



## HEXHAM TOWN COUNCIL

**I GIVE NOTICE** that the **Annual meeting** of the Council will be held on Monday 17 May 2021 at 6.45pm **at the Cemetery Chapel**, West Road, Hexham NE46 3RR, when the following items will be discussed:

### **A G E N D A**

1. To elect the Town Mayor.
2. To receive the Mayor's Declaration of Acceptance of Office.
3. To receive Councillors' Declarations of Acceptance of Office
4. Apologies for absence.
5. To elect the Deputy Town Mayor.
6. Mayor's proposal: "To agree membership of Standing Council Committees" (see enclosed).
7. Mayor's proposals:
  - a. "To agree continuation and membership of the Town Plan Committee" and a proposal on the Committee finance, and
  - b. "To agree continuation and membership of the Neighbourhood Plan Committee" and a proposal on the Committee finance.
8. To agree minutes of the Council meeting held on 12 April 2021, enclosed.
9. Matters arising not on the agenda – for report only, if any.
10. Declarations of interest (see enclosed).
11. To agree accounts for payment (list enclosed).
12. To re-adopt the General Power of Competence (see enclosed).
13. To agree continuing appointment of HSBC as the Council bankers.
14. To agree Council meetings in 2021 will be held on 14 June, 12 July, 9 August, 13 September, 11 October, 8 November and 13 December.
15. To nominate a Council representative for the Northumberland Association of Local Councils' County Committee (see enclosed).
16. To note the draft minutes (enclosed) of Committee meetings held in April.
17. To note 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 given to the Chairman of the meeting or the Town Clerk before the meeting begins.)*

A handwritten signature in blue ink, appearing to read 'Jane Kevan'.

Jane Kevan  
Town Clerk  
11 May 2021

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

Hagenda0521

## HEXHAM TOWN COUNCIL

### MEMBERSHIP OF STANDING COMMITTEES

**Proposal by the Mayor** - that standing Committee members for 2021/22 shall be:

Finance and General Purposes Committee (9 members)

Councillors S Ball, J Ord, D Kennedy plus 6 others to be agreed

Planning and Infrastructure Committee (7 members)

Councillors J Ord, D Bell plus 5 others to be agreed

Community Engagement Committee (9 members)

Councillors S Ball, T Cessford, J Ord, D Bell plus 5 others to be agreed

## HEXHAM TOWN COUNCIL

### MEMBERSHIP OF THE TOWN PLAN AND NEIGHBOURHOOD PLAN COMMITTEES

**Proposal by the Mayor** – As the above Committees have ongoing 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 2021/22 shall be:

#### Town Plan Committee

To agree a minimum of 7 Councillors

#### Neighbourhood Plan Committee

To agree a minimum of 7 Councillors including Councillors J Ord and D Kennedy

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

The Town Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2021/22 budget of £4000.00, together with £65900.00 that was not spent in 2020/21, so a total of £69900.00 (reference 5500)

The Neighbourhood Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2021/22 budget of £1000.00 (reference 5600).

