

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Ordinary Meeting of the Town Council held on Wednesday 17th July
2019 at 7.00pm at Grace Darling Campus

PRESENT: Councillors: A Thompson (Chairman)

M Boon L Burns M Cholerton

S Harrison E Hartley M Peden

Officers: D Earl – Town Clerk

E Brown – Deputy Town Clerk

IN ATTENDANCE: 22 members of the public

A member of the public stated they had sent a letter via recorded delivery to the Director of Newbiggin Development Trust regarding the status of the Bay Project and had received no response. It was noted that this was not a matter relevant to Town Council business as the Town Council could not speak on behalf of the Development Trust.

A member of the public queried why the Development Trust projects were in the Council Courier and on the agenda for the meeting, asking if the Town Council had taken over these projects. The Chair confirmed that Town Council had not taken over Development Trust Projects.

A member of the public directed a question to the Chair asking if he had approached representatives of community organisations seeking support for a bid of £750,000 to further develop the Bay Project suggesting a there was a conflict of interest. The Chair confirmed that this was not Town Council business.

A member of the public queried the recommendation in the Clerk's Report on the approval of projects, noting two of the projects involved work on SSSI sites, querying whether ecological discussions have taken place with relevant authorities to discuss these projects. The Clerk confirmed that the report was about whether the Council would be involved in projects and did not suggest that the Council would be delivering the projects. The report depends on partnership with other parties.

A member of the public queried when Attlee Park was due to be refurbished noting issues with weeds and general maintenance. The Clerk informed that the contractors were due on site on Monday 15th but had deferred until Monday 22nd when all issues would be dealt with.

A member of the public noted dog fouling issues and queried the whereabouts of the 'no cycling' sign on the promenade and the enforcement of the byelaw. It was confirmed that the Town Council were actively pursuing enforcement of dog fouling with NCC and were aware of the byelaw but were not able to enforce it.

A member of the public queried jet ski's in the bay on the prom side of the breakwater and how it could be enforced that jet ski users must use the far side of the breakwater. This would be raised with the Coastal Warden.

A member of the public queried who has responsibility for the allotments; regarding maintenance and fencing. Noting an issue with a fence that has not been resolved to his satisfaction. The Chair informed that the Town Council was responsible for the allotment land and the Allotment Association were responsible for maintenance. The Town Clerk informed that the Officers would liaise with the Allotment Association. A further concern was raised about speeding traffic at the Woodhorn Road entrance to Newbiggin. The Chair informed

that the Town Council were not the highways authority but would refer the matter to Northumberland County Council.

C025/19. APOLOGIES FOR ABSENCE: Councillor A Bromwich-Alexandra. These were accepted

C026/19. MINUTES OF THE PREVIOUS MEETING HELD 19TH JUNE

A member queried page 2 – ‘review of work of councillors on external bodies’ requesting an update on this. The Chair confirmed that this was still to be done.

A member queried page 3 ‘report regarding banners on the high street’ – the Clerk confirmed that this has been progressed and would be considered later the agenda, under projects.

The minutes were agreed and signed as an accurate record.

C027/19. DECLARATION OF MEMBERS None.

C028/19.REVIEW OF COMMITTEES TERMS OF REFERENCE AND DELEGATION

Following a request from a previous meeting the membership and Terms of Reference were set out, the Town Clerk noted where most decisions were those undertaken by the Council but there were some small areas of delegation in place.

Finance Committee

M Cholerton
S Harrison
E Hartley
M Peden
A Thompson

Grants Committee

M Boon
L Burns
M Cholerton
E Hartley

Personnel Committee

L Burns
M Peden
A Thompson

Environmental Working Group

M Boon
L Burns
M Cholerton
S Harrison
E Hartley

Terms of Reference

Finance Committee:

1. To consider reports from the RFO concerning Income and Expenditure.
2. Monitoring expenditure against approved Budget for the financial year.
3. In December each year to consider the expenditure requests submitted from any other Committees and make recommendations to the Council to assist its formulation of the Budget for the following financial year.
4. To make any recommendations concerning financial matters referred to it by the Council.

Grants Committee:

To consider applications for grants in accordance with the agreed criteria up to a value of £300

To make any recommendations to Council concerning the operation of the scheme or grant criteria

Personnel Committee:

To deal with the staff appointment process and ongoing staff matters. Delegation to short-list for interview and appoint a Deputy Town Clerk

Environmental Working Group:

To carry out site inspections and site meetings where necessary with or without representatives of other agencies to consider physical environmental matters and recommendations concerning project scheme development or issues as referred by Council.

