

PONTELAND TOWN COUNCIL

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4 January 2024

To: ALL MEMBERS OF PONTELAND TOWN COUNCIL

I hereby give notice that a Meeting of Ponteland Town Council will be held on **WEDNESDAY 10 JANUARY 2024 at 6.15 p.m. in the Town Council offices, Meadowfield Industrial Estate.** 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

101. APOLOGIES FOR ABSENCE
102. DECLARATIONS OF INTEREST
103. MINUTES OF THE COUNCIL MEETING HELD ON 13 DECEMBER 2023. Copy attached.
104. MATTERS ARISING
105. PLANNING
 - (i) Planning Committee – Minutes of meetings held on 5 and 19 December 2023. Copies attached for information.
 - (ii) Report on recent planning decisions
106. BY-ELECTION IN PONTELAND EAST WARD – USE OF POLL CARDS - Report attached.
107. INVITATION TO JOIN THE RURAL/MARKET TOWN GROUP – Report attached.
108. NORTHUMBERLAND COUNTY COUNCIL REPORT

- 109 MAYOR'S REPORT
 A verbal report will be given by the Mayor.
- 110 REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL
 ORGANISATIONS
- 111. ACCOUNTS/BANK RECONCILIATION/BUDGET REPORT - Reports
 attached.

PONTELAND TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT MERTON HALL ON 13 DECEMBER 2023

Present: Councillor K Overbury (in the Chair)

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

86. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Caisley, Greenwell and Sehgal.

87. DECLARATIONS OF INTEREST

A declaration of interest was submitted by Councillor Ahmed in relation to Minute 91(ii) below.

Councillors Darwin and Dodd took no part in the discussions relating to item 90 – Planning minutes.

88. MINUTES OF THE COUNCIL MEETING HELD ON 8th NOVEMBER 2023

The Minutes of the Council Meeting held on 8th November 2023 were submitted for approval.

RESOLVED – The minutes be approved.

89. MATTERS ARISING

Minute 78(ii) – Appointment of Internal Auditor

The Clerk reported that this item would be deferred to the next meeting if progress had been made.

90. PLANNING

(i) Planning Committee

Minutes of meetings held on 7 and 21 November 2023 were circulated for information.

(ii) Report on recent planning decisions

There were no reports.

91. GRANT APPLICATIONS

(i) Application from Escape Charity

An application had been received from the above-mentioned charity requesting a donation of £1000 towards the cost of the work they carried out in Ponteland. The organisation currently provided assistance to 10 families within Ponteland which represented 1.1% of their budget.

91. GRANT APPLICATIONS (Continued)

After a discussion on this issue, it was finally agreed to provide a grant of £500 to the organisation. The Clerk was also requested to ask if they could provide more publicity for their services locally.

RESOLVED – A grant of £500 be approved and the Clerk ask about additional publicity in Ponteland.

(ii) Rialto restaurant

A request for a grant towards the cost of the annual fireworks display held on New Year's Eve had been received from the proprietor of Rialto. Members were reminded that a grant of £500 had been approved last year when concerns were raised about anti-social behaviour and impact on wildlife.

After a discussion on this issue, it was agreed to give a grant of £500 this year. It was noted that the Clerk would not be writing out to licensees this year re use of plastic glasses etc and had not done so in 2022.

RESOLVED – A grant of £500 be approved.

Note - Councillor Ahmed took no part in the discussions or voting re Minute 91(ii) above.

(iii) Ponteland 41 Club

A request had been received from the above organisation requesting a grant towards the replacement of wheelbarrow wheels for the Wheelbarrow Race to be held on 1 January 2024. A grant of £204 had been requested.

RESOLVED – A donation of £204 be approved.

92 FINANCIAL MANAGEMENT SYSTEM

A report relating to the acquisition of a financial management system package had been circulated.

Currently the Council's finances were managed by Excel spreadsheets which was becoming increasingly time consuming and difficult to manage.

After looking at various packages, it seemed that Scribe had received the best reviews from the parish and town council sector.

An initial Zoom call was held with a representative from the company on 30 October which demonstrated the various reports that could be produced within the package. They included streamlining year-end processes, lists of payments for approval, bank reconciliation documents, invoices, VAT returns etc.

92 FINANCIAL MANAGEMENT SYSTEM(continued)

Details of the costs involved were set out within the report. A one-off fee to join Scribe of £797 was needed as well as an annual subscription fee of £1068 giving a total of £1865 to be paid.

