### Haltwhistle Town Council Meeting
**13th May 2019**

**DRAFT MINUTES**

<table>
<thead>
<tr>
<th>Present</th>
<th>Cllr A Sharp</th>
<th>Cllr M Ridley</th>
<th>Cllr J Hunter</th>
<th>Cllr M Forrest</th>
<th>Cllr G Ridley</th>
<th>Cllr J Clark</th>
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<tr>
<td></td>
<td>Cllr I Stott</td>
<td>Cllr J Kendrew</td>
<td>Cllr J Elliott</td>
<td>Cllr K Johnson</td>
<td>Cllr D Cadwgan</td>
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<td>Cllr I Hutchinson - County</td>
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<td>Clerk – Susan Saunders</td>
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**Signed Chair:** Date: Page 1 of 6

**18.30**

**97/19** Election of officers
97/19.01 Election of Chair
Cllr Sharp was proposed and accepted. He signed his declaration of acceptance.

**PROPOSED** Cllr G Ridley **SECONDED** Cllr D Cadwgan

**AGREED**

97/19.02 Election of Vice Chair
Cllr M Ridley was proposed and accepted.

**PROPOSED** Cllr A Sharp **SECONDED** Cllr M Forrest

**AGREED**

**98/19** Chair’s Report
Cllr Sharp read out the report a copy can be obtained from the clerk or on the website.

**99/19** Clerk’s Financial Report
The financial report was noted and a copy can be obtained from the clerk or on the website.

**100/19** Appointments to other bodies

| 100/19.01 Haltwhistle and District Joint Burial Committee - 3 members |
|------------------|---------------|---------------|---------------|
| Nomination       | Proposed      | Seconded      |
| Cllr A Sharp     | Cllr D Cadwgan| Cllr I Stott  |
| Cllr M Ridley    | Cllr M Forrest| Cllr I Stott  |
| Cllr J Elliott   | Cllr J Kendrew| Cllr M Forrest|

Four nominations were made and a secret ballot was undertaken. Cllr Kendrew offered to withdraw.

**100/19.02** Haltwhistle Partnership Limited Board of Directors - 3 members

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<td>Nomination</td>
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<td>Cllr G Ridley</td>
<td>Cllr A Sharp</td>
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<td>Cllr J Elliott</td>
<td>Cllr J Kendrew</td>
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<tr>
<td>Cllr K Johnson</td>
<td>Cllr A Sharp</td>
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**100/19.03** Police Liaison Committee - 1 member
Cllr M Forrest was nominated and accepted.

**PROPOSED** Cllr A Sharp **SECONDED** Cllr J Kendrew

**AGREED**

**100/19.04** Staffing Committee – 6 members.
The following councillors were proposed and accepted: Cllr G Ridley, Cllr M Forrest, Cllr J Hunter, Cllr I Stott and Cllr D Cadwgan. Cllr M McGuire will be asked if he too, would like to stand.

**PROPOSED** Cllr A Sharp **SECONDED** Cllr J Elliott

**AGREED**

**100/19.05** Burn Field Village Green Working Group
Cllr J Elliott and Cllr M McGuire were nominated. Cllr Elliott accepted and Cllr McGuire had expressed his interest in standing before the meeting.

**PROPOSED** Cllr A Sharp **SECONDED** Cllr M Forrest

**AGREED**

**101/19** Apologies for absence
Cllr M McGuire – prior commitment

**102/19** Public Questions – No Questions
### 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.

### Minutes of the meeting for approval held on:
- **Monday 1st April 2019**
  - PROPOSED Cllr M Forrest SECONDED Cllr J Kendrew AGREED
- **Tuesday 30th April 2019**
  - PROPOSED Cllr M Forrest SECONDED Cllr M Ridley AGREED
- Confidential Minute Ref: 86/19.04 from 1st April 2019
  - PROPOSED Cllr M Forrest SECONDED Cllr K Johnson AGREED

### Report from County Councillor
- West Road and Willia Road have now been completed.
- Cllr Glen Sanderson, Northumberland County Council, has been to inspect the roads in the area.
- Carnival Road Closure – the committee have applied for a grant towards the costs. There is an approximate amount of £400 left to pay and they have applied to HTC for help. This will be discussed at the June meeting.
- Cllr Hutchinson thanked Billy Treloar for the work he has undertaken in keeping the area around the Changing Room as the Burn Field tidy.
- Cllr Forrest asked when the surveillance camera would be fitted at the Co-op road crossing and when work would be undertaken on South View and Moor View. It was proposed to write to NCC and ask about these two points.
  - PROPOSED Cllr J Elliott SECONDED Cllr J Kendrew AGREED
  - Cllr Elliott reported that cars were parking in the bus layby on the metal bridge and on the paving slabs opposite.
- It was proposed to write to NCC and ask what could be done.
  - PROPOSED Cllr J Elliott SECONDED Cllr J Kendrew AGREED

### Hadrian Enterprise Park
It was proposed to have an informal meeting for the councillors at 6.00pm before the meeting on 3rd June to discuss matters with regard to the park and the application.
  - PROPOSED Cllr J Clark SECONDED Cllr K Johnson AGREED

### Matters Arising from previous Minutes not dealt with elsewhere in the current agenda
- Cllr Hutchinson was then congratulated on his new role as Civic Head for Northumberland County Council. He informed the council that the charities he will be supporting are for Dementia and Motor Neurone Disease. 19.15 Cllr Hutchinson left the meeting.

