

**PRUDHOE TOWN COUNCIL**

**DRAFT Minutes of the ORDINARY MEETING OF THE COUNCIL, including the PLANNING, CONTRACT AND WORKS COMMITTEE, held at Prudhoe United Services Club, Front Street, at 7:00pm on Wednesday 30<sup>th</sup> June 2021**

**PRESENT**

Cllr Bryan Futers, Cllr Duncan Couchman, Cllr Jonathan Wheeler, Cllr Gerry Price, Cllr Ignasious Varghese, Cllr Chris Cuthbert, Cllr Kiran Bell, Cllr Glenn Simpson, Cllr Jane Johnson

County Cllr Gordon Stewart (arrived late)

Mr John Robson (sound and vision)

**OM2122/022 Welcome by the Chair**

Cllr Bryan Futers welcomed everyone to the meeting. Cllr Futers thanked Prudhoe United Services Club for hosting, John Robson for technical support and hoped those watching online followed the meeting with interest.

**OM2122/023 Apologies for Absence**

Cllr Chris Barrett, Cllr Dot Dickinson, Cllr Angie Scott, Cllr Carol Stephenson, Cllr Tracy Gilmore.

The Clerk passed on apologies from County Cllr Anne Dale

**OM2122/024 Declarations of Interest**

None

**OM2122/025 Dispensations**

None received.

**OM2122/026 Draft Minutes of the Annual Meeting (including Planning, Contract and Works Committee), held on 19<sup>th</sup> May 2021**

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

Proposed: Cllr Glenn Simpson      Seconded: Cllr Gerry Price

**OM2122/027 Draft Minutes of the Human Resources Committee Meeting, held on 21st April 2021**

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

Proposed: Cllr Chris Cuthbert      Seconded: Cllr Gerry Price

**OM2122/028 Public Participation**

The Clerk advised that no questions had been brought by members of the public.

**OM2122/029 Reports****a) Chair's Report**

Cllr Bryan Futers gave the following report:

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Cllr Futers relayed that he had received a positive reaction from members of the public and lots of congratulations. At the same time members of the public had also taken the opportunity to thank Cllr Tracy Gilmore for the time she had devoted to the role of Mayor.

Cllr Futers described that the first event he attended was the opening of the Pocket Park with Paul Mooney, and that he had a good rapport with Essity Mill Manager Tony Richards. Cllr Futers explained that he has requested a site visit for the Council and Tony Bradley is in the process of arranging this when restrictions allow. Cllr Futers also passed on that Cath Frost, who was a highly regarded member and link between Essity, and the Council had gone on to pastures new, wishing her well.

A second Mayoral photocall was received via Cllr Ignasious Varghese and the Royal Mail, to celebrate resident Catherine Heaton who has knitted hats for post boxes in the town. Cllr Futers noted the charitable work carried out by Catherine on behalf of the Multiple Sclerosis Society.

A further photocall by Cllr Futers was publicity relating to Prudhoe Community Partnership's Art Trail, running virtually and on foot from 10<sup>th</sup> July – 24<sup>th</sup> July. On speaking with new Chair of PCP, Caroline Warburton, Cllr Futers was confident of a closer working relationship with the organisation. Cllr Futers confirmed that Caroline Warburton was scheduled to attend the Ordinary Meeting in September.

Cllr Futers concluded with thoughts about the way forward, most specifically the work of committees and working closely with County Cllrs.

**b) Clerk's Report**

The Clerk gave the following report, which was sent out in advance of meeting with the papers:

***Matters Outstanding (as detailed in previous report and minutes)***

Fair View/South Road Car Park

Ebenezer Chapel

Bus Shelter - The Glade

Bus Shelter - Stony Flat Bank (travelling west)

Bus Shelter - Stony Flat Bank (travelling East)

***New Council***

All Councillor details are updated on the website as agreed. When restrictions allow, we will fortunate that Moira Wooldridge is happy to take individual and a group photograph.

All Cllrs have access to a Town Council specific email address. The Clerk can forward details for configuring these to phones, tablets, and laptops.

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Any Cllrs who have not completed a declaration of interest form must do so as a matter of urgency. Likewise, all Cllr who was part of a contested election, must complete a return of expenses.

***Bank Mandate***

Thank you to those Cllrs who have agreed to be part of the Council's bank mandate.

The following Cllrs are confirmed as being authorised signatories:

Cllr Bryan Futers, Cllr Tracy Gilmore, Cllr Chris Cuthbert

Cllr Futers and Cuthbert are being processed for online access.

