



## **HEXHAM TOWN COUNCIL**

**I GIVE NOTICE** that a meeting of the Council will be held on Monday 11 September 2023 at 6.00pm, in the 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 Town Council meeting held on 10 July 2023, enclosed.
5. Matters arising not on the agenda – for report only, if any.
6. To receive a presentation from Mark Baker, Hexham Heritage Guides.
7. To receive an update on Grow Hexham.
8. To receive a presentation on the Bandstand Sessions and Bluegrass Festival.
9. Mayor's announcements.
10. To agree accounts for payment (list enclosed).
11. To note the draft minutes (enclosed) of Committee meetings held in July.
12. To note correspondence received.

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

Jane Kevan  
Locum Town Clerk  
5 September 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](http://www.hexhamtowncouncil.gov.uk)

Hagenda0923

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL MEETING HELD ON 10 JULY 2023

TC30	<p><b>PUBLIC QUESTIONS:</b></p> <p><b>TYNE VALLEY ICES:</b> A resident asked who had authorised the bike racks where the van used to park at the Sele, advising no response was being made from the County Council. Councillor Kennedy advised of information provided by NCC that concessions for all traders are let via a competitive tender process with winning bidders being granted a licence for a fixed period. He also read out advice about licence conditions and that the concession in question is currently being advertised, with a closing date of 7 July. <b>DRAINS ON WEST ROAD:</b> A resident advised that, further to a previous related question, he had now received a reference number from NCC. <b>HSHAZ WORK:</b> A resident asked about the work recently started in the Zone and what has happened to cycling and walking priorities. Councillor Kennedy advised this is public realm work (street furniture, some pavement width improvements, etc) but not a Highways scheme. Councillors Fairless-Aitken and Domingue advised cycling improvements can be subsequently agreed and that Highways Officers have indicated a positive response to further suggestions being made. <b>LOCAL TRANSPORT PLAN PRIORITIES:</b> A resident asked what the Town Council's strategy is when considering its priorities. It was agreed that this is a frustrating issue and that public petitions are often more effective. It was further <b>AGREED</b> to invite a NCC Highways representative to a subsequent Full Council meeting.</p>
TC31.	<p><b>JULY COUNCIL MEETING:</b> Councillor D Kennedy, the Town Mayor, opened the meeting. Also present were Councillors A Baty, D Bell, S Ball, M Domingue, S Fairless-Aitken, F Hartland, T Pearson, A Smith and L Williscroft-Ferris.</p>
TC32.	<p><b>APOLOGIES FOR ABSENCE</b> were received from Councillors Cessford, Grennan, O'Farrell and Ord.</p>
TC33.	<p><b>DECLARATIONS OF INTEREST:</b> There were no declarations of interest made.</p>
TC34.	<p><b>MINUTES:</b> The minutes of the meeting of the Council held on 12 June 2023 and Extraordinary meeting held on 27 June 2023 were <b>AGREED</b>. However, it was noted that these had not been sent out with the agenda. It was <b>AGREED</b> to review the Standing Orders and consider an addition that draft minutes of all Full Council and Committee meetings must be completed within three working days unless there are exceptional circumstances.</p>
TC35.	<p><b>MATTERS ARISING:</b> There were no matters arising.</p>
TC36.	<p><b>MAYOR'S ANNOUNCEMENTS.</b> Councillor Kennedy advised the meeting of the following for information:</p> <p>a) This year's Bandstand Sessions were taking place every Sunday in July and August between noon and 2.00pm. This is the third year the Town Council has arranged these. They are well attended and he is also looking forward to the Bluegrass Festival.</p> <p>b) The HSHAZ public realm work has started. He noted these are expected to</p>

