

PONTELAND TOWN COUNCIL

Unit 1 Meadowfield Court
Meadowfield Industrial Estate
Ponteland, NE20 9SD

Tel: 01661 825092 Fax: 01661 820244

Email: enquiries@ponteland-tc.gov.uk
www.ponteland-tc.gov.uk

6 December 2023

To: ALL MEMBERS OF PONTELAND TOWN COUNCIL

I hereby give notice that a Meeting of Ponteland Town Council will be held on **WEDNESDAY 13 DECEMBER 2023 at 6.15 p.m. IN MERTON HALL. THE MEETING WILL BE PRECEDED BY PUBLIC QUESTION TIME WHICH WILL COMMENCE AT 6.15 P.M. PLEASE NOTE IF THERE ARE NO QUESTIONS THE COUNCIL MEETING WILL COMMENCE AT 6.15 p.m.**

Yours sincerely



K MAVIN

Clerk to the Council

AGENDA

- 86. APOLOGIES FOR ABSENCE
- 87. DECLARATIONS OF INTEREST
- 88. MINUTES OF THE COUNCIL MEETING HELD ON 8 NOVEMBER 2023.
Copy attached.
- 89. MATTERS ARISING
- 90. PLANNING
 - (i) Planning Committee – Minutes of meetings held on 7 and 21 November 2023. Copies attached for information.
 - (ii) Report on recent planning decisions
- 91. GRANT APPLICATIONS
 - (i) Escape charity
 - (ii) Rialto – grant towards cost of New Year's Eve Fireworks
 - (iii) Ponteland 41 Club
- 92. FINANCIAL MANAGEMENT SYSTEM – Report attached

93. APPOINTMENTS TO FILL VACANCIES ON COMMITTEES/
WORKING PARTIES/OUTSIDE BODIES – Report attached
94. CHRISTMAS AND NEW YEAR OFFICE CLOSURE – Report by the
Clerk attached.
95. ENVIRONMENT WORKING PARTY – Minutes of a meeting held on 27
November are attached for consideration.
96. NORTHUMBERLAND COUNTY COUNCIL REPORT
97. MAYOR'S REPORT
 - (i) Mayor's diary – report attached.
98. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL
ORGANISATIONS
 - (i) Report on attendance at the Tynedale and Ponteland Flood
Forum – Councillor A Hall – report attached
 - (ii) Ageing Well event – Councillor N Sehgal – report attached
99. ACCOUNTS/BANK RECONCILIATION/BUDGET REPORT - Reports
attached

EXCLUSION OF PRESS AND PUBLIC – Councillors are asked to pass the following resolution - That under Section 100A (4) of the Local Government act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act.

100. STAFFING COMMITTEE

Minutes of a meeting of the above held on 29 November will be circulated at the meeting.

PONTELAND TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT MERTON HALL ON 8th NOVEMBER 2023

Present: Councillor K Overbury (in the Chair)

Councillors S Ahmed, C Caisley, L Darwin, R Dodd, C Greenwell, A Hall, S Johnson, K Wilson and K Woodrow.

The Mayor paid tribute to Councillor Alan Varley who had died suddenly on 31 October.

The Council were shocked and saddened to hear the news about Alan's death. He was a great Councillor, colleague, and friend.

All Councillors had read the tributes to Alan – from the cricket club, the golf club, the rugby club and many more.

All Councillors knew well the jovial, friendly and helpful side to Alan, but they also saw the dedicated, knowledgeable and hardworking man.

Alan was elected to the West ward in April 2014 in a contested by election, moving to the East Ward in May 2021. He was Mayor from 2017-2021, helping to guide the Town Council through the dark days of Covid lockdowns and soaring sickness figures.

Councillor Overbury said that Alan's death would leave a huge hole in all our lives. But our thoughts at this terrible time must go to the family he leaves behind, especially his wife, Linda, who Councillors all know and respect. She asked everyone to stand for a minute's silence as a mark of respect for Alan, fellow Councillor and friend.

72. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Sehgal.

73. DECLARATIONS OF INTEREST

There were no declarations of interest.

74. MINUTES OF THE COUNCIL MEETING HELD ON 11th OCTOBER 2023

The Minutes of the Council Meeting held on 11th October 2023 were submitted for approval.

RESOLVED – The minutes be approved.

75. MATTERS ARISING

Minute 65 – Review of Standing Orders and Financial Regulations

The Clerk reported that she had handed out copies of the latest Standing Orders and Financial Regulations to those who were reviewing the documents and that a meeting would be organised soon.

76. PLANNING

(i) Planning Committee

Minutes of meetings held on 26 September and 10 and 24 October 2023 were circulated for information.

(ii) Report on recent planning decisions

There were no reports.

77. GRANT APPLICATION

(i) Application from Jameson Manor Residents Group

It was reported that a request had been received from the newly constituted Jameson Manor Residents Group for funds towards the cost of a defibrillator cabinet on the estate. Bellway had agreed to fund the cost of the defibrillator.

The cost of the cabinet was £495 excluding VAT and the group had secured a grant of £200 from Ponteland Lions towards this purchase. The group were seeking a grant of £295 if the Council purchase the equipment on their behalf or £394 if they purchase it themselves.

There was some discussion on the issue of defibrillators. Councillor Dodd was involved in looking into provision as part of his role as Chair of the NCC Health Scrutiny Committee. It was important for the equipment to be maintained. Currently there wasn't an up-to-date list of provision in the community. Some of the equipment was not for public use.

He did say that there were Government grants available for the purchase of defibrillators.

Councillors were minded to agree the grant in principle but felt that additional information was required from the group in relation to the siting of the defibrillator, details of power supply and future maintenance costs.

RESOLVED – That a grant of £394 be agreed in principle towards the cost of the defibrillator cabinet, subject to additional information being supplied in respect of proposed location, power supply and future maintenance costs.

78 RISK MANAGEMENT/INTERNAL CONTROLS REPORTS

The Town Council was asked to consider the following three reports which had to be prepared and agreed on an annual basis.