RESOLVED – The subscription to Scribe as outlined above be approved at a cost of £1865.

93. APPOINTMENTS TO CURRENT VACANCIES

A report relating to the vacancies that had been created following the sudden death of Councillor Alan Varley had been circulated.

Details of these vacancies for Committees and Working Parties as well as outside bodies were included within the report.

Most of the appointments could be delayed until the current vacancy in the East ward was filled by either by-election or co-option.

There was a pressing need for an addition to the Planning Committee if possible as there were currently only four members. There was no-one able to fill the vacancy at the meeting and it was noted that the Mayor may need to attend on occasion as an ex-officio member.

Councillor Dodd agreed to join the group set up to review the Standing Orders and Financial Regulations as that had to be carried out before 31 March 2024. Councillor Darwin was interested in being the Town Council's representative on the Newcastle Airport Consultative Committee and asked for more information.

Councillor Woodrow agreed to fill the vacancy on the Pont News and Views editorial group.

The remainder of the vacancies would be filled at a later date.

RESOLVED – That the appointments set out above be agreed (subject to additional information being given to Councillor Darwin) and it was noted that the remainder of the vacancies would be filled at a later date.

94. CHRISTMAS AND NEW YEAR OFFICE CLOSURE

A report relating to the annual closure of the Town Council office for Christmas and New Year had been circulated.

It was proposed that the office be closed on Thursday 14 December to reopen on 2 January however, there may be a need for a Planning Committee on the 19 December and the Assistant Clerk has said she would come in for that meeting.

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

Emails would be monitored at certain times and replied to if necessary.

94. CHRISTMAS AND NEW YEAR OFFICE CLOSURE(Continued)

RESOLVED – That the proposal to close the office from the 14 December until Tuesday 2 January be approved, and it was noted that arrangements would be put in place to ensure urgent issues would be dealt with.

95. ENVIRONMENT WORKING PARTY

Minutes of a meeting of the above Working Party held on 27 November had been circulated.

A recommendation relating to the refurbishment of the outside of the Pele tower was included within the minutes for approval by the Council.

RESOLVED –

- (i) The minutes be approved.
- (ii) The proposal to proceed with the necessary work to the outside of the Pele Tower in 2024-25 be agreed and that the shortfall of £10,500 be included in the budget for 2024-25.

96. NORTHUMBERLAND COUNTY COUNCIL REPORT

Councillor Dodd reported that he had been in touch with the Police regarding the possibility of introducing a system for local shops similar to Pub watch. This was an ongoing project, and he hoped that all of the shops would participate. A further meeting with the local shops may be necessary.

He mentioned some possible improvements to Merton Way which he hoped other County Councillors would contribute towards as well as the Town Council. Some expert advice on what could replace the existing layout would be required.

He was concerned that the heavy rainfall would result in more potholes, and he was making checks on the state of the roads and reporting back to NCC.

Councillor Darwin reported that members allowances had to be spent before the end of the financial year.

He also reported that he was trying to organise a site visit to the replacement for Athol House.

Councillor Darwin also mentioned that he had spoken to the Leader of the County Council relating to the land at the site of the former High School. There was a lot of interest in this land. He had asked if it would be possible to consider installing a MUGA type development there.

He also reported that there was a new bus route going through Ponteland which was going through Twizell to Newcastle.

96. NORTHUMBERLAND COUNTY COUNCIL REPORT(Continued)

Councillor Darwin also reported that the MP was holding a meeting at the Memorial Hall in January to discuss the work carried out on Rotary Way and the bridleway. This was to be a positive meeting to see how the area could be improved with planting etc.

Councillor Hall reported that Ponteland Rotary had already planted 60 trees at the location and a further 90 were planned for future planting.

97. MAYOR'S REPORT

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

98. REPORTS BY TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

(i) Report on attendance at the Tynedale and Ponteland Flood Forum

A report by Councillor Hall who had attended the above event on 30 November had been circulated. Councillor Hall felt this was a useful and well attended meeting. Offers of assistance to parish and town councils had been made by NCC and other agencies in attendance. He suggested that he and the Clerk would find out more and report back to a future Council meeting.

(ii) Ageing Well event

A report by Councillor Sehgal relating to the above event held on 3 November had been circulated for information.