Cllr Carol Stephenson and Cllr Glenn Simpson will be added to the mandate also and will be asked to set-up online access.

***Meetings***

The Cemetery Committee and the Human Resources Committee is scheduled to meet on Wednesday 7th July, from 7:00pm until 8:00pm and 8:00pm until 9:00pm.

There will only be one full council meeting in July, this will be held on Wednesday 28th July and will be clerked by Jane Kevan (Clerk at Hexham Town Council).

There will only be one full council meeting in August, the Planning, Contract and Works (PCW) Committee, which will be held, as usual, on Wednesday 11th August.

It is expected that come September, we will recommence with PCWs on 2nd Wednesday of the month and the Ordinary Meeting on the last Wednesday of the month.

An informal Round Table meeting is scheduled for Wednesday 15th September.

***Highfield Park Skate Park***

A Zoom Meeting is scheduled for w/c 5th July. Following this meeting, the design is expected to be finalised and CANVAS will provide an amended schedule.

***Essity Prudhoe Miners Race***

Prudhoe Plodders had expected that they would be in a position to deliver a safe race later in the year. Unfortunately, as things are not back to full working capacity yet, it is considered unachievable as it would be difficult to get a route agreed and new traffic management company on board. It is hoped that the race details can be agreed in late 2021 for the 2022 race to allow early sales.

***Waterworld Play Area***

NCC Strategic Estates has confirmed that outstanding enquiries have been answered with our solicitor. Providing everything is in order and on the approval of our solicitor, we would expect to rubber stamp the lease and subsequent management of the play area at the next available meeting of the Council.

The maintenance costs for Waterworld Play Area are approximately £2,800 per annum (with higher costs during the summer due to increased frequency).

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Further to report sent out, our solicitor is awaiting confirmation that existing lease between NCC and Active has been surrendered.

**c) County Cllrs Reports**

The following written reports were received County Cllr Anne Dale (Mickley), County Cllr Angie Scott (Prudhoe North), County Cllr Gordon Stewart (Prudhoe South) (to follow)

**County Cllr Anne Dale (Mickley)*****School Lights at Mickley***

The new Solar powered signs at the east end have been installed and programming of the time clock is required. At the west end the lighting here is mains powered and more wiring work is required before Northern Powergrid will install the supply. No signs will be switched on until the NPG supply is installed. All this work is the responsibility of the Street Lighting Department at County Hall.

I have raised my ongoing concerns with the relevant Executive Director. The new Head of Highways is looking into the concerns I have raised over a period of time.

The planters outside the club. Once Covid regulations have been removed consideration will be given to their siting. At the present time it allows a wider area for safe, social distancing.

***Eastgate Bank and Mount Pleasant***

The residents were consulted on the introduction of the 20mph speed limit on Eastgate Bank in this area and were fully supportive. There is however an issue about some vehicles not adhering to the 20mph and this will be investigated further. The residents of Mount Pleasant have asked for 20mph speed reduction measures to be considered. A scheme will be drawn, and the usual consultation exercise will take place.

***Weed Spraying***

The County Council is undertaking weed spraying at the moment on the highways. The overhanging branches have been cut back by the school sign.

***Potholes***

There is a continuous flow of potholes being reported in the area and they are all recorded on the County Council's Mayrise system. The main concerns that are being raised are blocked gullies and rat infestations.

***COVID Briefings***

The County Council has started to hold their fortnightly briefings on COVID and many of you will note that the number of people being infected is rising daily.

***Speed survey A695 Mickley***

*(Information received by Cllr Dale from NCC).*

Following the analysis of the results. I can inform you that the results did not meet the criteria required by the Northumbria Safety Roads Initiative (formerly Camera Partnership) for consideration of additional enforcement measures. I have therefore not forwarded the data to them.

You may wish to contact the Partnership directly through their website for further information at: [www.safespeedforlife.co.uk](http://www.safespeedforlife.co.uk)

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I enclose a copy of the summary sheet for your information. Given that the 85<sup>th</sup> %iles are 31mph for eastbound vehicles and 33mph for westbound vehicles, we would not forward this information on to Northumbria Safer Roads Initiative in this instance because they fall just outside ACPO limits.

