

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a meeting of the Town Council held on Monday 28 February 2022 at 6.00 pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
Joyce Benton, Sergeant-at-Mace
Cty Cllr I Hunter
Cty Cllr C Seymour
3 members of the public

C224/21 1. OPEN SESSION

There were no contributions by members of the public present.

C225/21 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Bowlas and A Forbes.

C226/21 3. MINUTES

On the motion of Cllr G Smith, seconded by Cllr C Raybould, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 24 January 2022 were agreed and signed as a correct record.

C227/21 4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

C228/21 **5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

C229/21 **6. TOWN MAYOR'S ANNOUNCEMENTS**

As the Mayor had offered their apologies, this item was deferred to the next meeting. However, the Town Clerk updated the meeting that the Mayor has received the invitation for the Sashing of the Chief Marshal and other officers involved in the Riding of the Bounds. The Sashing takes place on Saturday 26 March 2022.

C230/21 **7. CORRESPONDENCE**

- i. Members **RESOLVED** to note the Correspondence Log.
- ii. The correspondence regarding the Berwick Parks Officers was discussed and Members noted that the budget for 2021-22 had already been set. After which, it was **RESOLVED** to instruct the Town Clerk to draft a letter of response to be circulated to Councillors for approval.
- iii. Members noted the update of the Town Clerk regarding Berwick's designated bathing water status.
- iv. The Town Clerk provided an update on correspondence regarding an enquiry from a local resident, after which, Members **RESOLVED** to instruct officers that an edited version should be placed on the Town Council website for information purposes.
- v. The Assistant to the Clerk updated the meeting with proposals for a church celebration for the Queen's Platinum Jubilee. After which, Members **RESOLVED** to agree to the proposals within the update.
- vi. Members noted the correspondence received from Age UK Northumberland, and **RESOLVED** to instruct Officers to invite representatives to a meeting of the People and Communities Committee.

C231/21 **8. CONSERVATION AREA MANAGEMENT PLAN**

Council unanimously **RESOLVED** that a watching brief be kept on any developments regarding a Conservation Area Management Plan whilst clarification would be sought via the Town Council's representative from the Conservation Area Advisory Group.

C232/21 **9. LOCAL SERVICES**

The Town Clerk provided an update which included that meetings have been held with the HR consultant and temporary storage may be needed.

C233/21

10. REVIEW OF BOUNDARIES

On the motion of Cllr G Brown, seconded by Cllr J Robertson, Council

RESOLVED to:

1. Delegate authority to staff to undertake the work outlined within paragraph 8 of the report, and
2. Delegate authority to the People and Communities Committee to supervise the work.

C234/21

11. NEIGHBOURHOOD PLAN CONSULTATION

Members unanimously **RESOLVED** that:

1. Council adopt the Strategic Environmental Assessment and the policy maps subject to the planning consultant's comments, and
2. Council delegate to the Town Clerk authority to conduct the consultation.

C235/21

12. CHRISTMAS LIGHTS AND CULTURAL ACTIVITIES

The Town Clerk introduced the report, after which Council **RESOLVED**:

1. That council delegates authority to the Town Clerk to facilitate a Christmas lights committee,
2. That council delegates authority to the Town Clerk to approach the Culture and Creative Zone Advisory Group with regard to cultural lighting and to report back to the March meeting of Council,
3. That council delegates authority to the Town Clerk to formally approach Northumberland County Council (NCC) with regard to obtaining their support for a new approach to lighting, and
4. That council delegates to the Town Clerk authority to seek indicative schemes from manufacturers as to what could be delivered in Berwick with appropriate financial support.

C236/21

13. TOWN CENTRE WORKING GROUP

An introduction to the report was provided by the Town Clerk, after which Council

RESOLVED:

1. To instruct the Town Clerk to seek permission from NCC for the planting of trees on highways / pavements.
2. To delegate authority to the Town Clerk to carry out a market survey,

3. That the issue of tree planting be expedited by way of an instruction to the Town Clerk to prepare a scheme of tree planting and bring it to council in March 2022, and
4. That the Town Clerk be authorized to prepare proposals to spend up to £2500 from reserves to implement window displays on Marygate, and to approach estate agents / owners in connection with this.

