



HEXHAM TOWN COUNCIL

I GIVE NOTICE that a meeting of the Council will be held on Monday 13 March 2023 at 6.00pm, at Prior's Hall, Hexham Abbey, 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. Declarations of interest (see enclosed).
4. To agree minutes of the Council meeting held on 13 February 2023, enclosed.
5. Matters arising not on the agenda – for report only, if any.
6. To receive a presentation from Tynedale Lions on their work and Membership
7. To receive a presentation on the Hexham Playzone consultation
8. Mayor's announcements.
9. To agree accounts for payment (list enclosed).
10. To note the draft minutes (enclosed) of Committee meetings held in February.
11. To note correspondence received.
12. 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.)*

Jeanette Dodd
Town Clerk
7 March 2023

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

Hagenda0323

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13 FEBRUARY 2023

8047.	<p>PUBLIC QUESTIONS: HEATING SCHEME: A local resident asked if there could be joined-up thinking about NCC land that could be used for affordable housing and heating schemes. HEXHAMTV: It was noted that the meeting was being livestreamed.</p>
8048.	<p>FEBRUARY COUNCIL MEETING: Councillor D Kennedy, the Town Mayor, opened the meeting. Also present were Councillors A Baty, S Ball, T Cessford, S Fairless-Aitken, P Grennan, F Hartland, J Ord, A Smith and L Williscroft-Ferris.</p>
8049.	<p>APOLOGIES FOR ABSENCE were received from Councillors D Bell, M Domingue, G O'Farrell and T Pearson.</p>
8050.	<p>DECLARATIONS OF INTEREST: There were no declarations of interest made.</p>
8051.	<p>MINUTES: The minutes of the meeting of the Council held on 9 January 2023, having been circulated, were AGREED.</p>
8052.	<p>MATTERS ARISING: There were no matters arising.</p>
8053.	<p>PRESENTATION – DISTRICT HEAT NETWORK UPDATE: Matt Baker, NCC Service Director, updated the Council on the policy context, key priorities and about district heating. He advised 70% of homes and 50% of businesses would need to be heated through low carbon solutions by 2030. Councillors then asked various questions, ranging from a waste industrial heat source from Egger to working with farmers. The Chair thanked Mr Baker for his presentation and it was noted that further updates will be provided in due course.</p>
8054.	<p>MAYOR'S ANNOUNCEMENTS. Councillor Kennedy advised the meeting of the following for information: FIREWORKS NIGHT: He had attended a meeting with representatives from Hexham Community Partnership, the Rotary Club, Tynedale Lions and Hexham Scouts. The Round Table no longer has the capacity to arrange this event and he will report on progress. ABBEY CONCERT: on 9 February he had attended a free lunchtime concert by pianist Cristo Harijan that was fantastic. HOLLY NEWTON: He reminded Councillors of the recent tragic event and a minute's silence was held. He had attended a vigil at the bandstand with many other Councillors and members of the public. He was impressed with the Hexham community showings its support for the family. He further noted he had been interviewed by the BBC, Sky News and LBC as there was national interest due to Hexham having a reputation as a quiet and happy town. Following a suggestion from Councillor Ball, it was AGREED that the Town Council will contact the family in the future to agree some sort of lasting legacy in the town.</p>

