCE were received.
1515.	MINUTES of the Committee meeting held 3 December 2020, having been circulated, were AGREED.
1516.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. HEXHAM WELCOME SIGNS (minute 1503b and action log refers). It was noted that advice on any planning permission required has not to date been received. It was AGREED to share the proposed designs once received. b. LEAF VACUUM AND COLLECTION SYSTEM (minute 1503c and action log refers). It was noted that a quote from David Dixon Ltd has also been requested. c. ALLOTMENT PLOT (minute 1503d and action log refers). It was noted that the pigeon crees at Wydon Burn seem unoccupied and it was AGREED to check the detail of the tenancy agreements. d. BENCH AT COCKSHAW BURN AND DAMAGE TO BURN BRIDGE (minute 1504d and action log refers). It was noted that the County Council is waiting for a response from the stonemason. e. CARBON FOOTPRINT RESEARCH (minute 1510 and action log refers). It was noted the offer had been accepted. f. BIRD AND BAT SURVEYS (minute 1511 and action log refers). It was noted that Councillor Gillanders and the Clerk had met Andy Bunten at the Cemetery and he will make visits and observations on birds throughout the next year. Some suggestions he submitted on improving biodiversity at the Cemetery were noted. It was also noted that a contact has been suggested for a bat survey.
1517.	There were no DECLARATIONS OF INTEREST.
1518.	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 for 20/03652/FUL (Causey Nook, Highford Lane: object on the grounds of loss of privacy to a neighbouring property) and 20/03984/FUL (Fairfields, Lowgate: object as this would be an

	intrusion on the green belt). Applications 20/04063/FUL, 20/04064/LBC (Red Lion Cottage) and 20/04090/FUL (14 Oak Close) were also considered and it was AGREED there are no objections.
1519.	BIN REQUESTS: A request for a replacement bin at Gilesgate Car Park was AGREED. It was also AGREED to defer consideration of placing a bin outside the Abbey Lounge until the next meeting, to check how many other bins there are at the Market Place.
1520.	HIGH SHIELD COTTAGE, DIPTON MILL ROAD: It was noted that a recent application relating to additional residential accommodation had been withdrawn at the applicant's request.
1521.	RURAL MARKET TOWN GROUP MEETING: It was noted that notes from a recent meeting had been forwarded to Committee members for information.
1522.	HEADSTONES: A recent email relating to headstone heights was noted. It was AGREED to research rules at other cemeteries.
1523.	BANDSTAND: It was noted that Lost Art has replaced the plaque. It was also AGREED to contact the Courant to promote use of the bandstand.
1524.	NEXT MEETING: It was AGREED that the date of the next online Committee meeting will be Thursday 14 January 2021 at 9.30am.

Action Log

Pursue more quotes re heating the Chapel (minute 1347a)	Clerk
Further pursue if any planning permission is required for replacement signs and share designs once received (minute 1516a).	Clerk and Councillor Gillanders
Check pigeon cree tenancy agreements (minute 1516c)	Clerk
Place new bin at Gilesgate Car Park and check bin provision at Market Place and ease of siting new bin (minute 1519)	Operations Manager
Research memorial rules at other cemeteries (minute 1522)	Clerk
Contact the Courant regarding the bandstand (minute 1523)	Councillor Ball