(i) Risk Management report

The Clerk had circulated the risk management report to the Council for consideration together with a table which covered financial risks.

In relation to the issue of lone working by staff, the Clerk agreed to produce a policy for this purpose.

(i) Risk Management report(continued)

Regarding the section covering Councillors, the Clerk was asked to contact the Council's insurers and discuss whether the insurance cover was sufficient to cover members in light of recent instances where they had suffered abuse online and in person.

She was also asked to find out at what point the insurance cover would start if there was an issue involving a Councillor.

She agreed to circulate the guidance note relating to social media use to Councillors.

RESOLVED – The report be approved, and the Clerk carry out the actions outlined above.

(ii) Review of Internal Audit 2023-24

A report by the Clerk had been circulated.

The report included details of the work carried out by the internal auditor employed by the Town Council including a checklist of work undertaken.

The Town Council was asked to defer the appointment of the Internal Auditor to the December meeting.

RESOLVED –

(i) The report and checklist be approved.

(ii) The appointment of the Internal Auditor be deferred to the December meeting.

(iii) Review of internal controls 2023-24

Members considered the above report.

RESOLVED – The report be approved.

79. INSPECTION OF BRIDGES – PONTELAND PARK

A report by the Clerk had been circulated.

The three bridges in the park were due to be inspected and the Clerk had contacted the company who had previously carried out this work, Anthony Davies Associates who were consulting civil and structural engineers.

They had provided a quote for the work in the sum of £975.00 plus VAT.

The Clerk explained the difficulties of obtaining quotes. As this was specialist work and due to the need to have the bridges checked, particularly after the recent flooding, it was suggested that the quote should be accepted, and the work carried out as soon as possible. This was in accordance with Financial Regulation 11.1(d), details of which were included within the report.

RESOLVED – The quote from Anthony Davies Associates in the sum of £975.00 plus VAT be approved in accordance with Financial Regulation 11.1(d).

80. REVIEW OF PONTELAND NEIGHBOURHOOD PLAN (PNP)

A report by the Clerk relating to the above had been circulated. The report referred to the intention of the Council to have a review of the plan carried out so that it coincided with the Northumberland Local Plan which was adopted in March 2022.

An approach had been made to the planning consultant used by the Town Council for assistance with complex planning applications. She had worked on the PNP in the latter stages when external consultants had been brought in to complete the work.

The planning consultant had submitted a fee proposal for the work she would carry out, details of which were included in the report. This would take the work up to the preparation of a scoping report. It was expected that further work would be required.

The Planning Committee had discussed the subject at their meetings held on 26 September and 10 October. At the September meeting the members of the Committee agreed that they would be willing to be the appointed group to oversee the work.

The planning consultant was invited to the Planning Committee on 10 October to discuss the way forward in more detail. A former member of the PNP Steering Group had also volunteered to help and he was also in attendance.

A brief outline of the discussions at the meeting was set out in the report. The planning consultant had agreed to direct TC staff towards appropriate funding streams for grants to assist with this review.

RESOLVED –

- (i) That the proposal to engage the planning consultant at a cost of £3850 to carry out the work outlined in her proposal dated 19 September be approved. This would be met from funds already earmarked for this purpose with any shortfall being met from contingencies.
- (ii) The Council agreed to delegated authority being given to the Planning Committee to oversee the work carried out and to issue update reports to the Council at regular intervals.

81 HIGHWAYS WORKING PARTY

Minutes of a meeting of the above Working Party held on 9 October were submitted for consideration.

In relation to item 3, Councillor Wilson asked if ward councillors could be sent any speed data received from the County Council. This was agreed.

81 HIGHWAYS WORKING PARTY(Continued)

Members asked for an update on item 4 relating to the vans parked on the pavement on North Road. It appeared that the vans had moved but they had been replaced with cars. As there were no parking restrictions currently in force there was little that could be done to enforce this issue.

Work was ongoing to examine the introduction of parking restrictions at this location.

RESOLVED – The Minutes be approved.

82. NORTHUMBERLAND COUNTY COUNCIL REPORT

Councillor Dodd stated that he intended to organise another meeting with the police and the supermarkets.

He also wanted to meet with the supermarkets to examine possible solutions to the ongoing problem with shoplifting.

He mentioned the anti-social behaviour that had occurred at Halloween when the One-Stop shop had to be closed for a time.

He referred to the County Councillors small schemes allowance and indicated that he would be interested in allocating some of his funding towards tidying up the area at the Merton Way shops. Other County Councillors may also wish to contribute. The Town Council would be consulted on any proposals.

Councillor Darwin said that he had allocated some of his small schemes allowance to a highways project in Ponteland at Click-em-in.

He also mentioned that he was attempting to have a user's group established for the leisure centre. He hoped this would happen in the first quarter of 2024.

He referred to problems with the car park at the leisure centre. Councillors agreed that there was a lack of directional signage in the car park. The planting meant there wasn't an easy way to get from the car park to the centre.

Councillor Darwin reported that he had had contact from residents about the new cycleway scheme on Rotary Way.

83. MAYOR'S REPORT

A report by the Mayor, Councillor Overbury had been circulated.

The report included a reminder of arrangements for Remembrance Sunday on the 12 November.

84. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

There were no reports.

85. ACCOUNTS/ BANK RECONCILIATION/ BUDGET REPORT

The Accounts Committee approved payments totalling £40,126.01 for October 2023.

**85. ACCOUNTS/ BANK RECONCILIATION/ BUDGET
REPORT(Continued)**

A copy of the budget reports for October were also circulated, as well as the bank reconciliation for that month.

RESOLVED – The reports be accepted.

**DATE OF NEXT MEETING – THE NEXT MEETING OF THE TOWN COUNCIL
WOULD BE HELD ON WEDNESDAY 13 DECEMBER 2023 AT 6.15 P.M. AT
MERTON HALL.**

DRAFT

9001)

PONTELAND TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING 7th November 2023

Present: Councillors Mrs S Johnson (in the chair), Mrs K Woodrow, Mr S Ahmed, & Mr A Hall

The Chair asked members to stand for one minute's silence as a mark of respect for Cllr Alan Varley.