Where necessary to meet informally with representatives of County Council Environmental Services to discuss Town Council Local Services and Enhanced Services arrangements.

A member queried a previous resolution that the Finance Committee would meet quarterly in addition to the pre-budget meeting, suggesting that they are approved as they stand and look at what committees are doing and return in six months with a more detailed review. The Chair was agreeable to this being brought back for discussion in the future.

C029/19. REVIEW OF POLICIES

i) Freedom of Information

A member requested the website be added to the policy for access of documents.

RESOLVED that the policy was agreed.

ii) Data Protection

A member queried the inclusion of a data controller for CCTV within the policy. It was explained that as a town wide system was up for discussion as a project later the agenda and there was a requirement to meet to code of practice of the surveillance camera commissioner any implications on the Data Protection policy would be investigated.

RESOLVED that the policy be accepted.

iii) Member Officer Protocol

RESOLVED that the policy be accepted.

iv) Habitual and Vexatious Behaviour

RESOLVED that the policy be accepted.

C030/19. NEIGHBOURHOOD PLAN

The Clerk informed that Officer time had been spent uploading the comments that had been received. A meeting of the Steering Group was anticipated within the next two weeks and then a report would come back to Council.

C031/19. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports as no meetings of external bodies to which Members were appointed had taken place.

C032/19 PROJECTS FUNDING AND REGENERATION

The Clerk outlined the context of the report in the appendix to pursue projects some of which the Council could deliver and some in partnership with NCC and other agencies, making finance available from balances and regeneration monies.

Actual expenditure available was circulated to Members to create a plan which included the following potential projects which had all been supported through the consultation exercise:

- CCTV
- Promenade safety improvements at Boat Ramp
- Milburn Park Playground Refurbishment/replacement
- Beach Huts
- Needle's Eye Observation Platform
- Bankside Boardwalk
- Gateway Feature

It was proposed and seconded that the Town Council approve all the projects outlined in the report and prioritise their support and development over a three-year programme and allocate initial contributions from the available budgets.

A member proposed an amendment that the Council endorse the projects with prior Council agreement i.e. CCTV, Attlee Park, Gateway feature and Town banners and defer all other projects until the Council receive further information on partnerships and costs.

As provided in Standing Orders a named vote was requested on the amendment.

For	Against	Abstention
S Harrison	M Boon	L Burns
E Hartley	M Cholerton	
	M Peden	
	A Thompson	

The amendment was defeated.

As provided in Standing Orders a named vote was requested on the original motion.

For	Against	Abstention
M Boon	S Harrison	
L Burns	E Hartley	
M Cholerton		
M Peden		
A Thompson		

RESOLVED that the Town Council approve all the projects outlined in the report and prioritised their support and development over a three-year programme allocating initial contributions from the available budgets as shown in the appendix.

C033/19 MATTERS FROM THE ANNUAL TOWN ASSEMBLY

i) Office Opening Hours - look at the opening hours of their office to make it more accessible

to working residents – The Chair confirmed that the Town Council operate similar opening hours to any other local council; the extending of opening hours would need to be a Town Council decision.

ii) Opening Hours of Front Street Toilets - look in to extending the opening hours for the front street toilets - The Chairman confirmed that Northumberland County Council are responsible for the public toilets and at present they have been open until 5pm daily.

iii) Adherence to Standing Orders - apply the Local Government Act and their Standing Orders consistently to Council business as well as electors, requesting this be reflected within policy reviews and other matter of governance - The Chairman confirmed that the Town Council have been following the adopted Standing Orders as these are the rules of procedure in meetings.

iv) Council Publications and Responses - in the future a process be put in place to record that all Councillors have read and understood any publications/responses that go out in the Town Council's name in advance of them being made public – The Chairman explained that most publications are the result of agreed Town Council decisions although procedure will be examined further in the future.

v) Council within a Council – Council should be non-political and commit to working as a Council of 8 Members – The Chairman confirmed that most Councillors are independent and happy to work with all; all Councillors have an equal part to play.

C034/19 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the 1972 Act relating to contractual financial information.

C035/19. FRONT STREET BUS SHELTER

Following requests from several residents, a consultation exercise was carried out between 29th April and 30th May via the Council Courier which was delivered to every household in the Parish. No responses were received.

Permission has been received from the principal authority to proceed.

RESOLVED that the Town Council proceed with the installation of a 2-bay cantilever shelter at this location with a budget allocation of up to £6390.59.