### Matters Arising from the Annual Town Meeting held on Tuesday 7th May 2019
- No Matters

### Public Footpaths, Lighting and Amenities
- Blue Bridge surface
  - Glen Harrison, NCC, has said Highways will look at the surface of the bridge. There is a gate along The Burn Footpath in need of repair. The grounds group will walk up and assess.
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110/19 Grounds Meeting – Report and Proposals from Meeting on 29th April 2019
- Northumbria in Bloom
  The first judging went very well with the judges impressed by the volunteers and the work being undertaken. They enjoyed tea and cakes at Hillside to finish. The councillors were very grateful for the hard work from the volunteers who include: Community Gardeners and The Gardening Club, WI, Young & Sweet, George Reed, The cemetery staff, Sam Talbot and Chris Rogan from NCC. The next judging date, 11th July, is to coincide with Carnival week as the shop front theme is Haltwhistle in Bloom.
  The Village Green Group are liaising with the Community Gardeners and the school to grow plugs of wildflowers to be planted in the autumn. The road along Bellister Bridge may benefit from some plants too.
  The planters have been placed on the metal bridge but need new signage.
  The dog bag dispensers are here and the cemetery staff will place them. A meeting will be arranged with the group towards the end of May as the special award categories have to be reported by then. The 20th May was suggested as a date to meet after the grounds meeting.
  The WI have asked for money for plants for Coronation Park.
  Michael Glenwright asked that plants be placed in the curved area in front of the sign at the West entrance. He has a volunteer who would be happy to maintain it.
  Proposal: To replace the signs on the planters.
  Proposal: To allocate some of the Northumbria in Bloom fund to the WI for plants for Coronation Park.
  Proposal: To create a flower bed in front of Haltwhistle sign at the West End.

PROPOSED Cllr M Ridley SECONDED Cllr J Kendrew AGREED
- Trampoline – This has to be bought if using S106 money. Will reconsider in the autumn.
- Dog Mess issues - Stencils on ground – NCC have this on their list to do.
- Sign Cleaning - this has now been undertaken along with the bus shelters and phone box.
- Burn Footpath – MR, DC & MG will take a walk and assess the gates.
- High Street Fund – The Council received £2500 from a national initiative through NCC, to clean up high streets. The money had to be allocated before the end of April.

Proposals – Items to purchase which were agreed by NCC as allowed under the grant rules:
1. Litter picking items ~ bags, gloves, litter picker sticks
2. Dog bag dispensers x 2 plus bags
3. Sign, bus shelter and phone box cleaning
4. Purchase of pressure washer, drill and generator for continual maintenance.
5. Replacement litter bins

There is still an amount left that the group thought could be used to offer to paint the railings outside the Methodist Church. Cllr Elliott will ask the church.

PROPOSED Cllr M Ridley SECONDED Cllr A Sharp AGREED

- Any Other Matters
  Complaints have been received about the height of the trees in front of Sainsbury’s and whether they could be pruned.
  Proposal: to write to Sainsburys and ask if they would prune the trees.

PROPOSED Cllr M Ridley SECONDED Cllr A Sharp AGREED
  The planter outside the bus shelter will have the edge raised and be ready for plants in the next couple of weeks.

Coronation Park Asset Transfer
  The contract has not been received to date. The wording was read out and approved.