1. PLANNING APPLICATIONS

A list of planning applications received since the previous Committee meeting had been circulated.

The Committee made no comments about the 6 applications considered.

2. DECISIONS: APPLICATIONS AND APPEALS; WITHDRAWN APPLICATIONS

2.1 **DECISION: 23/03625/VARYCO 75 Runnymede Road, Darras Hall, Ponteland, Northumberland. NE20 9HJ.**

Proposed: Variation of condition 2(Approved plans) Pursuant to planning permission 21/04355/FUL to remove integrated garage.

Comment: The application was **GRANTED** on 27th October 2023.

The Committee made no comment about this application.

2.2 **DECISION: 21/02437/OUT Land North West of Farm acres, Western Way, Darras Hall Ponteland NE20**

Proposed: Outline Application for construction of up to 65 affordable dwellings comprising a mix of family homes, starter homes, bungalows and retirement living apartments; creation of new access and associated landscaping works – details of access, layout, scale and landscaping submitted at this stage with details of appearance reserved for later approval.

Comment.: The application was Refused Permission on 30th October 2023

The Planning Committee Objected to this application.

2.3 **DECISION: 23/03350/FUL 6 Church Flatt Eland Haugh, Ponteland, Northumberland. NE20 9XQ**

Proposed: Proposed storage extension to front of former Garage

Comment. The application was **GRANTED** on 1st November 2023.

The Committee made no comment about this application.

3. ANY OTHER BUSINESS

There was no other business.

DATE OF NEXT MEETING: Tuesday 21st November 2023

PONTELAND TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING 21st November 2023

Present: Councillors Mrs S Johnson (in the chair), Mrs K Woodrow, Mr S Ahmed & Mr A Hall.

1. PLANNING APPLICATIONS

A list of planning applications received since the previous Committee meeting had been circulated

Application No: **23/04017/FUL**

Location: **28 Pembroke Drive, Darras Hall, Ponteland Northumberland. NE20 9HS.**

Proposal: Demolish existing garage; Construct single storey side and rear extension.

Comment: The Committee request that a condition can be attached to any approval for some foliage to be planted to soften the aspect which will ensure the property is more in keeping with the current street scene.

Application No: **23/03930/FUL**

Location: **Land East of Clickemin Farm Cottage Ponteland Northumberland.**

Proposal: Removal of existing agricultural building. Construction of 1 no residential dwelling on same footprint.

Comment: The Committee have considered this application and they wish to stress the importance of protecting the greenbelt and assume NCC will undertake a full assessment of the proposal to ensure there will be no harm to the greenbelt.

Application No: **23/03718/FUL**

Location: **119 Middle Drive, Darras Hall, Ponteland, Northumberland. NE20 9DS.**

Proposal: Demolish existing dwelling and construct 1 no detached dwelling and separate garage.

Objection: The Committee feels this is an overdevelopment of the land available and the proposed plans for the property are too large in scale and mass and are out of synch with the existing street scene. The committee refer to the Ponteland Neighbourhood Plan Policy PNP 4: Residential Development in Darras Hall.

Proposals for the development of new and replacement dwellings, as well as extensions to dwellings within the Darras Hall estate, as defined on the Policies Map, will be supported where they conform to the following criteria:

- a. The curtilage of the proposed dwelling shall be defined so that space and privacy standards reflect the size and quality of the proposed dwelling and adjacent dwellings;
- b. Extensions to dwellings should ensure that the remaining outdoor space of the property provides space and privacy standards that reflect the size and quality of the dwelling and adjacent dwellings;
- c. The proposed dwelling or extension should be respectful of the scale and massing of adjacent dwellings and the street scene, particularly in relation to the frontage of the application site to the highway;
- d. The layout of the proposed dwelling or extension should maintain the continuation of existing boundary features of amenity value such as hedgerows, walls, fences or water courses;
- e. The siting of the proposed dwelling or extension should reflect the strongly established and prominent building lines and frontages of adjacent dwellings; and
- f. Development should avoid the felling of trees and hedgerows of significant local amenity value.

Ponteland Planning Committee also objects to the proposal as they believe it is contrary to Policy PNP 2 of the Ponteland Neighbourhood plan.

Development will be supported where it demonstrates high quality and inclusive design. All new development should make a positive contribution to their surroundings. Proposals will be supported where development:

- a. Creates a sense of place by protecting and adding to an area's quality, distinctiveness and character.
- b. Respects the character of the site and its surroundings in terms of its location, layout, proportion, form, massing, density, height, size, scale, materials and detailed design features.
- c. Takes account of the potential users of the development, ensuring safe, convenient and attractive links are provided within the development and to existing networks for people and that the development is accessible to all;
- d. Where required, ensures that servicing and delivery arrangements meet the reasonable needs of business through off-street servicing and loading facilities.
- e. Will not have an unacceptable adverse impact on the amenities of occupiers of nearby properties.
- f. Where feasible, incorporates sustainable design and construction techniques and renewable and low carbon energy technology.
- g. Includes appropriate provision for the storage of waste and recyclable materials.
- h. Helps to create a safe and secure environment.

Where a Design and Access Statement is required as part of a planning application the above matters must be fully addressed within it.

The Planning Committee would like these concerns to be taken into consideration for this application and they request this application be **refused**.

The Committee made no comments about the other 6 applications considered.

2. DECISIONS: APPLICATIONS AND APPEALS; WITHDRAWN APPLICATIONS

- 2.1 DECISION:** 23/03397/LBC
Proposed: Aurora House, 6 Gideon Walk, Jameson Manor, Ponteland, Northumberland. NE20 0FT.
Comment: This application was REFUSED on 13th November 2023.
The Committee made no comment about this application.
- 2.2 DECISION:** 23/02145/OUT
Proposed: Land West of Pine Dene Lodge, Dissington lane, Ponteland, NE15 0AE.
Comment: This application was WITHDRAWN on 9th November 2023.
The Committee had objected to this application.
- 2.3 DECISION:** 23/02747/REM
Proposed: Land South of Meadow View, The Avenue, Medburn, Northumberland.
Comment: This application was GRANTED on 10th November 2023.
The Committee made no comment about this application.
- 2.4 DECISION:** 23/03014/FUL
Proposed: 2 Marian Way, Darras Hall, Ponteland, Northumberland, NE20 9LE.
Comment: This application was GRANTED on 9th November 2023.
The Committee had objected to this application.