8055.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
8056.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure Committee, Community Engagement Committee, and Finance & General Purposes held in January 2023 were NOTED.
8057.	STAFFING SUB-COMMITTEE: It was AGREED to appoint this.
8058.	CORRESPONDENCE RECEIVED. (Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.) It was noted that Councillors had been circulated information on: NALC Enews, Chief Executive bulletins and events CAN e-news Northumberland CVA Support Services ebulletins and Job/Trustee vacancies Temporary Traffic Regulation Orders – Dipton House junction to West Fell Farm junction, Leazes Lane, Wanless Lane Talk on the Significance of Historic Buildings 1 February Rural Services Network seminar 22 February Playzones stakeholder workshop 31 January Healthwatch Northumberland: Chair Recruitment and Annual Survey Sea-Changers Coastal Fountain Fund 2023 (from NCC Climate Change Team) Neighbourhood Watch Crime Prevention webinars North of Tyne precept West Northumberland Primary Care Network Patients Group Invitation to Available Light celebration at the Queen’s Hall on 16 February Public consultation event on the Devolution Deal on 15 February NCC Coronation Community Fund
8059.	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 the Honorary Steward and Bailiff Award(s), it is advisable that the public and press be excluded from the meeting and they were requested to withdraw.
8060.	HONORARY STEWARD AND BAILIFF: Nominations were considered and a vote held. The award(s) will be made at the Mayor’s Spring Reception.
8061.	NEXT MEETING: The next meeting of the Council will be held on 13 March 2023 at 6.00pm at the Prior’s Hall, Hexham Abbey.

Chairman

Signed as a correct record of the minutes of the Town Council meeting held on 13 February 2023.

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 PAID TO BE APPROVED ON 13 MARCH 2023

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
Multipay Card	Monthly fee	3.00	0	3.00	Multipay Card	5060
MFG Hexham	Diesel (Feb)	51.27	8.55	42.72	Multipay Card	7310
WCF Fuels	Diesel (Feb)	215.08	35.85	179.23	DD	7310
EE & T Mobile	Accounts (Feb)	76.06	12.68	63.38	DD	5010
Ford Lease	Monthly payment for Transit Tipper	388.36	64.72	323.64	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)	January	10619.41	0	10619.41	Bank Transfer	6020
NCC (pension fund)	January	2062.12	0	2062.12	Bank Transfer	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (Jan)	29.95	4.99	24.96	Bank Transfer	6020
NCC (wages and PAYE)	February	13907.90	0	13907.90	Bank Transfer	6020
NCC (pension fund)	February	2671.36	0	2671.36	Bank Transfer	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (Feb)	24.96	4.16	20.80	Bank Transfer	6020
Octopus Energy Limited	Cemetery Electricity (Jan)	402.67	67.11	335.56	DD	7370
Octopus Energy Limited	Abbey Floodlights electricity (Jan)	123.87	5.90	117.97	DD	7450
Onecom Limited	Phone and Broadband (Jan)	131.34	21.89	109.45	DD	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (Jan/Feb)	118.92	19.82	99.10	DD	7830
Zoom Video Communications	Monthly fee (Feb)	14.39	2.40	11.99	DD	5100
Onecom Limited	Phone and Broadband (Jan)	131.34	21.89	109.45	DD	5010
Amy Hemmings	Grow Hexham work (Dec/Jan)	174.00	0	174.00	Bank Transfer	7225

Stuart Brislen	Milk	21.00	0	21.00	Bank Transfer	6010
Hexham Abbey Trading Ltd	Room hire (9/1)	45.00	7.50	37.50	Bank Transfer	5100
Easy Hire North East Ltd	Christmas tree barriers to 11/1/23	41.15	6.86	34.29	Bank Transfer	7040
Rickerby Ltd	Gloves	62.37	10.39	51.98	Bank Transfer	7300
Hutchinson Environmental Solutions	Routine service of sewage treatment equipment	216.66	36.11	180.55	Bank Transfer	7380
Lloyd Ltd	Bobcat service	600.56	100.09	500.47	Bank Transfer	7320
Jane Kevan	Clerk consultancy work (January)	540.00	0	540.00	Bank Transfer	6020
YTC Hexham	Sticky notes	4.57	0.76	3.81	Multipay Card	5030
Down to Earth	Saplings for Cemetery	74.98	12.50	62.48	Multipay Card	7380
Matthew Charlton	Cement	87.93	14.65	73.28	Bank Transfer	7380
Peter Rodger	2 year renewal of hexhamneighbour hoodplan domain name	80.00	0	80.00	Bank Transfer	5600
Henderson & Harrison Ltd	Supply and installation of C/o Detector (Lodge)	129.96	21.66	108.30	Bank Transfer	7380
G S Skip Hire (NE) Ltd	Skip exchange at Cemetery	360.00	60.00	300.00	Bank Transfer	7380
S V Auto & Machinery	Strimmer blades sharpened and gearbox greased	28.20	4.70	23.50	Bank Transfer	7320
Post Office	Stamps	21.76	0	21.76	Multipay Card	5020
Arco Limited	PPE	348.42	58.07	290.35	Multipay Card	7300
Bradforbs Building Supplies	2 picnic tables (Grow Hexham)	298.73	49.79	248.94	Multipay Card	7225
Matthew Charlton	Cement	95.33	15.89	79.44	Bank Transfer	7380
Robson Print Limited	Spring Reception invitations	64.80	10.80	54.00	Bank Transfer	7070
Amy Hemmings	Grow Hexham work (Jan/Feb)	555.00	0	555.00	Bank Transfer	7225
Stuart Brislen	Milk	25.20	0	25.20	Bank Transfer	6010
T Dodd	Clean guttering and repair slates	260.00	0	260.00	Bank Transfer	7380

