

PRUDHOE TOWN COUNCIL
DRAFT Minutes of the ANNUAL MEETING OF THE COUNCIL, including the
PLANNING, CONTRACT AND WORKS COMMITTEE, held at The Gate Church,
Swalwell Close, at 7:00pm on Wednesday 19th May 2021

PRESENT

Cllr Chris Barrett, Cllr Duncan Couchman, Cllr Jonathan Wheeler, Cllr Gerry Price, Cllr Ignasious Varghese, Cllr Chris Cuthbert, Cllr Kiran Bell, Cllr Glenn Simpson, Cllr Carol Stephenson, Cllr Dorothy Dickinson, Cllr Bryan Futers, Cllr Tracy Gilmore, Cllr Robert Blackburn, Cllr Jane Johnson, Cllr Angie Scott

County Cllr Gordon Stewart

Mr John Robson and Mr Keith Parks (sound and vision)

AM2122/001 Election of Chair of Prudhoe Town Council

Cllr Tracy Gilmore welcomed everyone to the meeting and thanked The Gate Church for hosting.

Pursuant to section 15 (2) of the Local Government Act 1972, Cllr Gilmore invited nominations for Chair of Prudhoe Town Council.

Cllr Glenn Simpson proposed Cllr Bryan Futers; this was seconded by Cllr Duncan Couchman.

Cllr Tracy Gilmore sought advice on procedure and then nominated Cllr Gerry Price; this was seconded by Cllr Chris Barrett.

Votes were counted for Cllr Gerry Price to take up position of Chair – 7 in favour.

Votes were counted for Cllr Bryan Futers to take up position of Chair – 8 in favour.

Cllr Bryan Futers was duly elected Chair/Mayor of Prudhoe Town Council.

Cllr Tracy Gilmore congratulated Cllr Bryan Futers.

AM2122/002 Acceptance of Office**a) Chair of Council**

Cllr Bryan Futers signed and delivered the acceptance of office, in accordance with Local Government Act 1972, s83 (4).

b) Councillors

All Cllrs agreed to sign and deliver declarations of acceptance of office, in accordance with Local Government Act 1972, s83 (4).

AM2122/003 Apologies for Absence

The Clerk passed on apologies from County Cllr Anne Dale.

AM2122/004 Declarations of Interest

Cllr Glenn Simpson declared a pecuniary interest in Planning Matters and would leave the meeting for the item relating to Ferndene. Planning Application - [21/01378/VARYCO Northumberland Tyne & Wear NHS Foundation Trust Ferndene Moor Road Prudhoe](#)

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Cllr Dorothy Dickinson declared an interest in Prudhoe Youth Project and Prudhoe Gardeners Association.

Cllr Chris Barrett declared an interest in Prudhoe Youth Project.

AM2122/005 Dispensations

None received.

AM2122/006 Election of Vice-Chair of Prudhoe Town Council

Cllr Bryan Futers proposed Cllr Carol Stephenson for Vice-Chair; this was seconded by Cllr Jonathan Wheeler.

Cllr Chris Cuthbert proposed Cllr Tracy Gilmore for Vice-Chair; this was seconded by Cllr Jane Johnson.

Votes were counted for Cllr Tracy Gilmore as Vice-Chair – 7 in favour.

Votes were counted for Cllr Carol Stephenson as Chair – 8 in favour.

Cllr Carol Stephenson was duly elected as Vice-Chair.

AM2122/007 Responsible Financial Officer

Pursuant to section 151 of the Local Government Act 1972, **It was AGREED** to appoint Sarah Eden as the Responsible Financial Officer (RFO) for Prudhoe Town Council for 2021/22.

AM2122/008 Standing Committees

a) *Planning Contract and Works (PCW) Committee*

i. *Terms of Reference*

In accordance with Standing Order 3d) i) **It was AGREED to RECEIVE and AGREE** the terms of reference of the Planning, Contract and Works Committee, sent out in advance of the meeting with the agenda papers.

ii. *Chair of PCW Committee*

In accordance with Standing Order 3d) vi) **It was AGREED to RECEIVE** nominations for Chair of the Planning, Contract and Works Committee and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

Cllr Carol Stephenson proposed Cllr Duncan Couchman; this was seconded by Cllr Ignasious Varghese.

Cllr Duncan Couchman was duly elected Chair of the Planning, Contract and Works Committee.

iii. *Vice Chair of PCW Committee*

It was AGREED to RECEIVE nominations for Vice-Chair of the Planning, Contract and Works Committee and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

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Cllr Carol Stephenson proposed Cllr Chris Cuthbert; this was seconded by Cllr Angie Scott.

Cllr Chris Cuthbert thanked Cllrs for the nomination but declined due to work commitments.