DATE OF NEXT MEETING: Tuesday 5th December 2023

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to December 2023 Council meeting
Report re grant applications

Agenda item no 91

Three grant applications have been received for consideration at this meeting.

Councillors are reminded that the sum of £4000 was available in the donations budget heading and an amount of £2130 has already been expended from grants awarded between April and September 2023. The sum of £394 was 'agreed in principle' at the November meeting for the purchase of a defibrillator cabinet for the Jameson Manor Residents group. If this is taken into account, the sum of ££1476 is remaining from the budget heading.

Details of grants received are set out below:

(i) Escape Family Support charity

An approach has been made by the above organisation who are based in Ashington. Details of the work carried out by the organisation is set out in detail in the enclosed application form. The organisation is seeking a grant of £1000 towards core costs of the work they do. The number of families from Ponteland who have used the services of Escape is also included in the application.

Councillors are asked to consider the application.

(ii) Rialto restaurant towards cost of New Year's Eve firework display

The proprietor of the above restaurant has written to the Clerk seeking a grant towards the cost of providing the firework display on New Year's Eve. The cost of the fireworks is around £2,500 and the Council is asked to consider providing a larger donation, if possible, towards the event.

Members are reminded that a grant of £500 was approved in December of last year (Minute 87(i) refers). However, although the grant was agreed, the Clerk was asked to write to the proprietor advising that this would in all probability be the last year the Council would support the event due to incidents of anti-social behaviour and the impact on the environment and wildlife. An email was sent to the proprietor setting out the decision of the Council on 15 December 2022.

Councillors are asked to consider this application.

(iii) Ponteland 41 Club – grant towards costs of replacement wheels

A grant application has been received from the Ponteland 41 Club for replacement wheels for the wheelbarrows used for the Wheelbarrow Race held on New Year's Day. They received a grant of £255 in December 2022 (Minute 87(ii) refers) and the cost of replacement wheels for this year is £204.

Councillors are asked to consider the application.

Recommendation – Councillors are requested to consider the three applications set out above and attached.



GRANT APPLICATION FORM **VOLUNTARY ORGANISATIONS**

FINANCIAL YEAR 2023-24

Applicant	ESCAPE Family Support			
Organisation & Charity number if applicable	1063500			
Address	Susan Kennedy Centre, 63 South View, Ashington Northumberland NE63 0SF			
Telephone Number & Email address				
Bank Details Sort code and Account number				
What year was your Organisation formed?	1995			
What is your current Membership and how much are subscriptions?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px; vertical-align: top;">Senior</td><td style="width: 50%; height: 40px; vertical-align: top;">Junior</td></tr> </table> <p>We don't have a membership as such we have carers registered to use our services of which we have 901 across the whole of Northumberland including 10 from the Ponteland Area.</p>		Senior	Junior
Senior	Junior			
Organisation's Aims and Objectives	<p>ESCAPE's priorities for the coming years is to continue to provide services for carers, family members of drug and alcohol abusers within the Northumberland County area.</p> <p>ESCAPE Family Support is Northumberland's community led response to drug and alcohol use, we own our headquarters Susan Kennedy Centre, 63 South View, Ashington, NE63 0SF, and which is our primary base. We also rent the Summer House at Briardale House, Briardale Road, as a permanent base in Blyth. Additional</p>			

to these permanent bases, we utilise rooms throughout Northumberland from partners to deliver 1-1 and group provision in rural areas.

ESCAPE's confidential support services are low threshold, person centered, tailored to needs of individuals. Through comprehensive assessment and personalised care planning we help beneficiaries identify their priorities, achieve their goals, and improve their own lives. We deliver 24/7 helpline, crisis support, advice, information, advocacy, 1-1 support, counselling, bereavement support, befriending, peer support, family therapy, support groups, we help family members work together and support people with a family member going through the court system or in prison. Respite provision includes, Arts/Crafts, Coffee Mornings, Gardening, Caravan respite Breaks, Family Fun Days, Wellbeing Walks, Activity Days for Young People.

Our therapeutic trauma informed groupwork interventions are evidence based and include:-

- Community Reinforcement and Family Training (CRAFT) including maintenance groups,
- Adult and Young People Adverse Childhood Experience (ACE's) training,
- Health and Wellbeing Workshops,
- Drug and Alcohol awareness and
- Overdose Prevention training.

Parenting programs include:-

- Teen Triple P,
- Strengthening Families,
- Supporting Parents and
- Children Emotionally (SPACE trauma) and shorter parenting workshops

ESCAPE recognises the need for equity of access and fairness in the standard of service delivery for all. ESCAPE values cultural diversity; people have different needs, beliefs, values, abilities and diversity needs to be respected and promoted. We have an Equality and Diversity Policy which is the foundation of our services. Our team is trained to ensure no-one will be discriminated against on grounds of gender, age, ethnicity, disability, religion, sexual orientation, or any other characteristic.

