



Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

20th July 2021

To all members of the Council

You are hereby summoned to attend the Ordinary Meeting of Prudhoe Town Council, including the Planning, Contract and Works Committee, for the purpose of transacting the following business.

Please find as a 'footnote' the items you should expect to be enclosed. If you find that any items are missing, please contact me.

Links are enabled in the online version of this agenda. To view documents relating to the Northumberland Local Plan Examination, please visit <https://northumberland-consult.objective.co.uk/portal/planning/localplan/main-mods>

To view planning applications, please visit the planning portal and input the reference numbers listed, <https://publicaccess.northumberland.gov.uk/online-applications/search.do?action=simple>

The meeting will be clerked by Jane Kevan, Clerk to Hexham Town Council.

Yours faithfully

Town Clerk

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**AGENDA FOR THE ORDINARY MEETING OF PRUDHOE TOWN COUNCIL
including the Planning, Contract and Works Committee**

to be held on

WEDNESDAY 28th July 2021

commencing at 7:00PM

at The Spetchells Centre, Meeting Rooms 1&2, Front Street, Prudhoe, NE42 5AA

Members of the press and public are welcome, and also encouraged to watch the meeting via live stream, as linked below.

[Watch Meeting Live Facebook](#)

<https://www.facebook.com/Prudhoe-Town-Council-101372923736825>

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, reads the risk assessment and meeting guidelines in advance.

AGENDA – ORDINARY MEETING OF PRUDHOE TOWN COUNCIL

1. Welcome by Chair

Meeting opened by Cllr Bryan Futers.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest.

4. Dispensations

To receive and approve any dispensations.

5. Draft Minutes of the Ordinary Meeting (including Planning, Contract and Works Committee), held on 30th June 2021

To receive and agree as a true record (enc)ⁱ

6. Draft Minutes of the Cemetery Committee Meeting, held on 7th July 2021 (enc)ⁱⁱ

To receive minutes for information and to endorse the actions agreed (these minutes will be received as a true record at the next committee meeting):

a) Cemetery Fees

To increase Cemetery fees by 2.5%, with fees doubled for non-residents (enc)ⁱⁱⁱ

b) Tree Maintenance

To seek quotations for tree work recommended in recent tree survey, and seek action where trees are outside of Council boundary

7. Draft Minutes of the Human Resources (HR) Committee Meeting, held on 7th July 2021 (enc)^{iv}

To receive minutes for information and to endorse the actions agreed (these minutes will be received as a true record at the next HR Committee meeting):

a) Office Door

To seek shared costs to replace the office solid door with a glazed door (for safety)

b) Grading of Clerk's Role

To continue to seek information with a view to reaching a decision in August

8. Public Participation

Please email the Chair of the respective meeting with questions on items on the agenda no later than 5.00pm on Tuesday 27th July 2021

9. Reports

a) Chair's Report

To receive verbal report from Cllr Bryan Futers about public engagements attended and scheduled

b) Clerk's Report

To receive update on items actioned since the last meeting (enc)^v

c) County Cllrs Reports

To receive reports from County Cllr Anne Dale (Mickley), County Cllr Angie Scott (Prudhoe North), County Cllr Gordon Stewart (Prudhoe South) (enc)^{vi}, or to follow)

10. Financial Reports

To receive reports and raise any questions

a) Statement of Budget and Expenditure

To receive statement from 1st April 2021 – 20th July 2021 (enc)^{vii}

b) Bank Reconciliation

To receive Bank Reconciliation from 10th June – 9th July 2021 (enc)^{viii}

c) Schedule of Accounts Paid/To be Paid

To endorse those accounts paid via delegated authority, and approve those accounts to be paid, since 30th June 2021 (enc)^{ix}

11. Northumberland Local Plan Examination – Proposed Main Modifications

To receive Notice of Consultation (enc)^x [Online Consultation Portal](#)

a) Schedule of Proposed Main Modifications

To review the schedule and agree any comments to be submitted [Schedule of Proposed main modifications](#)

b) Schedule of Proposed Main Modifications to the Local Plan Policies Map

To review the schedule and agree any comments to be submitted [Schedule of proposed modifications to the Local Plan policies map](#)

c) Sustainability Appraisal of the Main Modifications and Policy Maps changes

To review the addendum and agree any comments to be submitted [Addendum to the Sustainability Appraisal Report](#)

d) Habitats Regulations Assessment of the Main Modifications and Policies Map changes

To review the Screening Assessment and agree any comments to be submitted [Habitats Regulations Screening Report](#)

e) Additional Evidence

To review all additional evidence published by NCC since the previous consultation held during July – September 2020 and agree any comments to be submitted [Additional Evidence and Actions](#)