Cllr Tracy Gilmore proposed Cllr Chris Barrett; this was seconded by Cllr Robert Blackburn.

Cllr Angie Scott proposed Cllr Glenn Simpson; this was seconded by Cllr Dorothy Dickinson.

Votes were counted for Cllr Chris Barrett as Vice-Chair of the Planning, Contract and Works Committee – 7 in favour.

Votes were counted for Cllr Glenn Simpson as Vice-Chair of the Planning, Contract and Works Committee – 8 in favour.

Cllr Glenn Simpson was duly elected Vice-Chair of the Planning, Contract and Works Committee.

b) *Human Resources (HR) Committee*

i. *Terms of Reference*

In accordance with Standing Order 3d) i) **It was AGREED to RECEIVE and AGREE** the terms of reference of the HR Committee.

ii. *Members*

In accordance with Standing Order 3d) vi) **It was AGREED** to appoint the following members of the HR Committee for the coming year, noting that the Chair and Vice-Chair of the Council were ex-officio members:

1. Cllr Dorothy Dickinson
2. Cllr Jonathan Wheeler
3. Cllr Angie Scott
4. Cllr Ignasious Varghese
5. Cllr Glenn Simpson

iii. *Chair of HR Committee*

In accordance with Standing Order 3d) vi) **It was AGREED to RECEIVE** nominations for Chair of the Human Resources Committee and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

Cllr Angie Scott nominated Cllr Dorothy Dickinson; this was seconded by Cllr Ignasious Varghese.

Cllr Dorothy Dickinson was duly elected Chair of the HR Committee.

c) *Cemetery and War Memorial Committee*

i. *Terms of Reference*

In accordance with Standing Order 3d) i) **It was AGREED to RECEIVE and AGREE** the terms of reference of the Cemetery Committee.

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ii. Members

It was AGREED to appoint the following members of the Cemetery and War Memorial Committee for the coming year, noting that the Chair and Vice-Chair of the Council were ex-officio members:

1. Cllr Dorothy Dickinson
2. Cllr Duncan Couchman
3. Cllr Glenn Simpson
4. Cllr Ignasious Varghese
5. Cllr Kiran Bell
6. Cllr Jonathan Wheeler

iii. Chair of Cemetery and War Memorial Committee

In accordance with Standing Order 3d) vi) **It was AGREED to RECEIVE** nominations for Chair of the Cemetery and War Memorial Committee and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

Cllr Angie Scott proposed Cllr Duncan Couchman; this was seconded by Cllr Jonathan Wheeler.

Cllr Duncan Couchman was duly elected Chair of the Cemetery and War Memorial Committee.

AM2122/009 Financial and Management Risk Assessment, May 2021

a) Financial and Management Risk Assessment

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), **It was AGREED** to receive and approve the updated document.

Cllr Glenn Simpson asked that items identified as requiring attention (in red) be brought to the full council. **This was AGREED.**

b) Authorised Signatories

The Clerk confirmed that Cllrs Cuthbert, Gilmore, and Futers were authorised signatories on the Council's current Banking Mandate, none with online access at present.

It was AGREED that further Cllrs should be added to the bank mandate.

The Clerk confirmed that unless online banking was achieved within the next week the Council would need to revert to cheques for a period.

Cllr Chris Cuthbert proposed that there should be five Cllrs on the bank mandate.

AM2122/010 Assets Register

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), **It was AGREED** to receive and approve the updated document, received in advance of the meeting with agenda papers.

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AM2122/011 Insurance Arrangements

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), **It was AGREED** to receive confirmation of arrangements for insurance.

AM2122/012 The General Power of Competence

In accordance with The Localism Act 2011, and as decreed eligible by the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965), **It was AGREED** to resolve to adopt the General Power of Competence.

AM2122/013 Policies and Procedures

a) Code of Conduct

In accordance with the Localism Act 2011, 28 (12), **It was AGREED** to adopt the Code of Conduct for Prudhoe Town Council (previously adopted May 2019).

b) Standing Orders

In accordance with the Local Government Act 1972, Sch 12, para 42, **It was AGREED** to adopt Standing Orders for the Council (previously adopted September 2019)

c) Complaints Procedure

It was AGREED to adopt the Complaints Procedure of the Council (previously adopted May 2013).

d) Social Media and Email Policy (including NCC Social Media Guidance)

It was AGREED to adopt the Social Media and Email Policy (including NCC Social Media Guidance) (previously adopted March 2019/October 2020).

e) Equal Opportunities Policy

In accordance with the Equality Act 2010, **It was AGREED** to adopt the Equal Opportunities Policy (previously adopted March 2019).

f) Financial Regulations

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), **It was AGREED** to adopt the Council's Financial Regulations (previously adopted May 2019).

g) Model Publication Scheme

In accordance with the Freedom of Information Act 2020, **It was AGREED** to adopt the Model Publication Scheme (previously adopted June 2019).

h) Co-option Best Practice

It was AGREED to adopt the Council's Co-option Best Practice Policy (previously adopted May 2017).

