

Minutes of the Meeting of the Council held on Thursday 8th March 2012 in the Council Chamber, Clayport Street Alnwick at 7pm.

Present: Cllrs A Symmonds (Mayor), S Allcroft, J Bell, G Castle, K Gray, W Grisdale, M Harrington, B Hewison, K Moore, S Patience, R Roberts, R Waddell, G Watson.

In attendance: W Batey, Chief Officer and Town Clerk.

Questions from the Public

There were no questions from the public.

C11/207. Apologies: Cllrs E Blakey, G Knox, J Thompson and S Walton

C11/208. Declarations of Interest

Councillor Castle declared a personal interest in agenda item 16 (Unit 5, St Thomas's Close Workshops), Councillors Grisdale, Patience and Roberts declared a personal and prejudicial interest in Agenda item 14 regarding the Community Orchard and Councillor Watson, a personal and prejudicial interest in agenda item 17 regarding the Mechanics Institute.

C11/209. Minutes of the Previous Meeting (9th February 2012)

RESOLVED: The minutes of the meeting held on 9th February 2012 were agreed as a true record.

These were agreed and duly signed by the Mayor.

C11/210. Matters Arising not on the Agenda

Referring to Minute C11/197, Councillor Patience reported that a meeting with Peter Rutherford (NCC) on a proposed TPO, was due to be held shortly. Referring also to Minute 11/97, the clerk reported that county officers intended to have an agenda item on parking options for the Market Place at the Area Committee (North) meeting on 12th April.

C11/211. Mayor's Report

The Mayor's report for the period 9th February– 8th March had been circulated with the agenda. The Mayor proposed having a Civic Awards scheme for unsung heroes, this was supported by councillors.

RESOLVED: That the report be received and councillors support the introduction of the Mayor's Civic Awards Scheme.

C11/212. Date of June 2012 Council meeting.

It was reported that the Town Council meeting in June 2012 would normally be held on June 14th. This is the date that the Olympic Torch arrives in Alnwick and there will be a large evening celebration in the Pastures. In view of this, it was suggested that the meeting in June be moved forward one week to the 7th June. Although this was not convenient for all councillors, this was agreed.

RESOLVED: the June 2012 Council meeting be held on June 7th.

C11/213. Neighbourhood Plan – Results of initial consultation

An initial neighbourhood plan consultation took place in January and February and almost 700 questionnaire responses were received. The headline results were circulated with the agenda and were explained to councillors by Councillor Patience. She highlighted the good degree of interest from the public and stressed the need to ensure the process did not get bogged down in planning jargon. Councillors were not surprised that the poor High School

facilities appeared to be the top priority. The Mayor also gave an update on the public meeting held in Denwick, which had been well attended.

RESOLVED: To accept the consultation feedback.

C11/214. Review of the Constitution

A working group had met on 23rd February to consider the review of the constitution and the following recommendations were made to the Council.

No.	Issue	Recommendation
1	The Recreation and Amenities Committee is assuming a greater scope as assets are transferred from the County Council. This may therefore need to meet more frequently and have more councillors involved (It currently has 11 councillors).	That the Recreation and Amenities Committee meets every 2 months and has 11 councillors plus the Mayor and Deputy Mayor.
2	Whilst the constitution is clear about the scope of each committee, the level of delegation to each committee needs to be further clarified, so that it is clear what decisions are ones for committee and which matters must be referred back to Full Council.	A committee delegation scheme should be prepared by the clerk, for approval. This is likely to enable committees to operate within their approved budgets but the taking on of additional responsibilities, and land and property matters should be full council decisions.
3	When the Constitution was approved it was agreed that consideration of having a separate Council Mayor and Leader be kept under review.	No change to the current arrangement is necessary. The Mayor should be regarded as the main spokesperson for the council assisted by the Committee Chairs.
4	A new Mayor/Dep. Mayor appointments process was introduced in May 2011. Consideration was given to how this had worked.	The process had worked well and no change is necessary.
5	Financing Regulations	No change is necessary.

Councillors discussed the issues and were in agreement with the recommendations made.