12. East Coast Main Line Timetable Change Consultation (placed on the agenda by Cllr Duncan Couchman)

a) Summary of changes to Northern services

To receive (enc)^{xi} Full details available [East Coast Main Line May 2022 Timetable Change Consultation | Northern \(northernrailway.co.uk\)](#)

b) Consultation Response

To agree to respond to the Northern Rail consultation by 5th August 2021

13. Funding Request from Mickley Leek Club *(placed on the agenda by Cllr Chris Cuthbert)*

a) Funding Request

To receive letter from Mickley Leek Club seeking financial assistance to support the Leek Show in September 2021, in view that fundraising was not possible due to COVID restrictions (enc)^{xii}

b) Proposed Award (proposal by Cllr Chris Cuthbert)

To agree to offer funding of £750 from the Grant Aid budget, with the caveat that these are unusual circumstances and any future applications for funding must be received within the Grant Aid process (January – March)

14. Reports from Outside Bodies

a) Prudhoe Gardeners Association (PGA)

To receive report of June meeting and record any questions for response (enc)^{xiii}

b) Northumberland County Council (NCC) Town and Parish Liaison Group

To receive report of meeting held, compiled by Stephen Rickett, (NALC Chief Officer) NCC report is expected to follow (enc)^{xiv}

15. Correspondence

To receive, and to agree any matters to be added to future agenda.

a) Tanga Club (enc)^{xv}

b) Front Street (enc)^{xvi}

AGENDA – PLANNING, CONTRACT AND WORKS COMMITTEE OF PRUDHOE TOWN COUNCIL

16. Planning Matters

a) Planning Applications by Delegated Decision Making

To receive those planning applications, received since 30th June, that have been agreed by delegated decision making, with responses already sent to NCC *(click on each link to open the application on the NCC Planning Portal)*:

[21/01864/FUL](#) 4 Princess Court, Prudhoe, NE42 6PL

Prudhoe Town Council, agreed by delegated decision-making, **to SUPPORT the application.**

[21/02282/FUL](#) 17 Tilley Crescent, Castlefields, Prudhoe, NE42 5FJ

Prudhoe Town Council, agreed by delegated decision-making, **to SUPPORT the application.**

[21/02281/LBC](#) Cherryburn, Station Bank, Mickley, Northumberland

Prudhoe Town Council, agreed by delegated decision-making, **to SUPPORT the application.**

[21/02280/FUL](#) Cherryburn Station Bank, Mickley, Northumberland

Prudhoe Town Council, agreed by delegated decision-making, **to SUPPORT the application.**

b) Planning Applications requiring a response

To receive and agree a response to the following Planning Application, received since 30th June 2021 *(click on each link to open the application on the NCC Planning Portal)*:

[21/02439/FUL](#) Former Prudhoe & Mickley Unionist Club 45 West Road Prudhoe

c) Northumberland County Council (NCC) Planning Decisions

To agree to receive the NCC Planning Decisions, received since 30th June 2021, *(click on each link to open the application decision on the NCC Planning Portal)*:

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

NCC supported the application

17. Prudhoe Gardeners' Association (PGA)

a) Tenancy Agreement

To receive updated and simplified version of tenancy agreement for allotment holders, and agree that this can be used by PTC/PGA moving forward (enc)^{xvii}

b) Allotment Rents

To agree to formally commence a rent review in liaison with PGA, noting that rents have not been reviewed since 2017

ⁱ Draft Minutes of the Ordinary Meeting (including Planning, Contract and Works Committee), 30th June 2021

ⁱⁱ Draft Minutes Cemetery Committee, 7th July 2021

ⁱⁱⁱ Revised Cemetery Fees, from 1 August 2021

^{iv} Draft Minutes HR Committee, 7th July 2021

^v Clerks Report (July)

^{vi} County Cllrs Reports (July)

^{vii} Updated Budget & Expenditure (July)

^{viii} Bank Reconciliation 10th June – 9th July 2021

^{ix} Accounts paid and to be paid since 30th June 2021

^x Letter from Rob Murfin – NCC Director of Planning NCC

^{xi} Summary of changes to Northern services

^{xii} Letter from Mickley Leek Club

^{xiii} PGA Minutes, 2nd June 2021

^{xiv} Report of NCC Town and Parish Liaison Meeting

^{xv} Letter from Tanga Club

^{xvi} Email from resident regarding Front Street

^{xvii} Revised Tenancy Agreement for Town Council Allotments