	<p>last 20 weeks so, regardless of timing, would always have partly been taking place during school holidays.</p> <p>c) The County Council has launched a “Fix My Street” portal to log issues.</p> <p>d) One of the recent visitors from Noyon has remained in Hexham as she is studying comparative political governance. Before this meeting, he had done a short interview with her.</p> <p>e) A gazebo has been purchased to use instead of the market stall.</p>
TC37.	<p>ACCOUNTS FOR PAYMENT: It was noted that details of payments made and income received into the Town Council’s bank account in June had been circulated for information.</p>
TC38.	<p>LOCAL TRANSPORT PLAN PRIORITIES: Following previous consideration by the Planning &amp; Infrastructure Committee, the following were AGREED as the Council’s top three priorities issues for 2024/25:</p> <ol style="list-style-type: none"> <li>1. A 20mph speed limit throughout Hexham, to avoid confusion for motorists and standardize speed throughout the town</li> <li>2. To install a scheme of dropped kerbs from Shaws Park in the west of Hexham into the centre of town, to improve access into the town for persons with mobility limitations, wheelchair and mobility scooter users, and pushchairs.</li> <li>3. To consider crossings or raised table crossings at the following locations to improve traffic calming and road safety: outside QEHS – Whetstone Bridge Road (west); Eastgate junction (east); in front of the Abbey – cobbled crossing of some sort (central); in Beaumont Street outside the Queen’s Hall; and across Gilesgate from the Community Centre.</li> </ol>
TC39.	<p>CLIMATE EMERGENCY VISION: this was AGREED.</p>
TC40.	<p>DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Community Engagement and Finance &amp; General Purposes Committees held in June 2023 were noted. It was AGREED that minute FGP23/15 needs to be amended as a Councillor had declared an interest; FGP23/18(i) needs to be amended to add that the Book Festival organisers please submit any funding application earlier next year; and FGP23/18 (iii) needs to be amended as payment would go through Hexham Community Partnership.</p>
TC41.	<p>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:</p> <ol style="list-style-type: none"> <li>a. NALC e-news and events</li> <li>b. CAN e-news</li> <li>c. Northumberland CVA Support Services ebulletins</li> <li>d. Temporary Traffic Regulation Orders – St Mary’s Chare and Burn Lane</li> <li>e. Chrysalis newsletter</li> <li>f. NALC events</li> <li>g. NCC report on the Storm Arwen task</li> </ol>

	<ul style="list-style-type: none"> <li>h. Invitation to Northumberland Domestic Abuse Services 20<sup>th</sup> anniversary event</li> <li>i. Draft Governance Review report</li> <li>j. Mobile Library Service news</li> <li>k. Thank you from the Hextol Foundation for Grant Aid awarded</li> <li>l. Anonymous letter regarding the Pride flag displayed at the Cemetery, and advising of a similar complaint made in person at the office</li> <li>m. Expressions of interest invited for a Defibrillator Fund</li> <li>n. Agenda for Tynedale Local Area Committee meeting on 11 July</li> <li>o. Tyne Valley Community Rail Partnership consultation on reduced hours the Hexham ticket office will be open</li> <li>p. Comments regarding the work at Priestpople</li> </ul>
TC42.	NEXT MEETING: The next meeting of the Council will be held on 11 September 2023 at 6.00pm in the Prior's Hall, Hexham Abbey.

Chairman .....

Signed as a correct record of the minutes of the Town Council meeting held on 10 July 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 11 SEPTEMBER 2023 (JULY)**  
**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
EE & T Mobile	Accounts (July)	87.71	14.62	73.09	DD	5010
Ford Lease	Transit Tipper Hire charge (May)	388.36	64.72	323.64	DD	7315
John Deere Bank	Tractor monthly lease payment	726.09	121.01	605.08	DD	7315
BNP Paribas Leasing Solutions	Mini Excavator monthly rental	322.31	53.72	268.59	DD	7315
NCC (wages and PAYE)	June	13503.64	0	13503.64	Bank Transfer	6020
NCC (pension fund)	June	2326.07	0	2326.07	Bank Transfer	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (June)	29.95	4.99	24.96	Bank Transfer	6020
NCC (wages and PAYE)	July	11358.98	0	11358.98	Bank Transfer	6020
NCC (pension fund)	July	1882.28	0	1882.28	Bank Transfer	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (July)	29.95	4.99	24.96	Bank Transfer	6020
Octopus Energy Limited	Cemetery Electricity (June)	90.94	4.33	86.61	DD	7370
Octopus Energy Limited	Abbey Floodlights Electricity (June)	202.84	33.81	169.03	DD	7450
Onecom Limited	Phone and Broadband (July)	132.12	22.02	110.10	DD	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (June/Jly)	117.58	19.60	97.98	DD	7830
Stuart Brislen (Dairyman)	Milk	25.20	0	25.20	Bank Transfer	6010
Everflow Water	August/Sept charges	49.95	0	49.95	DD	7390
Hexham Abbey Trading Limited	Hire of room for 13 & 30/3/23 Full Council meetings	65.00	10.83	54.17	Bank Transfer	5100
Hexham Abbey Trading Limited	Hire of room for 12/6/23 Full Council meeting	45.00	7.50	37.50	Bank Transfer	5100
S V Auto & Machinery	Parts and repairs	364.81	60.81	304.00	Bank Transfer	7315
Deni Riach	Garden craft materials	150.00	0	150.00	Bank Transfer	7225

