Haltwhistle Town Council Meeting
3rd June 2019
DRAFT MINUTES

Present
Cllr A Sharp
Cllr M Ridley
Cllr J Hunter
Cllr M Forrest
Cllr G Ridley

Cllr J Clark
Cllr J Elliott
Cllr D Cadwgan
Cllr M McGuire

4 members of the public
1 member of press
Cllr I Hutchinson - County Clerk – Susan Saunders

In attendance

18.30

126/19 Apologies for absence
Cllr K Johnson (annual leave), Cllr J Kendrew (annual leave), Cllr I Stott

127/19 Public Questions - There were no questions:

128/19 Declarations of Interest
The Chair reminded members of the Council of their duty to declare an interest at each agenda item, and he informed everyone that that the initials of Councillors declaring an interest will be listed in a column on the Minutes.
There was a discussion about the declaration of interests and councillors were reminded that it was up to individual councillors to decide if they have an interest to declare.
Councillors could declare at this point in the agenda in advance of the item or, at the time the item is addressed on the agenda.

129/19 Minutes of the meeting for approval held on:
Monday 13th May 2019
PROPOSED Cllr M Ridley  SECONDED Cllr G Ridley

130/19 Matters arising from previous Minutes not dealt with elsewhere in the current agenda - No Matters

131/19 County Councillor Report
Cllr Hutchinson reported:
• The hand rail at the bottom of Edens Lawn footpath is flagged up with NCC for repair though no timescale as yet.
  Cllr J Clark declared an interest
It was proposed to write to NCC and ask if they have any concerns over the safety of the walls and the sinking of the ground.
PROPOSED Cllr M Ridley  AGREED 1 Abstain, 1 Against
• Bellister Bank Road was closed for three days for resurfacing work.
• The Blue Bridge was inspected by NCC who will report back to council. A reminder of the carnival date will be sent to Glen Harrison.
• The parking at the bus stop was discussed and a reminder will be sent to Richard McKenzie.

132/19 Public Footpaths, Lighting and Amenities
To discuss speeding on Bellister Road and Comb Hill Road
BellisterRoad – It was proposed to ask NCC if the road could have a 20mph limit.
PROPOSED Cllr G Ridley  SECONDED Cllr M Ridley

Comb Hill – It was proposed to ask NCC if the speed bumps could be the full width of the road and a 20mph limit.
PROPOSED Cllr M Ridley  SECONDED Cllr M Forrest

133/19 Public Seating and Bus Shelters
The Council are concerned that nothing more has happened with the request of help with bus timetables. The notice board are accessed with a key so it was agreed to contact NCC and ask if the council could have one and then councillors will update the timetables.

134/19 Grounds Meeting
134/19.01 Report and Proposals from Meeting on 20th 2019

Signed Chair: Date:  Page 1 of 5
1. Bin Issues – MG will inspect the bins as requested. He suggests that he may be able to repair the locks that are broken. Derek Martin has been emptying the street bins that are for NCC so when NCC empty them they are not registering the correct amount of rubbish. There is concern that the emptying will be pulled back if NCC don’t think there is enough for daily collection.

Proposal: to speak to David Hunt and ask if the weight of the bins Derek fills can be included in the overall weight for Haltwhistle.

PROPOSED Cllr M Ridley  SECONDED Cllr G Ridley  AGREED

2. The signs for the two planters have been received and will get stuck on along with signs for the normal bins to say dog waste can be placed there.

PROPOSED Cllr M Ridley  SECONDED Cllr M Forrest  AGREED

3. There is still an amount of money left in the High Street Fund.

Proposal: to purchase a 50 litre bin from Broxap and another dog bag dispenser from JRB.

PROPOSED Cllr M Ridley  SECONDED Cllr M Forrest  AGREED

4. The Bus shelter at the west end has some rotten wood. MG will repair that as part of on-going maintenance.

5. Residents have requested that the bus stop opposite the cemetery is turned around as it does not protect from the weather. The clerk has asked Glen Harrison but no response as yet.

6. Feedback has been received from NCC:

- The camera survey on the crossing is in the list to happen and will do so in due course.

  It was proposed to write back to Richard McKenzie to say there have been two recent incidents of near misses and urge that the camera is placed as soon as possible, stressing that the layout of the road is predisposed to an accident.

  PROPOSED Cllr A Sharp  SECONDED Cllr M Ridley  AGREED

- Double yellow lines could be painted on the pavement where the planters are but not blips as they are for loading and unloading areas.

  It was proposed to ask for yellow lines along this stretch.

PROPOSED Cllr M Ridley  SECONDED Cllr M Forrest  AGREED

- Moor View and South View have been measured up and Glen is awaiting the costs for any proposed work. The roads were included on the LTP plan so, he will see what funding is available.

