

PONTELAND TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD IN THE TOWN COUNCIL OFFICES, PONTELAND ON 14 NOVEMBER 2018

Present: Councillor A Varley (in the Chair)

Councillors S Ahmed, Mrs C Caisley, R Dodd, Mrs C Greenwell, A Hall, Mrs S Johnson, Mrs K Overbury and A Shanley

99. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Darwin, T Edwards-Clay and Mrs K Woodrow.

100. MINUTES OF THE COUNCIL MEETING HELD 12 SEPTEMBER 2018

The Minutes of the Council Meeting held on 10 October 2018 were submitted for approval.

RESOLVED – The minutes be approved.

101. DECLARATIONS OF INTEREST

A declaration of interest was received from Councillor A Hall in respect of Minute 86 (iii).

102. MATTERS ARISING

(i) Minute 86 Rotary Club of Ponteland – Grant

A letter of thanks had been received from the Rotary Club of Ponteland in respect of the grant awarded in October.

(ii) Minute 89 – Commemoration of the end of WW1

Councillors wished to thank Councillor Mrs Overbury, the Clerk and the Reverend Captain Allinson for all of the work they did to mark this occasion.

(iii) Environmental Enforcement Officer

The Clerk reported that a Service Level Agreement had been received from NCC and it was likely that an officer would be in post from January 2019.

103. PLANNING

(i) Planning Committee

Minutes of meetings held on 18th September and 2nd October 2018 were circulated for information.

(ii) Report on recent planning decisions

There was nothing to report.

104. GRANTS

(i) Dalton Village Hall

An application had been received from Dalton Village Hall for a grant towards their running costs. A sum of £1500 had been included in the budget for 2018-19 for this purpose.

RESOLVED – A grant of £1500 be awarded to Dalton Village Hall.

(ii) Richard Coates Primary PTA

Members were reminded that a grant application from the above organisation was considered in April 2018. The grant was for a donation towards the cost of producing a book on the history of the school by a local resident. The application was rejected and the applicant was requested to contact the Richard Coates Educational Foundation for a grant and if this was unsuccessful, the Council would reconsider the application. It was reported that the Richard Coates Educational Foundation had recently awarded a grant of £500 towards this project. There was however, a shortfall of £200 required to complete the work. The Town Council was asked to reconsider the application for £200.

RESOLVED – A grant of £200 be approved.

105. PROJECTS REPORT

The projects report had been circulated for the information of Councillors.

RESOLVED – The report be accepted.

106. RISK MANAGEMENT/INTERNAL CONTROLS REPORTS

(i) Risk Management – Annual Review 2018-19

A report relating to risk management for the Town Council had been circulated. The report had been updated to include issues such as GDPR etc. A table covering financial risks to the Council had also been circulated. Members were asked to consider the report.

RESOLVED – The report be approved.

(ii) Review of Internal Audit 2018-19

A report relating to the review of internal audit for the current year had been circulated. The report set out the processes followed by the internal auditor and explained his role in relation to the Town Council. A copy of the internal audit review checklist had also been circulated for consideration. The interim audit for the current financial year had recently been completed and a copy of the internal auditor's report had been circulated. The internal auditor had not raised any issues.

**106. RISK MANAGEMENT/INTERNAL CONTROLS REPORTS
(Continued)**

(ii) Review of Internal Audit 2018-19 (Continued)

RESOLVED –

- (i) The report and the checklist be approved.
- (ii) The Council approve the re-appointment of Mr Peter Basnett as their Internal Auditor for 2019-20.

(iii) Internal Controls report 2018-19

Regulation 4 of the Accounts and Audit (Amendment) (England) Regulations 2011 required the Council to carry out a review of their internal controls annually before the end of the financial year.

A report had been circulated.

RESOLVED – The report be approved.

107. BUDGET 2019-20

The Clerk reported that she was in process of producing a budget for 2019-20. She asked Councillors if they would be interested in attending a pre-budget meeting to obtain their views on items within the budget that they may no longer wish to proceed with. Councillors agreed this would be useful.

