

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a Private and Confidential Meeting of the Town Council held on Monday 28 September 2015 at 6 pm at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	H Bettison (Town Mayor)	G Hill
	J Beresford	P Hodgson
	D Blackburn	J Lang
	I Dixon	G McLean
	A Forbes	G Roughead
	A Gibson	C Seymour
	E Goodyer	G Smith
	K Graham	

IN ATTENDANCE:

Steve Cozens, Assistant to the Clerk
Inspector Davy Garrick
Sergeant Steve Crane

C102/15 DISCUSSION WITH NORTHUMBRIA POLICE

Inspector Davy Garrick (with the support of Sergeant Steve Crane) spoke of the working relationship between the police and the Town Council. He hoped that in the future it could be sufficiently recovered to allow the police to return to Council meetings and provide quarterly updates with a question and answer session.

Minutes of a Meeting of the Town Council held on Monday 29 September 2015 at 6.45 pm at The Town Hall, Marygate, Berwick-upon-Tweed

Councillors:	H Bettison (Town Mayor)	G Hill
	J Beresford	P Hodgson
	D Blackburn	J Lang

I Dixon (left at end of Item 8)

G McLean

A Forbes

G Roughead

A Gibson

C Seymour

E Goodyer

G Smith

K Graham

IN ATTENDANCE:

Steve Cozens, Assistant to the Clerk

Joyce Benton, Sergeant-at-Mace

14 members of the public

OPEN SESSION

Cllr Roughead mentioned the electronic timetables on the bus shelters in Golden Square which are running an hour behind schedule. Cllr Blackburn raised concerns that there are no CCTV cameras operating in the town. Cllr Bettison advised there were to be discussions regarding cameras at a future meeting and this could be included. Cllr Seymour had heard that the Freemen may have some involvement in CCTV cameras. It was agreed to contact the Freemen to ascertain this.

C103/15 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted on behalf of: Councillor T Forrester (work commitments).

C104/15 2. MINUTES

Cllr Hill said that 'County Councillor Reports' should be a standing agenda item, as previously agreed by the Council; with a verbal or written report requested from all three County Councillors. Cllr Seymour expressed concern that the Town Clerk was unaware of one of the Town Council bids for the Coastal Revival Fund until the Friday before the Monday deadline, and felt that the Town Clerk should be copied into correspondence. Cllr Bettison stated that all correspondence should be copied to the Town Clerk.

- i. The minutes of the Berwick-upon-Tweed Town Council meeting held on 17 August 2015 were agreed and signed as a correct record.
- ii. The minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 8 September 2015 were agreed and signed as a correct record with Cllr Hill and Cllr Roughead abstaining.

C105/15 **3. DISCLOSURE OF INTERESTS**

Cllr Bettison declared a personal interest in Item 9 (Coastal Revival Fund Bid);

Cllr Gibson declared a personal interest in Item 8 (Play Parks);

Cllr McLean declared a personal interest in Item 8 (Play Parks) and Item 9 (Coastal Revival Fund Bid).

C106/15 **4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

C107/15 **5. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor reported on events attended since the last Council meeting which included hosting the AGM of the Freemen of England and Wales. Cllr Bettison also congratulated all who took part in Berwick-in-Bloom.

C108/15 **6. ANNUAL ACCOUNTING STATEMENTS**

Cllr Bettison reported that there has been no feedback from the investigation into Portas. Members of Northumbria Police, who were in attendance for the first section of the meeting, will try and obtain an estimate of the current situation with the investigation from the FSO. The Town Council is still trying to engage an accountant to carry out an audit. Cllr Hill enquired if the unsigned accounts had been sent to the BDO which they have not.

C109/15 **7. COXONS LANE CAR PARK**

Northumberland County Council has made an application to remove the covenant on Coxons Lane Car Park. A notice of objection had been completed by Councillor Goodyer and a copy of this has been sent to both the Upper Tribunal (Lands Chamber) and NCC.

C110/15 **8. PLAY PARKS**

The problems with the drain in Flagstaff Park are being taken care of by Northumbrian Water, whilst a Planning Application has been submitted for the play equipment (and specifically the Corocord Spacenet).

Members noted that Spittal Splash Park is in a terrible state and has not been cleaned for some time.

