



To: All Members of Newbiggin by-the-Sea Town Council

76 Front Street
Newbiggin by-the-Sea
Northumberland NE64 6QD
Tel: 01670 851833
12 February 2020

Dear Councillor

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm at Newbiggin Sports and Community Centre on **Wednesday 19 February 2020**.

Open Session at the invitation of the Chairperson to consider any questions from members of the public prior to the commencement of business limited to 15 minutes and to 3 minutes per person.

AGENDA - PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 22 January 2020.
3. **DECLARATION OF MEMBERS INTERESTS** Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
4. **Neighbourhood Plan**
5. **Outside Bodies – Reports from Representatives**
6. **Casual Vacancy – North Ward**
7. **Water Fountain Project**
8. **NALC Consultation – Anti-Social Behaviour and Petty Crime**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a faint, illegible printed name.

Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Ordinary Meeting of the Town Council held on Wednesday 22nd January
2020 at 7.00pm at St. Bartholomew's Church Centre

PRESENT: Councillors: L Burns (Chairman)

M Boon A Bromwich-Alexandra

E Hartley M Peden

Officers: D Earl – Town Clerk

E Brown – Deputy Town Clerk

IN ATTENDANCE: 11 members of the public

The Chair welcomed and wished a Happy New Year to all in attendance.

A member of the public queried employee costs and contributions on the budget recommendations at the proposed figure of £74,260. The Town Clerk commented that this covered 1.6 FTE employees at nationally agreed local government rates including employer National Insurance and pension contributions. 1.6 FTE being the agreed staffing levels required to undertake the functions of the Council.

A member of the public queried some terminology within the CCTV report and expressed concerns of the proposed use of ANPR cameras and the possibility of surveillance of people/groups such as Extinction Rebellion and Greenpeace also querying who would be monitoring the CCTV.

The Deputy Town Clerk clarified the terminology and confirmed that Northumbria Police would have access to live footage when required and the ability to download recorded footage. The Chair informed that the overall principle of a town-wide CCTV system would be going out to consultation.

C078/19. APOLOGIES FOR ABSENCE: Councillors M Cholerton, S Harrison and A Thompson. The apologies were accepted

C079/19. MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2019

A Member queried minute No. C075/19 requesting an update on progress of the banner replacement scheme. The Deputy Town Clerk informed that designs proofs were expected within the next week.

RESOLVED that the minutes of the meeting held 20th November were agreed and signed as an accurate record.

C080/19. MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 18 DECEMBER 2019

RESOLVED that the minutes of the meeting held 18th December 2020 be received for information.

C081/19 MINUTES OF THE GRANTS COMMITTEE MEETING HELD 15 JANUARY 2020

RESOLVED that the minutes of the meeting held 15th January 2020 be received for information.

C082/19. DECLARATION OF MEMBERS INTERESTS – None.

C083/19 DISPENSATION FOR MEMBERS AND PROPERTY TAX BASE FOR SETTING THE PRECEPT

The Town Clerk explained the position relating to the involvement of members of the Council with local property interests taking part in the setting of the Precept and recommended that the precaution of issuing dispensations be taken as had been done in previous years. The Property Tax Base figure notified by the County Council would be 1470.61 Band D equivalent properties.

RESOLVED that: all Members of the Town Council are granted a dispensation to take part in the setting of the Precept and the revised Property Tax Base be noted.

C084/19. BUDGET FOR 2020-21

The scheduled recommendation from the Finance Committee was noted.

RESOLVED that: the recommendation be approved and a budget of £277009 as set out in the Appendix be agreed.

C085/19. PRECEPT FOR 2020-21

RESOLVED that: a contribution of £22,028 be made from balances towards the 2020-21 Budget and the Precept be agreed and remain at £254,981.

C086/19 CCTV PROJECT

The report detailed:

- a) the proposed schematic and rough locations prioritising an initial 12 cameras covering town council assets, town assets of prominence into the retail area, town entrances and the main junction,
- b) measures considered to mitigate the need for CCTV,
- c) the proposed statement of need defined the objectives of a CCTV scheme required by the Surveillance Camera Commissioner,
- d) an estimated cost of a scheme,
- e) the requirements of the Data Protection Impact Assessment, and
- f) an overview of the tender proposal

A member queried the scope of an ANPR camera being located at Collingwood Road due to motor bike disorder. A further member stated that motorbike disorder also exists on the Spital Estate green spaces The Deputy Town Clerk informed that the ANPR cameras are more expensive and it all depends on how flexible the scheme can be within budget, reminding that the 2 x NCC Overt deployable cameras are also available to be deployed on a needs basis within the parish.

REOLVED that:

- i) The report be accepted by the Council,
- ii) The Council proceed with the scheme in accordance with the Data Protection requirements, and
- iii) The Council proceed with putting the scheme out to tender with delegated authority to officers to accept the lowest tender within the budget of £25,000.

C087/19 NEIGHBOURHOOD PLAN

Members were advised of the forthcoming consultation regarding the draft Economic Plan and the need to seek grant funding and appoint a consultant to progress the policies required for the Neighbourhood Plan.

RESOLVED that

- i) the notes of the meeting held 20th January 2020 be received for information,
- ii) the requirement for a consultant be put out to tender with a deadline set of 13th March for applications, and
- iii) delegated power be given to the Steering Group to interview the candidates and make recommendations to the Town Council regarding appointment.

C088/19 OUTSIDE BODIES – REPORTS FROM REPRESENTATIVES

No reports were received.

C089/19 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.