  The Council would like this chasing up.

  The Community workers have agreed to paint the railings outside the Methodist Church in a similar colour to the present one. The Council have allocated funds from the High Street Grant to pay for materials.

  **134/19.02 Coronation Park Asset Transfer** – Contract not received to date.
  **134/19.02 Agreement for Cemetery Grass cutting** to approve and sign

  The agreement was signed and copies will be sent to the Burial Committee for signing.

**135/19 Haltwhistle Village Greens and Common Land**

**135/19.01 Village Green Working Group**

To approve The Terms of Reference.

The Terms were approved subject to Cllr McGuire clarifying the correct name of the owners. He will check this and amend as necessary. Council was happy that the terms would not need to come back for further approval.

PROPOSED Cllr G Ridley  SECONDED Cllr D Cadwgan  AGREED

There was a suggestion from Cllr Cadwgan to apply for trees from the Woodland Trust for...
Haltwhistle Town Council Meeting  
3rd June 2019  
DRAFT MINUTES

the Village Green. Cllr’s McGuire and Elliott said they would discuss this with the group.

### 136/19  
Policing in Haltwhistle  
No report received

### 137/19  
Haltwhistle & District Joint Burial Committee

**137/19.01** To approve the Constitution – The Burial Committee have made amendments which will be sent around the councils for their approval. HTC will receive copies for approval at the 1st July meeting.

**137/19.02** Resolutions arising  
The Council will review the Standing Orders and Financial Regulations in light of becoming the host council and then send to the Burial Committee for adoption. Any changes will be put to the council on 1st July and then ratified at the following meeting. The Burial Committee have asked that the Council’s Staffing Committee would be responsible for their employees as part of the Host Authority. The Staffing Committee agreed to a meeting on 13th June 2019 to formally approve the request.

### 138/19  
Planning Applications  
AS left the room

19/01324/FUL Remove existing upvc window and replace with square bay window. The Bungalow, Comb Hill Road – No Objection.

**PROPOSED Cllr J Elliott**  
**SECONDED Cllr D Cadwgan**  
AGREED

19/01489/FUL Permission for residential development 127 dwellings, land to west of Park Road.

The Council have no objection but asked that concerns were raised as to the access along Park Road and potential drainage and sewerage issues.

**PROPOSED Cllr M Ridley**  
**SECONDED Cllr J Elliott**  
AGREED

JC declared an interest and took no part in the discussion or the vote

### 138/19.01  
Any Other Planning Matters

Hadrian Enterprise Park.

The Council instructed the clerk to write to NCC and ask about the contamination on the land by A69 and to ask what is happening with this piece of land in the future.

**PROPOSED Cllr J Clark**  
**SECONDED Cllr D Cadwgan**  
AGREED

### 139/19  
Reports on Financial Matters

#### 139/19.01  
Bank and cash balances as at 28th May 2019

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account</td>
<td>£80,454.66</td>
</tr>
<tr>
<td>Cash in hand</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>£80,554.66</strong></td>
</tr>
</tbody>
</table>

#### 139/19.02  
Recharge H&BBC

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recharge H&amp;BBC</td>
<td>£1,568.00</td>
</tr>
<tr>
<td><strong>Included above</strong></td>
<td><strong>£1,568.00</strong></td>
</tr>
</tbody>
</table>

#### 139/19.03  
Accounts for payment as at 20th May 2019

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay by method</th>
<th>Included VAT</th>
<th>Not included above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs S M Saunders</td>
<td>Direct Pay</td>
<td>£874.85</td>
<td>May Salary</td>
</tr>
<tr>
<td>HMRC</td>
<td>Direct Pay</td>
<td>£89.76</td>
<td>PAYE</td>
</tr>
<tr>
<td>Nest Pension Provider</td>
<td>Direct Pay</td>
<td>£87.81</td>
<td>Eee - £90.06 Eee - £38.75</td>
</tr>
<tr>
<td>NCC</td>
<td>Direct Pay</td>
<td>£3,370.88</td>
<td>Grounds Maintenance May</td>
</tr>
<tr>
<td>PPM</td>
<td>Direct Pay</td>
<td>£47.85</td>
<td>Bags and sand</td>
</tr>
<tr>
<td>Hexham Machinery Centre</td>
<td>Direct Pay</td>
<td>£1,025.00</td>
<td>Pressure Washer</td>
</tr>
<tr>
<td>CNIH Capital</td>
<td>DDR</td>
<td>£5,722.00</td>
<td>1st instalment for mower plus £2052 VAT/depot and £50 arrangement fee</td>
</tr>
<tr>
<td>Topsigns</td>
<td>Direct Pay</td>
<td>£36.00</td>
<td>Signs for planters NIB</td>
</tr>
<tr>
<td>Northumbland Dansom Accs Services</td>
<td>CQ</td>
<td>£100.00</td>
<td>Donation</td>
</tr>
<tr>
<td>Mrs S M Saunders - Petty Cash</td>
<td>Direct Pay</td>
<td>£87.44</td>
<td>Training mileage, NIB Stationary, Stamps</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>£9,421.43</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Accounts were agreed for payment.