ROPOSED Cllr J Clark SECONDED Cllr A Sharp AGREED
  Council would like signage in the market place pointing to the garden. The clerk will liaise with Sam Talbot at NCC.
| 111/19 | Haltwhistle Village Greens and Common Land  
| 111/19.01 | The Burn Field Village Green Working Group  
|  | The group met on 23rd April and reviewed the Terms of Reference. These will be presented to the Council and Leisure Centre for approval.  
|  | The minutes of the meeting were noted.  
|  | There is a scheme from The Woodland Trust offering trees in the autumn for groups, committees and councils that apply. The Working Group will look into this. |
| 112/19 | Policing in Haltwhistle  
|  | There is a scheme called The Community Speed Watch which will train volunteers to help the police with speeding in the town. Anyone interested can contact Christine Dixon. Cllr Sharp read out the police report. |
| 113/19 | Northumberland County Council Housing Strategy Consultation  
|  | Members expressed concern over the number of houses proposed on the Hadrian Park site and are worried if there will be overcrowding. |
| 114/19 | Karbon Homes  
|  | Councillors had a meeting with Karbon Homes who said they would address the issues raised. Cllr Kendrew reported that there has been positive feedback from residents after the meeting.  
|  | Members were told that contact details would be sent. The clerk will chase this up.  
|  | The Council received information about the demolishing and rebuilding of the flats along Greenholme Rd. The current tenants may be re-housed as part of this scheme. The Council instructed the clerk to write to Karbon Homes and ask that the tenants are treated with sensitivity by taking note of their employment and contribution to the town when re-locating. The Council would like Karbon Homes to comply with their own strategic plan of 'shaping the communities that people want to belong to, in places where they can thrive'.  
| PROPOSED Cllr G Ridley | SECONDED Cllr Elliot | 10 AGREED | 1 AGAINST |
| 115/19 | Representatives for Working Groups  
|  | To agree on Councillors for the following:  
|  | • Newsletter - Cllr K Johnson and Cllr D Cadwgan volunteered.  
| PROPOSED Cllr A Sharp | SECONDED Cllr J Kendrew | AGREED |
| 116/19 | Planning Applications  
| Town & Country Planning Act 1990  
| 19/01282/FUL – Single Storey side Extension, 27 Westlands  
| 20.20 | AS Left the room  
|  | Council agreed No Objection.  
| PROPOSED Cllr G Ridley | SECONDED Cllr J Kendrew | AGREED | 20.30 AS Returned |
| 116/19.01 | Any Other Planning Matters  
| 18/04383 – The Garage Park Road - Granted |
| 117/19 | Reports on Financial Matters |

Signed Chair:  
Date:  
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The accounts were agreed for payment.

PROPOSED Cllr G Ridley  
SECONDED Cllr J Kendrew  
AGREEED

117/19.05 Grant Application from Northumberland Domestic Abuse Services
It was proposed to donate £100.

PROPOSED Cllr J Kendrew  
SECONDED Cllr J Elliott  
AGREEED

118/19 Other Financial Matters
The internal auditors report has not been received so it was agreed to defer this section to the June meeting.

118/19.01 Annual Governance and Accountability Return for 2018/2019
118/19.02 To consider and agree any actions arising from the report of the internal auditor
118/19.03 To approve the Annual Governance Statement
118/19.04 To approve the draft annual accounts for 2018/2019
118/19.05 To approve the Accounting Statement and Explanation of Variance
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| 119/19 | **Haltwhistle Academies**  
The Council approved the report from Cllr G Ridley. |
| 120/19 | **Report from Haltwhistle Swimming & Leisure Centre**  
- Cllr Sharp reported that the loan is now in the name of the new charity.  
- The Pool had a good first weekend and thanks to the work on the plant room the energy bills are now greatly reduced.  
- The Haltwhistle Plant Festival is to be held at The Leisure Centre on 18th May.  
- Interviews are being held for a new duty manager.  
- The Council instructed the clerk to write to Yvonne Black and thank her for her services to the Leisure Centre over the years.  
- The new young lifeguards all passed their exams under the guidance of Maxine Wilson. |
| 121/19 | **Quarterly Surgery on Saturday 1st June 2019**  
Cllrs A Sharp and K Johnson will attend. |
| 122/19 | **Correspondence received since last Council meeting**  
Councillors have been invited to a tour of Sleekburn Recycling Centre. Cllrs Cadwgan, Stott and G Ridley expressed interest in attending.  
An email had been received asking for a volunteer to help The School of Rock, which has organised an event with local school children. Cllr Johnson’s sister has volunteered as she is a retired geography teacher. A volunteer from the Railway Group has also volunteered. |
| 123/19 | **Haltwhistle & District Joint Burial Committee**  
1. Burial Committee Meetings – To request that the meetings are held a week prior to a Town Council meeting.  
2. Staffing – To appoint Paul Axcell for the payroll services of the Burial Committee staff and bring PAYE under the Council’s reference.  
3. Insurance – To obtain quotes for including the cemetery under the Council’s insurers.  
4. Reporting – To set up a reporting line from the Burial Clerk to the Town Clerk on all financial accounts, prior to each Burial Committee meeting; which can then be reported at the council meeting.  
5. To discuss and approve the finance agreement for the Grass cutter with Lloyds Garage.  
The above proposals were agreed.  
PROPOSED Cllr J Elliott  
SECONDED Cllr J Kendrew  
AGREED |
| 124/19 | **Comb Hill Drainage**  
Councillors are interviewing the contractors on Wednesday 22nd May. As such, there was nothing further to discuss at this point.  
Cllr Elliott reported that Ceri Gibson from The Tyne Rivers Trust was going to look into the history of the Comb Hill in their files. |
| 125/19 | **Dates and times of next meetings**  
**Town Council Meeting - Monday 3rd June, 2019**  
Monthly Council meeting from 6.30pm in Room 3, Haltwhistle Library.  
**Council Surgery - Saturday 1st June, 2019** from 10.00am to 12.00noon Room 2, Haltwhistle Library. Councillors to attend.  
Tuesday 9th July – NALC training, Tynedale Cricket Club– 19.00 pm. |