

**NEWBIGGIN-BY-THE-SEA TOWN COUNCIL**  
**Minutes of the Annual Meeting of the Town Council held on Wednesday 20<sup>th</sup> June 2018**  
**at 7.00pm at the Grace Darling Campus Newbiggin by-the-Sea**

**PRESENT:** Councillors: M Peden (Chairman)

M Boon                      A Bromwich-Alexandra                      L Burns

M Cholerton                      S Harrison                      E Hartley                      A Thompson

Officers:                      D Earl – Town Clerk

E Brown – Deputy Town Clerk

**IN ATTENDANCE:** 11 members of the public

**C020/18 APOLOGIES FOR ABSENCE:** None.

**OPEN SESSION** A member of the public noted the repair of the ‘policeman’s steps’ next to the Methodist Church informing that sweeping of the steps was required. As the post mounted bin at the bus stop here had been removed there was now no bin at this location with the nearest being at the Front Street shops and the footpath in front of the Bank House club, a request for a bin to be located at the seating area in front of the church was made.

The Town Clerk informed that although the steps were the responsibility of Northumberland County Council, the Town Council would refer this matter to them.

Regarding the siting of a litter bin at this location, the Town Clerk informed that permission from the landowner would be required and the Town Council would be discussing the purchase of bins later in the meeting.

A member of the public claimed that they had not been made welcome when visiting the Town Council Office during the public open hours as a meeting had been taking place and suggested that perhaps meetings should not take place during the public open hours.

The Town Clerk responded stating that he disagreed with this claim noting that an earlier meeting had over run. He spoke to the member of the public and that the information requested had been sent by email the following day.

A member of the public raised concerns that the Memorial Park was looking unkempt. The Chairman informed that the volunteers who had looked after the Park had unfortunately retired, noting that the Park was under the ownership of Northumberland County Council and whilst the Town Council were discussing the issue with NCC, any concerns from the public should be addressed to NCC.

**C021/18 MINUTES of the previous meeting held 17 May 2018**

A Member requested notes of the intended AGM which had been abandoned be brought to the Council for record. The Town Clerk responded that at the May meeting he had explained that meeting had not taken place and no notes were required as no business had been transacted and no decisions had been made.

A Member requested the inclusion in the minutes of Councillor Harrison’s reasoning for not accepting the Annual Governance Statement. The Town Clerk stated that the minutes were intended to reflect decision and it was put to the Council. A proposal was therefore made to include a short note on the subject which was seconded and agreed.

**RESOLVED that:** with the addition of the following short paragraph that the minutes of the meeting held on 17<sup>th</sup> May 2018 were agreed as a correct record and signed by the Chairman.

*'Councillor Harrison informed she was unable to accept the Annual Governance Statement; because all payments under £250 were not publicly available. That was not a legal requirement and the Town Clerk explained that the cumulative amount of all payments under £250 were included in the totals and that Councillors were welcome to look at the full accounts by appointment.'*

#### **C022/18 DECLARATION OF MEMBERS INTERESTS:**

No interests were declared.

#### **C023/18 WAR MEMORIAL – LISTED BUILDING CONSENT**

The County Planning Department required both a Pre-Application and the submission of an application for Listed Building Consent in respect of the minor cleaning and repair work which has been agreed for the Colliery War Memorial.

**RESOLVED that:** the Town Council submit the necessary Pre-Application and Application for Listed Building Consent to the County Council.

#### **C024/18 REVIEW OF STANDING ORDERS**

It was agreed that Councillor Hartley's motion relating to Standing Orders would be dealt with under this agenda item.

The National Association of Local Councils has recently issued revised model Standing Orders which were not significantly changed although the number of pages had increased from 15 to 26. They have been updated to incorporate references to new legislation which while not strictly necessary was a useful reference point. The majority of the 26 Standing Orders were discretionary and capable of local amendment or omission and only those in bold include the statutory references and requirements but were not exhaustive.

The Town Clerk had considered the detail and attach in an appendix draft Standing Orders omitting the alternatives and those matters relating to smaller authorities and tailored slightly to Town Council local operations.

**RESOLVED that:** the Town Council consider the changes in the draft Standing Orders to the national model, in detail, in an informal meeting and defer the adoption to a future meeting.

#### **C025/18 PROMENADE LITTER BINS**

At the previous meeting a motion was considered to 'Set in place a bin replacement programme on the Promenade to be completed from the Town Improvement budget in the financial year 2018/19'. This part was deferred for consideration at a future meeting pending more information on cost implications and discussions with Neighbourhood Services. As the department responsible for litter collection and bin emptying, on behalf of the statutory authority Northumberland County Council, Neighbourhood Services had expressed concerns over two issues if the blue wheelie bins are replaced along the promenade:

- 1) Capacity - this has been shown to be right now after being more than doubled less than 4 years ago. Significantly more bins will be required to achieve the right capacity. Take away litter blocks capacity of traditional bins leading to overflowing.
- 2) Operational difficulties - specific vehicle and team used for promenade emptying with custom hoist for tipping which is time and cost efficient. Change of vehicle and collection service would require extra resources and reduce service elsewhere in town.