C090/19 ENHANCED SERVICES CONTRACT - NORTHUMBERLAND NEIGHBOURHOOD SERVICES

The Town Clerk informed that a six-month contract was available within the 20-21 budget and with spare funding in the remaining in the budget from the current financial year it was hopeful that the seasonal operative would commence in mid-March. This would also an early start in preparation for the Easter holidays

RESOLVED that: The full Enhancement Scheme be agreed with two employees commencing from mid-March at latest.

A member queried why this item had been discussed in a closed session with no report being circulated to Members. The Town Clerk advised that it was an exempt matter due to contractual obligations noting the lack of report was due to the timescale in the agenda item had been added in anticipation of the information being received; the information not being available at the time of issuing the agenda.

The meeting closed at 7.42

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

2020/21 BUDGET	Appendix 1
	2020/21
MANAGEMENT & SUPPORT	
Employees costs & contributions	74260
Office/Meeting Costs	
Rates; Utilities; Phone; IT & Web site dev & maintenance	3000
Room Hire; Printing; Stationery; Postage	800
Equipment & Furniture	200
Insurances	1200
Fees & Charges	
Audit; Subscriptions; Newsletters; Bank charges	6200
Civic & Members Expenses	1350
Civic; Remembrance; Training; Assembly	
	<u>87010</u>
ENVIRONMENTAL SERVICES	
Local & Enhanced Service Delivery	46389
Bus Shelters; Seating; Litter Bins; War Memorials	
Play Areas Inspections; Floral Bedding displays	
Asset Repairs and Replacements	27500
Bus Shelters; Play Areas; Public Seats; Litter Bins	
Accommodation; Facilities upgrade	
Environmental Projects	
Bay Town & Gateway	10000
Town Improvement Schemes	20000
Car Parking improvements and signage	8000
Play Park refurbishment and upgrade	20000
	<u>131889</u>

RECREATION & LEISURE	
Children's holiday and leisure schemes	18830
AFC Newbiggin Sports Development	
Christmas Lighting	16000
	<u>34830</u>
GRANTS & SUBSIDIES	
Small Grants scheme (under 300)	6000
Support Schemes:	
Newbiggin Nipper Service	2580
Newbiggin Food Bank	1000
Larger Grants and support:	10000
Special events; Music; Sports;	
Youth & Adult; Community Volunteering	
	<u>19580</u>
OTHER SERVICES	
Neighbourhood Plan	2500
Events Leaflet	1200
	<u>3700</u>
BUDGET TOTAL	<u>277009</u>

COUNCIL 22 FEBRUARY 2020

1 Coastal Fountain – Water refill station

- 1.1 It has been brought to our attention by the Northumberland County Council Green Space and Countryside team that there are grants available for bottle refill stations to groups and organisations who wish to install water bottle refill fountains on UK beaches or other coastal sites. The fund aims to tackle the increasing problem of plastic bottles being left as marine litter causing a negative impact to the marine environment and marine species. It is anticipated that the provision of these water fountains will significantly reduce the use of non-reusable plastic drinks bottles in coastal locations, especially at beaches. The fund is now open to applications from around the UK and the closing date for applications will be the 28th February 2020. A maximum sum of £2,000 per fountain is available and groups may apply for multiple fountains within their application if they wish to do so.
- 1.2 The provision of a water refill station would tick boxes in the criteria of the Blue Flag Awards of which the Town Council has an aspiration to achieve for part of the Bay. It would also support the Newbiggin bid for 'Plastic Free Coastline' status.
- 1.3 The proposed location for installation is where the public toilet was located on the promenade adjacent to The Coble, as water mains exist here. This point is also the middle and end point of Newbiggin by the Sea Parkrun. Newbiggin Parkrun support the installation of a water refill station seeing it as a further asset to their event to help combat dehydration in their participants.
- 1.4 The Newbiggin Litter Pickers Group had been attempting to raise funding for such a project and has secured an offer of £750 from Newbiggin Heritage Partnership who also have a further £750 available for this project. As Newbiggin Litter Pickers was not eligible to apply for the grant for the bottle refill station, Newbiggin Heritage Partnership have agreed to do so; recognising the benefit to the community and environment of such a project. The total cost of the fountain, in blue colouring to match the existing street furniture on the promenade, is £3678 + VAT. Both the Heritage Partnership and Newbiggin Litter Pickers are submitting small grant applications to the Town Council for funding to cover the shortfall in purchase and installation costs. In the interests of transparency, it should be noted that the Deputy Town Clerk is an organiser of Newbiggin Litter Pickers in a personal capacity.
- £2000 grant
+£750 Newbiggin Litter Pickers (grant via Newbiggin Heritage Partnership)
+£750 Newbiggin Heritage Partnership
+£300 Newbiggin Litter Pickers small grant application to Town Council (**pending decision**)
+£300 Newbiggin Heritage Partnership small grant application to Town Council (**pending decision**)
£4100 - £3678 = £422 installation costs.
- 1.5 Sustainability of the project must be demonstrated within the funding application, Applicants must show that they have in place the means and funding (beyond the funds applied for) to ensure the fountain will be properly maintained for at least the following 2 years. Applicants must also demonstrate that they know who to involve and have plans in place to involve all necessary stakeholders and obtain the appropriate permissions to implement the installation

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(e.g. landowners, water companies, local community) and to maintain the fountain in the longer term.

It is RECOMMENDED that the Town Council consider supporting the water refill station project as a partner, agreeing to adopt the fountain and being responsible for the future maintenance to ensure sustainability of the project.