

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a meeting of the Town Council held on Monday 29 June 2021 at 6.00 pm in the Guild Hall, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	A Bowlas (Town Mayor)	M Greener
	G Brown	H Lindsay
	C Bruce	C Raybould
	R Bruce	L Stephenson
	R Driver	A Williams
	A Forbes	

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
Joyce Benton, Sergeant-at-Mace
Julian Smith, Halberdier
Mrs Jo Bowlas, Mayoress
The Reverend Canon Alan Hughes MBE TD, Sheriff
Mrs Susan Elinor Hughes DA (Edin), Sheriff's Lady
Mr Martin Warner, ex-Sheriff
Cty Cllr I Hunter
9 guests
2 members of the public
The meeting was available live via YouTube.

C031/21

1. OPEN SESSION

Issues and concerns were raised regarding rail services, to which a response would be provided in due course.

At this point proceedings were suspended to allow for the process of a Mayor Making programme.

On the motion of Cllr H Lindsay, seconded by Cllr M Greener, Council unanimously **RESOLVED** to move to the order of items suggested in the circulated running script.

C032/19

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Bowden, A Gibson and G Smith.

C033/19

3. MINUTES

- i. On the motion of Cllr C Raybould, seconded by Cllr A Forbes, the minutes of the meeting of Berwick-upon-Tweed Town Council Consultative Committee held on 17 May 2021 were agreed and signed as a correct record.
- ii. On the motion of Cllr M Greener, seconded by Cllr A Forbes, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 17 May 2021 were agreed and signed as a correct record.

C034/19

4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

C035/19

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

C036/19

6. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor announced his charities for the year as Parkinson's Research and Berwick Lifeboat.

C037/19

11. ANNUAL GOVERNANCE STATEMENT

Council considered each of the questions asked by the Annual Governance Statement in turn, and **RESOLVED**:

To answer in the affirmative to question 1, on the motion of Cllr H Lindsay seconded by Cllr R Bruce,

To answer in the affirmative on question 2, on the motion of Cllr H Lindsay seconded by Cllr R Bruce,

To answer in the affirmative on question 3, on the motion of Cllr H Lindsay seconded by Cllr R Bruce,

To answer in the affirmative on question 4, on the motion of Cllr H Lindsay seconded by Cllr R Bruce,

To answer in the affirmative on question 5, on the motion of Cllr H Lindsay, seconded by Cllr R Bruce,

To answer in the affirmative on question 6, on the motion of Cllr H Lindsay, seconded by Cllr R Bruce,

To answer in the affirmative on question 7, on the motion of Cllr H Lindsay, seconded by Cllr R Bruce, and

To answer in the affirmative on question 8, on the motion of Cllr H Lindsay seconded by Cllr R Bruce.

On the motion of Cllr H Lindsay, seconded by Cllr R Bruce, Council **RESOLVED** that it is satisfied with the risk management process undertaken in 2020-21, and to instruct the Town Clerk to add the risk management review to the forward plan of both the Budget and Administration Committee and Council.

C038/19

12. ACCOUNTING STATEMENTS

On the motion of Cllr A Forbes, seconded by Cllr H Lindsay, council unanimously **RESOLVED** to accept the accounting statements.

C039/19

13. PUBLICISING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

It was unanimously **RESOLVED** to complete and publish the Annual Governance and Accountability Return, and to authorize the Mayor to sign the returns on behalf of council.

C040/19

14. ANNOUNCEMENT OF CASUAL VACANCIES

On the motion of Cllr H Lindsay, seconded by Cllr R Driver, it was **RESOLVED** without dispute, to announce that the casual vacancies had arisen, and to publish the necessary notices.

On the motion of Cllr R Bruce, seconded by Cllr C Bruce, Council **RESOLVED** to adjourn this meeting of Council until 06 July 2021 upon the rising of the People and Communities Committee.

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a meeting of the Town Council held on Tuesday 06 July 2021 upon the rising of the People and Communities Committee, in the Guild Hall, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
Joyce Benton, Sergeant-at-Mace
Julian Smith, Halberdier
The Reverend Canon Alan Hughes MBE TD, Sheriff
Cty Cllr C Seymour
1 member of the public
The meeting was available live via YouTube.

C041/19 7. POTENTIAL EDUCATION CHANGES WITHIN THE TOWN

C042/19 8. CORRESPONDENCE

- i. Members **RESOLVED** to note the Correspondence Log.
- ii. It was unanimously **RESOLVED** to bring quotes for 6 litter bins to a future meeting of Council, having liaised with Friends of Five Arches in the first instance.

C043/19 9. CLERK'S RULING

Council unanimously **RESOLVED** to accept the Clerk's Ruling.