99. ACCOUNTS/ BANK RECONCILIATION/ BUDGET REPORT

The Accounts Committee approved payments totalling £25,108.65 for November 2023.

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

RESOLVED – The reports be accepted.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED - 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 Committee held on 29 November had been circulated at the meeting.

The Chair provided additional information relating to item 4 which related to the employment of the current gardening contractor as an operations officer who would continue to work outside but who would also provide additional assistance relating

100. STAFFING COMMITTEE(Continued)

to projects and other outside issues. It has been agreed that he would be seconded for a 6-month period.

RESOLVED – The Minutes be noted.

DATE OF NEXT MEETING – THE NEXT MEETING OF THE TOWN COUNCIL WOULD BE HELD ON WEDNESDAY 10 JANUARY 2024 AT 6.15 P.M. AT MERTON HALL.

DRAFT

PONTELAND TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING 19th December 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: **23/04461/LBC**

Location: **25 Main Street, Ponteland, Northumberland. NE20 9NH.**

Proposal: Listed Building consent for heritage style fascia board with brass lettering and projection sign and integrated pilaster cladding, new door, painting of shop front and Interior decoration.

Comment: The Planning Committee wish to refer this to the LBC for consideration. If approved, they would like to request that the projection sign be only illuminated during working hours.

The Committee made no comments about the other 2 applications considered.

2. DECISIONS: APPLICATIONS AND APPEALS; WITHDRAWN APPLICATIONS

2.1 **DECISION:** 23/04172/FUL

Proposed: **Kirkholme Tilery Cottages, Kirkley, Northumberland. NE20 0BQ.**

Comment: This application was **Withdrawn** on 5th December 2023.
The Committee made no comment about this application.

2.2 **DECISION:** 23/03791/FUL

Proposed: **19 Parklands, Darras Hall, Ponteland, Northumberland. NE20 9LL.**

Comment: This application was **GRANTED** on 5th December 2023.
The Committee made no comment about this application.

2.3 **DECISION:** 23/03680/FUL

Proposed: **Louisville North Road, Ponteland, Northumberland. NE20 9SH.**

Comment: This application was **GRANTED** on 8th December 2023.
The Committee made no comment about this application.

2.4 **DECISION:** 23/02133/ADE

Proposed: **25 Main Street, Ponteland, Northumberland. NE20 9NH.**

Comment: This application was refused on 8th December 2023.
The Committee made a comment about this application.

2.5 **DECISION:** 23/02132/FUL

Proposed: **25 Main Street, Ponteland, Northumberland. NE20 9NH.**

Comment: This application was refused on 8th December 2023.
The Committee made a comment about this application.

- 2.6 DECISION:** 23/03577/FUL
Proposed: 95 Runnymede Road, Darras Hall, Ponteland, Northumberland. NE20 9HJ.
Comment: This application was WITHDRAWN on 11th December 2023.
The Committee made no comment about this application.
- 2.7 DECISION:** 23/01889/FUL
Proposed: Land North of West House, Dissington Lane, Ponteland N/Land NE15 0AE.
Comment: This application was WITHDRAWN on 12th December 2023.
The Committee objected to this application.

3. ANY OTHER BUSINESS

There was no further business to discuss.

DATE OF NEXT MEETING: Tuesday 9th January 2024

PONTELAND TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING 5th December 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.

The Committee made no comments about the 5 applications considered.

