



The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

Telephone: (01661) 835487  
Email: [info@prudhoetowncouncil.gov.uk](mailto:info@prudhoetowncouncil.gov.uk)  
Website: [www.prudhoetowncouncil.gov.uk](http://www.prudhoetowncouncil.gov.uk)

Town Mayor/Chair: Councillor Tracy Gilmore  
Clerk to the Council: Sarah Eden

22<sup>nd</sup> November 2018

Dear Sir/Madam

**The Ordinary Meeting** of Prudhoe Town Council (PTC) will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00 pm on Wednesday 28<sup>th</sup> November 2018**, and you are requested to attend.

**This is a public meeting.**

Please find as a 'footnote' the items you should expect to be enclosed in this pack and available to download from the Town Council website. If you find that any items are missing from the pack or you are unable to download them. please contact me.

If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact the office.

Yours faithfully

Sarah Eden  
Town Clerk

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Citizens Advice Northumberland (Prudhoe), Rachel Turnbull (Operations Manager) and Edward Aitchison (Chair of Trustees) in attendance**
  - a)** to receive a report on service delivery in quarter 1 and 2 of 2018/19 and address any questions to in attendance (enc)<sup>i</sup>
  - b)** to consider the request to release £6,000 grant aid funding pledged in 2018/19, following the reestablishment of a service in Prudhoe, and agree action to be taken (enc)<sup>ii</sup>
- 4. DRAFT Minutes of Ordinary Meeting, held on 31<sup>st</sup> October 2018 (enc)<sup>iii</sup>**
  - a)** to receive the minutes and approve as a true record
  - b)** to receive the Clerk's update on the actions agreed (tabled)

5. **DRAFT Report of the Planning, Contract and Works (PCW) Committee Meeting, held on 14<sup>th</sup> November** (enc)<sup>iv</sup> to receive the draft report for information, this will be received as a true record by the PCW's Committee on 12<sup>th</sup> December 2018
6. **County Councillor Reports** to receive verbal reports from those County Cllrs in attendance; Mickley, Prudhoe North and Prudhoe South, and to address any questions to them
7. **Land South of Regents Drive, Prudhoe** to receive Reserved Matters submission of Outline Planning Application 16/02082/OUT, and agree any action to be taken (enc)<sup>v</sup>, (enc)<sup>vi</sup>  
[https://publicaccess.northumberland.gov.uk/online-applications/applicationDetails.do?keyVal=PHTTP3QSK5100&activeTab=summary&fbclid=IwAR3jwbkcEZwhlRzQrTK5K6W8yGu7CWIPdPumungTrYRb\\_U7w7abv9aolsqI](https://publicaccess.northumberland.gov.uk/online-applications/applicationDetails.do?keyVal=PHTTP3QSK5100&activeTab=summary&fbclid=IwAR3jwbkcEZwhlRzQrTK5K6W8yGu7CWIPdPumungTrYRb_U7w7abv9aolsqI)
8. **Accounts**
  - a) **Monthly Bank Reconciliations** to receive statements 10<sup>th</sup> October – 9<sup>th</sup> November 2018 (to be tabled)
  - b) **Statement of Expenditure** to receive statement 1<sup>st</sup> April 2018 – 21<sup>st</sup> November 2018 (enc)<sup>vii</sup>
  - c) **Accounts Payable** to endorse those accounts paid since the October meeting and authorise any accounts still to be paid (to be tabled)
9. **Interim Internal Audit 2018/19** to receive Internal Audit report and agree any action to be taken (enc)<sup>viii</sup>
10. **Draft Budget 2019/20** to agree the budget setting process to be undertaken in advance of agreeing the budget and precept demand on 23<sup>rd</sup> January 2019 (enc)<sup>ix</sup>
11. **Casual Vacancy – Castledene and Eltringham Ward** following the resignation of Cllr Holly Kelleher, to formally declare a casual vacancy in Castledene and Eltringham Ward, and agree to notify the elections office (enc)<sup>x</sup>
12. **Cemetery & War Memorial Committee**
  - a) to receive a report of the meeting held on 19<sup>th</sup> November 2018, and endorse the actions agreed (enc)<sup>xi</sup>
  - b) to receive and agree proposed changes to Edgewell Cemetery Service Level Agreement (SLA), for commencement from April 2019 (enc)<sup>xii</sup>
13. **Car Parking Charges at Prudhoe Interchange and Tyne Riverside Country** to receive Northumberland County Council's plan to introduce parking charges under 'Car Parking Improvements in Northumberland', and agree any action to be taken (enc)<sup>xiii</sup>
14. **Armed Forces Memorial Seats** to receive details of fundraising and plans for x2 Memorial Seats for the Town, and agree action to be taken (enc)<sup>xiv</sup>
15. **Prudhoe Town Council/Prudhoe Community Partnership Liaison Meeting** to receive the report of the meeting held on 8<sup>th</sup> November 2018, and agree any action to be taken (enc)<sup>xv</sup>
16. **Town Council Meeting start times** to agree to commence town council committees meetings at 6:00 pm (placed on the agenda by Cllr Tracy Gilmore)
17. **Reports from Outside Bodies** to receive reports
  - a) **East Tynedale Local Councils Forum** (enc)<sup>xvi</sup>
  - b) **Essity Community Consultation Meeting**
  - c) **Youth Forum** (enc)<sup>xvii</sup>
  - d) **Prudhoe Community Partnership** (enc)<sup>xviii</sup>
18. **Correspondence and Publications** to receive a list of formal correspondence (letter or email) received since the last meeting, and also a list of publications/magazines (to be tabled)

## Enclosures

---

- i Citizens Advice Northumberland (Prudhoe) Report Q1 & 2, 2018/19
- ii Letter from Abi Conway, Citizens Advice Northumberland, for funding release
- iii Draft Minutes of the Ordinary Meeting, held on 31<sup>st</sup> October 2018
- iv Draft Report of the Planning, Contract and Works Committee, held on 14<sup>th</sup> November 2018
- v Northumberland Estates correspondence
- vi NCC Planning Reference
- vii Statement of Budget & Expenditure 1<sup>st</sup> April 2018 – 25<sup>th</sup> October 2018
- viii Interim Internal Audit 2018/19
- ix Budget setting proposal
- x Casual Vacancy Notice, Castledene and Eltringham Ward
- xi Cemetery and War Memorial Committee, 19<sup>th</sup> November 2018
- xii Proposed changes to Edgewell Cemetery SLA, April 2019
- xiii Cabinet Paper
- xiv *Report will follow*
- xv Report of Liaison Meeting, 8<sup>th</sup> November 2018
- xvi Report of last meeting, 25<sup>th</sup> October 2018
- xvii Report of last meeting, 17<sup>th</sup> October 2018
- xviii Notes from Prudhoe Community Partnership Meeting, 20<sup>th</sup> November 2018 (including report of conclusions and priorities from town survey).