**PROPOSED Cllr M Ridley**  
**SECONDED Cllr J Clark**  
AGREED

Signed Chair:  
Date:  
Page 3 of 5
### DRAFT MINUTES

**Haltwhistle Town Council Meeting**  
**3rd June 2019**

#### 139/19.04 Bank Reconciliation/Income & Expenditure as at 28th May 2019.

The budget for the room rental is only showing as one payment amount but last years was not paid until May 19. The budget amount needs to be changed to reflect this.

#### 139/19.05 Request to help Haltwhistle Carnival with the Road Closure Costs.

The shortfall is £437.50. The council agreed to pay the difference.

**PROPOSED Cllr J Elliott  SECONDED Cllr M Ridley**  
**AGREED**

#### 139/19.06 Grant Request from Haltwhistle Golf Club

The Council agreed to pay £300.

**PROPOSED Cllr A Sharp  SECONDED Cllr G Ridley**  
**AGREED**

#### 140/19 Other Financial Matters

- **140/19.01 Annual Governance and Accountability Return for 2018/2019**
- **140/19.02** To consider and agree any actions arising from the report of the internal auditor
- **140/19.03** To approve the Annual Governance Statement
- **140/19.04** To approve the draft annual accounts for 2018/2019  
  
  **Appendix 4**

- **140/19.05** To approve the Accounting Statement and Explanation of Variance  
  The Accounts were approved and signed by the Chair and RFO.

**PROPOSED Cllr J Clark  SECONDED Cllr A Sharp**  
**AGREED**

#### 141/19 Quarterly Surgery on Saturday 1st June 2019

Cllr Sharp attended and was asked if the hedges behind the Cenotaph and the hospital car park could be trimmed. The clerk will ask Sam Talbot at NCC.

#### 142/19 Correspondence received since last Council meeting

The Council discussed an email received from residents on Comb Hill Terrace asking for advice on who is responsible for the road. The Council instructed the clerk to reply to say it is a private road.

#### 143/19 Haltwhistle & District Joint Burial Committee

Cllr J Elliott was elected temporary chair at the meeting.  

The Draft Constitution was discussed and some amendments made as mentioned earlier in the meeting.  

The financial breakdown was agreed to remain the same for 19-20. In November, the committee will re-define the percentage split in proportion to the Band D tax schedule issued by NCC. This was how the breakdown was originally calculated so the committee members thought it should remain so. The Committee will assess how often it should be re-defined at their budget meeting in November.

There were staffing issues to be reported so the following resolution was passed.

**Resolution to Exclude Press and Public**

To consider a resolution to exclude the public and accredited representatives of newspapers from the following item relevant to a subject which affects the Council’s area.

**Resolution**

“That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”

This resolution is moved under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

**PROPOSED Cllr J Elliott  SECONDED Cllr M Forrest**  
**AGREED**

Councillors had a discussion but no formal decisions were approved.
Haltwhistle Town Council Meeting  
3rd June 2019  
DRAFT MINUTES

<table>
<thead>
<tr>
<th>144/19</th>
<th>Comb Hill Drainage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To approve Contractor</td>
</tr>
</tbody>
</table>

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There is a confidential Minute for this item

PROPOSED Cllr J Elliott  SECONDED Cllr M Forrest  AGREED
A preferred bidder was approved and post tender negotiations will be conducted. The clerk was given delegated authority, in consultation with Cllr McGuire and Cllr Ridley, to formally appoint the contractor if the negotiations went according to plan.

PROPOSED Cllr McGuire  SECONDED Cllr J Clark  AGREED
The Council cannot guarantee complete success but are taking reasonable precautions in following best practice in order to give the best amelioration during major flooding events. A confidential minute was taken.

<table>
<thead>
<tr>
<th>145/19</th>
<th>Dates and times of next meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Town Council Meeting - Monday 1st July, 2019</td>
</tr>
<tr>
<td></td>
<td>Monthly Council meeting from 6.30pm in Room 3, Haltwhistle Library.</td>
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<tr>
<td></td>
<td>Tuesday 9th July – NALC training, Tynedale Cricket Club.</td>
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Signed Chair: Date:  Page 5 of 5