2. DECISIONS: APPLICATIONS AND APPEALS; WITHDRAWN APPLICATIONS

- 2.1 DECISION: 23/03686/FUL** 6 Church Flatt Eland Haugh, Ponteland, NE20 9XQ
Proposed: Proposed boundary fence replacement to rear of property (retrospective)
GRANTED: The Committee made no comment about this application.
- 2.2 DECISION: 23/03333/FUL** 4 North Grange, Ponteland, Northumberland. NE20 9XB
Proposed: Side extension to form additional bedroom over existing Kitchen Utility and Store, including front dormer window.
GRANTED: The Committee made no comment about this application.
- 2.3 DECISION: 23/00227/FUL** Land on the Orchards, Callerton Lane, Ponteland, Northumberland. NE20 9EG
Proposed: Change of use of vacant land and construction of mixed-use development of market square (incorporating food and drink server, florist, artisan bakery, coffee stall and three street food stands) known as 'The Orchard' comprising of market stalls, street food vendors and retail units, with revised access arrangements and associated parking, landscaping, and servicing (resubmission).
REFUSED. The Committee objected to this application.
- 2.4 DECISION: 23/03210/FUL** Land West of West Thorn, Kirkley, Northumberland
Proposed: Erection of farm worker's dwelling
This application was GRANTED on 1st December 2023
GRANTED: The Committee objected to this application.
- 2.5 DECISION: 23/02409/FUL** 159 Middle Drive, Darras Hall, Ponteland, NE20 9DU.
Proposed: 2 storey house, with portico entrance to front and garage to side
This application was granted on 4th December 2023.
The Committee made no comment about this application.
- 2.6 DECISION: 23/03763/FUL** 10 Ladyrigg, Darras Hall, Ponteland, NE20 9QS.
Proposed: Extension to existing garage to support erection of first floor gable extension to create additional bedroom. Erection of external porch to create new main entrance. Replacement of all windows and doors. White render to front, side and rear elevations. Addition of solar panels to rear roof. Vehicular gate refurbished and new pedestrian access gate proposed.
This application was granted on 4th December 2023.
The Committee made no comment about this application.

DATE OF NEXT MEETING: Tuesday 19th December 2023

**PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to January 2024 Council meeting
Report re Ponteland East ward vacancy –
Use of poll cards for by-election**

Agenda item no 106

The Clerk was advised by NCC on 14 December that a request for a by-election to fill the vacancy in the East ward had been received and a by-election would be held on Thursday 8 February. The Clerk advised Councillors on the same day.

The costs for a by-election must be met by the Town Council.

As part of the communication with the NCC elections department, the Clerk was asked to advise them before Friday 12 January (which is the deadline for nominations) if they want poll cards to be issued for the by-election if it is contested. It is an important way of ensuring that all electors in the ward will be aware that there is a by-election taking place.

Councillors are asked to note that if the election is uncontested there may still be some costs incurred for preliminary work that was undertaken.

Recommendation – The Council is asked to approve the use of poll cards for the by-election to be held on 8 February, if it is contested.

**PONTELAND TOWN COUNCIL
Report by Clerk to the Council
Report to January 2024 Council meeting
Report re invitation to become a member of
The Rural/Market Town Group**

Agenda item no 107

An invitation to join the above group was recently received from a consultant to the Rural Services Network.

A similar request was received in 2021 which was considered at the April 2021 meeting when the request was declined (Minute 94 refers).

The primary aim of the group is to campaign for fairer funding for rural areas, however work is also carried out on other key issues such as affordable housing, the rural economy, public transport and access to health and care services.

Free membership up until the end of February 2024 is being offered. The subscription varies between £87 and £133 depending on population size. There is no requirement to join after this period.

A link which provides more information about the group and the services provided is set out below and members are asked to look at this prior to the meeting:

[This link provides more information about the group and the services that we provide.](#)

Recommendation – The Council is asked to consider whether they wish to join the Rural/Market Towns Group