A meeting was held on Wednesday, 23 September 2015 with the Council's solicitor Andrew Daverson to discuss the progress of the freehold transfer. Cllr Hill wanted to clarify that the Town Council would not be moving forward with Flagstaff Park until the transfer had been completed and also that all Councillors would be more involved. Cllr

Graham mentioned that there are further things requiring clarification following the meeting on Wednesday and that the solicitor is to report back to the Council. Cllr Roughead suggested the possibility of CCTV cameras for the parks. It was agreed that the Play Parks (legal discussions) should be an item at the next meeting of the Environment and Regeneration Committee.

Councillor Dixon left the meeting

C111/15

9. COASTAL REVIVAL FUND BID

Cllr Goodyer reported that five bids were submitted from Berwick-upon-Tweed, although one was rejected as it was from a private company. In the first instance Northumberland County Council were going to accept only one. However, after the Town Clerk intervened and contacted the DCLG all bids were accepted. The two bids that were submitted from Berwick-upon-Tweed Town Council were The Barracks Heritage Hub and The Greenses Haven Restoration Project. The others were Farm & Fish from Spittal, The Port Authority for a new wooden pontoon and a fifth one about 'fishing' that was rejected by DCLG as it came from a business.

C112/15

10. LOCAL NEIGHBOURHOOD PLAN

Cllr Goodyer reported that there has been one ad-hoc meeting and the Appendix associated with this item is a result of the feedback from that meeting. There will be a group of volunteers, selected by the elected Members, who will help run the consultations, gather the evidence and write the plan for the Town Council to approve or amend. The seven elected Councillors who are members of the Steering Group are Cllrs Forbes, Graham, Hill, Hodgson, Lang, Seymour and Smith. Ideas for topics include Employment & Skills, Tourism, Youth, Urban Design and Transport.

RESOLUTION 1: AGREED

Members are asked to agree the following Governance Arrangements for the Berwick Upon Tweed Neighbourhood Development Plan Steering Group. Hereafter known as the SG.

The SG consists of 7 Town Councillors and 7 other people who live within the agreed Plan Area.

These 14 representatives will have voting powers to manage the public consultation, and evidence gathering process.

Our 3 County Councillors will be invited all SG meetings.

The purpose of SG meetings is to manage the preparation of the BNDP. Meetings will not be held in public.

The SG will have devolved authority to take decisions to progress the development of the plan, but all decisions taken will be reported back to Berwick Town Council by means of a written report.

The written report will be presented at least once every 3 months to a full meeting of Berwick Town Council. A verbal update may be presented to the Town Council at any other meeting.

Based on the outcome of consultation and engagement with communities and stakeholders, and on evidence collected to support the Plan as it emerges, the SG will prepare recommendations for draft planning policies to be included in the Plan to Berwick Town Council. The Town Council will have the final authority to endorse draft policies for consultation and to agree the draft Plan for submission to the County Council.

RESOLUTION 2: AGREED

That Expressions of Interest be requested from anyone who lives within the plan area to join the SG. These Expressions of Interest should include a brief personal statement as why you wish to support to the SG.

All Expression of Interest are to be sent to the Town Clerk. The closing date for the SG will be October 15th 2015.

The Town Council will review the Expressions of Interest and appoint 14 member of the SG, for a period of 1 year, ensuring that the SG contains a wide range of skills, expertise and commitment to work together in an effective way.

RESOLUTION 3: AGREED

That Berwick Town Council agree to open a public consultation on the topics to be covered by the BNDP, and request that the Steering Group should establish open Working Groups to advise on each of the topics.

RESOLUTION 4: AGREED

The Berwick Town Council invite Expressions of Interest from community groups, 3rd sector organisations, business, and other interested residents to form Locality Working Groups to support the public consultation process.

That Expressions of Interest are sought from individuals, business and other organisations to form, operate or join a Topic WG.

These expressions of interest should include a brief personal statement as to why you wish to join the WG. Living within an area covered by a locality grants you automatic right to join a Locality WG.

RESOLUTION 5: AGREED

The progress of the Steering Group will be monitored by the Town Council, who have the power to dissolve the Steering Group by majority resolution.