All operations and interactions are underpinned by our

	<p>value that 'ESCAPE is open to everyone' embedded explicitly within our mission statement, values, and guiding principles – clear messages that apply to staff, volunteers, service users. Substance misuse affects all social classes, the project integrates individuals from diverse backgrounds, works to reduce stigma including black, ethnic minority, lesbian, gay, bisexual and transgender communities, refugees and those affected by mental or emotional health issues.</p>
<p>Description of Project or purpose for which a grant is required.</p>	<p>We are asking for a contribution towards Core Costs of the above work's we do across Northumberland and in the Ponteland area. At present we have a deficit of £22,572 against our budget for 2023/24 of £317,179.</p> <p>Of which Ponteland 10 (1.1%) out of 901 families registered with us for services giving a total budget of £3,490 relates to costs relating to these families.</p>
<p>Estimated Total Cost</p>	<p>£317,179</p>
<p>Amount Requested from Ponteland Town Council</p>	<p>£1,000</p>
<p>What funds are available from your Organisation towards this project?</p>	<p>We currently hold 4 months of unrestricted reserves that could be used to cover any shortfall against budget</p>
<p>Have other Authorities or sources for funds been approached for funds towards this project?</p>	<p>We are currently waiting for responses from Corbridge Town Council, Sunderland Counselling Service, The Squires Foundation Fund and the High Sherriff of Northumberland</p>
<p>What were the results from these Applications? (please indicate amounts pledged)</p>	<p>We currently have raised £294,577 from across a range of funders across Northumberland including Northumberland County Council, Ashington, Blyth, Prudhoe, Haltwhistle and Amble Town or Parish Councils, The National Lottery, The Community Foundation, Greggs Foundation as well as a number of other charity funders</p>
<p>Have you any plans for raising the additional finance for the project?</p>	<p>We are looking to apply to a number of other funding providers</p>
<p>Please confirm the proportion of the grant that will be spent in Ponteland.</p>	<p>1.1% of the total budget will be spent towards the people of Ponteland</p>

DECLARATION

I HEARBY DECLARE ON BEHALF OF

ESCAPE Family Support

THAT:

- (i) This application is submitted on behalf of a non-profit making Voluntary Organisation
- (ii) To the best of the Organisation's knowledge, the particulars on this application are correct

I undertake, on behalf of the Organisation, that the grant or such part of it as Ponteland Town Council may determine, will be repaid in the event that the Organisation is found to be in breach of the above, or if the facilities cease to be used for the purpose for which the grant is give, or if the project winds up within five years.

SIGNED: STATUS: Deputy CEO Business and Finance

DATE: 25/10/2023

910.11)



GRANT APPLICATION FORM **VOLUNTARY ORGANISATIONS**

FINANCIAL YEAR 2023-24

Applicant	David Usher (Ponteland 41 Club) Chair of the Wheelbarrow Race Organising Committee	
Organisation & Charity number if applicable	Ponteland 41 Club (The National Association of 41 Clubs, which Ponteland 41 Club is affiliated to, is a Registered Charity.	
Address		
Telephone Number & Email address		
Bank Details Sort code and Account number		
What year was your Organisation formed?	Circa 1950	
What is your current Membership and how much are subscriptions?	Senior : as at 1.1.23 – 19 Members Subscriptions £25pa	Junior : Not applicable
Organisation's Aims and Objectives	To assist with the ongoing friendship of ex Ponteland Round Tabler's and to assist the Community with charitable support.	
Description of Project or purpose for which a grant is required.	To purchase much needed replacement wheels for the wheelbarrows which are used annually (on New Year's Day) for the very established, well supported and historical charity fundraising Wheelbarrow Race : Invoice enclosed.	
Estimated Total Cost	12 x Walsall Pneumatic Wheels – Cost £204.	

Amount Requested from Ponteland Town Council	At discretion of the Town Council
What funds are available from your Organisation towards this project?	Ponteland 41 Club only has a nominal General Fund Reserve used for the administration of the Club and currently has no spare funds for the replacement of the wheels.
Have other Authorities or sources for funds been approached for funds towards this project?	No
What were the results from these Applications? (please indicate amounts pledged)	Not applicable
Have you any plans for raising the additional finance for the project?	No
Please confirm the proportion of the grant that will be spent in Ponteland.	All proceeds from the annual New Year's Day Wheelbarrow Race will be split equally between 'Tynedale Hospice at Home' and St Oswald's Hospice for the direct benefit of Ponteland residents.

DECLARATION

I HEARBY DECLARE ON BEHALF OF	
Ponteland 41 Club	
<p>THAT:</p> <p>(i) This application is submitted on behalf of a non-profit making Voluntary Organisation</p> <p>(ii) To the best of the Organisation's knowledge, the particulars on this application are correct</p> <p>I undertake, on behalf of the Organisation, that the grant or such part of it as Ponteland Town Council may determine, will be repaid in the event that the Organisation is found to be in breach of the above, or if the facilities cease to be used for the purpose for which the grant is give, or if the project winds up within five years.</p>	
<p>SIGNED:</p> <p>David S Usher</p>	<p>STATUS: Member Ponteland 41 Club & Chair Ponteland Wheelbarrow Race Committee.</p>
<p>DATE:</p> <p>28.11.23</p>	

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to December 2023 Council meeting
Report re acquisition of financial management
package for PTC

Agenda item no 92

This report relates to the acquisition of a financial management package to improve and streamline the way in which the finances of the Town Council are managed.

Currently everything is managed via Excel spreadsheets, and this is becoming increasingly time consuming and unwieldy to manage.

After examining various packages, it appeared that Scribe seemed to be the one with the best reviews from Clerks/Responsible Financial Officers (RFOs) as it is aimed specifically at parish and town councils.

An initial Zoom call was held with a representative from Scribe on 30 October which demonstrated the various reports etc that the package could produce. This includes streamlining year-end processes, lists of payments for approval, bank reconciliation documents, invoices, VAT returns, asset registers etc.

A quote for the package was received on 31 October and the costs are outlined below:

Annual subscription fee per month (billed annually) is £1068 (£89 per month for 12 months).

There will be an annual cost for future years.

One off fee to join Scribe - £797 = Initial outlay of £1865 and ongoing annual fee of £1068 which will likely increase each year.

Recommendation – Members are asked to approve the subscription to Scribe as outlined above at a cost of £1865.00.

PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to December 2023 Council meeting
Report appointments to current vacancies

Agenda item no 93

Following the sudden death of Councillor Alan Varley, the Council will need to appoint Councillors to fill the vacancies created by the loss of Councillor Varley.