Arco Ltd	PPE	382.19	63.70	318.49	Bank Transfer	7300
Council HR and Governance Support	Support	989.70	0	989.70	Bank Transfer	5100
Shield Green Nurseries	Surfinia Petunia and bedding	109.85	0	109.85	Bank Transfer	7120
Down to Earth	Polyanthus plugs	167.50	27.92	139.58	Bank Transfer	7120
PEAC (UK) Limited	Canon printer lease rental	383.64	63.94	319.70	DD	5100
J Dodd	Reimburse Zoom fee (June/July)	15.59	2.60	12.99	Bank Transfer	5100
Shield Green Nurseries	Compost	360.00	0	360.00	Bank Transfer	7120
Amy Hemmings	Grow Hexham work	498.00	0	498.00	Bank Transfer	7225
Living Wage Foundation	Annual accreditation	79.20	13.20	66.00	Bank Transfer	5100
J Dodd	Microphone	24.99	4.17	20.82	Bank Transfer	5100
Northfire	Fire safety check	120.00	0	120.00	Bank Transfer	7380
Robin Watson Sign & Design Ltd	Hexham Pride signs	162.00	27.00	135.00	Bank Transfer	7805
Newcastle Diocese Board	Whitley St Helen's Field rent (to be refunded)	750.00	0	750.00	Bank Transfer	5100
Down to Earth	(multi) spray	62.98	10.50	52.48	Bank Transfer	7380
M D Roofing	Work on flashing and moving office furniture	345.00	0	345.00	Bank Transfer	7380
Matthew Charlton	Asphalt	42.10	7.02	35.08	Bank Transfer	7380
WCF Fuels	Diesel (June)	299.96	49.99	249.97	DD	7310
Viking	Stationery and teabags	80.22	11.29	68.93	Bank Transfer	5030
Stokoe Rodger LLP	Internal audit	2496.00	416.00	2080.00	Bank Transfer	6000
Stokoe Rodger LLP	Bookkeeping April and May and other finance matters	996.00	166.00	830.00	Stokoe Rodger LLP	6000
Shield Green Nurseries	Bedding and basket plants	156.60	0	156.60	Bank Transfer	7120
Safe and Secure 24	Annual warranty for alarm system	376.20	62.70	313.50	Bank Transfer	7380
Rickerby Ltd	Work on tractor	113.84	18.98	94.86	Bank Transfer	7315
Peter Rodger	Print and frame hospital cat certificate	45.00	0	45.00	Bank Transfer	5100

Peter Rodger	HNP website wordfence licence	95.00	0	95.00	Bank Transfer	5100
Peter Rodger	Steward & Bailiff certificates	90.00	0	90.00	Bank Transfer	7070
J Dodd	Reimbursement for petrol	111.62	18.60	93.02	Bank Transfer	7310
Landlife Wildflowers	Wildflower seeds	699.99	116.67	583.32	Bank Transfer	7215
Hutchinson Environmental Solutions Ltd	Routine sewage treatment	211.20	35.20	176.00	Bank Transfer	7380
Hexham and Tynedale Community Trust	Photocopying fees	36.50	0	36.50	Bank Transfer	5030
Council HR and Governance Support	Annual subscription	1300.00	0	1300.00	Bank Transfer	5100
Pamela Robson	School Net Zero competition prize	50.00	0	50.00	Bank Transfer	7215
Gallagher Insurance	Annual premium	8031.55	0	8031.55	Bank Transfer	7420
Hexham Community Partnership	Funding for Hexham Open Business Event	380.00	0	380.00	Bank Transfer	7805
J Dodd	Reimburse Zoom fee (July/Aug)	15.59	2.60	12.99	Bank Transfer	5100
Matthew Charlton	Asphalt, padlocks	123.56	20.59	102.97	Bank Transfer	7380
Core Music	Additional agreed funding	3000.00	0	3000.00	Bank Transfer	7805
S V Auto & Machinery	Nylon line and oil	64.49	10.75	53.74	Bank Transfer	7320
Stephen Pickering Plumbing & Heating	Work on external leaking stopcock	292.00	0	292.00	Bank Transfer	7380
J Dodd	Reimbursement for fuel	143.68	0	143.68	Bank Transfer	7310
J Dodd	Reimbursement re Pond liner (Grow Hexham)	40.87	0	40.87	Bank Transfer	7225
West End Garage	Transit work	326.51	54.42	272.09	Bank Transfer	7320
Stuart Brislen (Dairyman)	Milk	29.40	0	29.40	Bank Transfer	6010
Robson Print	Dog Friendly window stickers	172.80	28.80	144.00	Bank Transfer	7805
Gala Tent Ltd	Gazebo	1409.97	235.00	1174.97	Bank Transfer	5145
Core Music	Funding for bandstand sessions	6000.00	0	6000.00	Bank Transfer	5145
Shield Green	Plants	2796.70	0	2796.70	Bank	7120