## HEXHAM TOWN COUNCIL

### MINUTES OF THE ONLINE TOWN COUNCIL MEETING HELD ON 19 APRIL 2021

7716.	HRH THE DUKE OF EDINBURGH: It was noted that the meeting had been postponed from the original date of 12 April, following the death of Prince Philip on 9 April, and a minute's silence was observed.
7717.	<p><b>PUBLIC QUESTIONS:</b></p> <p><b>SCHOOL TRAVEL PLAN:</b> A local resident asked if the Town Council share her view that the plan for the High and Middle School site opening in September is inadequate. Councillor Kennedy advised he has some reservations and that he has recently met with some local residents. Councillor Homer suggested that a representative from the County Council's Highways team be invited to a Town Council meeting.</p> <p><b>TOWN COUNCIL OFFICE:</b> A local resident asked if the Town Council would meet with Hexham Community Partnership to discuss the role of the Council and have a town centre presence. It was noted that a related motion was on the agenda and would be considered later in the meeting.</p> <p><b>HEXHAMTV:</b> It was noted that the meeting was being streamed/recorded.</p>
7718.	<b>APRIL COUNCIL MEETING:</b> Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, T G E Gillanders, T Cessford, J Ord, C R Homer, D Kennedy, C Hanley, J V R Hare, T Pearson, J M Graham and L Panesh.
7719.	<b>APOLOGIES FOR ABSENCE</b> were received from Councillors Dodds and Bell.
7720.	<b>MINUTES:</b> The minutes of the Council meeting held on 8 March 2021, having been circulated, were <b>AGREED</b> .
7721.	<b>MATTERS ARISING:</b> There were no matters arising.
7722.	<p><b>MAYOR'S ANNOUNCEMENTS.</b> For information Councillor Hull advised the meeting of the following:</p> <ul style="list-style-type: none"><li>a. <b>TOWN COUNCIL:</b> He noted this is the last meeting of the current Council, thanked all Councillors and noted the list of this Council's achievements on the website. He further noted that this was the last meeting for Councillors Graham, Hare and Homer as they are not standing for re-election and thanked them for their work.</li><li>b. <b>HEXHAM NEIGHBOURHOOD PLAN:</b> On 15 March, with Councillor Gillanders, he attended a steering group meeting. He further noted the referendum on 6 May and the importance of Hexham residents using their vote.</li><li>c. <b>HSHAZ:</b> On 22 March, with Councillors Cessford and Homer and the Administrative Officer, he attended a steering group meeting.</li><li>d. <b>HEXHAM SPACE FOR NATURE:</b> With Councillor Gillanders and the Operations Manager, he attended a meeting at the Cemetery on 31 March.</li><li>e. <b>NORTHUMBRIAN WATER:</b> On 12 April, with the Clerk, he met</li></ul>

	<p>representatives from the water company at the Wydon Park pigeon crees to talk about ongoing work.</p> <p>f. ABBEY SERVICE: On 16 April he attended a commemoration service in memory of HRH The Duke of Edinburgh.</p> <p>g. ADMIN OFFICER: He congratulated Steph, now Mrs Kirby, on her marriage on 17 April.</p> <p>h. ANNUAL MEETING OF THE COUNCIL: He noted this would be on 17 May but that it is currently unclear whether this will be an online meeting.</p>
7723.	DECLARATIONS OF INTEREST: Councillor Homer declared a non-pecuniary interest as a board member of Hexham Community Partnership, noting she had been unaware of the question relating to the Council and Partnership in advance.
7724.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7725.	OFFICE PRESENCE IN THE TOWN CENTRE: Councillor Kennedy moved his motion "Hexham Town Council considers having an office presence in the Hexham Town Centre". Councillor Homer seconded the motion and no-one voted against the motion. There was then a debate where issues including cost, staff availability, understanding of the Town Council's role and access to Councillors were considered. Privacy of the bereaved at the Cemetery was also noted, together with the meeting room there. Councillor Homer proposed an amendment to the motion, noting the Council's responsibility for the best use of public money, to have a proper business plan and information on costs. Councillor Cessford seconded this amendment and Councillor Kennedy agreed his acceptance of heading a small working party subject to him being re-elected. The amendment was AGREED by a unanimous vote, for the new Council to consider.
7726.	STANDING ORDERS: It was AGREED to adopt the revised Standing Orders, as attached to the agenda.
7727.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Community Engagement, Planning & Infrastructure and Finance & General Purposes Committees held in March 2021 were NOTED. Councillor Homer noted the excellent new Welcome to Hexham signs and thanked Councillor Gillanders for the new sign being at the correct position on Corbridge Road. Councillor Gillanders advised new planters would be added in due course.
7728.	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"> <li>a. NALC: updates.</li> <li>b. VCS SUPPORT SERVICES: bulletin.</li> <li>c. TEMPORARY TRAFFIC REGULATION ORDER: for Old Tyne Green Footpath.</li> <li>d. COMMUNITY ACTION NORTHUMBERLAND: e-news.</li> <li>e. WEST NORTHUMBERLAND FOOD BANK: AGM on 24 March.</li> </ul>

	<ul style="list-style-type: none"> <li>f. HRH DUKE OF EDINBURGH: briefing from NCC Chief Executive.</li> <li>g. HEXHAM SPACE FOR NATURE: update.</li> <li>h. POLICE AND CRIME COMMISSIONER AND LOCAL GOVERNMENT ELECTIONS: information.</li> <li>i. AGE UK NORTHUMBERLAND: virtual events.</li> </ul>
7729.	COUNCILLOR HARE: Councillor Hare noted this was his last meeting as a Councillor and thanked all Councillors he had worked with, the Clerk and Operations Manager.
7730.	NEXT MEETING: The next meeting of the Council will be the Annual Meeting of the Council and will be held on 17 May 2021 at 6.45pm.

