

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Wednesday 11 May 2011
at 7 pm at the St Bartholomew's Church Centre Newbiggin.**

PRESENT:

Councillors: R McCready (Mayor)

L Anderson M Boon M Cholerton M Kirkup
M Peden W Rogers A Thompson

Officer: D Earl – Town Clerk

IN ATTENDANCE:

4 members of the public

OPEN SESSION

The following issues were raised by members of the public present at the meeting:

- Reference was made to the Annual Town Assembly and the Plug the Leaks theme by a member of the public who looked forward to seeing embryonic businesses created in the town with opportunities for trainees and apprenticeships. A number of potential opportunities for young people were cited including the expansion of allotments to create market garden businesses with equipment and expertise provided. A number of business properties were identified that would require an approach to the owners. The Chairperson advised that a number of the themes fitted the Town Plan objectives and would be considered in the review later in the agenda.
- Confirmation of stall rental for the Farmers' Market was requested and this was confirmed at £30 per stall.
- Thanks and appreciation was conveyed on behalf of Central Palz who had applied the grant from the Town Council in the purchase of hot stones for treatment.
- Following on the discussion of the arrangements for the new dogs' orders the meeting was advised that the county council had confirmed that everything was in order regarding the notices and publication. The boundary on the beach was correct having taken account of the Town Councils' comments and the dog exclusion area was clear and enforceable and had clear signage in place. An educational approach would be taken by county officers initially and members were advised to review the effectiveness at the end of the season. Reference was also made to the problem of sand on the promenade and difficulties with other agencies over requirements for removal.

C001/11 ELECTION OF MAYOR AND CHAIRMAN OF THE COUNCIL

RESOLVED that Councillor Rebecca McCready be elected Mayor and Chairman of the Town Council for the year 2011/2012.

C002/11 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office was made and signed by Councillor McCready.

C003/11 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN OF THE COUNCIL

RESOLVED that Councillor Malcolm Peden be elected Deputy Mayor and Vice-Chairman of the Town Council for the year 2011/2012.

C004/11 APOLOGIES FOR ABSENCE

No apologies for absence were received all members being present.

C005/11 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 13 April 2011 were agreed and signed as a correct record with the incorporation of a members comment on sand affecting parking and the lack of lighting at the Church Point Car Park.

Thanks were expressed to the contractor that had repaired the lighting and removed the sand. There were further problems of water-logging in the car park and litter bins had not yet been provided in Woodhorn Road. The Events Leaflet was yet to be printed.

C006/11 MINUTES OF THE GRANT COMMITTEE

The minutes of the Grant Committee held on 28 April 2011 were received.

C007/11 DECLARATION OF MEMBERS INTERESTS

No declarations of interests were made.

C008/11 ANNUAL INTERNAL AUDIT REPORT FOR 2010/2011

The Council considered the report of the Internal Auditor as set out in Appendix 1. There were no matters which the Auditor wished to formally draw to the attention of the Town Council. The accounts had been satisfactorily audited and the internal audit report signed for submission with the annual return to the external auditors.

RESOLVED that the Internal Audit Report be accepted.

C009/11 ANNUAL ACCOUNTS AND ACCOUNTING STATEMENT FOR 2010/2011

The Town Clerk advised members that the Accounts for the financial year 2010/2011 had been completed and audited and were currently available for inspection by the public as required by the legislation.

The Final Accounts and Balance Sheet were attached at Appendix 2 for members' consideration together with the Accounting statements set out in Appendix 3 which had to be endorsed by the Town Council and signed by the Chairman prior to submission to the External Auditors.

RESOLVED that the Final Accounts Balance Sheet and Accounting Statements for 2010/2011 be agreed.

C010/11 ANNUAL GOVERNANCE STATEMENT

Members were advised that a further requirement of the audit process was that an Annual Governance Statement was incorporated in the Annual Return having been considered and approved by the Council and signed by the Chairman and the Town Clerk. A draft statement had been attached at Appendix 4 for members' consideration.

RESOLVED that the Town Council approve the Annual Governance Statement.

Councillors Peden and Thompson declared a non-prejudicial interest in the following item as members of the Royal British Legion.

C011/11 MEMORIAL PARK INFORMAL CONSULTATION

The report referred to informal consultation by County Council officers who had advised of a request from the Newbiggin and North Seaton Royal British Legion to use one of the flower bed areas in the park to create a permanent memorial for all the wars and conflicts since the Second World War. They wanted to provide engraved stones indicating the various campaigns.

Members paid tribute to one of the finest War Memorials in the country were in favour of the project in principle to provide more focused space and listing the names of the war dead details of which the branch was actively pursuing. Reference was made to possibly having plaques on the archway and having a new area not disrupting the symmetry of the existing flower beds. Members referred to a number of locations where names were recorded in the town and that a mechanism would be needed to add names that were missed.