Councillor Varley was a member of the following:

Committees/Working Parties

Planning Committee
Cemetery Committee
Accounts Committee
Highways Working Party
Review of Standing Orders and Financial Regulations Review Group
Footpath Users group (which has not met for some years).

Outside bodies

Newcastle Airport Consultative Committee
Pont News and Views editorial group

It may be that the Council can delay these appointments until the current vacancy in the East ward is filled. However, an appointment to the Planning Committee would be useful as there are currently only 4 members.

The Highways Working Party had eight members which is two thirds of the Council. A reduction to seven members would be manageable.

Recommendation – The Council is asked to consider filling the above vacancies taking into account the information set out above.

PONTELAND TOWN COUNCIL

Agenda item no. 94

Report by Clerk to the Council

Report to December 2023 Council meeting

**Report re Christmas and New Year holidays –
Office closure**

The Town Council offices has in the past closed the day before Christmas Eve and does not open again until after New Year.

Last year the office closed early to allow staff to use up some leave.

It is hoped that the office can close on Thursday 14 December however if there is a need for a Planning Committee on the 19 December, the Assistant Clerk had said she will come in but take some leave in the New Year.

When the office closes, a notice will be displayed giving the NCC number and stating that emails can be sent to the enquiries@ponteland-tc.gov.uk email address throughout the holiday period.

Emails will be monitored at certain times and replied to if considered to be important. As with last year some work will have to be carried out during this leave time on the budget for 2024-25 so that it is ready for discussion in January 2024.

Recommendation – the Council is asked to agree to close the office from the 14 December or if necessary, the 19 December until Tuesday 2 January and to note the arrangements that will be put in place to ensure urgent issues will be dealt with.

**PONTELAND TOWN COUNCIL
MINUTES OF THE ENVIRONMENT WORKING PARTY HELD ON 27 NOVEMBER 2023 AT
THE TOWN COUNCIL OFFICES**

Present: Councillors C Greenwell, K Overbury, N Sehgal and K Wilson

1. APOLOGIES FOR ABSENCE.

None received.

2. MINUTES OF LAST MEETING HELD ON THE 18 SEPTEMBER 2023

The Clerk reported that a card of thanks was received from the residents of Jameson Manor for donations of bulbs and wildflower seeds for the estate.

3. SPREADSHEET REPORTS

(i) Report covering three main priorities of EWP for 2022-23

(1) Coates Garden (Previously known as the sensory garden)

There was some discussion re future planting at the above location. It was suggested that the planting along the back wall be removed, and a social seating area be installed. The Chair urged members to visit the garden and provide any thoughts or ideas to the next meeting. A metal memorial tree was also suggested as an option if a suitable wall could be found to locate it. The gardening contractor had looked at options for the path and he felt an overlay material may be the best way to proceed. The Chair asked if tarmac that could be painted could be considered also. This would be discussed at the next meeting.

(3) Project for resurfacing the path between Callerton Lane and Waitrose bridge

The order had been placed for the work with NCC. There was still no notification of a start date for the work and the Clerk was asked to follow this up.

The Chair mentioned a third option for a project. This was to tidy up the land near to Cecil Court bus stop which was in a poor state due to the various items of broken fencing etc on the site. The Clerk said this was not owned by the Town Council, but she would look into ownership for the next meeting.

(ii) Report re items discussed at previous meetings

(1) and (2) Allotments and new tenancy agreement

This item would be discussed later in the meeting.

(4) Ash trees in the park

An order had been placed with a local tree surgeon for the work outside of the park. The work inside the park was more difficult as the Clerk needed to submit an application to NCC for all the work.

(5) Remedial work at the Pele tower

This item would be discussed later in the meeting.

(6) Community orchard in the park

It had been agreed at the last meeting that there would be a moratorium on any additional planting in the park until the work on the Ash trees had been carried out.

(7) Callerton Play area

The Clerk had been asked to look at metal fencing as an alternative to the wooden posts. She had not sourced prices yet but said this would be expensive. The Clerk was asked to look at alternatives such as recycled plastic or a cheaper alternative may be to ensure all the existing fence posts were screwed on. This would be examined.

(iii) Watching brief items

The Clerk reported that the changes to the lettering on the tree guards had been carried out in house at a reasonable cost. Councillors were pleased with the result.

The Clerk said that another tree guard would be needed for the Coronation commemorative tree.

4. INSPECTION OF PELE TOWER

Members were reminded that the Clerk had been asked to examine the need for any work to be carried out to the Pele tower which was a grade II listed building and an Ancient Scheduled Monument.

After contact was made with Historic England, she had approached two local companies to start discussions on any work that was needed.

One of the companies had responded and the Clerk had met with a representative of RG Property Restoration Services on the 19 September.

The company had produced a report and a quote for the work that was required which was detailed within the report that had been circulated.

Work was needed to the stonework and mortar both outside and inside the structure. The total costs for the outside work were £21,419 plus VAT and £19,179 plus VAT for the inside work.

In view of the costs involved, it was suggested that this should be carried out over two years with the outside work being done first in 2024-25.

There were some funds available in asset replacement however there was a shortfall of £10,500 for the outside work which could be included in the budget for 2024-25.

Members agreed that a recommendation should be made to the Council for approval of this work in 2024-25 including the inclusion of the appropriate amount in the budget for next year.

Councillor Wilson suggested seeking grants for the work and the Clerk was asked to investigate any relevant funding streams for this purpose.

It was recommended – That the Council agree to proceed with the necessary work to the outside of the Pele tower in 2024-25 at a cost of £21,419 and that the shortfall of £10,500 be included in the budget for 2024-25.

5. ALLOTMENTS

(i) Update on new tenancy agreements

The Clerk reported that there were still four tenants who had not returned the new tenancy agreement. A third letter had been sent to them giving them a date to respond by. The plot would be re-let if no response was received. One of the tenants had asked to half his plot and he was still in discussions regarding the boundary.

(ii) Request to extend allotment 14A

A request had been received from the tenants of allotment 14A asking if they could extend their small plot further into the strip of green space which bordered the plot.