Chairman .....

Signed as a correct record of the minutes of the meeting held on 19 April 2021.

## **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 17 MAY 2021**

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

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (April)	14.00	0	14.00	DD	5060
Malthurst Ltd	Diesel (April)	183.93	30.66	153.27	Visa	7310
EE & T Mobile	Accounts (April)	40.85	6.81	34.04	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
John Deere Bank	Tractor monthly lease payment	726.09	121.01	605.08	DD	7315
NCC (wages and PAYE)	April	12670.69	0	12670.69	Bank Transfer	6020
NCC (pension fund)	April	2452.25	0	2452.25	Bank Transfer	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (April)	30.00	5.00	25.00	Bank Transfer	6020
Octopus Energy Limited	Cemetery electricity (March)	333.68	55.61	278.07	DD	7370
Octopus Energy Limited	Abbey floodlights electricity (1/1-31/3/21)	424.31	42.87	381.44	DD	7450
Onecom Limited	Phone and broadband	106.01	17.67	88.34	DD	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (Mar/April)	89.88	14.98	74.90	DD	7830
Zoom Video Communications	Monthly fee (April)	14.39	2.40	11.99	DD	5100
Viking	Handwash and dispensers	106.74	17.79	88.95	Bank Transfer	7380
NWH Waste Services Limited	Skip at DP allotments	300.00	50.00	250.00	Bank Transfer	7000
NWH Waste Services Limited	Skip at Cemetery	250.00	41.67	208.33	Bank Transfer	7380

Crawford Higgins Associates Ltd	Cemetery buildings survey	480.00	80.00	400.00	Bank Transfer	7380
Core Music	Grant Aid 2021/22	5000.00	0	5000.00	Bank Transfer	6050
Hexham in Bloom	Grant Aid 2021/22	1000.00	0	1000.00	Bank Transfer	6050
Hexham Town Twinning Association	Grant Aid 2021/22	500.00	0	500.00	Bank Transfer	6050
Hexham and Tynedale Community Trust	Grant Aid 2021/22	6000.00	0	6000.00	Bank Transfer	6050
Hextol Foundation	Grant Aid 2021/22	1000.00	0	1000.00	Bank Transfer	6050
Sport Tynedale	Grant Aid 2021/22	350.00	0	350.00	Bank Transfer	6050
Hexham Youth Initiative	Grant Aid 2021/22 1 of 2	15000.00	0	15000.00	Bank Transfer	6050
N'land Association of Local Councils	Annual subscription inc national affiliation fee	1963.48	0	1963.48	Bank Transfer	5050
Philip Sewell	Milk	26.10	0	26.10	Bank Transfer	6010
Hexham Community Partnership	Grant Aid 2021/22 1 of 2	15000.00	0	15000.00	Bank Transfer	6050
Tynedale Hospice at Home	Grant Aid 2021/22	5000.00	0	5000.00	Bank Transfer	6050
Tyne Valley Community Rail Partnership	Annual membership subscription	10.00	0	10.00	Bank Transfer	5050
Institute of Cemetery and Crematorium Management	Corporate membership	95.00	0	95.00	Bank Transfer	5050
Tynedale Hospice at Home	Covid-19 funding	5000.00	0	5000.00	Bank Transfer	5100
S V Auto & Machinery	Oil	46.80	7.80	39.00	Bank Transfer	7320