RESOLVED that the Town Council agree to the principle of the scheme and request a meeting with the officers and local representatives of the branch to discuss the detail.

C012/11 REVIEW OF THE TOWN PLAN

The Chairperson led a review of the aims objectives and progress in relation to the Town Plan the details of which were set out in Appendix 1. Work had progressed in twenty of the thirty one projects identified and members addressed scope for commencing further projects in the short-term.

RESOLVED that:

- i) Councillors Anderson; Boon and McCready progress the businesses and residents horticulture initiative;**
- ii) Councillors Boon; Peden and Thompson progress a wasteland scheme and funding in conjunction with the Newbiggin Partnership Trust;**
- iii) The Grant Committee progress the initiative for groups to host events over the autumn/winter period;**
- iv) Councillor McCready and the Town Clerk progress an action week with Wansbeck CVS; Northumbria Police and Northumberland County Council;**
- v) Councillors Kirkup and Thompson work with County Councillor J Lang on the reconstitution of the Triplett's Trust to promote apprenticeships with the Academy careers officers; local business people; C Hovsepian**

Signed by the Chairman:

Date:.....

May 2011

1. To raise the aspirations and prosperity of all our constituents, especially the young.

Encourage all children to participate in arts, sports, literary and other community activities, so that active partnerships are developed with key providers in the next two years.

1. Work with partners from the voluntary, education and leisure sectors to deliver a range of activities for children throughout the year.

Working with NCEA, BVAL, Tri Northumberland and others to deliver a range of activities. Supporting RNLI Ladies and Maritime Heritage Centre to deliver activities for children.

2. Work with library services and schools to run a literary event for children.

Book Festival is scheduled for 18th June in conjunction with the NCEA and Library amongst others.

Provide tuition-based opportunities for all 7 to 10 year old children in the town over the next three years.

3. Work with partners from the voluntary and education sectors to expand existing tuition-based activities, to meet and increase demand.

No progress.

Facilitate the training of ten future community workers over the next three years.

4. Work with voluntary and government sectors to create and promote opportunities for community workers.

No progress.

5. Support community worker professional development by funding activities for children and commissioning workers in Newbiggin by the Sea.

No progress.

2. To improve our environment, providing a clean, tidy and aesthetically pleasing place to live, work and visit.

Increase the area of woodland around the community by a minimum of one acre per year over the next three years.

6. Work with Northumberland County Council on decisions affecting the location of tree planting and the variety of species through the Trees and Bees scheme.

Woodland project by NCC has been approved and due to start in October 2011.

7. Provide a dedicated area within Newbiggin by the Sea where trees can be planted in dedication to loved ones.

The Dedication Garden was opened on March 20th 2011 and a Friends group has been established. 5 trees have been dedicated into the garden already.

Work with other agencies to promote responsible dog control to reduce the number of complaints received by the Town Council.

8. Work with Northumberland County Council to enforce dog bylaws and encourage responsible dog ownership.

New bylaws are now in force, but no further progress has been made. Review to be conducted in October 2011.

Maintain Northumbria in Bloom RHS Silver Gilt status annually for the next two years.

9. Work with the voluntary sector, schools, Northumberland County Council, businesses, residents' associations and individuals to develop tailored schemes throughout Newbiggin by the Sea, including grow-your-own initiatives.

No progress.

10. Review the Northumberland County Council service schedule for planting and maintenance and identify areas for service level enhancement or change of service for the improvement of Newbiggin by the Sea.

Initial work has been with Neighbourhood Services in NCC, but further work is needed.

11. Work with the voluntary sector, schools, Northumberland County Council, businesses, residents' associations and individuals to redevelop wasteland areas in Newbiggin by the Sea for the benefit of wildlife, residents and visitors.

No progress.

12. Establish and support a Seafront Strategy Group to oversee developments on the promenade and beach, maintain the area and seek funding for its continued improvement.

Agreed to establish this group in March 2011 but group has not been formed yet.

13. Seek to instigate regular and frequent litter picks throughout the town, involving residents and other interested parties.

No progress.

14. Continue to run an annual Gardens Competition.

Deadline for submission of entries to the third annual competition is 24th June.

3. To encourage and support an increase in tourism.

Investigate the feasibility of hosting a regular town farmers' market, to decide on continued feasibility by August 2010.

15. Support the Farmers' Market by continuing funding and promoting this event, and working with local traders and other interested parties to ensure its continued success.

6 markets are scheduled this year, with the first one taking place this Saturday.

Support a programme of sporting, arts and community events throughout the year.

16. Support the creation of an annual events leaflet to advertise activities within the town throughout the year.

The events leaflet is almost at the printers and has been designed by John Fox, a local designer and photographer.

17. Continue to provide a small grants scheme to support activities for the benefit of Newbiggin by the Sea.

£5,000 has been budgeted for in 2011/12, and ~£7,000 has been distributed in the last 2 years.