On the question of cost that would be dependent on the type and number of new bins

required around the bay to achieve the same capacity and the relative removal and installation costs at each location.

The Town Clerk met with the Neighbourhood Services Area Manager and the Operational Manager for the Newbiggin area and they had confirmed that that the capacity along the Bay was right now with a twice weekly collection occasionally supplemented by the Enhancement Team when they are passing for other work. Bank Holiday weekends recently have shown a further increase in capacity required in the Quay Wall area where takeaway wrappings quickly fill the bins.

The Environmental Working Group had looked at some of the detail and notes from their meeting held 19<sup>th</sup> June were tabled.

It was proposed that the motion be considered by the Council again, this was seconded.

A Member produced a report showing the content of bins noting an issue with domestic and commercial waste filling bins in areas. An amendment was proposed suggesting the continuation of surveying the bins which was accepted.

Following the removal of some post-mounted bins and assessing litter collection Neighbourhood Services had confirmed that standard ground bins were required at Cleveland; Collingwood; High St/Rustic Tce; Melrose Tce; Milburn Park; connecting paths to Spital Estate; Sports Centre field; Woodhorn Lane. The black bins at the Church Point Car Park and headland were left over from Wansbeck days and if the Town Council wanted to replace them plus the twelve bins and installation as above then a budget of £4,000 was suggested.

A report had been produced regarding the deep clean motion and circulated to Members. Discussions were under way with Neighbourhood Services and Highways regarding the works required. Approx. costs had been obtained for the painting of heritage lights and replacement of 1 x standard light with a Heritage light. Costings for the painting of the bandstand were awaited.

The Memorial Park had been discussed.

Members noted the proposal for the Central Park Play Scheme refurbishment and that a sum of £7385 had been awarded to the council from the Housing Developer Fund.

RESOLVED that:

- (i) the surveying of contents of bins be continued over the summer and the matter of bin replacement due to capacity issues deferred.
- (ii) £4000 be made available from the Environmental budget for the purchase of bins as suggested by Neighbourhood Services.
- (iii) £6000 be made available from the Environmental Budget for the painting of Heritage light on Front Street and at the Headland, including the replacement of 1 x standard column with 1 x heritage column and the painting of the band stand.
- (iv) The proposals for the Central Park refurbishment be agreed at a cost of £25166 less the grant of £7385. (£17781 total)

Members expressed their unanimous gratitude to community volunteers who cannot proceed due to lack of volunteers.

### **C026/18 ENVIRONMENTAL ENFORCEMENT PARTNERSHIP**

An approach had been made to jointly fund and operate an Environmental Enforcement Officer with Seaton Valley and Lynemouth Parish Councils. Both had met this month and confirmed agreement to proceed funding 2 days each. That left the Town Council with the option to fund one day per week at a cost of £8,000 per annum and the Town Clerk referred to Members the Business Case from the Public Protection Manager. Members confirmed they had not received it.

**RESOLVED that:** the Town Council defer this matter while Members consider the business case.

### **C027/18 CHRISTMAS TREE PROVISION**

The Newbiggin Traders Association had provided the Christmas Tree installed in the Quay Wall Piazza each of the last eight years while the Town Council had made the arrangements for it to be decorated with the lights along with the motifs throughout the town. It has been indicated that the Traders would like the Town Council to take over provision of the tree in future. The Town Council already paid for the lights and installation and there was a budget to cover the arrangements for seasonal lighting. Seasonal lighting was discussed in brief.

**RESOLVED that:**

- (i) the Town Council agrees to incorporate the acquisition and installation of a suitable Christmas Tree as part of the seasonal lighting arrangements as part of the Christmas Decoration budget head. A letter would be sent to the Traders Association informing that the Council were agreeable to their request and thanking them for their efforts over the last 8 years.
- (ii) The Town Council conduct a review of the seasonal lighting plan, with fittings to be checked in advance of installation and a meeting to discuss any repair issues to be held with NCC Street Lighting.

### **C028/18 NOTICES OF MOTION**

Councillor Harrison moved the motion as set out in the agenda noting that with commencement of the Neighbourhood Plan Community engagement was key: The motion was seconded as it was unanimously **RESOLVED that:** Newbiggin Town Council adopt the draft Community Engagement Strategy as circulated by the Deputy Town Clerk, 01/06/2018.

Councillor Hartley moved the motion as set out in the agenda.

This was seconded, and it was **RESOLVED that:** the Council follow up minute CO23/17 by contacting Newbiggin Development Trust Ltd once again to request a written report in advance of the July 2018 Town Council meeting and to attend to give a presentation on the work of the company to date along with details of how the £15,000 grant from the Town Council has been spent.

Councillor Hartley's motion relating to standing orders was deferred along with minute C024/18 as noted above.

Signed by Chairman.....Date.....