Nurseries					Transfer	
GS Skip Hire (NE) Ltd	Skip exchange at Cemetery	360.00	60.00	300.00	Bank Transfer	7380
Amy Hemmings	Grow Hexham work	411.38	0	411.38	Bank Transfer	7225
S V Auto & Machinery	Starter	31.54	5.26	26.28	Bank Transfer	7320
Playsafety Limited	Annual play area inspections	904.80	150.80	754.00	Bank Transfer	7200
Hexham Book Festival	Agreed funding	928.00	0	928.00	Bank Transfer	7805
<b>TOTALS</b>		<b>69028.09</b>	<b>2109.25</b>	<b>66918.84</b>		

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

<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				1831.12		
Fay Hartland	Staff leaving gift	35.50	0	35.50	Bank Transfer	5080
Balance fwd				1795.62		

**HEXHAM TOWN COUNCIL – INCOME – JULY 2023**

<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	112.57		040723	4030
Dodds of Hexham		215.00	HD2023/135	050723	4010
HMRC	VAT Refund	26258.67		070723	2202
E Bush Ltd	Cemetery charges	5060.00	HD2023/138	110723	4010
NCC	S106 funding for skatepark	43500.00		170723	5100
Dodds of Hexham	Cemetery charges (ashes burial)	215.00	HD2023/137	170723	4010
P Darling	Cemetery charges (advance purchase)	210.00	HD2023/137	180723	4010
Cooperative Funeralcare	Cemetery charges	1242.00	HD2023/136	270723	4010
<b>TOTAL</b>		<b>76813.24</b>			

**HEXHAM TOWN COUNCIL**  
**ACCOUNTS PAID TO BE APPROVED ON 11 SEPTEMBER 2023 (AUGUST)**  
**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
EE & T Mobile	Accounts (July)	87.71	14.62	73.09	DD	5010
Ford Lease	Transit Tipper Hire charge (May)	375.84	62.64	313.20	DD	7315
John Deere Bank	Tractor monthly lease payment	726.09	121.01	605.08	DD	7315
BNP Paribas Leasing Solutions	Mini Excavator monthly rental	322.31	53.72	268.59	DD	7315
NCC (wages and PAYE)	August	8174.09	0	8174.09	Bank Transfer	6020
NCC (pension fund)	August	1553.43	0	1553.43	Bank Transfer	6030
NCC (payroll admin fee)	4 payslips (August)	19.97	3.33	16.64	Bank Transfer	6020
Octopus Energy Limited	Cemetery Electricity (July)	102.24	4.87	97.37	DD	7370
Octopus Energy Limited	Abbey Floodlights Electricity (July)	218.78	36.46	182.32	DD	7450
Onecom Limited	Phone and Broadband (August)	132.12	22.02	110.10	DD	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (July/August)	206.02	34.34	171.68	DD	7830
Stuart Brislen (Dairyman)	Milk	29.40	0	29.40	Bank Transfer	6010
Everflow Water	August/Sept charges	74.43	0	74.43	DD	7390
Hexham Abbey Trading Limited	Hire of room for 10/7/23 Full Council meeting	45.00	7.50	37.50	Bank Transfer	5100
Amy Hemmings	Grow Hexham work	348.00	0	348.00	Bank Transfer	7225
WCF Fuels	Diesel (July)	277.10	46.18	230.92	DD	7310
Annabelle Baty	School Net Zero competition prize	50.00	0	50.00	Bank Transfer	7215
Information Commissioner's Office	Annual data protection registration fee	35.00	0	35.00	DD	6000
Valerie Leverett	Headstone saddles	1028.00	0	1028.00	Bank Transfer	7340
Rickerby Ltd	Tractor service and other machinery work	1304.56	217.44	1087.12	Bank Transfer	7320