Coulson Construction Ltd	Haulage of sand and gravel	60.00	10.00	50.00	Bank Transfer	7380
Rickerby Ltd	Valve and float for QB water trough	10.63	1.77	8.86	Bank Transfer	7020
T Dodd	Headstone repairs	1750.00	0	1750.00	Bank Transfer	6020
Matthew Charlton	Timber (DP allotments gate)	14.23	2.37	11.86	Bank Transfer	7000
Matthew Charlton	Cement (DP allotments gate)	40.82	6.80	34.02	Bank Transfer	7000
Peter Rodger	HexhamTogether domain name reg and first year of hosting	24.00	0	24.00	Bank Transfer	7830
Jacksons Timber	Rails and posts for WP allotments	99.54	16.59	82.95	Bank Transfer	7030
<b>TOTALS</b>		<b>76917.33</b>	<b>649.12</b>	<b>76268.21</b>		

**HEXHAM TOWN COUNCIL**  
**MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 17 MAY 2021**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Balance b/f				2100.00		
						5080
Balance fwd				2100.00		

**HEXHAM TOWN COUNCIL – INCOME – APRIL 2021**

<b>Credit from</b>	<b>Detail</b>	<b>Amount</b>	<b>Invoice reference</b>	<b>Date</b>	<b>Ref.</b>
Public Sector Deposit Fund	Dividend	3.66		060421	4030
NCC	Precept 1 of 2	170000.00		090421	4020
Various	Cemetery charges	515.00	HDW2021/25	230421	4010
Various	Cemetery charges	2080.00	HDW2021/26	280421	4010
Various	Cemetery charges	2080.00	HDW2021/27	280421	4010
Danny Jones Defibrillator Fund	Grant towards cost	250.00		280421	5100
Various	Cemetery charges	335.00	HD2021/29	300421	4010
<b>TOTAL</b>		<b>175263.66</b>			

**HEXHAM TOWN COUNCIL**  
**17 MAY 2021**

**GENERAL POWER OF COMPETENCE**

**Background**

Parish and Town Councils are corporate bodies that have accumulated legal powers since 1894. However, these powers are constrained to specific legislation so, before undertaking anything, members must be satisfied that the Council has the power to undertake that activity.

Despite the wide range of powers Town Councils are at risk of being challenged so the Localism Act 2011 introduced the General Power of Competence (GPC). This gives Local Councils in England the power to do anything an individual can do provided it is not prohibited by other legislation.

The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 states that a Parish or Town Council is eligible under the Act if it has resolved to adopt the GPC; at least two thirds of its members were elected; and the Clerk holds an appropriate qualification such as CiLCA.

Hexham Town Council made a resolution to adopt the GPC on 7 August 2017. The Council must make a resolution at each subsequent relevant annual meeting that it meets the above conditions to confirm and reaffirm eligibility.

**Legislative Background**

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that:

*“The Government’s intention in providing eligible parish councils with the general power of competence is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.*

Under this legislation, eligible Councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible Council has to ask itself if an individual is allowed to do it. If the answer is yes then a Council is normally permitted to act in the same way.

**Types of Activities**

Examples of what an eligible Council could use the GPC for include:

- Running a community shop or post office
- Lending or investing money
- Establishing a company or co-operative society to trade and engage in

- commercial activity
- Establishing a company to provide services such as local transport
- Supporting or providing community-led housing schemes
- Providing grants to individuals

The power is not restricted to use within the town – an eligible Town Council can use it anywhere.

### **Restrictions and Risks**

The only real limitation is that the GPC cannot be used to circumvent an existing restriction in an existing specific power. The GPC is a power: it cannot, for example, be used to raise the precept.

Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (including the Council being unable to delegate decisions to individual Councillors). Also, Councils must comply with relevant existing legislation such as employment law, health and safety, equality legislation and duties relating to data protection and freedom of information.

If another Council has a statutory duty to provide a service (such as education, social services, highways, footpaths, rights of way), it remains their duty to provide it although eligible Town Councils may assist. The eligible Town Council would need to consider if an individual, private company or community trust could help. If the answer is yes, the Town Council can assist.

Whilst Councils are encouraged to be innovative, they should be aware of the risks of being challenged, their trading activities damaging other local enterprises, and damage to the Council's reputation and public money if a project or investment goes wrong.

### **Local Government Act 1972 (s137)**

Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

A Council that is eligible to use the GPC can no longer use Section 137 as a power for taking action for the benefit of the area, except under Section 137(3) to contribute to UK charities, public sector funds and public appeals.

