

DRAFT MINUTES FOR THE ANNUAL MEETING OF PRUDHOE TOWN COUNCIL
including the Planning, Contract and Works Committee
held on THURSDAY 15th MAY 2025 at 7:00PM, at The Spetchells Centre, Meeting Rooms 1 & 2
Front Street, Prudhoe, NE42 5AA

Present

Cllr Chris Barrett, Cllr Kiran Bell, Cllr Dot Dickinson, Cllr Bryan Futers, Cllr Wilton Holmes, Cllr Jane Johnson, Cllr Gerry Price, Cllr Angie Scott, Cllr Glenn Simpson, Cllr Mike Smith, Cllr Carol Stephenson, Cllr Ignasious Varghese, Cllr Holly Waddell, Cllr Jonathan Wheeler

Shirley Ann Gaut Hall (Clerk)
Stephanie Kirby (Deputy Clerk)
Cty Cllr Gordon Stewart (Prudhoe South)

AM2526/001 Election of Chair of Prudhoe Town Council

Cllr Angie Scott welcomed everyone to the meeting.

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

Cllr Kiran Bell proposed Cllr Jane Johnson; this was seconded by Cllr Holly Waddell.

Cllr Carol Stephenson proposed Cllr Jonathan Wheeler; this was seconded by Cllr Glenn Simpson.

Cllr Gerry Price proposed Cllr Chris Barrett; this was seconded by Cllr Bryan Futers

Votes were counted for Cllr Jane Johnson to take up position of Chair – 4 in favour.

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

Votes were counted for Cllr Chris Barrett to take up position of Chair – 3 in favour.

Cllr Jonathan Wheeler was duly elected Chair/Mayor of Prudhoe Town Council.

It was noted Cllr Wheeler thanked Cllr Stephenson for nominating him, extended his thanks to the members, and stated that he looked forward to working collaboratively for the benefit of the town and the wider community.

AM2526/002 Acceptance of Office

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

AM2526/003 Apologies for Absence

Cllr Bradley Lloyd.

AM2526/004 Declarations of Interest

As this was a joint meeting with the Planning, Contract and Works Committee, it was noted Cllr Angie Scott as a member of NCC Tynedale Local Area Committee (Planning) declared a non-pecuniary interest in all planning applications and took no part in consideration of the applications.

AM2526/005 Dispensations

None received.

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AM2526/006 Election of Vice-Chair of Prudhoe Town Council

Cllr Jonathan Wheeler proposed Cllr Dot Dickinson; this was seconded by Cllr Angie Scott.

Cllr Kiran Bell proposed Cllr Jane Johnson; this was seconded by Cllr Holly Waddell.

Cllr Bryan Futers proposed Cllr Chris Barrett; this was seconded by Cllr Gerry Price

Votes were counted for Cllr Dot Dickinson to take up position of Chair – 6 in favour.

Votes were counted for Cllr Jane Johnson to take up position of Chair – 4 in favour.

Votes were counted for Cllr Chris Barrett to take up position of Chair – 3 in favour.

Cllr Dot Dickinson was duly elected Vice Chair of Prudhoe Town Council.

AM2526/007 Responsible Financial Officer

It was AGREED in pursuant to Section 151 of the Local Government Act 1972, to agree to appoint Shirley Ann Gaut Hall as the Responsible Financial Officer (RFO) for Prudhoe Town Council for 2025/26.

AM2526/008 Review of the Terms of Reference for Committees

It was AGREED to review and approve the terms of reference for the Town Council's committees, it was noted that the only changes are the inclusion of ex-officio members to the Cemetery and War Memorial Committee, in accordance with Standing Order 4e.

AM2526/009 Committees and their Chair and Vice Chair

It was AGREED to appoint representatives to the following committees and elect their Chair and Vice Chair, in accordance with Standing Order 4d) vi):

- a) Planning, Contract and Works (PCW) Committee (all 15 members)

Nominations for Chair:-

Cllr Ignasious Varghese proposed Cllr Gerry Price; this was seconded by Cllr Jonathan Wheeler.

