- ·		AFFROVED MINUTES					
Inte rest	Present	Cllr J Hunter Cllr A Sharp Clerk – Susan Saunders					
S	18.35	Cllr M Bowes Cllr M Ridley					
	184/23	Cllr A Cheverst Cllr C Banks					
	185/23	Apologies for absence, Cllr J Clark, Cllr I Hutchinson, Cllr T Christie Cllr D Rogan-Mackie					
		Public Questions – No questions					
	186/23	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					
	407/00	interest will be listed in a column on the Minutes.					
	187/23	Minutes of the meeting for approval held on 4 th September 2023					
		The minutes were approved. PROPOSED Clir A Cheverst SECONDED Clir M Ridley AGREED					
	188/23	PROPOSED Cllr A Cheverst SECONDED Cllr M Ridley AGREED Matters arising from previous Minutes not dealt with elsewhere in the current					
	100/25	agenda –					
		The family of Margaret Forrest have thanked Cllr Sharp for his tribute at the last meeting.					
		There was a meeting with Inspector Kate Benson on 11 Sept that members felt was very					
		encouraging.					
		The British Legion Tommy has been delivered and needs siting.					
	189/23	Grounds					
		189/23.01 Ground meeting 25 th September.					
		1. Orchard Gardens – It was agreed to appoint Dixon Landscapes as the contractor, to					
		purchase 2 Glasdon 2-seater seats and to ask Devid Benson if he would undertake any					
		grass cutting next year that may be required.					
		PROPOSED CIIr M Bowes SECONDED CIIr C Banks AGREED					
		2. Burn footpath – There are three trees to remove and, the council agreed that Jake Sloan could undertake the task. There are 2 areas along the embankment that are more serious. The clerk was asked to contact some contractors for quotes.					
		PROPOSED CIIr A Sharp SECONDED CIIr M Ridley AGREED					
		3. Comb Hill –It was agreed that the clerk should ascertain what the prompt payment discount would be for one of the contractors and the timescale for completion. Once that is known, if members agree it is appropriate, the clerk can instruct the contractor of choice.					
		PROPOSED Cllr M Ridley SECONDED Cllr J Hunter AGREED					
		4. Bins in front of hospital.					
		Proposal – to purchase 2 bins and ask Top Signs if they could make a sign with the council's details on.					
		PROPOSED CIIr A Sharp SECONDED CIIr A Cheverst AGREED					
		5. Seats:					
		Coop – to discuss removal – members recommend leaving this in situ and monitoring.					
		Woodhead-					
		Proposal – to purchase a Glasdon Phoenix seat (in keeping with other seats in the town) to					
		replace the seat at £585 plus VAT.					
		PROPOSED CIIr M Ridley SECONDED CIIr M Bowes AGREED					
		Carnival committee – would like to donate a seat to the town opposite carnival field.					
		Proposal – to purchase a Glasdon Phoenix seat (in keeping with other seats in the town) to replace the seat at £585 plus VAT. Clerk to contact NCC to confirm they give permission for					
		the situation. PROPOSED Cllr A Sharp SECONDED Cllr M Ridley AGREED					

Signed Chair: Date: 6th November 2023 Page **1** of **5**

Plague for M Forrest on a seat.

Proposal – to purchase a plaque to be placed on the seat outside Elim Hall – wording to be agreed.

PROPOSED Clir A Cheverst

SECONDED Clir A Sharp

AGREED

6. Land at School –

Proposal – to approve the council taking on the role as Custodian Trustees for the land owned by NCC at the school.

PROPOSED CIIr M Bowes

SECONDED Clir J Hunter

AGREED

7. NCC Weeding

Coronation Park and The Pig Market (incl. cobble path). It was agreed to meet with David Hunt to discuss both these items and also the weeds along the paths at Capel Ave. – meeting Monday 9th October at 10.00am.

8. Play Inspections -

Proposal – To reduce the number of inspections to monthly for Comb Hill and quarterly for Hadrian's Rise and Westlands. Members to undertake weekly/monthly visual check.

PROPOSED Cllr A Cheverst

SECONDED Clir C Banks

AGREED

- 9. Any other matters
- Pelican Crossing at Co-op –NCC will be asked to repaint.

189/23.02 Public Seating and Bus Shelters – the sea repairs will begin this week.

189/23.03 Public Footpaths, Lighting and Amenities – there has still not been a n answer about placing lights in the memorial park. The clerk will contact Cllr Hutchinson and ask if he would contribute to them from his member's allowance. It was also agreed to ask if he would contribute to the repair of the Eden's Lawn path.

The next litter picking day was agreed on Sunday 22nd October at 10.00am.

190/23

Reports from Members

190/23.01 Toilet Meeting - Two members met with David Hunt from NCC who said they would receive a deep clean and he would monitor them. He was evasive about when the refurbishment would take place. The clean has not been undertaken to date so the clerk will chase that up. The clerk was also asked to write to Glen Sanderson if needed to ask about the refurbishment dates.