18. Continue to support key sporting events in Newbiggin by the Sea, including the Triathlon and Power-lifting competitions.

Tri Northumberland is being supported this year with funding in the budget, plus BVAL have been commissioned to run activities over the same weekends, and Farmers' Market is scheduled on Sat 10th Sept 2011.

Power Lifting Championships have been supported with a £2,000 grant this year.

19. Commission groups within Newbiggin by the Sea to host events throughout the year.

No progress although funding has been set aside for this and we require applications.

20. Host an annual community meeting to promote groups and activities within the town, encourage links between groups, and develop a cohesive and comprehensive calendar of activities within Newbiggin by the Sea for the year.

The Annual Assembly took place on 28th April.

Initial conversations have taken place with WCVS about hosting this, but no further progress.

21. Work with the voluntary sector, Police and Northumberland County Council to host an annual Action week to promote community cohesion, personal safety, community pride and individual responsibility.

No progress, although initial discussions have taken place with WCVS about hosting this.

Investigate tourist information, parking and toilet facilities, producing fully researched and costed proposals for consideration at the December 2010 budget meeting.

22. Consider innovative ways of providing good quality public toilets throughout Newbiggin by the Sea.

The Prospect Place toilets were renovated in July 2010. A project consultation is underway with NCC at the moment to investigate new opportunities, and we hope to be able to discuss details in the June or July meeting.

23. Enhance the service level provision for toilet cleaning at the Prospect Place toilets.

Service uplift was paid for over Summer 2010, and has been budgeted again for in 2011, although discussions with NCC to provide this service have not taken place yet.

24. Work with relevant organisations and Northumberland County Council to develop a Traffic Management Plan for the town, including tourist information and public parking.

No progress.

25. Work with appropriate agencies to provide improved signage throughout the town, to identify and repair damaged road surfaces, to improve general road safety and to improve signage on major routes near Newbiggin by the Sea.

Many road surfaces were repaired in 2010 by NCC, but further work is needed.

26. Set priorities and work with the Northumberland County Council Highways Authority to identify and deliver local traffic safety schemes including our Local Transport Plan priorities.

LTP priorities were submitted to NCC although not included in the LTP as at too high a level. Further work is needed.

27. Work with relevant partners, including Friends of Woodhorn Church, Northumberland County Council, English Heritage, the Church and building owners, to secure a positive future for Woodhorn Church.

Work is ongoing, and several possible projects have been identified and are being followed up. The renovated window was dedicated on 8th May, and the next event is being planned for July.

4. To increase the skills base within the town, supporting adults into work.

Support the creation of apprenticeships and training opportunities within the town, creating six opportunities for Newbiggin by the Sea residents within the next three years.

28. Work with voluntary, business and government sectors to promote opportunities for apprenticeships and training in Newbiggin by the Sea.

No progress.

29. Work with education, statutory and voluntary organisations to promote adult learning resources and opportunities.

No progress.

30. Work towards the provision of business start-up units.

Secondary settlement status should be reinstated later this year. No further progress.

5. To support an ageing population.

Investigate the requirements for community transport, producing a fully researched and costed proposal for the December 2010 budget meeting.

Continue to contribute to the funding of the Newbiggin Nipper community bus to provide sustainable community transport, in conjunction with Northumberland County Council, provided that sufficient demand for this service is demonstrated.

Nipper service has been funded for 2011/12 by NTC and NCC.

No progress on any other potential projects.

Aim	No of projects	No progressed
To raise the aspirations and prosperity of all our constituents, especially the young.	5	2
To improve our environment, providing a clean, tidy and aesthetically pleasing place to live, work and visit.	9	6
To encourage and support an increase in tourism.	13	10
To increase the skills base within the town, supporting adults into work.	3	1
To support an ageing population.	1	1

Service Delivery Adoption

Talks are ongoing with NCC and NALC about service transfer.

Allotments: statutory transfer in April 2009, generating a net income and managed successfully by the Allotments Association.

Continue to be successfully managed by the Allotments Association.

Bus shelters: pre-2003 installations from 2011. We will develop a strategy to deal with these effectively.

No timescale for adoption yet.

Public seats: from 2011. We will develop a strategy to deal with these effectively, including consideration of accepting donations and dedications.

No timescale for adoption yet.

Burial grounds and mortuaries.

None

Commons and village greens.

No timescale for adoption yet.

Parks, playing fields, playgrounds and other open spaces for the local community.

No timescale for adoption yet.

Public halls and community centres (where not run by a separate charity).

No timescale for adoption yet.

Seasonal lighting: Adopted in 2009; we will work with the Traders Association, Churches Together, schools and other interested parties to provide effective seasonal lights and celebrations.

Worked with the Traders' Association to produce a superb display in 2010, and will be working towards this in 2011.

Town twinning. We will consider opportunities for town twinning activities.

A recent event took place to restart an informal relationship.

War memorials and other monuments.

No timescale for adoption yet.