C036/19 GATEWAY FEATURE

The second phase of the Gateway Project was deferred from last year with a budget carry forward of £10,595 with some delay experienced in engaging with an approved contractor which could undertake such a scheme within the highway boundary.

A suitable experienced and approved NCC contractor provided a sketch design and photo location with a specification which were forwarded separately. The quotation was slightly more than the budget at £10,997.

In view of the location alongside the principal road A189 it is likely that the County Highways Department will insist on some traffic management arrangements and that will be an additional cost as will the incorporation of the town logo and name which will provide strong identity to the community.

RESOLVED that the Town Council approve the acceptance of the quotation for £10,997 and arrangements be made for installation with additional costs met from balances.

C037/19. REQUEST FROM TENANTS

Following the deferral of any decisions relating to the erection of a portacabin and use of the MUGA Members met with the tenants Business Development Manager to discuss the proposals further.

The Tenants were informed that the Council were agreeable to them carrying out the internal works to create a secure exam cupboard and this item was disposed of.

The Business Development Manager informed that the Engineering Course was confirmed to proceed in September providing background details of the projects that would be undertaken (including the building and testing of an electronic motorbike) and offering reassurances regarding student participation numbers and the low noise levels. Whilst they desired a portacabin for additional classroom space they can proceed with the Engineering Course without one.

The use of the MUGA was requested for testing the electronic motorbike. Members raised concerns regarding how this may impact on the anti-social motorbike issues that were already experienced in Newbiggin. The Business Development Manager confirmed that the site was only to be used for an occasional hour during classroom time and they would work the timing of their session around any members of the public who may be using the MUGA to avoid any conflicts of use.

The Business Development Manager has offered the Members a Trail Demonstration upon completion of the first bike after the course commences in September

RESOLVED that:

- i) the Portakabin be refused
- ii) the decision regarding the use of the MUGA be deferred pending further meeting with the Manager in the Autumn.

C038/19. GRANT REQUEST NEWBIGGIN GENEALOGY PROJECT

A Larger Grant Application has been submitted by the Newbiggin by the Sea Genealogy Group which is circulated separately to Members.

RESOLVED that while the Council was keen to support the Genealogy Project the application be rejected as it did not meet the criteria of the grants policy.

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

Minutes of a Meeting of the Finance Committee held on Wednesday 31 July 2019 at 7.00 pm t Newbiggin Sports and Community Centre.

PRESENT:

Councillors: A Thompson (Chairperson)
E Hartley, M Peden

Officer: D Earl – Town Clerk

Also present: Councillor L Burns (Ex Officio),

Public: 5

FC01/19 APPOINTMENT OF CHAIRPERSON

Councillor Harrison was nominated to be Chairperson and a Member made reference to her background and experience.

It was proposed and seconded that Councillor Thompson be appointed Chairperson.

A Member requested a named vote be taken.

For	Against
M Peden	E Hartley
A Thompson	

RESOLVED that Councillor A Thompson be appointed Chairperson of the Committee.

FC02/19 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED that Councillor M Peden be appointed Vice-Chairperson of the Committee.

FC03/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bromwich-Alexandra, M Cholerton, S Harrison.

FC04/19 MINUTES

RESOLVED that: the minutes of the previous meeting held on 24 April 2019 be approved as a true record and signed by the Chairperson.

FC05/19 DECLARATIONS OF INTERESTS

No new declarations were made.

FC06/19 PAYMENTS

Members considered the schedule of payments for the first quarter of the financial year which had been circulated and published on the web site.

RESOLVED that: the report be received.

FC07/19 BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION

The Town Clerk referred to the quarterly report of income and expenditure in relation to the 2019.20 Budget and to the need to run parallel financial systems since April while the new Rialtas Omega software was installed and commissioned in July.

The bank reconciliations for the end of each month had been circulated and it was explained that the new system could not accommodate payments prior to April that were not through the bank but that was reconciled in the second and third statements and also in the reconciliations in the old system. Following queries from a Member the Deposit Account reconciliation and the year-end statement of balances and allocations would be circulated to Members.

The Town Clerk advised that County Councillor Lang wanted to contribute £2,000 to the Gateway feature project if the Council would provide new litter bins and seats at the Welfare/Spital play area.

RESOLVED that:

- (i) the reports be received and approved;**
- (ii) the additional reports be circulated;**
- (iii) the offer and arrangement with County Councillor Lang be agreed and approved by Council.**

Signed by the Chairperson:Date:.....