190/23.02 Family Hub - Two members attended a Zoom meeting and then visited the hub itself which is at the school. Thre are events on for children and parents, mainly for under 10's at this stage. It was suggested that they include some information in The Haltwhistle Herald

190/23.03 Magna Dig meeting - Cllr A Cheverst attended this and reported to members that the dig would be ongoing for a few years and, it could bring people to the area. They hope to make some good finds.

190/23.04 Skateboarding meeting - Cllr D Rogan-Mackie was unable to attend this Zoom meeting.

190/23

Northumberland County Council (NCC)

No Matters.

191/23

Police in Haltwhistle

No report.

192/23

Appointments to Other Bodies

Haltwhistle Partnership – defer.

Staffing Committee – deferred until May.

Signed Chair: Date: 6th November 2023 Page **2** of **5**

	2. 3. 4. It was a identified	will be formed. There will be monthly repor The council agree that smal the surveying. agreed to hold a meeting or ed groups along.	ts back to the cour ler, volunteer led <u>c</u> Thursday 2 nd Nov	proups could be created to und ember 2023 and invite all the	ertak		
194/23	Planni No plans	ng Applications.	SECONDED CIIr A	Cheverst AGR	REED		
	Other Planning Matters 23/01861/LBC Black Bull -to replace UPVC windows - GRANTED						
195/23	The pol	to some clarification of pro-	nosen nominees wi				
196/23	Grant Requests Lucy Hannah Stage School – it was proposed to donate £250.00. PROPOSED Clir A Sharp SECONDED Clir C Banks AGREED British Legion – poppy wreaths - it was proposed to donate £100.00 for 2 wreaths. PROPOSED Clir J Hunter SECONDED Clir C Banks AGREED						
178/23	PROPO	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September	SECONDED CIIr C E	Banks AGREED			
178/23	PROPO Report	SED Cllr J Hunter ts on Financial Matters atters:	SECONDED CIIr C I	Banks AGREED			
178/23	PROPO Report	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account	£ 85,325.10	Banks AGREED			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account	£ 85,325.10 85,325.10 £71,250.00	Banks AGREED			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account	£ 85,325.10 85,325.10 £71,250.00	Banks AGREED			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment	£ 85,325.10 85,325.10 £71,250.00	Included in Balance Above			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total	f 85,325.10 85,325.10 85,325.10 871,250.00 Pay \method Incl VAT f 3338.88	Included above Included in Balance Above Xm as Lights Not Included Above			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total	### ### ##############################	Included above Included in Balance Above Xm as Lights Not Included Above			
178/23	PROPO Report Financial M. 197/23.01	SED Clir J Hunter Is on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total P Axcell Mrs S M Saunders - Exp Mrs B Bowes Mazars	£ 85,325.10 85,325.10 671,250.00 Pay \method incl VAT £ 3338.88 162.00 200.00 920.00 630.00	Included above Included in Balance Above Image: I			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter Is on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total P Axcell Mrs SM Saunders - Exp Mr B Bowes Mazars Royal British Legion H S&LC H Lucy	Fay \method Incl VAT f 3338.88 3,338.88 162.00 100.00 10,270.75 250.00	Included above Included in Balance Above Xmas Lights Not Included Above Payroll services - JBC £ 90 Replacement Tommy from B Legion for West End Play Areas - repairs and fixing from Rospa Report Invoice not recid. 2 Poppy Wreaths 3rd Tranche Donation			
178/23	PROPO Report Financial M. 197/23.01	SED Clir J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total P Axcell Mrs S M Saunders - Exp Mr B Bowes Mazars Royal British Legion HS&LC	Fay \method Incl VAT f 3338.88 3,338.88 162.00 100.00 10,270.75 250.00	Included above Included in Balance Above Xm as Lights Not Included Above Payroll services - JBC £ 90 Replacement Tommy from B Legion for West End Play Areas - repairs and fixing from Rospa Report invoice not rec'd. 2 Poppy Wreaths 3rd Tranche			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter ts on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total P Axcell Mrs S M Saunders - Exp Mr B Bowes Mazars Royal British Legion H5&LC H Lucy Jethros	Fay \method Incl VAT f 3338.88 3,338.88 162.00 100.00 10,270.75 250.00	Included above Included in Balance Above Xm as Lights Not Included Above Payroll services - JBC £90 Replacement Tommy from B Legion for West End Play Areas - repairs and fixing from Rospa Report Invoice not rec'd. 2 Poppy Wreaths 3rd Tranche Donation Volunteer refreshments			
178/23	PROPO Report Financial M. 197/23.01	SED Cllr J Hunter Is on Financial Matters atters: Bank and cash balances as at 27th September Current Account TOTAL Precept Accounts for payment Blachere Total P Axcell Mrs SM Saunders - Exp Mr B Bowes Mazars Royal British Legion H S&LC H Lucy	### ### ##############################	Included above Included in Balance Above Xmas Lights Not Included Above Payroll services - JBC £ 90 Replacement Tommy from B Legion for West End Play Areas - repairs and fixing from Rospa Report Invoice not rec'd. 2 Poppy Wreaths 3rd Tranche Donation Volunteer refreshments			