Progress will be determined by an examination of the outputs against an agreed schedule of deliverables to be agreed at the quarterly report to the Town Council. The next full report will be during January 2016, and the required deliverables are as follows:

- 1) Appointment of the Steering Group
- 2) Selection of the Topics
- 3) Appointment of Working Groups for each Topic
- 4) Preparation of a statement of the Aims & Objectives of the BNDP

C113/15 11. AONB FREE HOLIDAY GUIDE

Following discussions on the clarity of what was being considered, it was proposed and agreed to defer this item for proper consideration.

C114/15 12. REVIEW OF PUBLIC CONVENIENCES

Members had serious concerns regarding public conveniences in the town including lack of toilets between Spittal and Berwick, winter closures and the loss of the attendant at Castlegate toilets. The idea of perhaps re-instating the attendant at Castlegate toilets was mentioned if the losses on running costs were not too great although this public convenience could possibly be included in discussions as part of any potential handyman's tasks. The pilot 'Welcome Scheme' was mentioned whereby incentives were offered to businesses who allowed members of the public to use their facilities. However, it was mentioned that the number of businesses in Northumberland who had signed up for the schemes was low. Cllr Roughead proposed that the Town Council writes to Northumberland County Council asking them to undertake a public consultation.

C115/15 13. DUKE OF EDINBURGH AWARD SCHEME

The idea behind the proposal was that the Council along with the Duke of Edinburgh Award Scheme work together to enable the entrants to engage in painting / odd job work for the benefit of the scheme and the town. Cllr Blackburn has identified benches

and planters which could be painted by the entrants who will be attending courtesy of the YHA. If it's raining Cllr Forbes can arrange for work to be done at the Scout Hut. Insurance is in place through the Duke of Edinburgh Award Scheme. Supervision is another concern, although Cllr Blackburn said there are 3 or 4 people with an enhanced CRB check able to supervise the 15 – 18 year olds. Cllr Forbes mentioned that they will need constant supervision if they are 15 – 18 year olds. Cllr Seymour mentioned that she abstained at the meeting of the Environment and Regeneration Committee as she felt there was not enough information. Cllr Blackburn said that Risk Assessments have been acquired and forwarded to the Town Clerk. Cllr Graham raised concerns about supervision and Cllr Hill re-iterated the need for clarity.

Cllr Goodyer said that the Duke of Edinburgh Scheme is responsible for insurance and supervision, not the Town Council, who is just giving approval that the Duke of Edinburgh applicants can carry out volunteer work by painting our benches and planters.

This approval was then agreed with the provision that the Town Council would not take any responsibility and there would be no come back from the Duke of Edinburgh Award Scheme project.

C116/15

14. STANDING COMMITTEES

The membership of Standing Committees for 2015-2016 after amendments is as follows:

Environment and Regeneration: Cllrs H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, E Goodyer, K Graham, G Hill, P Hodgson, J Lang, G McLean, G Roughead, C Seymour and G Smith.

Events: Cllrs J Beresford, H Bettison, D Blackburn, I Dixon, A Forbes, K Graham, G Hill, P Hodgson, J Lang, C Seymour and G Smith.

Finance and Resources: Cllrs H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, K Graham, G Hill, P Hodgson, G McLean, G Roughead, C Seymour and G Smith.

Planning: Cllrs H Bettison, I Dixon, A Forbes, A Gibson, E Goodyer, K Graham, G Hill, P Hodgson, C Seymour and G Smith.

Staffing: Cllrs H Bettison, D Blackburn, I Dixon, A Forbes, A Gibson, K Graham, G Hill, P Hodgson, J Lang, C Seymour and G Smith.

C117/15

15. APPROVAL OF PLANNED EXPENDITURE

None.

- C118/15** **16. AUTHORISATION OF PAYMENTS AND ORDERS**
Councillors agreed to approve all payments.
RESOLVED: To approve the payments and orders appended to these minutes.
- C119/15** **17. ENVIRONMENT AND REGENERATION COMMITTEE**
RESOLVED: To adopt the minutes of the Environment and Regeneration Committee meeting held on 20 July 2015.
- C120/15** **18. FINANCE AND RESOURCES COMMITTEE**
RESOLVED: To adopt the minutes of the meeting of the Finance and Resources Committee held on 13 July 2015.
- C121/15** **19. PLANNING COMMITTEE**
RESOLVED: To adopt the minutes of the Planning Committee meeting held on 21 July 2015.
- C122/15** **20. REPRESENTATION ON OUTSIDE BODIES**
No invitations had been received.
- C123/15** **21. DATE OF NEXT MEETING**
The next meeting of the Council will be held on Monday 26 October 2015 at 6 pm.
- RESOLVED: To exclude the press and public during discussion of the following item, which included issues of a personal and confidential nature.**
- C124/15** **22. STAFFING COMMITTEE**
RESOLVED: To adopt the minutes of the meeting of the Staffing Committee held on 9 June 2015.