Cllr Kiran Bell proposed Cllr Chris Barrett, this was seconded by Cllr Bryan Futers.

Votes were counted for Cllr Gerry Price to take up position of Chair – 10 in favour.

Votes were counted for Cllr Chris Barrett to take up position of Chair – 4 in favour.

Cllr Gerry Price was duly elected Chair of the Planning, Contract and Works Committee.

Nominations for Vice Chair:-

Cllr Kiran Bell proposed Cllr Jane Johnson, this was seconded by Cllr Gerry Price.

Cllr Angie Scott proposed Cllr Glenn Simpson, this was seconded by Cllr Dot Dickinson.

Votes were counted for Cllr Jane Johnson to take up position of Vice Chair – 7 in favour.

Votes were counted for Cllr Glen Simpson to take up position of Vice chair – 7 in favour.

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As Chair/Mayor Cllr Jonathan Wheeler had the casting vote.

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

b) Human Resources (HR) Committee (5 members and ex-officio)

1. Cllr Wilton Holmes
2. Cllr Angie Scott
3. Cllr Carol Stephenson
4. Cllr Mike Smith
5. Cllr Holly Waddell

Cllr Dot Dickinson proposed Cllr Mike Smith as Chair; this was seconded by Cllr Angie Scott.

There were no other nominations.

Cllr Mike Smith was duly elected as Chair of the Human Resources (HR) Committee.

c) Finance Committee (6 members and ex-officio)

1. Cllr Dot Dickinson
2. Cllr Wilton Holmes
3. Cllr Jane Johnson
4. Cllr Angie Scott
5. Cllr Ignasious Varghese
6. Cllr Holly Waddell

Cllr Angie Sott proposed Cllr Holly Waddell as Chair; this was seconded by Cllr Jonathan Wheeler.

There were no other nominations.

Cllr Holly Waddell was duly elected as Chair of the Finance Committee.

d) Cemetery and War Memorial Committee (6 members and ex-officio)

1. Cllr Kiran Bell
2. Cllr Dot Dickinson
3. Cllr Bryan Futers
4. Cllr Angie Scott
5. Cllr Carol Stephenson
6. Cllr Ignasious Varghese

Cllr Ignasious Varghese proposed Cllr Angie Scott as Chair; this was seconded by Cllr Carol Stephenson.

There were no other nominations.

Cllr Angie Scott was duly nominated at Chair of the Cemetery and War Memorial Committee.

It was noted that Councillor Bryan Futers queried the rationale behind the naming of the Planning, Contract and Works Committee, given that its membership comprises all members of the Full Council. It was explained that the previous iteration of the Planning, Contract and Works Committee consisted of a smaller group of nominated ward councillors; however, attendance at those meetings had been

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adversely affected due to the limited number of members. As a result, it was further noted that the Committee will now return to operating as a Full Council to ensure improved engagement and decision-making capacity.

AM2526/010 Financial and Management Risk Assessment, May 2025

a) Financial and Management Risk Assessment

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

b) Authorised Signatories

It was noted the current signatories are:-

- Clerk
- Deputy Clerk
- Cllr Angie Scott

It was **AGREED** to add Cllr Jonthan Wheeler and Cllr Carol Stephenson as additional signatories, with online access.

AM2526/011 Assets Register

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

AM2526/012 Insurance Arrangements

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

AM2526/013 The General Power of Competence

It was noted that the Council is not currently eligible to adopt the General Power of Competence.