J Dodd	Reimbursement for fuel	110.22	18.37	91.85	Bank Transfer	7310
Top Signs Limited	Grow Hexham banner	54.00	9.00	45.00	Bank Transfer	7225
Hexham Abbey PCC	Balance of funding for the Museum of the Moon installation	2000.00	0	2000.00	Bank Transfer	7805
Jane Kevan	Town Clerk locum work (July)	1020.00	0	1020.00	Bank Transfer	6020
Emorsgate Seeds	Wild flower mixes	277.86	0	277.86	Bank Transfer	7215
Hexham Living Wage Group	Agreed funding for campaign	150.00	0	150.00	Bank Transfer	6066
Advanced Taxis	Hexham in Bloom transport	120.00	20.00	100.00	Bank Transfer	7850
Hexham Abbey Trading Limited	Hire of room for 15/5/23 Full Council meeting	45.00	7.50	37.50	Bank Transfer	5100
Hexham Abbey Trading Limited	Hire of room for Town Twinning reception	300.00	50.00	250.00	Bank Transfer	7870
Rickerby Ltd	Husqvarna repairs	239.89	39.98	199.91	Bank Transfer	7320
Derek Kennedy	Town Twinning flight	379.15	0	379.15	Bank Transfer	7870
Henderson & Harrison Ltd	Oil boiler service at Cemetery Lodge	196.62	32.77	163.85	Bank Transfer	7380
Henderson & Harrison Ltd	Work and parts for the above	381.59	63.60	317.99	Bank Transfer	7380
<b>TOTALS</b>		<b>20400.02</b>	<b>867.95</b>	<b>19532.07</b>		

**HEXHAM TOWN COUNCIL – INCOME – AUGUST 2023**

<b>Credit from</b>	<b>Detail</b>	<b>Amount</b>	<b>Invoice reference</b>	<b>Date</b>	<b>Ref.</b>
Cooperative Funeralcare	Cemetery charges	760.00	HD2023/139	010823	4010
Hexham Rotary Club	Fireworks event	10000.00		020823	4016
Public Sector Deposit Fund	Dividend	124.26		020823	4030
Sisterson	Cemetery charges	253.00	HDW2023/143	090823	4010
Cooperative Funeralcare	Cemetery charges	1037.00	HD2023/142	140823	4010
Galbraith LLP	Refund of wrongly sent/paid invoice (Newcastle Diocese Board)	750.00		180823	5100
Various	Cemetery charges	2135.00	HD2023/141	220823	4010
Various	Cemetery charges	210.00	J1380	220823	4010
Various	Cemetery charges	5060.00	HDW2023/146	300823	4010
Various	Cemetery charges	760.00	HD2023/145	300823	4010
Various	Cemetery charges	215.00	HD2023/147	310823	4010
<b>TOTAL</b>		<b>21304.26</b>			

**HEXHAM TOWN COUNCIL**  
**DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN JULY 2023**

**DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING**  
**HELD ON 22 JUNE 2023 (6.00pm-7.30pm)**

**COUNCILLORS PRESENT:**

Acting Chair Councillor Mike Domingue and Councillors Stephen Ball, Tom Pearson and Alison Smith.

**IN ATTENDANCE:**

Jeanette Dodd (Clerk), Kate Douglas (Projects and Administration Officer) and Jez Light (Hexham Community Partnership).

Councillor D Kennedy observed the meeting via weblink.

**ALSO IN ATTENDANCE FOR THE FIRST ITEM**

Karen Donaldson (Project Manager (Town Regeneration), Northumberland County Council), Laura Fogg (Senior Landscape Architect, Southern Green), Richard McKenzie (Senior Programme Officer, Northumberland County Council), Julia Miller (Hexham in Bloom) and Val Robson (Senior Programme Officer (Conservation Management), Northumberland County Council)

**CE 23/17 Presentation on Hexham Public Realm Scheme options for Planters and Bus Shelter.**

Laura Hogg provided an update on the Hexham Public Realm Scheme. The following points were discussed:

- a) It was noted that, with the exception of some minor changes around Eastgate Junction, the design remained the same as previously presented.
- b) That Hexham In Bloom have removed and disposed of the two small circular planters at the top of Battle Hill. The remaining Hexham in Bloom pot by Stainthorpe Court will be relocated in due course to make way for the new planters.
- c) 10 new planters will be placed throughout the Street. They will be made of black steel for longevity and to match the black bollards and be 600cm high, 2m in length and 0.5m wide to increase capacity. It is anticipated that the planters will go in at the end the scheme, i.e. March/April 2023, and it will be possible to move them if required.
- d) In terms of maintenance, they will be fitted with water reservoirs and the types of plants used in each planter will be informed by a shade analysis, but with recurrent plants where possible in both north and south facing pots to ensure continuity of scheme.
- e) Those near Mr Ants, the newsagents and The Coach and Horses will be at the edge of the road to provide a barrier for fume and noise reduction.
- f) The bins would in these areas would include a self closing ash tray.