With regard to ACPO limits – NSRI can only enforce at sites where the 85<sup>th</sup>%ile is at or above ACPO limits which are Speed limit + 10% + 2mph. Surveys are only sent to NSRI where the 85<sup>th</sup>%ile (25h) speed is at or above the following limits:

- 30mph = 35mph
- 40mph = 46mph
- 50mph = 57mph
- 60mph = 68mph
- 70mph = 79mph

*Please may I ask if anyone has any concerns before the next meeting, please do email me so I can deal with the problem as soon as possible.*

[anne.dale@northumberland.gov.uk](mailto:anne.dale@northumberland.gov.uk)

**County Cllr Angie Scott*****Ovington riverside***

A recent incident near Ovington riverside where a young person was rescued after being swept away by the tide, has brought to my attention the need for safety measures on the riverside. Working with Holly Waddell, Labour County Councillor for Ovington, we have secured NCC commitment to replace life-saving rings and provide signage to highlight the potential dangers.

***Lighting***

The lamp post and light have now been replaced at the back of Western Avenue. I intervened as it has been over a year since the original light was damaged by lightning and there was a potential health and safety issue. Powergrid replaced the pole and NCC commissioned the replacement of the light.

***Children and Youth Provision***

I have contacted Kevin Higgins, Employability, and Inclusion Manager, NCC, requesting an update on the activities within his department to support the young people living in Prudhoe and any ideas for improving or changing what is currently available. After making initial contact, I have just been advised by Northumberland Community Together that they are delivering the DfE holiday Activity & Food programme and have a variety of provision planned for the summer holiday including venues at Prudhoe. These are free programmes offering 4 days delivery, at least 4 hours a day which provide a variety of enrichment activity and food for those children with a free school meal entitlement (FSM) or who have a special educational need. There are additional enrichment activities which are a wider universal offer to all young people. I will request more specific details.

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***Meetings***

Visited Prudhoe Castle First school to see the excellent work they are doing to help our children achieve the best they can. I was particularly impressed with their green space as it is exactly what our children need.

Met with Carmen from Northumberland Community Bank. They offer secure savings and loan facilities as a local, friendly alternative to High Street banks and lenders, and are keen to grant loans to anybody who needs financial assistance. As a not-for-profit enterprise, all profits will be ploughed back into our local communities. When fully operational in Prudhoe, I agreed to help promote their services via my social media.

Interesting meeting with Caroline Warburton, Chair, Prudhoe Community Partnership where we discussed the launch of the Art Trail and ideas for future events and the development of Prudhoe.

***Roles within NCC***

I have been elected as Vice Chair for Planning Committee and become member of Children's Services Committee.

**County Cllr Gordon Stewart*****Tyne View Retail Park***

More businesses have opened or are due to. Numerous employment opportunities.

***Road investment continues***

Drawback & Biverfield road. Patching has taken place, and this will be followed by surface dressing.

***Collingwood School at The Fuse***

This is working well, and the offer will be expanded in the next academic year.

***Land south of Broomhouse Lane***

Extra care home pre app you are looking at this evening. The existing application for housing is still being enquired into by NCC planning dept; I anticipate it will come before a committee by the end of the summer.

***Cottier Grange entrance***

Speed limits changes - I hope the work will be completed during July 2021.

***Eastwoods Park***

New seats installed.

***Castlefields Estate***

Speed reduction - no date given for the work to commence.

Grass cutting issues - I am in discussion with the developers and NCC local services.

***Walled Garden at Former Prudhoe Hospital***

A new group has come together to look at options available.

All the best

Gordon Stewart  
County Councillor (Prudhoe South)  
Mobile 07779983093

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**Club, Front Street, at 7:00pm on Wednesday 30<sup>th</sup> June 2021**

email [gordon.stewart@northumberland.gov.uk](mailto:gordon.stewart@northumberland.gov.uk)

Web <https://prudhoeconservatives.com/>

**OM2122/030 Monthly Accounts**

**a) Statement of Budget and Expenditure**

**It was AGREED** to receive the statement from 1st April 2021 – 22<sup>nd</sup> June, sent out in advance of the meeting.

**b) Bank Reconciliations**

**It was AGREED** to receive the Bank Reconciliation from 8<sup>th</sup> May 2021 – 9<sup>th</sup> June 2021, sent out in advance of the meeting.

**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 18<sup>th</sup> May 2021, sent out in advance of the meeting.

Cllr Chris Cuthbert asked for clarification on the different incoming and outgoing costs in relation to memorial seats. The Clerk explained why these costs were different and referred to the Memorial Seat ordering information available on the Town Council website.