AM2526/014 Policies and Procedures–

It was **AGREED** to adopt the following policies and procedures:

- a. Code of Conduct – updated April 2025
- b. Standing Orders – updated April 2025
- c. Complaints Procedure
- d. Social Media and Email Policy (including NCC Social Media Guidance) – adopted October 2020
- e. Equal Opportunities Policy - adopted 2019
- f. Financial Regulations - updated April 2025
- g. Model Publication Scheme – updated April 2025
- h. Co-option Best Practice – updated April 2025
- i. Data Protection Policy
- j. Training and Development Policy – updated May 2025
- k. Risk Management Strategy – updated May 2025

AM2526/015 Representatives on Outside Bodies 2025/26

It was **AGREED** to appoint the following members as representatives of the Council on the following outside bodies:-

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OUTSIDE BODY	CURRENT PTC REPRESENTATIVE(S) 2025-2026
Prudhoe Town Twinning Association	Cllr Chris Barrett & Cllr Jane Johnson
Prudhoe Community Partnership (3 rd Tuesday of the month, bi-monthly)	Cllr Dot Dickinson
Northumberland Association of Local Councils County Committee	Cllr Dot Dickinson & Cllr Holly Waddell
East Tynedale Local Council's Forum	Cllr Holly Waddell & Cllr Jonathan Wheeler
Essity Community Consultation Forum (lunchtime meetings at the Mill, when permitted)	Cllr Bryan Futers & Cllr Dot Dickinson
Prudhoe Pathforce	Cllr Angie Scott & Cllr Carol Stephenson
NCC Town and Parish Council Liaison Working Group	Cllr Holly Waddell
Tyne Valley Community Rail Partnership	Cllr Holly Waddell & Cllr Gerry Price
Prudhoe Youth Project (PYP) (previously met monthly on a Monday evening)	Cllr Dot Dickinson & Cllr Gerry Price
Borderlands	Cllr Bryan Futers & Cllr Mike Smith
Tyne Valley Parish Council Active Travel Route	Cllr Chris Barrett & Cllr Jonathan Wheeler
Prudhoe Community Partnership Working Group	Cllr Dot Dickinson, Cllr Gerry Price, Cllr Mike Smith & Cllr Jonathan Wheeler
Climate Change and Biodiversity	Cllr Dot Dickinson, Cllr Gerry Price, Cllr Scott, Cllr Carol Stephenson & Cllr Jonathan Wheeler
East Centre Advisory Group	Cllr Kiran Bell & Cllr Dot Dickinson

AM2526/016 Draft Minutes of the Ordinary Meeting held on 24th April 2025

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

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AM2526/017 Draft Minutes of the Planning, Contract and Works Meeting held on 10th April 2025
It was AGREED to receive the minutes as a true record.

AM2526/018 Financial Update

To receive reports and raise any questions:

a) 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 24th April 2025.

b) Bank Reconciliation

It was AGREED to receive Bank Reconciliation from 10 April – 9 May 2025.

c) Statement of Budget and Expenditure

It was AGREED to receive statement to date.

AM2526/019 Reports from Outside Bodies

It was AGREED to receive following written or verbal reports and record any questions for response:-

- a) East Tynedale Community Forum – circulated 09/05/2025

AM2526/020 Correspondence

It was AGREED to receive, and to agree any matters to be added to future agenda:-
Information:-

- a) West Road Cemetery Bulletin – circulated 22/04/2025
- b) NALC Chief Executive's Bulletin 08/05/2025 – circulated 09/05/2025

AM2526/021 Date of Next Meeting

It was noted the next Ordinary meeting will be held **Thursday 26th June 2025**.

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Cllr Jonathan Wheeler handed over the chairing to Cllr Gerry Price.

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

PCW2526/015 Planning Matters

a) Planning Applications

It was AGREED receive and agree a response for each of the following Planning Applications, received since 10th April 2025 (*click on each link to open the application on the NCC Planning Portal*):

The following application was received after circulation of the agenda:-

Ref: 25/01561/FUL Prudhoe Town Football Club Kimberly Park Football Ground Broomhouse Road West Wylam Prudhoe Northumberland NE42 5EH

Single storey extension.