Robin Watson Sign & Design Ltd	Grow Hexham signs	102.00	17.00	85.00	Bank Transfer	7225
TOTALS		36273.62	874.06	35399.56		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – PAYMENTS MADE IN FEBRUARY 2023

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1310.39		
Shield Green Nurseries	Flowers for the Holly Newton memorial	8.00	0	8.00	Bank Transfer	5080
Balance fwd				1302.39		

HEXHAM TOWN COUNCIL – INCOME – FEBRUARY 2022

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Public Sector Deposit Fund	Dividend	91.00		020223	4030
Dodds of Hexham	Cemetery charges	385.00	HD2023/97	060223	4010
Dodds of Hexham	Cemetery charges	1517.00	HD2023/99	060223	4010
Cooperative Funeralcare	Cemetery charges	1167.00	HD2023/101	140223	4010
H Bingham	Allotment rent	70.00		150223	4000
Cooperative Funeralcare	Cemetery charges	690.00	HD2023/102	170223	4010
NCC	Partial S106 funding for skatepark	37500.00		230223	5100
Dodds of Hexham	Cemetery charges	1512.00	HD2023/103	230223	4010
Funeral Partners Ltd	Cemetery charges	230.00	HDW2023/104	270223	4010
Dickinsons	Cemetery charges	765.00	HD2021/72a	0223	4010
TOTAL					

HEXHAM TOWN COUNCIL
DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN FEBRUARY 2023

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ONLINE ON 14 FEBRUARY 2023

1944.	PRESENT: Councillors Ord, Baty, Domingue, Grennan and O'Farrell.
1945.	APOLOGIES FOR ABSENCE were received from Councillors Hartland and Kennedy.
1946.	MINUTES of the Committee meeting held 11 January, having been circulated, were AGREED.
1947.	MATTERS ARISING: Updates to the action log were noted and it was further AGREED to continue to trial the related shared Clerk and Officers report.
1948.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
1949.	CLERK AND OFFICERS REPORT: It was AGREED that all Councillors on the Committee will update this document as appropriate, for instance noting that the next Hexham Net Zero Fair will be held on 18 March.
1950.	GOVERNMENT FUNDED EV CHARGEPOINTS: It was noted that Char.gy Limited had advised that the Government had suspended the funding for EV chargepoints for Town and Parish Councils so it was not worth making a presentation. It was AGREED that Councillor Domingue will check this suspension and funding status with Matt Baker, NCC Service Director.
1951.	CORRESPONDENCE: It was noted that no correspondence had been received.
1952.	PLANNING APPLICATIONS: It was noted that the first four applications listed on the agenda (as still listed on NCC's Planning Portal consultation list when the agenda was prepared) had previously been considered (and the Planning Portal was updated prior to the meeting). It was AGREED there were no objections to the applications received in accordance with the remaining list circulated and attached to the agenda, except for 22/04515/FUL (Carntyne Residential Home) where it was AGREED to object and support the local resident's comments and objection. Also, regarding 23/00062/FUL (13 Loughbrow Park), it was AGREED not to object but to recommend that the highest possible standards of insulation and glazing are used.
1953.	NEXT MEETING: It was noted that the date of the next Committee meeting will be Tuesday 7 March 2023 at 5.30pm.