RESOLVED – A pre-budget meeting be arranged within the next two weeks.

108. BRITAIN IN BLOOM AWARD 2018

The Clerk reported on the Gold award received from Britain in Bloom in respect of their entry in the small-town category this year.

The awards event had been attended by Councillor Mrs Caisley and Iain Clough, the Town Council's gardening contractor.

The Council expressed their appreciation to all those involved this year and mentioned the work carried out by their contractors. They had produced wonderful displays that had clearly made an impression on the judges.

It was agreed that the Mayor would write to the Council's contractors thanking them for their efforts and hard work.

RESOLVED – The information be noted, and the Mayor write to the Town Council's contractors congratulating them for their hard work and efforts.

109. HIGHWAYS WORKING PARTY

Minutes of a meeting of the Highways Working Party held on 12 October had been circulated for considerations. There were no recommendations for approval. The Chair of the Working Party mentioned two possible items for consideration during the forthcoming budget process. These were the extension of the swan neck lighting in Ponteland and the possible addition of a bus shelter at Broadway.

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CHAIRMAN

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109. HIGHWAYS WORKING PARTY (Continued)

There was some discussion on the proposal for disc parking in Ponteland and also the complaints being received from businesses in Merton Way regarding the lack of long term parking bays for their staff to use.

RESOLVED – The Minutes be approved.

110. ENVIRONMENT WORKING PARTY

Minutes of a meeting of the Environment Working Party held on 15 October had been circulated for consideration. There were no recommendations for approval.

RESOLVED – The Minutes be approved:

111. NORTHUMBERLAND COUNTY COUNCIL REPORT

Councillor Dodd reported that the County Council was to receive an additional £7.7 million to deal with potholes in the County.

He reported that NCC were appointing a Health and Wellbeing officer.

He also mentioned possible redundant bus stops on Thornhill Road that could perhaps be used to provide additional parking bays. He agreed to examine this further and report back to the Council.

He reported that he had had a meeting with the planning department regarding section 106 monies from the Police HQ development. Some Town Councillors had also attended, and it appeared that there was some flexibility about what the funds could be used for.

Councillor Shanley mentioned the bus that currently runs to the Bellway development that was not being used by residents. Councillor Dodd agreed to discuss this with NCC.

Councillor Dodd also reported that work would start on the new school and leisure complex on 26th November.

He reported on the consultation that had been held on 13th November relating to the proposed new fire station on Callerton Lane.

112. MAYOR’S REPORT

The Mayor submitted details of his diary engagements for November and December. The Mayor reported that he had also attended the consultation for the new Fire Station on Callerton Lane on 13th November.

113. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

(i) Ponteland Community Partnership

Minutes of a meeting of the PCP held on 19 September and 17th October 2018 had been circulated for information.

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CHAIRMAN

113. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

(ii) Coates Educational Foundation

Minutes of a meeting of the Coates Educational Foundation held on 18th Oct 2018 had been circulated for information.

114. ACCOUNTS/ BANK RECONCILIATION/ BUDGET REPORT

The Accounts Committee approved payments totalling £35,670.48. A copy of the monthly budget report was also circulated, as well as the Bank reconciliation for October 2018.

RESOLVED – The reports be accepted.

IT WAS RESOLVED THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PRESS AND PUBLIC BE EXCLUDED FOR THE FOLLOWING ITEM ON THE GROUNDS OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

115. ANTI SOCIAL BEHAVIOUR IN PONTELAND

A report relating to various incidents of anti-social behaviour in Ponteland had been circulated.

Details of funding the Council had agreed over the course of the year to improve the situation were also reported.

Councillors asked the Clerk to contact the Youth Service regarding costs for providing a more regular and concentrated outreach service on say four or five nights a week. The budget was available if they were able to provide the service.

RESOLVED – The Clerk contact the Youth Service to enquire whether they could provide an outreach service in Ponteland as set out above.

DATE OF NEXT MEETING – WEDNESDAY 12 DECEMBER 2018 AT 6.45 P.M. AT THE TOWN COUNCIL OFFICES