

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a meeting of the Town Council held on Monday 25 October 2021 at 6.00 pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed

PRESENT:

Councillors:	A Bowlas (Chair)	P Jackson
	J Bowden	H Lindsay
	G Brown	C Raybould
	R Bruce	G Smith
	R Driver	L Stephenson
	A Forbes	A Williams
	M Greener	

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

Joyce Benton, Sergeant-at-Mace

The Reverend Canon Alan Hughes MBE TD, Sheriff

2 members of the public

C135/21 1. OPEN SESSION

A member of the public raised concerns regarding the draft Neighbourhood Plan and associated Design Codes document, to which the Town Clerk provided a response.

C136/21 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C Bruce, A Gibson and J Robertson.

C137/21 3. MINUTES

On the motion of Cllr H Lindsay, seconded by Cllr M Greener, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 27 September 2021 were agreed and signed as a correct record.

C138/21

4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

C139/21

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

C140/21

6. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor provided details of events they had attended and been involved in, including a Freedom Ceremony, a Berwick-in-Bloom Presentation Ceremony, an art exhibition at The Barracks, a reception for a group of walkers who were walking for Climate Change and the launch of a book about The Barracks.

C141/21

7. CORRESPONDENCE

- i. Members **RESOLVED** to note the Correspondence Log.
- ii. Members **RESOLVED** to note the correspondence regarding free resources for people with dementia and their families.
- iii. Members **RESOLVED** to note the update of the Town Clerk regarding a statement to the Police concerning a bus shelter on Golden Square.
- iv. Members **RESOLVED** to note the correspondence regarding the resignation of the Chair of Berwick in Bloom and further **RESOLVED** to instruct the Town Clerk to write a letter of thanks.
- v. On the motion of Cllr A Bowlas, seconded by Cllr H Lindsay, Council **RESOLVED** that representatives of the Berwick Community Trust be invited to a future meeting of Council to discuss the correspondence further.

C142/21

8. RISK MANAGEMENT – CLOSURE OF A POTENTIAL LITIGATION RISK

On the motion of Cllr H Lindsay, seconded by Cllr A Williams, Council

RESOLVED to:

1. Note the report, and
2. Confirm the decision of the Town Clerk (as the officer responsible for providing advice on risk to council) that there is no credible risk from this matter either to the Council's finances or reputation.

C143/21

9. REMEMBRANCE SUNDAY

Council unanimously **RESOLVED** to note the update of the Assistant to the Clerk regarding arrangements for Remembrance Sunday, and further **RESOLVED** to instruct officers to explore costs for an external audio broadcast of the service.

C144/21

10. EXTERNAL AUDIT

The Town Clerk introduced the item and provided an explanation of the report. After which, on the motion of Cllr A Forbes, seconded by Cllr C Raybould, Council **RESOLVED** to note the completion of the external audit.

C145/21

11. STANDING ORDERS – REFERENCE OF A CONCERN TO NORTHUMBERLAND ASSOCIATION OF LOCAL COUNCILS

On the motion of Cllr A Forbes, seconded by Cllr P Jackson, Council **RESOLVED** to note the update from the Town Clerk, and further **RESOLVED** that council forward the report to the county association for consideration at their next committee meeting.

C146/21

12. NEIGHBOURHOOD PLAN

1. On the motion of Cllr R Bruce, seconded by Cllr H Lindsay, Council unanimously **RESOLVED** to proceed with the Neighbourhood Plan as drafted, and
2. On the motion of Cllr J Bowden, seconded by Cllr M Greener, Council unanimously **RESOLVED** to include the design codes for Spittal and the Quayside.

C147/21

13. CHRISTMAS LIGHTS

Councillors unanimously **RESOLVED** to note the update that lighting would not be provided on the old bridge in 2021, after which it was further **RESOLVED** that an update regarding events for this year would be provided by email.

C148/21

14. RISK ASSESSMENT

The Town Clerk introduced the item, after which Council unanimously **RESOLVED** to agree the Risk Assessment provided.

C149/21

15. FORWARD PLAN

- i. It was **RESOLVED** to note the Forward Plan.
- ii. Officers are aware that events in Berwick concerning Operation London Bridge will be scaled back due to national guidelines and updates will be provided to Council when available. After which, Council unanimously **RESOLVED** to note the update.
- iii. Council unanimously **RESOLVED** to note minute LS067/21 of the Local Services Committee meeting held on 05 October 2021 and further

RESOLVED that proposals be brought to a future meeting of Council after Officers have reached out to partners.

- iv. An introduction was provided on issues with the play park inspections. After which, Council unanimously **RESOLVED** to note the update, and further **RESOLVED**, now that Council is in receipt of the Annual Inspections, to defer the item to the Local Service Committee.

C150/21

16. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr M Greener to adopt the minutes of the meeting of the Local Services Committee held on 06 September 2021 (noted at the meeting of 27 September 2021).
- ii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr M Greener to note the draft minutes of the meeting of the Local Services Committee held on 05 October 2021.

C151/21

17. BUDGET AND ADMINISTRATION COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to adopt the minutes of the meeting of the Budget and Administration Committee held on 07 September 2021 (noted at the meeting of 27 September 2021).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the draft minutes of the meeting of the Budget and Administration Committee held on 12 October 2021, with an amendment that Cllr P Jackson had offered his apologies for the meeting.
- iii. Council **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr H Lindsay, to approve the following recommendation detailed in minute **BA067/21**:
BA067/21: On the motion of Cllr R Bruce, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council approval of the setting up of new monthly direct debits to pay for Zoom software, a Cloud platform and Microsoft 365 used by Officers for their work and Data sims used in the operation of various CCTV cameras around the town.

- iv. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr H Lindsay to note the list of payments and receipts received by the Budget and Administration Committee at its meeting of 12 October 2021.

C152/21

18. PLANNING COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr M Greener to adopt the minutes of the meeting of the Planning Committee held on 13 September 2021 (noted at the meeting of 27 September 2021).
- ii. It was **RESOLVED** on the motion of Cllr M Greener, seconded by Cllr R Driver to note the draft minutes of the meeting of the Planning Committee held on 11 October 2021.

C153/21

19. PEOPLE AND COMMUNITIES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr A Williams, seconded by Cllr R Driver adopt the minutes of the meeting of the People and Communities Committee held on 14 September 2021 (noted at the meeting of 27 September 2021).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the draft minutes of the meeting of the People and Communities Committee held on 06 October 2021.

C154/21

20. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 22 November 2021 at 6 pm.

Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following items of business on the basis that public discussion might prejudice the Council's position and staffing or personal issues might be discussed.

C155/21

21. LOCAL SERVICES

During discussion of this item, Council **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

After which, on the motion of Cllr P Jackson, seconded by Cllr H Lindsay, Council **RESOLVED** to instruct the Town Clerk to develop the options available.

C156/21

22. GROWTH AND SAVINGS – MANAGEMENT OF RESERVES

On the motion of Cllr P Jackson, seconded by Cllr R Bruce, Council **RESOLVED** that virements be carried out for the amounts mentioned in the report with the amendment that money be vired to Town Centre Displays rather than Christmas Displays and further **RESOLVED** that the Town Clerk be authorised to explore the idea summarised in paragraph 5 of the report.