Berwick-upon-Tweed Town Council**PAYMENTS TO BE APPROVED**

Voucher Code	Date	Cheque	Description	Supplier	Net	VAT	Total
182 Community Projects	11/09/2015	101165	Grant	Community Action Northumberland	100.00	0.00	100.00
183 Costs	28/08/2015	101153	Refreshments	SPAR	180.00	0.00	180.00
184 Equipment Maintenance	18/09/2015	101166	Play Area maintainence	Northumberland County Council	90.00	0.00	90.00
185 Site Repairs	18/09/2015	101166	Play Area maintainence	Northumberland County Council	380.00	0.00	380.00
186 Dog Fouling (WOOFS)	18/09/2015	101167	Waste bags	Portland polybags	727.48	145.50	872.98
187 Bus Shelter Maintenance	18/09/2015	101168	Painting light columns etc	Les Chappell	860.00	0.00	860.00
188 Other	18/09/2015	101169	Catering	Ruth Forrest Catering	1,425.00	0.00	1,425.00
189 Berwick in Bloom	18/09/2015	101170	Printing	Martins	70.00	0.00	70.00
190 NTA Days Out & Visit Berwick	18/09/2015	101170	Printing	Martins	870.88	0.00	870.88
191 IT Support	18/09/2015	101171	IT support	Northern Lab	204.00	40.80	244.80
192 Stationery & Printing	18/09/2015	101172	Stationery	Viking	80.38	16.08	96.46
193 Cleaning	18/09/2015	101173	Cleaning	Crystal Stone Ltd	45.00	0.00	45.00
194 Civic expenses	18/09/2015	101174	Flowers	H Bettison	35.50	0.00	35.50
195 Civic expenses	18/09/2015	101174	Refreshments	H Bettison	7.08	0.00	7.08
196 Other	18/09/2015	101175	Refreshments	Joyce Benton	6.11	0.00	6.11
197-204 Salaries:	18/09/2015	101176	Salaries:	Northumberland County Council	4,496.41	0.40	4,496.41
205 Spittal Seaside Festival	18/09/2015	101177	Grant	Spittal Improvement Trust	144.30	0.00	144.30

See page 3 for accompanying explanatory notes

Berwick-upon-Tweed Town Council
DIRECT PAYMENTS TO BE NOTED

Voucher Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
206 Equipment & Furniture	18/09/2015	directdebit	phone	BT	448.60	89.72	538.32
207 Telecoms	18/09/2015	directdebit	phone	BT	65.04	13.01	78.05
208 SSP Electricity	18/09/2015	directdebit	Electricity	British Gas	48.70	2.43	51.13
209 Electricity	18/09/2015	directdebit	Electricity	Southern Electric	40.46	2.02	42.48

Explanatory Notes to accompany payment list.

Voucher	Notes		
182	Donation to Community Action Northumberland [minute C084/15]		
183	Refreshments for Mayor's Sunday and AGM of Freeman [paid from Schedule III surplus]		
184	replacement safety surface at Highfields play area		
185	fence repair at Highfields play area		
186	dog waste bags		
187	bus shelter painting		
188	Catering for AGM of Freeman [paid from Schedule III surplus]		
189	Printing of Berwick in Bloom judges brief for judging visit		
190	Re-print of Berwick events & attractions leaflet		
191	instalation costs of new computers		
192	stationery order		
193	office cleaning		
194-6	Flowers and soft drinks for AGM of Freeman [paid from Schedule III surplus]		
197-204	September Salaries		
205	Balance of grant awarded to Spittal Improvement Trust [minute F099/14]		
206	New phones and connection for new phone system		
207	Monthly charge for phone system [in addition to line rental and broadband charge] 208	Electricity used for Spittal Splash Park 209	Office
	Electricity [monthly useage].		