- C044/19** **10. INTERNAL AUDIT REPORT**
Council unanimously **RESOLVED** to defer this item to the Budget and Administration Committee.
- C045/19** **15. FINANCIAL REGULATIONS**
Council unanimously **RESOLVED** to defer this item to the Budget and Administration Committee.
- C046/19** **16. NEIGHBOURHOOD PLAN**
On the motion of Cllr H Lindsay, seconded by Cllr G Smith, Council **RESOLVED** to note the resignations of three members of the Neighbourhood Plan Sub-Committee, and to delegate authority to the Planning Committee, to progress the draft Neighbourhood Plan.
- C047/19** **17. STAFFING AND CORPORATE RESOURCES COMMITTEE**
On the motions of Cllr A Forbes, Cllr H Lindsay and Cllr C Raybould, seconded by Cllr A Williams, Council **RESOLVED** that Cllr A Forbes, Cllr H Lindsay and Cllr C Raybould be appointed to the Staffing and Corporate Resources Committee in addition to the Mayor and Deputy Mayor.
- C048/19** **18. INFORMAL MEETINGS OF COUNCILLORS**
1. Cllr M Greener provided the meeting with feedback on the informal meetings of Councillors.
 2. On the motion of Cllr H Lindsay, seconded by Cllr A Forbes, Council **RESOLVED** to authorise a virement of no more than £500 from General Reserves to the Meetings Budget to allow for the booking of facilities for Informal Meetings.
- C049/19** **19. CHANGES TO RAIL SERVICES**
On the motion of Cllr H Lindsay, seconded by C Raybould, Council unanimously **RESOLVED** to approve the recommendations within the report.
- C050/19** **20. NOTICE OF CONSULTATION ON THE NORTHUMBERLAND LOCAL PLAN – PROPOSED MAIN MODIFICATIONS**
On the motion of Cllr A Forbes, seconded by Cllr M Greener, Council **RESOLVED** to note the report.
- C051/19** **21. FUTURE LOCAL SERVICES PROVISION IN BERWICK**
On the motion of Cllr R Bruce, seconded by Cllr H Lindsay, Council **RESOLVED** to instruct officers to:

- i. Develop up to date costings and research with other parishes how they have addressed these issues, and
- ii. Explore the possibility of outsourcing work directly to a single contractor.

C052/19

22. FIVE ARCHES PARK, TWEEDMOUTH

On the motion of Cllr R Bruce, seconded by Cllr A Bowlas, Council **RESOLVED** to instruct the Town Clerk to write to Northumberland County Council, to pass on their concerns that, should the lease proceed, the building of a fence be prohibited and that there should be no obstruction to the Town Council's land.

C053/19

23. MEMBERSHIP OF COMMITTEES

The membership of Standing Committees for 2021-2022 was agreed as follows:

Budget and Administration: Cllrs A Bowlas, C Bruce, R Bruce, A Forbes, A Gibson, M Greener, H Lindsay, C Raybould, G Smith and A Williams;

Local Services: Cllrs J Bowden, A Bowlas, G Brown, C Bruce, R Bruce, A Gibson, M Greener, G Smith and L Stephenson;

People and Communities: Cllrs J Bowden, A Bowlas, C Bruce, R Bruce, R Driver, M Greener, H Lindsay, C Raybould, G Smith, L Stephenson and Anne Williams;

Planning: Cllrs A Bowlas, C Bruce, R Bruce, R Driver, A Forbes, M Greener and G Smith.

C054/19

24. TOWN CLERK RESEARCH BRIEF

On the motion of Cllr A Forbes, seconded by Cllr H Lindsay, Council **RESOLVED** to note the update of the Town Clerk.

C055/19

25. FORWARD PLAN

It was **RESOLVED** to note the Forward Plan.

C056/19

26. BUDGET AND ADMINISTRATION COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Forbes to adopt the minutes of the meeting of the Budget and Administration Committee held on 12 April 2021.
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Forbes to note the draft minutes of the meeting of the Budget and Administration Committee held on 15 June 2021.
- iii. It was **RESOLVED** on the motion of Cllr A Forbes, seconded by Cllr G Smith to note the list of payments received by the Budget and Administration Committee at its meeting of 15 June 2021.

C057/19

27. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr L Stephenson, seconded by Cllr C Raybould to adopt the minutes of the meeting of the Local Services Committee held on 12 April 2021.
- ii. It was **RESOLVED** on the motion of Cllr A Forbes, seconded by Cllr G Smith to note the draft minutes of the meeting of the Local Services Committee held on 07 June 2021.
- iii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr C Raybould to purchase seagull-proof litter bins up to a total of £3,000 to be transferred from general reserves.
- iv. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr H Lindsay to make a virement of £18,000 from the General Reserves to the Bus Shelters reserves.

C058/19

28. PEOPLE AND COMMUNITIES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr L Stephenson to adopt the minutes of the meeting of the People and Communities Committee held on 12 April 2021.
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the minutes of the meeting of the People and Communities Committee held on 08 June 2021.
- iii. Council **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr G Smith, to approve the following recommendation detailed in draft minute PC012/21:
“the Committee unanimously **RESOLVED** to recommend to Council that a working group/committee be set-up whose brief would be the town centre”
After which, it was further **RESOLVED** that the membership comprises of:
Cllrs J Bowden, A Bowlas, G Brown, R Driver, M Greener, H Lindsay, C Raybould and L Stephenson.

C059/19

29. PLANNING COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr A Forbes, seconded by Cllr C Raybould to adopt the minutes of the meeting of the Planning Committee held on 12 April 2021.

- ii. It was **RESOLVED** on the motion of Cllr A Forbes, seconded by Cllr C Raybould to note the draft minutes of the meeting of the Planning Committee held on 14 June 2021.

C060/19

30. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 26 July 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.

At this point the live link to YouTube was switched off.

C061/19

31. CORRESPONDENCE RECEIVED

The Town Clerk updated the meeting on 3 pieces of correspondence, the 1st of which would be deferred to the town centre working group/committee, the 2nd of which was with regards to a play area and the 3rd involved an item of civic regalia and included a proposed way forward.

After which Council unanimously **RESOLVED** to note the update.

C062/19

32. STAFFING

On the motion of Cllr A Forbes, seconded by Cllr H Lindsay, Council **RESOLVED** to approve recommendations 2 and 3 within the report.