RESOLVED The changes outlined above regarding the membership of the Recreation and Amenities Committee and the introduction of a scheme of delegation be agreed and apply from the next Annual Meeting of the Council.

C11/215. Assessment of Risks

The clerk had prepared a paper outlining the risks facing the Council and the steps currently in place to deal with these. These covered financial, legal, operational risks and business continuity. A number of actions were highlighted in a risk management plan. Councillors discussed the paper and agreed with the action plan with the addition of the inclusion of an additional action relating to operational advice and guidance for councillors.

RESOLVED: The Council approve the risk management action plan.

C11/216. Armed Forces Week 2012

It was reported that Armed Forces Day in 2012 is on June 30th. In line with previous years, the Town Council has arranged:

- a) A flag raising ceremony on Monday June 25th at 11.00am

- b) A parade through town on Saturday June 30th at 11.00am
- c) A flag lowering ceremony on Saturday June 30th at 5.30pm

This year the Northumberland Army Cadet force will also be exercising their Freedom of Northumberland by parading through the town and will form the first part of the parade.

RESOLVED: The Armed Forces arrangements for 2012 be noted.

C11/217. Minutes of Committees

The Minutes of the Planning, Highways and Transport Committee (9th February 2012) were tabled for approval.

RESOLVED: The minutes of the Planning Highways and Transport Committee held on 9th February 2012 were agreed as a true record.

C11/218. Correspondence

The clerk reported that the following correspondence has been received since the last meeting:

Date	Detail	Action if any
16 th Feb	NCC – iNorthumberland newsletter	Available from the clerk on request
19 th Feb	CAN – CANNY news Feb 2012	Available from the clerk on request
1 st March	NCC – Correspondence regarding the transfer of seats and bus shelters – Agreement to Transfer	Clerk to complete paperwork agreeing to transfer
2 nd March	NCC- Recycling leaflets	Available from the clerk on request
2 nd March	Digitaluk.- Information about digital switchover for Tyne Tees – Open door session, Alnwick Town Hall 18 th April 10.00am – 4.00pm.	Available from the clerk on request

RESOLVED: That the correspondence received be noted.

C11/219. Financial Matters – Payments.

The clerk reported that the following invoices had been received for payment:

HMRC	£1086.07	Tax and NI
Wages Account	£5,500	Transfer to wages account
B Grisdale	£288	Neighbourhood Plan - questionnaire layout, poster design, display board material and website set-up.
Viking direct	£97.12	Paper, Labels and Stationary
WR Batey	£36	Postage stamps
Diamond Business Systems	£46.20	Service charge copier
Thomas Sherriff	£17.59	Tractor repair
Alnwick Plumbing & Heating	£123.60	Plumbing Repair
TOTAL	£7,194.58	

The following payments are now paid by direct debit and were reported for information

BT	£80.50	Phone bills cemetery and cemetery lodge Paid 28 th Feb 12
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It was also reported that the Recreation and Amenities Committee had a project budget for the Community Orchard at the Bullfield Alnwick. This budget had £413 uncommitted. The Friends of The Bullfield Orchard (who have the lease for the orchard) had asked if the Council would meet the cost of the annual insurance (which is due in March), from the remaining budget. This amounted to £276.50. This was agreed by Councillors.

It was also reported that for information, the Council has recently received a payment of some £4,062 from Northumbrian Water following a review of water and sewerage charges at the cemetery. This covers the period back to 2006.

RESOLVED: To approve and authorise the payment of invoices amounting to £7,471.08 (including the payment of insurance for the Community Orchard) and to note the direct debit payments of £80.50

C11/220. Any Other Urgent Business

It was suggested that the new Neighbourhood Inspector for Alnwick, Inspector Paul Truscott could be invited to the next meeting.

Agenda items in Private

Exclusion of the Public and Press

The following resolutions was moved and seconded, to exclude the public and press.

“That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that if members of the public were present during the discussion of these items there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 3 and 7 of Part 1 of Schedule 12A of the Act”.

The items considered in private were:

C11/221. Unit 5, St Thomas Close Workshops, Alnwick.

C11/222. Mechanics Institute Update

The meeting closed at 8.31pm