There were some concerns about the ability for future tenants of neighbouring allotments being able to gain access to their plots.

(iii) Issue with boundary plots 13-15

An issue had arisen regarding the green space which bordered the above numbered plots following a request to split allotment 13A. The tenant had asked if the plot could be halved including the green space.

The tenant of 13B had then written to the EWP members pointing out that the green strip of land was part of the plots of 13-15 and he explained the reasons why this was the case.

Various photos were included with the report and one of them showed that the tenant of 13A did use the green space area as a compost heap/waste area, but the remaining plots all had boundary fences and it looked like the green space was used as a path.

The Chair had visited the allotments and tended to agree with the tenant.

However, it was felt that due to the fact the Council was still dealing with the implementation of the new tenancy agreement and as the plots were unlikely to be in use at present, a site visit should be arranged for early in January when both items (i) and (ii) could be discussed further. The Clerk was asked to write to the tenants of 14A and 13B advising them of this decision.

It was agreed – To defer decisions on items (i) and (ii) until January for the reasons outlined above.

6. CORRESPONDENCE

(i) Complaint about professional dog walkers in Ponteland Park

A complaint had been received via NCC from a user of Ponteland park whose pet was set upon by one of six dogs being walked off their leads by a dog walking company. The complainant said this had also happened earlier in the year.

The Clerk had referred this to the Town Council's Environment Enforcement officer and the animal welfare officer.

The animal welfare officer had contacted the Clerk and the complainant and stated that unfortunately there was little action that could be taken. Currently it was not illegal to walk 6 or more dogs off the lead.

The Environmental Enforcement officer, David Foy had attended two meetings of this Working Party and explained that Ponteland park was unlikely to be included in an NCC Public Spaces Protection Order (PSPo) due to lack of evidence of problems. There were very few areas in the county where dogs were restricted and they were only required to be on a lead next to a main road, or in a cemetery.

Members discussed the possibility of installing some advisory signage at the park entrances asking users of the park to be considerate to others although they understood this could not be enforced.

The Clerk agreed to investigate and report back.

7. Report re FOPP

There was nothing to report from FOPP.

8. Any other business

Nothing was raised by members.

9. Date of next meeting

The next meeting would be held on Monday 22 January 2024 at 10.00 am. at the Town Council offices.

PONTELAND TOWN COUNCIL
Report by the Mayor
Report to December 2023 Council meeting

Agenda item number 97

Mayor's report December 13, 2023

Meetings and events attended by Coun Karen Overbury representing Ponteland Town Council since the last meeting of the full Council (November 8, 2023).

Please ask if you want further information.

Sunday, November 12

Remembrance Day Parade.

Thursday, November 30

Invitation to meet Year 2 pupils

– Ponteland Primary School

Friday, December 1

Help Santa to light the Christmas Tree, Rotary Club invitation

– Coates Green.

Forthcoming:

Thursday, December 7

Pele Trust Christmas Carol Service

– St Mary's Church.

Monday, December 11

Ponteland Scouts Christmas Carol Service

– St Mary's Church.

Mayor's Fund

Christmas awards of £200 each to:

Ponteland Preppies

Commonwealth War Graves Commission

CDW Food Bank, West Denton

Report on Tynedale and Ponteland Flood Forum

Guy Opperman organised a meeting of this Flood Forum in Hexham last Thursday evening. It was a well-run event with around 15 Councillors in attendance. Alan Hall attended on behalf of Ponteland Town Council.

The event featured presentations by the Environment Agency, Northumbrian Water and Northumberland County Council. Details were given about the steps which had been taken by these bodies following the extensive flooding in Ponteland & elsewhere caused by Storm Desmond in 2015. It seems there has been in excess of £10M of public investment by these organisations to produce flood control schemes in Hexham, Corbridge, Ponteland & elsewhere in the region. There are more schemes still to happen.

The purpose of the event was to explain about work which has taken place but also to offer local Councils help and support with any interventions that they wished to contemplate. It was emphasised that, with climate change, there will be more likelihood of floods occurring and the possibility of the floods being more severe.

We do have Flood Wardens & other measures in Ponteland but with this offer of help from NCC & these other agencies, the proposal to Councillors is that we undertake further investigations to establish what options are available for Ponteland Town Council.

If colleagues wish to go ahead, Alan Hall and Kath Mavin will find out more and report back to a future Council meeting.

05/12/23

PONTELAND TOWN COUNCIL
Report by Councillor Nirmal Sehgal
Report to December 2023 Council meeting

Agenda item number 98(ii)

Ageing Well event – 3 November 2023 at Merton Hall

Councillor Sehgal had been involved in the event for several years, before she was a Town Councillor and had helped Councillor Veronica Jones for the last 7-8 years. She was asked to take over the organisation of the event this year and agreed as she felt it helped older residents in Ponteland and provided a lot of information at one location.

Councillor Sehgal had found it difficult to find details of some of the contacts she needed to organise the event but by the beginning of October she had organised a team of people to assist with the occasion which was fixed for 3 November at Merton Hall.

She had assistance from granddaughter, Maya Sehgal who had designed the poster and her family had also helped her with some of the necessary tasks.

Councillor Sehgal was grateful for the help she received from the team at Merton Hall including Christine Greenwell and Val and her team of volunteers in Merton hall, who worked tirelessly to make the occasion comfortable and enjoyable for our older people by providing hot drinks, biscuits, cakes and Indian sweets .

She also expressed appreciation to the service providers from NCC and Ponteland for sparing their time to assist those who attended to obtain help to stay active healthy and safe. She specifically wanted to thank Dr Twelves and his team from Ponteland Medical group for providing the NHS service leaflets and checking the blood pressure etc of attendees. It was felt that all those who attended left having enjoyed the event. They received a ' Thank You ' gift pack of two pairs of gloves and some much needed information and details of help on offer too.

Councillor Sehgal thanked Ponteland High School for sending a team of students to assist attendees with the use of technology such as phones and tablets.