- g) That NCC will plant up all 10 pots for the finished scheme but with gaps for Hexham in Bloom/HTC to put in their own seasonal planting. A detailed drawing of what each pollinator friendly planter will contain will be prepared and circulated. **Action LF.**
- h) Post completion of the scheme the responsibility for maintenance of the planters will belong to HTC.
- i) The benches within the scope of the scheme will be removed and replaced with new ones.
- j) A further discussion between Karen Donaldson and Jeanette Dodd would be arranged to agree the logistics and storage of various items, including the old benches, the seats by the old telephone box and bus shelter. Tyne Mills have got some temporary space but it would be preferable if anything could come to St Andrew's. **Action KD and JD**
- k) The issue of the bus stop and bus shelter on Priestpople heading east is problematic. In view of existing access issues for the mechanical sweeper the bus shelter will need to be either moved or removed. Mobility issues and aesthetic issues had been raised as part of the wider public feedback on the scheme. It was agreed, however, by Council members and Julia Miller that this was a busy bus stop and that a shelter was needed.
- l) NCC will remove the old one and review it's condition to see if it could be used elsewhere. However, the Public Realm scheme will not be funding purchase and installation of a new bus shelter. It was estimated that a bus shelter with seats would currently cost about £5,500. NCC would then install it at cost to HTC.
- m) MD raised potential visibility concerns with a moved bus shelter.
- n) Of the three proposed scenarios for a new shelter, it was agreed that scenario C was the preliminary favoured option, with a final decision to be agreed by HTC by October/November 2023. LF would explore any visibility issues with scenario C and seek further technical advice from other colleague to present to CE Committee to inform their final decision. **Action LF**
- o) Councillor Ball requested an indication of the likely on costs for HTC of the scheme and the longevity of the items used. **Action KD to submit figures on the cost of street furniture being installed and can advise HTC on forecasts for future maintenance and replacement, which the Council will need to budget for.**
- p) KD outlined possible options in case of over spend and possible shifting timeframes, as requested by Councillor Ball. It was noted that all of the street furniture had been ordered and was in stock.
- q) In view of questions about the placement of bike stands, particularly next to NatWest, it was agreed that NCC would look at this out with the Hexham Public Realm Scheme. **Action MD to provide thoughts/feedback as soon as possible in view of phasing of the scheme.**
- r) A query was raised regarding the raised crossing points that were featured in the early concept proposals. It was noted that this element was removed following concerns raised during the consultation process last year and subsequent technical appraisal. The scheme is a heritage improvement scheme and not a highways project. The works being implemented will not prevent any future changes to the highway.
- s) The EV chargers are going ahead as part of a different scheme.

- t) The two trees outside of The County are both being kept with the stone planters around them being rebuilt (with soil and aeration vents) as part of the scheme. In view of the growth of the trees costs for cutting back will need to be explored. **Action KD/Project Team to assess options for trimming the mature trees on Priestpople as they are overhanging adjacent properties.**
- u) 6 new trees will be planted using underground soil cells with a long life span.
- v) Councillor Pearson raised the issue of the parking disc machine on Priestpople that doesn't work. **Action RM to investigate**
- w) The car parking spaces outside Nicholson Portnell will be widened and there will be an accessible bay.
- x) Contacts will be provided to the Town Councillors in order to raise any queries about the project or any construction issues that may arise.

**CE 23/18 Apologies for absence**

Councillors Suzanne Fairless-Aitken, Penny Grennan, Ginny O'Farrell and Lee Williscroft-Ferris.

**CE 23/19 Councillors' declarations of interest (see enclosed)**

**CE 23/20 To receive and agree as a true record the minutes of the Community Engagement Committee meeting held 25 May 2023, enclosed**

It was **AGREED to RECEIVE** the minutes of the meeting held on Thursday 25 May 2023 as a true record, subject to minor amends.