**OM2122/031 Alternative Scheme of Delegation**

**It was AGREED** to formally approve the 'Alternative Scheme of Delegation', sent out in advance of the meeting, for urgent decisions or if meetings cannot be held moving forward.

Cllr Glenn Simpson commented that he would be more comfortable with decisions agreed by the Clerk, Chair and Vice Chair, rather than the Chair alone. The Clerk advised that this particular delegation followed that in Standing Orders, therefore a change to Standing Orders would be required.

Proposed: Cllr Gerry Price

Seconded: Cllr Glenn Simpson

**OM2122/032 The Glade – Management and Maintenance for the Future**

**a) Working Group Membership and Remit**

**It was AGREED** to receive and agree the Draft Membership and Remit for Joint Working Group on The Glade.

Proposed: Cllr Bryan Futers

Seconded: Cllr Glenn Simpson

**b) Town Cllr Representatives**

The Clerk advised that it would be appropriate to nominate Cllrs who were able to attend meetings during the day, as officer's presence would be required.

**It was AGREED** that Cllr Jane Johnson and Cllr Duncan Couchman would join the group.

**OM2122/033 Reports from Outside Bodies**

**a) Prudhoe Youth Project**

**It was AGREED** to receive the quarterly progress report and record any questions for response.

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Cllr Glenn Simpson offered that the report was very encouraging and demonstrated that PYP was making good progress. This was echoed by members.

Cllr Chris Cuthbert suggested that it would be helpful if information were expanded on outreach sessions, i.e. where youth workers visit when they are out and about.

The Clerk advised that this information would be requested.

***b) Stomping Grounds Forest School***

**It was AGREED** to receive the report of Prudhoe Town Council funded provision during May half-term and record any questions for response.

Cllr Cuthbert thanked the Clerk for taking back the request that publicity going out makes clear that funded sessions are for young people in Prudhoe and Mickley, and for following up with the Mickley First School.

Cllr Cuthbert requested more detailed information in regards the demographics of those young people attending, most specifically the age groups.

Cllr Bryan Futers described that he was delighted to read the feedback comments from parents/carers and that Stomping Grounds were really making a difference.

**OM2122/034 Correspondence**

**It was AGREED** to receive the following letters of correspondence:

***Karbon Homes – Play Park at Castle Lea***

Members agreed to add Castle Lea Play Area to a future agenda. Cllr Kiran Bell expressed that families were keen to have a neighbourhood park but would not use it in its current state.

Ward Cllrs and the Chair would be meeting with a representative on site in advance of the matter being brought back to Council.

Cllr Glenn Simpson asked which meeting the matter would be placed. The Clerk confirmed that this would be a full Council consideration, only when a play area becomes park of the Town Council assets would it be part of the Planning, Contract and Works Committee.

***Royal British Legion – 100th Anniversary***

The Clerk described new ideas for the celebration of the 100<sup>th</sup> Anniversary of the Royal British Legion which included school visits by local RBL in a decked-out minibus with bells and whistles and lots of flag waving, in September.

The Prudhoe Branch of the RBL supported changed plans in view that an event on the Glade would not be possible for schools break up.

**It was AGREED** the Clerk would support the arrangements for a celebration and bring details back to a future meeting.



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**Resident Letter – Public Seat Request Cockshott Dene/Tyne View Retail Park**

County Cllr Gordon Stewart updated that the bottom part of the path was being paid for with Developers 106 funding and that the top part of the path would be completed in this financial year with capital funds.

**It was AGREED** to add the provision of seating to a future agenda, once the path was nearing completion, subject to the agreement of Northumberland County Council, as landowner.

**Resident Letter – Request for more live-streaming of town council meetings**

Cllr Bryan Futers responded that the Council was 'doing it tonight'. Cllr Glenn Simpson agreed that live-streaming did bring in a new audience and the Council should consider live-streaming in the future as part of local democracy.

**It was AGREED** to bring costs to a future meeting.

**Resident Letter – Public Transport**

Cllr Bryan Futers read an abridged version of the resident letter on bus services in Prudhoe. It was discussed that the topic had been raised many times in the past but with no return to the old 604 estate service.

**It was AGREED** to invite Go Northeast to a future meeting of the Council to discuss the local bus service.

**PLANNING, CONTRACT AND WORKS COMMITTEE OF PRUDHOE TOWN COUNCIL**

Cllr Duncan Couchman took over as Chair of the Planning, Contract and Works Committee.