AM2122/014 Declarations of Interest

In accordance with the Local Government Act 1972, s117, **It was AGREED** that all Councillors submit declarations of interest forms to the Clerk, by 4th June, for return by the Clerk to Northumberland County Council Monitoring Officer, within 28 days of taking office (9th June 2021).

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AM2122/015 Representatives on Outside Bodies 2020/21

It was **AGREED** to confirm outside bodies for which the Council is represented and agree to appoint members as below:

OUTSIDE BODY	PTC REPRESENTATIVE(S)
Prudhoe Town Twinning Association	Cllrs Tracy Gilmore & Cllr Chris Barrett
Prudhoe Community Partnership (3 rd Tuesday of the month, bi-monthly)	Cllr Angie Scott
Northumberland Association of Local Councils County Committee (Next meeting is 3 rd June at 10am)	Cllr Christine Cuthbert
East Tynedale Local Council's Forum (next meeting scheduled Tuesday 13 th July at Newton Hall, 7pm)	Cllr Bryan Futers and Cllr Carol Stephenson
Essity Community Consultation Forum (lunchtime meetings at the Mill, when permitted)	Cllr Bryan Futers
Prudhoe Pathforce	Cllr Duncan Couchman & Carol Stephenson
NCC Town and Parish Council Liaison Working Group	Cllr Christine Cuthbert
Tyne Valley Community Rail Partnership	Cllr Gerry Price & Cllr Chris Cuthbert
Prudhoe Youth Project (PCP) (previously met monthly on a Monday evening)	Cllr Angie Scott & Cllr Gerry Price

AM2122/016 DRAFT Minutes of the Ordinary Meeting, held on 28th April 2021

It was **AGREED** to **RECEIVE** the minutes as a true record.

Proposed: Cllr Glenn Simpson Seconded: Cllr Ignasious Varghese

AM2122/017 Public Participation

The Clerk confirmed there were no items of public participation.

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AM2122/018 Clerk's Report

The following report was received from the Clerk:

Matters Outstanding (as detailed in previous report and minutes)

Fair View/South Road Car Park

Ebenezer Chapel

North Wylam View

Bus Shelter - The Glade

Bus Shelter - Stony Flat Bank (travelling west)

Bus Shelter - Stony Flat Bank (travelling East)

Waterworld Play Area Lease

Matters being brought forward to future agenda

The Glade (working with NCC on management agreement)

Castle Lea Play Area (currently managed by Karbon Homes)

Christmas Lights Repairs/Improvements

Replacement Bins (as per Asset Management Plan)

Contract to re-paint all Town Council public seats

Highfield Park Skate Park

Cllr Tracy Gilmore asked if those young people previously involved in the skate project were still involved. The Clerk confirmed that there was a new group that had engaged via the online info-hub that was made up of older riders. Although the original younger group of riders were receiving updates, via parent's emails provided, other than Josh, they had not commented on the designs. The Clerk assured that the aim was to get everyone around the table either physically or virtually.

Chris Cuthbert questioned the repainting of all public seats. The Clerk responded that this did not include the new black metal seats, only the wooden and cast seats which required repainting every two years.

OM2122/019 Monthly Accounts

a) Statement of Budget and Expenditure

It was AGREED to receive statement from 1st April 2021 – 7th May 2021.

b) Bank Reconciliations

It was AGREED to receive Bank Reconciliations from 10th March – 9th April 2021 and 10th April – 7th May 2021.

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c) *Schedule of Accounts Paid/To be Paid*

It was AGREED to endorse those accounts paid via delegated authority, and **APPROVE** those accounts to be paid, since 28th April 2021.

AM2122/020 Future Formal Meetings of the Council

a) *May Ordinary Meeting 2021 (usually held last Wednesday of month)*

It was AGREED not to hold a meeting as is usual, due to meeting held on 19th May 2021.

b) *June Meetings (usually 2nd and last Wednesday of month)*

It was AGREED to convene a combined meeting of the Full Council and the Planning, Contract and Works Committee on Wednesday 23rd June 2021, following 'Step 4 - Roadmap out of Lockdown'.

The Clerk advised that step 4 is still under review.

Following a question from the Chair, the Clerk confirmed that the Council did not have to live stream future public meetings but did have to ensure that meetings were held physically and open for the public to attend.

The Chair cautioned that the new variant may reduce the Council to virtual meetings again. The Clerk confirmed that this would require a change in the law and that any meeting of the Council would need to be held physically and with public attendance permitted.