There was a great atmosphere in Merton Hall during the event and she was grateful to all those who attended.

Councillors will be pleased to know that the organising team received great feedback and some kind suggestions too which will be taken on board for future events.

Nirmal Sehgal -Chairman of Ponteland Ageing Well

**PONTELAND TOWN COUNCIL
PAYMENTS ORDER
MONTH ENDING
NOVEMBER 2023**

CREDITOR	DESCRIPTION	TOTAL (EXC VAT)	VAT	TOTAL (INC VAT)	SORT CODE/ ACCOUNT	PAYMENT METHOD
The Adecco Group	Wages A Henderson	174.64	34.93	209.57	20-65-82 00814458	FP1
24/7 Business support Ltd	Cloud Package + data link & phone line for cctv, & support call	644.25	128.85	773.10	20-59-97 43651827	FP1
Agilico	Copier chgs	39.57	7.92	47.49	20-33-85 00259551	FP2
Advance Northumberland Commercial	Rent for Garage @ Merton Way	52.00		52.00	08-90-06 68168748	FP3
BT Business	Office Cloud Phone and Broadband package	140.07	28.01	168.08	20-00-00 00835757	FP4
Peter Harrison Business Equipment	Various Stationery supplies	103.11	20.63	123.74	20-59-61 60457043	FP5
The Adecco Group	Wages A Henderson	873.20	174.64	1047.84	20-65-82 00814458	FP6
HMRC	NI and Tax contributions November 2023	2196.51		2196.51	08-32-10 12001039	FP7
Salaries & Wages	Salaries & Wages November 2022	4478.06		4478.06	various	FP8-10
Tyne & Wear Pension Fund	November Pension Contribution	546.13		546.13	30-97-89 35572568	FP11
Iain Clough Horticulture	Gardening contractor	1935.30		1935.30	20-59-61 00014060	FP12
J. Bott	Cont Work for Council Oct-Nov	680.00		680.00	23-59-54 00000008	FP13
J. M. Champion K9 Cleanup	Emptying dog waste bins 4 weeks	392.00		392.00	20-59-61 73580385	FP14
C Sherlock	Contract Work for Rockery & Sensory Garden	526.50		526.50	77-04-38 27746268	FP15
D Sherlock	Park Contractor November 100 hrs	1300.00		1300.00	40-34-18 03968049	FP16
Berwick Garden Centre	Spring Bulbs etc rockery	107.39	21.48	128.87	82-45-05 20053057	FP17
Broxap	Rubbish Bin	433.95	86.79	520.74	40-51-62 44604567	FP18
Gustharts	Two stroke oil	10.01	2.00	12.01	54-10-45 18447279	FP19
Jewson Ltd	Skip Hire for Park	275.00	55.00	330.00	20-62-61 00618691	FP20
River Catchment Services	Annual Pond Maintenance	1350.00	270.00	1620.00	20-40-09 13726509	FP21
Cian creative pr	Pont News & Views Nov 2023 issue 218	3462.00	692.40	4154.40	30-95-76 00408218	FP22
D Hignett	Remembrance Day Performance	90.00		90.00	53-50-46 56383002	FP23
Ponteland Print	Remembrance Order of Service x 1500 & PTC Letterhead	264.28	9.70	273.98	60-09-47 64884848	FP24
Ponteland Methodist Church	Provision of Sound System Remembrance	120.00		120.00	40-52-40 00024788	FP25
1&1 IONOS Ltd	Monthly Fee for I e Hosting	22.03	4.41	26.44	DD	DD
BGH North Ltd	Unit 1 suite 9 + 10 + 12 rent Nov 2023	1830.00		1830.00	SO	SO
Francotyp Postalia Ltd	Franking Machine Annual Rental	300.00	60.00	360.00	DD	DD
Lloyds Bank	Bank Charges Main A/C	12.50		12.50	SO	SO
Lloyds Bank	Bank Charges Reserves A/C	15.00		15.00	SO	SO
Standard Life	November 2023 Pension Contribution	933.21		933.21	DD	DD
EE Limited	Mobile Phone Packages	116.89	23.38	140.27	PTC debit Card	Debit Card
W. Rose Florists	Flowers for Linda Varley	44.95		44.95	Debit	Debit Card
Arcon	Cable Ties & Staple Gun	16.63	3.33	19.96	Debit	Debit Card
		23485.18	1623.47	25108.65		

Paid 209.57
FP1-25 21516.75
DD+CHQS 3382.33

TOTAL £25,108.65

WE AUTHORISE PAYMENT OF THE ABOVE INVOICES TALLING
£25,108.65
FROM THE TOWN COUNCIL LLOYDS BANK DISBURSEMENTS ACCOUNT.

SIGNED:.....

SIGNED:..... 23.11.2023
23/11/23

DATED:.....

PONTELAND TOWN COUNCIL										
	INCOME BUDGET REPORT 2023/24									
	Month to:	Nov-23	67%							
Income	Initial provision	June Revisions	Sept/Oct Revisions	December Revisions	Budget	Actual to Date	Budget Remaining	% Received		
Allotments	988				988	1619	-631	164%		
Merton Hall (reimburse caretaker)	0				0	0	0	0%		
Hanging Baskets/Planters	0				0	0	0	0%		
Bank Interest	1000				1000	2980	-1980	298%		
Wayleaves	304				304	82	222	27%		
Trf from 2022-23										
BUDGET + RESERVES	0				0	0	0	0%		
Precept	448715				448715	448715	0	100%		
PN & V Advertising	40477				40477	17729	22748	44%		
Matten and Stamfordham										
contribution towards evening bus service	0				0	0	0	0%		
Cemetery	13186				13186	15609	-2423	118%		
Reimbursements	0				0	641	227	0%		
Deposit Refunds	0				0	0	0	0%		
Misc/Paper Map income	0				0	50	50	0%		
Total	504670	0	0	0	504670	487425		97%		
Trf from Reserves/Asset Replacement	0				0					
BUDGET	504670	0	0	0	504670	487425	18213			

[illegible]