It was AGREED to SUPPORT the application.

b) Planning Decisions

It was AGREED to receive the NCC Planning Decisions, received since 10th April 2025, (*click on each link to open the application decision on the NCC Planning Portal*):

Ref: 25/00650/FUL 2 Edgewell Grange Prudhoe Northumberland NE42 6RH

Double storey and first storey side extension above garage.

Northumberland County Council GRANTED permission.

Ref: 25/00487/FUL 4 Cheyne Road Prudhoe Northumberland NE42 6PE

Retrospective application for erection of cat enclosure.

Northumberland County Council GRANTED permission.

Ref: 24/04347/FUL 5A Front Street Prudhoe Northumberland NE42 5HJ

Conversion of vacant first floor and second floor into a total of 4no flats and dormer to the rear.

Northumberland County Council GRANTED permission.

Ref: 25/00706/FUL 3 Mulberry Close Prudhoe Northumberland NE42 5PG

Proposed single storey rear extension. Garage door alteration.

Northumberland County Council GRANTED permission.

The following application was received after circulation of the agenda:-

Ref: 25/01182/FUL 5 Towneley Court Castlefields Prudhoe Northumberland NE42 5FF

Single storey extensions to side and rear of dwelling. Additional driveway space at front.

Northumberland County Council GRANTED permission.

PCW2526/016 Playground Inspection Reports

It was AGREED to receive the latest Playground Inspection Reports.

PCW2526/017 Health and Safety Anchor Point Testing and Bunting Installation

It was AGREED to receive the health and safety anchor point testing and bunting installation from Christmas Plus Ltd.

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PCW2526/018 Highfield Fest

The Clerk informed members that preparations for the forthcoming event, scheduled to take place on Saturday, 31st May 2025, from 11:00am to 5:00pm, were progressing well. Arrangements for rides, catering, and other key elements of the event were already well underway. Members were requested to confirm their availability to assist with various aspects of the event, including set-up prior to the event, support during its duration, and assistance with post-event tasks and clear-up operations.

PCW2526/019 Confidential – Exclusion of the press and public.

It was AGREED to approve a motion to invoke Standing Order (2d) to exclude the press and public for the remainder of the meeting, in view of the confidential nature of the business to be transacted, permitted under Schedule (12a) Local Government Act 1972, paragraph 3; that they relate to contractor's quotes.

PCW2526/020 Maintenance of Cemetery Borders

It was AGREED to receive the quote for maintenance of cemetery beds.

It was AGREED to progress with quote from Holly Bush Landscaping.

It was noted that this work has been ongoing following the establishment of the new borders in the Old Cemetery and had not been incorporated within the scope of the main Environmental Services Contract, therefore submitting on an annual basis.

PCW2526/021 Reinstallation of bench, Glade Bus Shelter

It was AGREED to agree quote and to progress works for reinstallation of Glade Bus Shelter bench with Externiture.

The Clerk noted that, at the time of installation, measurements would also be taken in preparation for obtaining a quote to carry out repairs to the damaged bus shelter located on West Wylam Drive.

PCW2526/022 Preparation of Skatepark for Highfield Fest

It was AGREED to receive the associated costs for cleaning and repainting graffiti at Highfield Skatepark in advance of Highfield Fest, scheduled for Saturday 31st May 2025.

It was AGREED John Craggs, graffiti artist would be commissioned to repaint and seal the graffiti mural at the skatepark.

It was AGREED Car Fresh Valeting, would undertake the sanitisation and power-washing of the skatepark area.

PCW2526/023 Quote Provision of Skatepark Event Team for Highfield Fest

It was AGREED to receive quote for the provision of a skatepark event team at Highfield Fest. The proposal includes a team of three professional riders, and compere, to deliver demonstrations, interactive sessions, and competitions.

PCW2526/024 Date of next meeting

It was noted the next Planning, Contract and Works Committee meeting will be held **Thursday 12th June 2025**.

Meeting ended 8.17pm.