Under expenditure incurred by a Council under Section 137, the GPC imposes no statutory maximum limit to the level of expenditure which may be incurred by an eligible Council.

## **Eligibility**

The three conditions for eligibility set out in the Statutory Instrument are:

- **Resolution**: the Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.
- **Electoral Mandate**: at the time the resolution is passed, at least two thirds of the Council must hold office as a result of being declared elected (i.e. not co-opted).
- **Qualified Clerk**: at the time that the resolution is passed, the Clerk must hold a recognised professional qualification such as the Certificate in Local Council Administration.

Having decided at a full meeting of the Council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The Council is then required to revisit that decision and make a new resolution at every “relevant” annual meeting of the Council to confirm that it still meets the criteria (if it does). A “relevant” annual meeting is the annual meeting of the Council after the next ordinary election has taken place (so the next “relevant” date for Hexham Town Council will be May 2025).

In consequence, eligibility remains in place until the “relevant” annual meeting even if the conditions of the eligibility criteria have changed. If the Council loses its qualified Clerk or has insufficient elected Councillors it must also record its ineligibility at the next “relevant” meeting.

Hexham Town Council satisfies the conditions as all 14 Councillors were elected and the Clerk holds the Certificate in Local Council Administration (CiLCA).

## **Recommendation**

It is recommended that the members consider this report and pass the following resolution:

*“Hexham Town Council resolves from 17 May 2021, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to re-adopt the General Power of Competence.”*

**HEXHAM TOWN COUNCIL**  
**DRAFT MINUTES OF COMMITTEE MEETINGS HELD ONLINE IN APRIL 2021**

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE**  
**COMMITTEE MEETING HELD ON 7 APRIL 2021**

1568.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, J Ord, C Hanley, D Bell and T Dodds.
1569.	APOLOGIES FOR ABSENCE were received from Councillor Ball.
1570.	MINUTES of the Committee meeting held 12 March 2021, having been circulated, were AGREED.
1571.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. WELCOME TO HEXHAM SIGNS (minute 1563a and action log refers). It was noted these and the installation has been paid for and that they should be installed next week.</li> <li>b. CHAPEL HEATING (minute 1563b and action log refers). It was noted that a visit from Westalls has been made and that a quote for air source heating is pending.</li> <li>c. TYNE GREEN SIGN (minute 1563d and action log refers). It was noted that progress on this is pending confirmation of NCC's related budget.</li> <li>d. FISH PASS INFORMATION BOARD (minute 1563e and action log refers). It was noted that the Tyne Rivers Trust submission of information for the board has not to date been received although a further request was sent in late March.</li> <li>e. ALLOTMENT GUIDANCE (minute 1563f and action log refers). It was noted that combining allotment guidance and publicising an award is pending.</li> <li>f. LEAF VACUUM OPTIONS (minute 1563h and action log refers). It was noted that further options will be sought.</li> <li>g. CARAVAN PARKS (minute 1563i and action log refers). It was noted it was agreed to pursue this post-lockdown so remains pending.</li> <li>h. WYDON PARK PLAY AREA (minute 1566d and action log refers). It was noted that the Operations Manager had visited and provided some feedback. It was AGREED to defer a decision on a possible asset transfer to the new Council.</li> <li>i. RAILWAY STATION (minute 1566f and action log refers). It was noted that the information board is still there but to recontact NCC as the site is an eyesore.</li> </ul>
1572.	There were no DECLARATIONS OF INTEREST.
1573.	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 21/00651/LBC (Blinkers Flat, Hallgate) where it was agreed to approve subject to the Conservation Officer's comments; 21/00767/FELTPO (3 Intake Way) where it was agreed