**PCW2122/002 Planning Matters****a) Planning Applications**

**It was AGREED** the Council should respond to the following Planning Applications, received since 19<sup>th</sup> May 2021 (*click on each link to open the application on the NCC Planning Portal*):

**Lincoln House Drawback Prudhoe Northumberland NE42 5BE**

**Removal of existing garage and replace with new garage and room above**

[Ref. No: 21/01933/FUL](#)

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

**144 Castle Road Prudhoe Northumberland NE42 6PW**

**Proposed first storey extension to side above existing garage**

[Ref. No: 21/01819/FUL](#)

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

**124 Western Avenue Prudhoe Northumberland NE42 6QB**

**Proposed balcony to rear**

[Ref. No: 21/01512/FUL](#)

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It was **AGREED** to **SUPPORT** the application, with the comment that neighbours have not objected in relation to being overlooked, as has been the case with similar applications.

**24 Bells Lonnen Castlefields Prudhoe NE42 5FR**  
**Construction of a single storey side extension**

[Ref. No: 21/01563/FUL](#)

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

**Land South of Broom House Lane Station Road Prudhoe Northumberland**  
**Erection of a 72-unit, Extra Care housing facility, including associated staff and communal facilities, parking, access, and landscaping.**

Ref. No: 21/00160/PREAPP (no link, details emailed to Cllrs)

It was **AGREED** to respond with **NO COMMENT**, awaiting the details of a full application.

**b) Planning Decisions**

It was **AGREED** to **RECEIVE** the NCC Planning Decisions, received since 19<sup>th</sup> May 2021, (click on each link to open the application decision on the NCC Planning Portal):

**21/00686/FUL Belmont House Highfield Lane Prudhoe NE42 6EY**

**Extend the existing rear single storey extension and form new hip end roof. Install new PVC doors and windows within the new extension. Insert 3 Velux windows within the rear elevation roof**

Northumberland County Council GRANTED permission.

**20/04316/FUL Unit 2A Prudhoe Retail Park Prudhoe Northumberland**

**Installation of two air conditioning condenser units in security cage and two extract grilles**

Northumberland County Council GRANTED permission.

**PCW2122/003 Tender for Re-painting Public Seats, Memorial Seats and Seats within Bus Shelters**

It was **AGREED** to commence the procurement process for works identified following Clerk's inspection, with tenders to be brought back to meeting of the Planning, Contract and Works Committee on 11<sup>th</sup> August 2021.

**PCW2122/004 New Litter Bins**

It was **AGREED** to order six Glasdon Jubilee 110litre litter bins, with £2,800 budget set aside, replacing litter bins according to life-span sort following inspection of assets carried out by the Clerk.

**PCW2122/005 Christmas Lights**

It was **AGREED** to consider and formally agree the following repairs and improvements to Christmas Lights stock and displays for 2021:

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**Repairs Required to current displays**

<b>Item</b>	<b>Cost</b>
6 x Lamps from festoons (£2.05 Each)	£12.30
3 x Jewel Lamps (£22.00 each)	£66.00
1 set of lights on St Mary Magdalene tree	£29.50
1 x 3 set Pulstar – Main Tree – FOC as new in 2020	
<b>Total Replacement Costs</b>	<b>£107.80</b>

Replace 1 x Motif 170040 – Tree & Star that is located on Spetchells Centre with a new multicolour spiral cone, measuring 1.5metres at a cost of £200, as repair of tree & star is £350.

Replace the full 56 sets of light strings at The Glade at a cost of £1,624.

The cost of each set has been reduced from £32/set to £29/set. Additionally, Christmas Plus will split the cost over two years; (year 1) £1,136.80 (70%) (year 2) - £487.20 (30%). Use remaining working lights on tree at Mickley. *Further to meeting Christmas Plus confirmed that the majority of lights at the Glade has failed, therefore new lights would be used at Mickley and remaining older lights on the Glade.*

Add a clusterline to the “Merry Xmas from Prudhoe” motif. This requires 3 Sets of clusterline costing £270.00 (£90 Each). Plus an additional annual charge of £75 for install/dismantle.

***Budget Considerations***

<b>Item</b>	<b>Cost</b>
<b>Contract Cost</b>	<b>£6,728</b>
Required Repairs	£108
Repair/Replacement	£200
Tree Light Failures	£1,137
Prudhoe Sign	£345
<b>Surplus Costs</b>	<b>£1,790</b>

**END OF MEETING**