Action Log

Produce and circulate map for proposed EV charging points (minute 1935).	Councillor Domingue/Clerk
To continue to consider former HMS site/affordable housing (minute 1889b)	Councillor Grennan to arrange a meeting
Pursue quote to progress recommended electrical remedial works to facilitate EV charging points at Cemetery (minute 1935)	Clerk
Arrange further visit re more allotments at Wydon Park (minute 1935)	Councillors Grennan and Ord
Provide update on the Hexham Net Zero Action Plan children's competition (minute 1935)	Councillor Domingue
Hold further Cycling Links meeting (minute 1935)	Councillor Domingue
Produce report detailing the various site options for noticeboard (minute 1935)	Clerk
Research funding possibilities for accessible equipment for the Tyne Green play area (minute 1935)	Clerk
Continue to discuss project for NCC Climate Change Funding (minute 1935)	Councillor Baty and Clerk
Agree a meeting date for the Cemetery Biodiversity Working Party (minute 1935)	Clerk/Members
Seek quotes for various Bus Shelter designs outside Hexham Police Station (minute 1935)	Clerk

DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD ONLINE ON 16 FEBRUARY 2023

880.	PRESENT: Councillors S Ball, M Domingue, P Grennan and D Kennedy. Also present was Jez Light from Hexham Community Partnership.
881.	APOLOGIES FOR ABSENCE were received from Councillors Pearson, Williscroft-Ferris, Fairless-Aitken and Smith.
882.	MINUTES of the meeting held on 19 January 2023, having been circulated, were AGREED.
883.	MATTERS ARISING: a. ARTS PROJECT (minute 872 and action log refers). It was noted that Councillor Williscroft-Ferris was unable to attend the meeting so this would remain on the action log. It was further noted that photos of Town Council owned bus shelters had been circulated but that possible funding was still unknown. b. TALKING BENCH (minute 872 and action log refers). It was noted that the Clerk is on holiday so this would remain on the action log. c. HEXHAM TOWN TWINNING ASSOCIATION SECOND

	REPRESENTATIVE (minute 872 and action log refers). It was noted that no-one to date has volunteered for this.
884.	DECLARATIONS OF INTEREST: No declarations of interest were made.
885.	<p>HEXHAM COMMUNITY PARTNERSHIP UPDATE: It was noted that an Events Forum had been held in the Library on 23 January with a focus on the Coronation, Pride month, Fireworks and Christmas. The next meeting will be on 21 March on the Coronation: there will be a picnic in the park event on 7 May and a focus on volunteering on 8 May. There will also be a special service at the Abbey. It was noted that HCP is applying to NCC for £500 funding.</p> <p>It was also noted that HCP has taken on the Hexham Heritage Guides, part of the HSHAZ community engagement programme. Free tours may be booked from May/June through the Queen's Hall office.</p> <p>The Hidden Gardens event will be on 25 June.</p> <p>Sadly, Antonia and Ellen are leaving No.28 and Rachel is leaving HCP. A new Development Officer, Grace Dunne, has been appointed.</p> <p>HCP is on the verge of a submission for charitable status and is also looking at the tourism strategy, to pursue relevant actions.</p>
886.	<p>BONFIRE NIGHT/FIREWORKS 2023: It was noted that an update had been provided at the last Full Council meeting and that the Round Table were to be applauded for decades of voluntary organisation. It was noted that the Town Council's insurance covers such an event and it was unanimously AGREED by all present that the Town Council will be accountable but HCP will deliver the event (subject to agreement at a Board meeting next week). It was further noted that there is some leftover funding from last year's event and that the 2023/24 Events budget may be used. It was AGREED that stewarding and collecting donations are issues to be addressed and that "to receive an update on Bonfire Night/Fireworks" will become a standard item on the agenda until the event.</p>
887.	<p>HEXHAM IN BLOOM AND TOWN TWINNING UPDATES: It was noted that there were no updates relating to Hexham in Bloom. It was noted that a visit from a party from Noyon will be on 26-29 May. A visit to Beamish is planned for the Saturday, with a ceilidh at the Bandstand on Sunday followed by a Council-hosted drinks reception followed by a meal. As it's the 30th anniversary of HTTA, a request has been made for the Council to pay more than usual for the reception. It was AGREED this would be acceptable but to contact HTTA for an estimate.</p>
888.	<p>NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Thursday 30 March 2023 at 6.00pm.</p>
889.	<p>ROAD CLOSURE COSTS: A discrepancy between the charges made by NCC and Durham County Council was noted. It was AGREED to pursue a resolution to this if possible.</p>