	that a report is required from either NCC's Trees Officer or a qualified tree surgeon; and 21/00274/PREAPP (NCC Depot, Tyne Mills) as Councillors are unable to look at the application on the planning portal so, although welcoming improvements, cannot provide further comments until seeing the full application.
1574.	HEXHAM TOWN TWINNING ASSOCIATION: Requests relating to two commemorative trees and to naming roads/roundabouts in Hexham were considered. It was AGREED to advise NCC of these requests and that the Town Council supports them. It was further AGREED to advise the Association of this action.
1575.	CORRESPONDENCE: a) LAND NORTH OF SHIELD COURT: It was noted that no objections had been agreed to a Permission in Principle application. b) GIGABIT BROADBAND ROLL-OUT PLANS OF WEFIBRE IN HEXHAM: A request for a meeting was considered and it was AGREED to have a meeting after the elections. c) CONDITIONS REPORT ON BUILDINGS AT THE CEMETERY: It was noted that this had been received and no work other than decoration of the external joinery features to all buildings is required. It was also noted that updated insurance valuations had been received and forwarded to the Council's insurance company. It was further noted that issues in the Cemetery Lodge had been raised and it was AGREED to source quotes for recommended work on the cupboard in the lounge and for repairing/redecorating the interior of the single glazed windows. d) SKATEPARK DEMOLITION: It was noted that all Councillors had received an email about ramps and tools being removed from a homemade skatepark recently created near the entrance to Hexham Golf Club.
1576.	CEMETERY: It was noted that Councillors Hull and Gillanders and the Operations Manager had recently met with Hexham Space for Nature representatives and a report with HS4N recommendations is pending. It was further noted that there is up to 40 years of space for future burials and options for the currently unused land include solar panels, allotments, a pond and wildflower meadows. It was AGREED that the new Council may consider these options.
1577.	SUSTAINABILITY ACTION PLAN: It was AGREED this and any updates should be a standard agenda item.
1578.	DUKES WOOD: Concerns about refuse, etc was noted. It was AGREED to ask the Operations Manager to visit and report, with photographs, of specific concerns and the Clerk to then contact the Duke of Northumberland.
1579.	NEXT MEETING: It was AGREED that the date of the next online Committee meeting will be Tuesday 4 May 2021 at 9.30am.

### Action Log

Advise Highways of replacement signs dimensions and locations once installed (minute 1571a).	Clerk
Arrange a draft design for a new sign at Tyne Green (minute 1571c)	Councillor Gillanders
Recontact the Tyne Rivers Trust (minute 1571d)	Clerk
Combine allotment guidance and publicise award (minute 1571e)	Councillor Gillanders/ Clerk/Admin Officer
Research further options on leaf vacuums (minute 1571f)	Councillor Gillanders
Post-lockdown, contact NCC about caravan parks (minute 1571g)	Clerk
Post-election, consider the Wydon Park play area (minute 1571h)	Clerk to list on agenda
Recontact NCC re the Railway Station (minute 1571i)	Clerk
Contact NCC and the Town Twinning Association (minute 1574)	Clerk
Source quotes relating to the Cemetery Lodge (minute 1575c)	Operations Manager/Admin Officer
Ask Councillor Kennedy for an update on the skatepark (minute 1575d)	Clerk
Check if planning permission would be required for solar panels in the Cemetery (minute 1576)	Admin Officer
Visit Dukes Wood and write with concerns (minute 1578)	Operations Manager/Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES  
COMMITTEE MEETING HELD ON 22 APRIL 2021**

809.	PRESENT: Councillors R Hull, S Ball, T G E Gillanders, T Cessford, J Ord, T Pearson and J M Graham.
810.	APOLOGIES FOR ABSENCE were received from Councillors Dodds and Homer.
811.	MINUTES of the meeting held on 24 March 2021, having been circulated, were AGREED.
812.	MATTERS ARISING: <ul style="list-style-type: none"> <li>a) TOWN COUNCIL PRESENCE IN TOWN CENTRE (minute 804 refers). It was noted that this had been further considered at the Full Council meeting on 19 April and that it had been agreed that a small working group would work on a business case after the elections.</li> <li>b) MARKET STALLS (minute 799a and action log refers). It was noted that a response from NCC's Markets Manager is awaited.</li> <li>c) STANDING ORDERS (minute 802 and action log refers). It was noted that Full Council had agreed these.</li> <li>d) DISCIPLINARY, EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY, AND GRIEVANCE POLICIES (minute 803 and action log refers). It was noted that these policies are still being worked on.</li> <li>e) FUNDING (minute 807 and action log refers). It was noted that this has been paid.</li> </ul>
813.	DECLARATIONS OF INTEREST: Councillors Ball and Pearson declared a non-pecuniary interest in one of the funding applications.
814.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2020/21 budget report to 31 March 2021 were received and accepted. Copies are attached to the minutes.
815.	EXCLUSION OF THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of funding requests, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
816.	FUNDING APPLICATIONS: These were considered and AGREED as listed in confidential note 816.
817.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online at 6.30pm on Thursday 20 May 2021.