**CE 23/21 Projects and Events Report (circulated for update)**

The above report was received and noted with no further questions. For future reference a copy of the report will be provided with the agenda.

**CE 23/22 To review proposals received for provision of Christmas Lighting and agree to award contract**

The Town Clerk reported that 4 bids had been received for the Hexham Christmas Lights from Gala Lights, Millenium Quest, Blanchere and MK Illuminations. The budget for the 2022 lights was £26,000 with all 4 tenders slightly over that amount. Historically 3 year contracts had been awarded but 5 years had been explored in order to allow time for the Christmas lighting scheme over the bridge. It was noted that permission to use the entirety of the bridge would have to be sought and that Gavin Barlow at Northumberland County Council would need to be contacted regarding street lighting installation.

It was unanimously **agreed** to award the contract to Gala Lights on the basis of the five year hire scheme. **Action JD to inform all 4 firms of the outcome of the discussion and to appoint Gala lights**

**CE 23/23 To receive and consider a report on The Blue Grass Festival and agree to formalise ownership of the event. (circulated 16.6.23)**

Members were informed that in order for the Hexham Bluegrass Festival to be covered by the Council insurance the Council needed to be the main organisers of the festival and accept full responsibility for the event. The Clerk queried the implications of being the main organiser for the Council.



It was unanimously agreed that the Council be the main organiser of The Bluegrass Festival as an extended part of the Bandstand Sessions. **Action KD to update the SAG accordingly**

**CE 23/24 To agree support for the Dark Skies Event in Hexham and consider a proposal for the provision of refreshments by way of support.**

It was agreed to defer this item.

**CE 23/25 To consider and agree a proposal for the introduction of a Community Heroes Scheme (report enclosed)**

The Committee agreed to the introduction of the Community Heroes Scheme as detailed in the attached report to celebrate local unsung heroes via the HTC social media.

**CE 23/26 To agree a date and time for the next meeting**

To be confirmed by the Chair in due course.

**CE 23/27 To agree a date and time for the next Community Engagement Remembrance Sub-Committee**

To be confirmed by the Chair in due course.

**DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT REMEMBRANCE  
EVENTS SUB-COMMITTEE MEETING HELD ON 20 JULY 2023 (5.30pm-6.20pm)**

**COUNCILLORS PRESENT:**

Suzanne Fairless-Aitken (Chair), Derek Kennedy and Lee Williscroft-Ferris.

**ALSO, IN ATTENDANCE:**

Jeanette Dodd (Clerk), John Dumbrell (Rotary) Cathy Booth (HTTA) and Alan Hodgson (Club 41)

*The meeting was held via weblink.*

**CERS 23/1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Caroline Westgate and George Robinson.

**CERS 23/2 MATTERS ARISING**

The Committee wished to formally acknowledge receipt of correspondence received from Mr Tom Gillanders, which provided details of his departure from the Committee. It was important to the Committee that decisions about the Remembrance Events remain democratic and inclusive.

Members thanked Mr Gillanders for his valuable contribution to the Committee including provision of the local soldier biographies which had greatly enhanced the Remembrance Event.

**CERS 23/3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CERS 23/4 REMEMBRANCE EVENTS 2023**

The Remembrance weekend of events in 2022 had largely been a great success. Members AGREED that the 2023 events should follow a similar format. Any significant changes depended upon the attendance of 3RHA and/or the 5th Fusiliers. An initial invite had already been circulated and would be followed up.

Mayor Derek Kennedy agreed to make visits to the War Graves at the Cemetery and Hexham Hospital on the Saturday.

An offer to provide a paragraph of words from both the Mayors at Metzingen and Noyon for his speech was made. Councillor Kennedy agreed to reciprocate with a short speech of his own. The speech should fill the four minute window from 10.50 to 10.54am.

A Peace Walk was to be held on the Saturday and the organisers asked for assistance from the Town Council with completing Safety Advisory Group applications and Public Liability Insurance cover for the event.

A Peace Vigil would be held separately.

It was again planned to run a Children's Poetry Competition on the subject of war and remembrance.

As usual a reception for invited guests would be held at The Beaumont Hotel following the Act of Remembrance event.

**Signed** .....

A list of further actions required before the next meeting would be attached to the Minutes.

### **CERS 23/5 NEXT MEETING.**

The next CERS Committee meeting will be held online at 5.15pm on Thursday 7 September 2023; followed by a meeting of the Community Engagement Committee to be held in the Town Council Offices.