Action Log

Continue liaison with the Town Twinning Committee re arts project and research funding (minute 883b)	Councillor Williscroft-Ferris and Clerk
Pursue the talking bench colours, etc. (minute 883b)	Clerk
Further request new HTC representative at HTTA meetings (minute 883c)	Clerk
Add standard agenda item on Bonfire Night/Fireworks (minute 886)	Clerk
Contact HTTA regarding cost of Council-reception (minute 887)	Clerk
Pursue Road Closure costs issue (minute 889)	Councillor Kennedy

DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ONLINE ON 27 FEBRUARY 2022

1027.	PRESENT: Councillors F Hartland, S Ball, A Baty, S Fairless-Aitken, J Ord, A Smith and G O'Farrell.
1028.	APOLOGIES FOR ABSENCE were received from Councillors Domingue and Kennedy.
1029.	MINUTES of the meeting held on 23 January 2023, having been circulated, were AGREED.
1030.	MATTERS ARISING: a) CEMETERY LODGE (minute 1020a and action log refers). It was noted that guidance had been received from NCC's Heritage Team and that the Town Council now needs to put together a wish list for a pre-planning assessment. b) DRYING OPTIONS FOR PPE (minute 1022 and action log refers). It was noted that new PPE had recently been ordered.
1031.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1032.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2022/23 budget report to 31 January 2023 were received and accepted. Copies are attached to the minutes.
1033.	INTERNAL AUDITOR: It was AGREED to appoint Stokoe Rodger LLP as internal auditor for 2022/23.
1034.	STAFFING SUB-COMMITTEE TERMS OF REFERENCE: The Terms of Reference as attached to the agenda were AGREED, subject to adding references to induction and that the Sub-Committee will agree when any information should be shared with other Councillors. It was also AGREED that either the Disciplinary Policy should be amended to expand on

	capability or that there should be a separate Capability Policy.
1035.	YOUNG EMPLOYEE OF THE YEAR AWARD: It was noted this is in the 2023/24 budget and the Council's Standing Orders.
1036.	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 staffing matters and funding applications, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
1037.	STAFFING MATTERS: It was noted that the current vacancies (Cemetery Worker/Gardener and Projects and Administration Officer) are currently advertised on North East Jobs and the Town Council's website and social media. The closing date to apply for either post is 6 March.
1038.	FUNDING APPLICATIONS: These were considered and AGREED as detailed in confidential note 1038.
1039.	NEXT MEETING: It was AGREED that the next Committee meeting will be held at 5.30pm on Monday 27 March 2023.

Action Log

Consider a wish list for the Cemetery Lodge (minute 1030a)	Clerk/All
Amend the Terms of Reference and consider the Disciplinary/Capability Policy (minute and confidential note 1034)	Clerk
Pay funding as agreed (minute and confidential note 1038)	Clerk