C237/21

14. CCTV

On the motion of Cllr C Raybould, seconded by Cllr C Bruce, Council **RESOLVED** to confirm renewal of the CCTV maintenance contract with 24/7 Business Support.

At this point, Council **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

C238/21

15. BANK RECONCILIATION

Council unanimously **RESOLVED** that the Mayor sign and receive the bank reconciliations for January 2022.

C239/21

16. BANKING ARRANGEMENTS

Council unanimously **RESOLVED** to confirm the appointment of the following signatories:

Cllr A Bowlas, Cllr R Driver, Cllr M Greener, Cllr H Lindsay and Cllr C Raybould.
Mr Gareth Davies, Mr Stephen Cozens and Mr Julian Smith.

C240/21

17. REPRESENTATION ON OUTSIDE BODIES

On the motion of Cllr P Jackson, seconded by Cllr G Smith, Council **RESOLVED** to nominate Cllr J Robertson as a Town Council representative to the Berwick-upon-Tweed Corporation (Freemen) Trustees.

On the motion of Cllr R Bruce, seconded by Cllr G Smith, Council **RESOLVED** to nominate Cllr C Bruce as a Town Council representative to the Berwick-upon-Tweed Corporation (Freemen) Trustees.

C241/21

18. FORWARD PLAN

A discussion took place regarding the Forward Plan and agenda setting processes whereby it was agreed that ideas be emailed to the Town Clerk. After which, it was **RESOLVED** to note the Forward Plan.

C242/21

19. BUDGET AND ADMINISTRATION COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr C Raybould, seconded by Cllr H Lindsay to adopt the minutes of the meeting of the Budget and Administration Committee held on 09 November 2021 (noted at the meeting of 22 November 2021).
- ii. It was **RESOLVED** on the motion of Cllr C Raybould, seconded by Cllr C Bruce to note the draft minutes of the meeting of the Budget and Administration Committee held on 15 February 2022.

C243/21

20. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr C Bruce, seconded by Cllr L Stephenson to adopt the minutes of the meeting of the Local Services Committee held on 06 December 2021, subject to amended minutes being brought to the next meeting of Council.
- ii. Council unanimously **RESOLVED** to note the draft minutes of the meeting of the Local Services Committee held on 07 February 2022.
- iii. Council unanimously **RESOLVED** to approve the following recommendation detailed in draft minute **LS111/21**:
LS111/21: "The installation of a speed sign funded via Cty Cllr I Hunter was then discussed and Standing Orders were suspended sufficiently to allow Cty Cllr I Hunter to speak. After which, the Committee **RESOLVED** to recommend to Council the adoption of the sign in principal and further **RESOLVED** to instruct Officers to explore maintenance costs."
- iv. On the motion of Cllr J Robertson, seconded by Cllr C Bruce, Council **RESOLVED** to purchase Platinum Jubilee bunting up to a value of £768.
- v. Council **RESOLVED** to note the update of the Town Clerk as a way forward, that Public Toilets would be discussed at a future meeting of Council when a greater clarity of the planned program of works and the timings are known.

C244/21

21. PEOPLE AND COMMUNITIES 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 People and Communities Committee held on 11 January 2022 (noted at the meeting of 24 January 2022).

- ii. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr A Williams to note the draft minutes of the meeting of the People and Communities Committee held on 08 February 2022 (to follow).

C245/21

22. PLANNING COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr P Jackson to adopt the minutes of the meeting of the Planning Committee held on 17 January 2022 (noted at the meeting of 24 January 2022).
- ii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr R Driver to note the draft minutes of the meeting of the Planning Committee held on 14 February 2022.

C246/21

23. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 28 March 2022 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.

C247/21

TOWN HALL

The Town Clerk provided an update to correspondence concerning the Town Hall and, after the discussion, Council **RESOLVED** that a meeting be arranged between the Council's representatives to the Berwick-upon-Tweed Corporation (Freemen) Trustees and the Town Clerk.

C248/21

24. SPITTAL PLAY AREA

Members considered the tender documents for work to Spittal Play Area, after which Council **RESOLVED** to:

1. Select its preferred contractor subject to a further informal meeting of Councillors, and
2. Delegate authority to the Town Clerk to indicate to all contractors the outcome of Council's decision.

C249/21

25. STAFFING MATTERS

Council **RESOLVED** to note the update of the Town Clerk on staffing matters.