Signed Chair: Date: 6th November 2023 Page **3** of **5**

APPROVED MINUTES					
	and a late invoice for B Bowes. PROPOSED Clir A Cheverst SECONDED Clir M Ridley AGREED 107 (20 24 Body Brown History (Los 6 Franchistory Control of Cont				
	197/23.04 Bank Reconciliation/Inc & Expenditure as at 27 th September 2023 – Noted				
	Other Financial Matters				
	197/23.05 Completion of Audit and Recommendations				
	The following areas of concern were raised which members agreed to address next year:				
	1. The number of advertised days was 31 and should have been 30.				
	2. The internal auditor had ticked the box that stated the council did not require an				
	audit in error.				
	3. Re-stated figures from 2021-2022 had not been carried forward correctly, but				
	auditors happy that everything is ok moving forward.				
	Propose to accept recommendations.				
	PROPOSED CIIr A Sharp SECONDED CIIr A Cheverst AGREED				
198/23	Haltwhistle & District Joint Burial Committee				
	No matters to report.				
199/23	Haltwhistle Partnership – the report was noted.				
200/23	Correspondence received since last Council meeting.				
200,25	TVCRP are proposing to become a charity and need members to sign their agreement.				
	Member agreed and Cllr Sharp signed the form.				
201/23	Staffing Committee Appraisal Recommendations				
	Confidential Matters				
	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 CIIr M Bowes SECONDED CIIr J Hunter AGREED				
	201/23.01 To receive the Appraisal recommendations from the staffing meeting on 25 th				
	September 2023.				
	The following recommendations were received from the staffing committee and approved.				
	Miss K Heaney				
	Recommendations.				
	*Katie's hours raised from 3 to 4 hours per week. Hours for meetings reduced from 3 to 2.				
	Pay scale should remain the same.				
	*Extra financial training plus any other available training.				
	*As the next meeting is a budget meeting Katie should have the assistance of the Town				
	Clerk in attendance. After that she should be allowed to attend meetings alone. The				
	Wednesday work schedule with the Town Clerk should remain in place.				
	Mr S Glenton				
	1. Haltwhistle Town Council Areas:				
	1. Hallwillistic Town Council Aleas.				
	Comb Hill checked monthly.				
	Hadrian Rise & Westlands checked quarterly.				
	David Hunt to be asked if his team could notify if they spot anything needing instant				
	. , , , , , , ,				

Signed Chair: Date: 6th November 2023 Page **4** of **5**

attention.

- Councillors do periodic checks.
- Greenhead to continue quarterly.
- Henshaw to continue monthly.
- Thirlwall to continue as they would like.

The councils need to be informed that Sean does not have the Rospa qualification so they can decide if they wish to continue with the service.

- 1. Paperwork It is suggested that Sean, Susan and Katie devise a plan to ensure the paperwork runs more smoothly. This may include passing some of it onto the clerks in order that work is not being duplicated or missed. The Coop also need to be approached again and asked to pay by bank transfer.
- 2. Dog Bags they need constant filling ask Town Council to review.

Mrs Susan Saunders

- 1. It is recommended that some employment training be sourced for Susan to help with her role in staff management. Also for her to attend the SLCC webinar on appraisals on the 10th of January.
- 2. A clearer definition of Susan's role within the cemetery is required. A possible change is needed to the way the paperwork is dealt with, with the emphasis on the clerks having more control of the burial papers.
- 3. In light of the extra responsibilities and workload that Susan has taken on it is recommended that her pay scale is increased in line with her abilities from 20 to 29. This is an hourly increase of £3.39. It is also recommended that this increase is backdated to April of this year.

It was proposed to accept the recommendations and inform the Burial Committee where relevant.

PROPOSED Clir C Banks SECONDED Clir J Hunter AGREED

201/23.02 Other Matters arising

Mr Elliott recently resigned from the council but was unhappy about an incident that led to his resignation. He has asked the council to investigate. The council received confirmation that a hand delivered letter from the burial committee was indeed delivered to a resident which Mr Elliott had doubts about.

The following proposal was approved.

Proposal

The Council is not in a position to investigate this as it does not have the skills or expertise to do so, the only recourse it can advise is to go to the standards committee.

PROPOSED Clir C Banks SECONDED Clir A Cheverst AGREED

202/23 Dates and times of next meetings

Town Council meeting Monday 76^h November 2023 at 6.30pm Grounds Meeting Monday 30th October – 10.00am

Neighbourhood Plan Thursday 2nd November – The library at 6pm.

The meeting closed at 9.00pm.

Signed Chair: Date: 6th November 2023 Page **5** of **5**