Mr Alan Hodgson gave his apologies as he arrived after the meeting had concluded. He raised the following items for consideration:

- Confirmation from 3RHA / 5<sup>th</sup> Fusiliers about which exit they intended taking Bensons Monument or Fusiliers gate
- Whether there was to be a Piper this year and if so where this might occur in the schedule.
- Provision of a Brass Band
- Provision of matting chairs and roping by the Town Council operatives
- Provision and placing of Microphone and PA

### **Action Log**

Follow up on contact made with 3RHA and 5 <sup>th</sup> Fusiliers Send out invites to other organisations including Scouts, Guides, ATC, RAFA, Boys Brigade etc.	Clerk
Peace Walk separate TC to support with completing Safety Advisory Group application (SAG) and Public Liability Insurance (Risk Assessment)	Clerk
Book Beaumont function room for 12.30pm Sunday	Clerk
Contact the Abbey to confirm Service time	Clerk/Cllr Fairless Aitken
Contact RBL to liaise with Clerk re additional businesses wishing to lay wreaths this year	Cllr S Fairless Aitken
Liaise with Mr Freeman Myers QEHS re War Poetry competition	Cllr S Fairless Aitken
Contact Queens Hall re Recycle Box	Cllr S Fairless Aitken
HTTA to contact Mayors at Metzigen and Noyon for a paragraph to add to address by Hexham Mayor	C Booth
Draft a speech to send to Mayors at Metzigen and Noyon	D Kennedy
Contact Piper to ask whether available	Clerk
Contact Brass Band to provisionally book	Clerk
Matting, Chairs and Roping	Clerk/Operations Manager
Microphone and PA	Clerk/Projects
Road Closure Notice required?	Clerk
Remembrance Programme - locate last years to reconfigure	Clerk/Cllr SFA
Ascertain preferred exit of 3RHA and 5 <sup>th</sup> Fusiliers	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES  
COMMITTEE MEETING HELD ONLINE ON 25 JULY 2023**

**COUNCILLORS PRESENT:**

Fay Hartland (Chair), Stephen Ball, Ariane Baty, Mike Domingue, Suzanne Fairless-Aitken, Derek Kennedy, John Ord and Alison Smith.

**ALSO, IN ATTENDANCE:**

Jeanette Dodd (Clerk)

**FGP23/21. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ginnie O'Farrell.

**FGP 23/22 MINUTES OF RECENT MEETINGS**

It was AGREED to RECEIVE and AGREE the minutes of the meetings held on Tuesday 27<sup>th</sup> June 2023 as a true record.

**FGP23/23 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**FGP23/24 DISPENSATIONS.**

There were no Dispensations.

**FGP23/25 BALANCE SHEET MONTHLY BREAKDOWN, BUDGET VARIANCE REPORT AND BANK RECONCILIATION TO 30 JUNE 2023.**

Members sought clarity with each of the reports provided. The Clerk provided a brief explanation where possible. Further clarification was to be sought from the Town Council Accountant.

It was **AGREED to RECEIVE** the balance sheet, monthly breakdown, budget variance report and bank reconciliation however Members **AGREED THEY COULD NOT APPROVE** the bank reconciliation and budget income and expenditure report to 31st May 2023 until a clearer report was provided. It was **AGREED** that a meeting be arranged between the Finance Chair, Deputy Chair, Clerk/RFO and Town Council Accountant to expedite this matter.

**FGP23/26 FUNDING APPLICATION.**

**The Hexham Living Wage Group** – The Committee considered an application for funding from the above named organisation at their last meeting and a request for actual costings was requested. An amended application showing the actual costs incurred was provided for information.

The Committee considered the application and **AGREED** to cover the actual costs supplied of £928 with a proviso that going forward, as a supporter of the Hexham Book Festival Event, that the Town Council logo be included on their promotional material and website. They were also to be asked to submit their funding request earlier next year.

**FGP23/27 NEXT MEETING.**

It was AGREED that the next Committee meeting will be held at 5.30pm on Tuesday 5th September 2023 in the Town Council Offices.

Signed .....

**Action Log**

Contact Town Council Accountant to arrange a meeting with Chair, Deputy and Clerk to discuss production of reports	Clerk
Contact Hexham Living Wage Group to advise of grant award as minuted and arrange payment	Clerk
Seek assistance to produce a Surplus Budget 2022/23 Report for future consideration	Clerk