### **Action Log**

Market Stalls: pursue response from Markets Manager (minute 812b)	Admin Officer
Consider the listed policies (minute 812d)	Councillor Graham to liaise with Councillors Homer and Cessford
Arrange the funding as agreed (minute 816)	Clerk (and Councillor Cessford to advise one organisation on NCC Covid funding)

**DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT  
COMMITTEE MEETING HELD ON 26 APRIL 2021**

673.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, J Ord, T Cessford, C Hanley, T G E Gillanders, T Dodds.
674.	No APOLOGIES FOR ABSENCE were received.
675.	MINUTES of the meeting held on 1 March 2021, having been circulated, were AGREED.
676.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. DEFIBRILLATOR (minute 663a refers). It was noted that this has not yet been received although it was ordered in February and paid for in March. It was also noted that a grant towards the cost from the Danny Jones Defibrillator Fund has been received.</li> <li>b. BANDSTAND SEATING (minute 663e and action log refers). It was noted that the County Council is against theatre style seating. It was AGREED to do further checks on additional seating of the same kind as is already there.</li> <li>c. COMMUNITY NOTICEBOARD (minute 663g and action log refers). It was noted that a noticeboard was ordered and has been received and that a listed building consent application for it to be placed next to the Town Council noticeboard is being submitted.</li> <li>d. HEXPRESS (minute 665 and action log refers). It was noted that the Hexpress distribution planned to be delivered in early May had been delayed as requested. The copy deadline is now 14 May and it will be distributed in the week starting 17 June.</li> <li>e. HEXHAM CULTURAL NETWORK (minute 666 and action log refers). It was noted that the Clerk attended the meeting on 2 March and that information on the proposed “Big Day Out” event on 26 June had been sent to all Councillors.</li> <li>f. DRAFT TOURISM STRATEGY (minute 668 and action log refers). It was noted this had been approved by Full Council on 8 March.</li> </ul>
677.	DECLARATIONS OF INTEREST: No declarations of interest were made.
678.	HEXPRESS: It was noted that there was an editorial meeting on 14 April and the next edition will be delivered in mid-June. Potential content was noted and it was AGREED to add features on the Hexham Hoedown project and the Northumberland Respect campaign. It was also AGREED to add information on these on social media. It was further AGREED to have a feature on the organisations who have received Covid-19 funding from the Town Council.

679.	ACTIVE AT HOME AND DEMENTIA FRIENDLY TYNEDALE: The information that had been circulated with the agenda was noted and it was AGREED to add this to social media.
680.	NAMING OF "BUNKER SITE" DEVELOPMENT: It was noted that the Council has been consulted on the proposed "Abbey Retail Park" name and that the County Council has indicated the new access road will be unnamed. This will be considered by the Planning & Infrastructure Committee on 4 May.
681.	EGGER UK COMMERCIAL DIRECTOR: It was noted that Bob Livesey is retiring and AGREED to send a card with the Council's best wishes.
682.	RUBBISH: A problem of rubbish at the Sele was noted, together with leaves in the gutter at Eastgate and how often the estate behind the hospital is cleaned.
683.	DEEP CLEAN IN THE TOWN CENTRE: It was AGREED to check the cost and budget used previously and to refer this to the new Council.
684.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online or at the Cemetery office (to be confirmed) on Tuesday 15 June 2021 at 6.30pm.

### Action Log

Send a thank you for the defibrillator grant (minute 676a)	Clerk
Recontact NCC re the number of additional seats that would be accepted (minute 676b)	Admin Officer
Contact HCP about additional features (and add to social media) and the available space for a funding feature (minute 678)	Clerk and Councillor Ball, Admin Officer
Add info to social media (minute 679)	Admin Officer
Send a card to Mr Livesey (minute 681)	Councillor Hull
Contact NCC regarding Eastgate and the estate behind the hospital (minute 682)	Clerk
Check the previous deep clean cost and budget (minute 683)	Clerk