Minutes of a Meeting of the Grant Committee held on Tuesday 23rd July 2019 at 14:00 at The Council Offices Newbiggin by-the-Sea

PRESENT: Councillors: L Burns (Chairperson)

M Boon, M Cholerton, E Hartley

Officers: E Brown – Deputy Town Clerk

GC19/06 MINUTES OF PREVIOUS MEETING HELD 23 May 2019 were agreed and signed as a true record.

The Deputy Clerk updated that the presentation cheque would be arriving imminently.

GC19/07 DECLARATION OF INTERESTS – None.

GC19/08 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that: under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

GC19/09 APPLICATIONS FOR GRANT

RESOLVED that:

- (i) Pursuant to Local Government Act 1972, s.137, it was agreed to support the Play in the Bay for Annie B-A events with a grant of £200 towards the costs of a community event to fundraise for Myeloma UK.
- (ii) Pursuant to Local Government Act 1972, s. 145 it was agreed to support a young resident of the parish with the costs of attending the British Youth Music Theatre to the sum of £300.
- (iii) Pursuant to Local Government Act 1972, s. 145 it was agreed to support a second young resident of the parish with the costs of attending the British Youth Music Theatre to the sum of £300.
- (iv) Pursuant to Local Government Act 1972, s.144 it was agreed to support the venue hire costs for an exhibition of Newbiggin by the Sea Genealogy Project to the amount of £200.
- (v) Pursuant to Local Government Act 1972, s. 145 it was agreed to support the set-up costs of Pantomime by the Sea for the benefit of the community.

GC19/10 FEEDBACK ON GRANT APPLICATIONS

RESOLVED that:

- (i) Feedback on previous grants be noted and accepted.
- (ii) The Grants Committee review the conditions of the small grants scheme and make recommendations to Council.

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

NEWBIGGIN BY THE SEA NEIGHBOURHOOD PLAN STEERING GROUP

The meeting of the Newbiggin Neighbourhood Plan Steering Group at the St. Bartholomew's Church Centre, Newbiggin on Tuesday 30th July 2019 at 14.00

Present:

Alan Thompson – Chair of Newbiggin by the Sea Town Council
Lynn Burns – Vice Chair of Newbiggin by the Sea Town Council
Stuart Todd – Newbiggin Development Trust
Jim Lang - County Councillor Newbiggin West & North Seaton
Fiona Rowley – Newbiggin Traders Association

Officers:

Dennis Earl – Town Clerk, Newbiggin by the Sea Town Council
Elaine Brown – Deputy Town Clerk, Newbiggin by the Sea Town Council
Sarah Brannigan – Northumberland County Council Planning Officer

Apologies:

Jeff Boyd – Bernicia Homes
Eddie Peat – Director Haworth Estates; North East & Corporate Development
Liz Simpson – County Councillor Newbiggin Central & East
David English – Northumberland County Council Planning Manager

1. Minutes of previous meeting held 15th January 2019 were noted for information.

2. Update on Parish Consultation –

The comprehensive Engagement Report on the outcome of the initial parish-wide consultation had been circulated to the members of the Steering Group. Members welcomed the overwhelmingly positive outcome to all elements of the big issues highlighted that would develop the detailed areas of the Plan. The principles of separation of settlements; environmental enhancement; regeneration and increased housing were particularly well supported.

3. Resources & Funding –

The Group felt that the time was right to progress the development and drafting of the Plan for further detailed consultation which would require the engagement of a Planning consultant and discussed the process and background evidence to write up the policies supporting the Plan which might require different consultants input. Sarah would forward a briefing note on engagement of consultants and examples of work they may do.

Members requested details of how the assessments and allocations had been made for the Northumberland Plan and the housing need number for Newbiggin in relation to other local settlements despite representations.

Sarah informed of a service provided by Community Action Northumberland (CAN) to provide a housing needs survey to estimate demand.

4. Funding –

The Council could now apply to Locality for funding towards the engagement of a planning consultant and this would need a resolution to be passed by Town Council to approve this.

5. Digital Mapping

The acquisition of digital mapping was discussed, regarding the provision of software that can produce accurate and up to date plans that can be used for to provide a range of visuals for community workshops and documents throughout the neighbourhood planning process. Digital Mapping could have added benefits to the town council to be used for mapping and maintenance of assets so it was recommended that the Town Council progress this now from existing budget.

6. Evidence Bases – Various evidence bases were discussed, Sarah informed that there is a host of information relevant to Newbiggin in the evidence bases for the County Local Plan which could be used as a start. Details to be provided by County Planning.