111

PONTELAND TOWN COUNCIL PAYMENTS ORDER MONTH ENDING DECEMBER 2023						
CREDITOR	DESCRIPTION	TOTAL (EXC VAT)	VAT	TOTAL (INC VAT)	SORT CODE/ ACCOUNT	PAYMENT METHOD
Simply Shredding	Office Shredding 12 bags	£60.00	£12.00	£72.00	53-50-48 55567584	
Northumberland County Council	Contribution to Footpath at Clickemir	£2,750.00	£0.00	£2,750.00	20-58-17 53023915	
24/7 Business support Ltd	Cloud Package Jan 2023 + data link & phone line for CCTV - CCTV Network Annual Maintenance	7334.25	1466.85	8801.10	20-59-97 43651827	FP1
Agilco	Copier chgs	34.50	6.90	41.40	20-33-85 00259551	FP2
BT Business	Office Cloud Phone and Broadband package	140.07	28.01	168.08	20-00-00 00835757	FP3
Siemens Financial Services Ltd	Rental of Sharp photocopier & Facility Fee	165.84	33.16	199.00	20-71-14 70707074	FP4
Society of Local Council Clerks	Annual Full Membership 23/24	357.00		357.00	60-83-01 20314469	FP5
The Adecco Group	Wages A Henderson	458.43	91.69	550.12	20-65-82 00814458	FP6
HMRC	NI and Tax contributions December 2023	3542.79		3542.79	08-32-10 12001039	FP7
Salaries & Wages	Salaries & Wages December 2023	5938.29		5938.29	various	FP8-10
Tyne & Wear Pension Fund	December Pension Contribution	850.55		850.55	30-97-89 35572568	FP11
Cian creative pr	Pont News & Views Dec 2023	4584.55	912.91	5477.46	30-95-76 00408218	FP12
NE Youth	Outreach Work third quarter	4485.00		4485.00	30-93-71 53500560	FP13
C Sherlock	Contract Work for Rockery & Sensory Garden	721.50		721.50	77-04-38 27746268	FP14
Iain Clough Horticulture	Gardening Contractor	1268.70		1268.70	20-59-61 00014080	FP15
J M Champion K9 Cleanup	Emptying dog waste bins Contract work for Council	1098.90		1098.90	20-59-61 73580385	FP16
J A Scott	Contract work to Town Council	205.00		205.00	23-69-54 00000008	FP17
Berwick Garden Centre	Autumn Plants & Broadway Planters	1683.18	336.63	2019.81	82-45-05 20053057	FP18
Jewson Ltd	Shingle for park	27.45	5.49	32.94	20-62-61 00618691	FP19
Ponteland Hardware	Various purchases	66.72		66.72	30-93-65 00046007	FP20
Northumberland County Council	Cemetery SLA & Environmental Enforcement officer & Additional Grass Cutting	13653.56	1827.97	15481.53	20-58-17 53023915	FP1
Chris Alian	Storage charges Hedley House Oct- Dec	225.00		225.00	60-08-45 24710989	FP1
Hatton Traffic Management	Remembrance Traffic Management	1215.00	243.00	1458.00	83-49-40 00185322	FP2
G Burley & Sons Ltd	2 x Planters Broadway	465.00	93.00	558.00	30-96-18 56468680	FP3
Victory Engraving	Plaque for cemetery	40.00	8.00	48.00	20-00-00 93818482	FP4
Rialtos	News Years Eve Firework grant	500.00		500.00	30-93-71 74718460	FP5
Ponteland 41 Club	Grant - New wheelbarrow tyres	204.00		204.00	20-59-43 20155144	FP6
Escape Family Charity	Grant towards outreach work	500.00		500.00	20-59-61 60153311	FP7
Alan Hall Mileage Expenses	Mileage Expenses	16.20		16.20	77-77-52 70615868	FP8
1&1 IONOS Ltd	Monthly Fee for PNPSP Website Hosting	22.03	4.41	26.44	DD	DD
BGH North Ltd	Unit 1 suite 9 + 10 + 12 rent Dec	1830.00		1830.00	SO	SO
Francotyp Postalia Ltd	Postage download	97.38		97.38	DD	DD
Lloyds Bank	Bank Charges Main A/C	13.72		13.72	SO	SO
Lloyds Bank	Bank Charges Reserves A/C	15.00		15.00	SO	SO
Shire Leasing PLC	1 x BT Cloud Voice Telephone System	189.90	37.98	227.88	DD	DD
Standard Life	December 2023 Pension Contribution	1273.08		1273.08	DD	DD
EE Limited	Monthly charges for 3 x Mobile phones & Call packages	116.89	23.38	140.27	PTC debit Card	Debit Card
Petty Cash	Various Purchases	204.59	22.44	227.03	PTC debit Card	Debit Card
		56334.07	5153.82	61487.89		

Paid	2822.00
FP1-20	35824.36
FP1	15481.53
FP1-8	3509.20
DD & SO	3850.80
TOTAL	61487.89

WE AUTHORISE PAYMENT OF THE ABOVE INVOICES TOTALLING
TOTAL £61,487.89
 FROM THE TOWN COUNCIL LLOYDS BANK DISBURSEMENTS ACCOUNT.

SIGNED: 

SIGNED: 

DATED: December 14th, 2023,

PONTELAND TOWN COUNCIL											
INCOME BUDGET REPORT 2023/24											
Month to:	Dec-23	75%									
Income	Initial provision	June Revisions	Sept/Oct Revisions	December Revisions	Budget	Actual to Date	Budget Remaining	% Received			
Allotments	988				988	1665	-677	169%			
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	20837	19640	51%			
Matfen 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	490579		97%			
Trf from Reserves/Asset Replacement	0				0						
BUDGET	504670	0	0	0	504670	490579	15059				

[illegible]