Cllr Glenn Simpson offered that virtual meetings were a good idea, and he hoped the Government would review the use of virtual meetings for Council's and the law would be changed. Cllr Simpson concluded that the ability to hold virtual meetings did allow an element of democracy not previously available.

The Clerk made clear that meetings of the Council, not working groups, had to be held publicly.

Cllr Glenn Simpson raised concerns about the meeting rooms in the Spetchells as opening windows opened increased the level of noise and made it difficult to hear, whereas the air conditioning made it too cold.

It was AGREED to look at the use of The Gate for the meeting being held on 23rd June, and review after that time.

c) *Informal Round Table Discussion*

It was AGREED to schedule an informal round table discussion on 16th June, via Zoom, with all Cllrs and the Clerk.

Cllr Glenn Simpson suggested that the meetings should be followed up with quarterly meetings to allow all Cllrs to speak freely and inform planning.

d) *July Meetings and onwards*

To agree to convene meetings of the Full Council, the Planning, Contract and Works Committee, the Human Resources Committee, and the Cemetery Committee, as previously held pre-COVID.

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AM2122/021 Correspondence

Letters/Emails of thanks (Grant Aid)

Prudhoe Youth Project
 Prudhoe Army Cadets
 Gateway into the Community (Prudhoe Leisure Group)
 1st Prudhoe Guides
 Prudhoe Air Cadets
 Prudhoe Community Allotment
 Prudhoe & District U3A
 Spetchells Conversation Interest Group
 Radio Prudhoe
 Dragon Tale Theatre Group
 Tynedale Hospice at Home
 Stomping Ground
 Happy Faces
 Prudhoe Gleemen
 1st Prudhoe Guides
 West Northumberland Youth Service
 Prudhoe Castle Bowling
 Mortal Fools

Co-op Local Community Funding

Information was shared on the Council's website and Facebook page.

Local Authority Treescape Fund

The initiative from NCC was sent with a closing date prior to the meeting.

West Northumberland Food Partnership

Information will be emailed to members.

Tyne Rivers Trust Newsletter

Newsletter will be emailed to members.

The Clerk also advised that Mr Wilton Holmes had been in touch to advise that Mr and Mrs Lowery had written on behalf of the Lowery Family to thank all parties (Prudhoe Youth FC, The Town Council, Doves Hexham and Scorpion Joinery) for the commemorative seats in memory of Ian. The family were especially pleased with the location of the seat at Highfield Park with its wonderful views. The Clerk asked the Council to support conveying thanks to Mark Hindmarsh at Doves Hexham. **This was AGREED.**

Cllr Duncan Couchman took over as Chair of the Planning, Contract and Works Committee. For the benefit of new members, Cllr Couchman confirmed that Prudhoe Town Council is a consultee in the Planning Process for which Northumberland County Council made the final decision. Also, that the reasons that there were 'material' reasons for objection which were usually made available at the planning meeting.

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PCW2122/001 Planning Matters

a) Planning Applications

It was **AGREED** to respond to the following Planning Applications, received since 14th April 2021 (*click on each link to open the application on the NCC Planning Portal*):

[21/01206/FUL Riding Dene House Riding Dene Mickley Stocksfield](#) (Mickley Ward)

It was **AGREED** to respond with **NO COMMENT**

[21/01026/FUL 10 Cameron Road Oaklands Prudhoe NE42 5AJ](#) (Prudhoe Hall Ward)

It was **AGREED** to **SUPPORT** the application.

Cllr Glenn Simpson left the meeting for consideration of the following item.

[21/01378/VARYCO Northumberland Tyne & Wear NHS Foundation Trust Ferndene Moor Road Prudhoe](#) (Prudhoe Hall Ward)

It was **AGREED** to **SUPPORT** the application.

Cllr Glenn Simpson re-joined the meeting.

[21/01100/VARYCO Land in between 63 And 68 Front Street Front Street Prudhoe Northumberland](#) (Prudhoe Hall Ward)

It was **AGREED** to **SUPPORT** the application.

[21/01439/FUL 5 St Oswald's Court Castlefields Prudhoe NE42 5FQ](#) (Castlefields and Low Prudhoe Ward)

It was **AGREED** to **SUPPORT** the application.

b) Planning Decisions

It was **AGREED** to **RECEIVE** the NCC Planning Decisions, received since 14th April 2021, (*click on each link to open the application decision on the NCC Planning Portal*):

[21/00438/FUL Weardale House Eastwood Villas West Wylam Prudhoe](#) (West Wylam Ward)

Northumberland County Council GRANTED permission.

[21/00799/FUL 2 Mill View Rise Castlefields Prudhoe NE42 5QX](#) (Castlefields and Low Prudhoe Ward)

Northumberland County Council GRANTED permission.

END OF MEETING