

Minutes of the meeting of the Council held on Thursday 13th March 2014 in the Council Chamber, Alnwick at 7.00pm

Present: Cllrs B Grisdale (Mayor), P Allcroft, S Allcroft, P Broom, D Farrar, C Goodfellow, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, K Moore, S Patience, R Roberts, A Shilton, M Swinbank and A Symmonds.

In attendance: W Batey, Town Clerk, J Pibworth, Administration Assistant, Heather Cairns, County Councillor.

C13/154 Welcome to Councillor Anne Shilton

The Mayor welcomed Anne Shilton our new councillor for Castle Ward.

C13/155 Questions from the Public

None.

C13/156 Apologies

Councillor G Castle.

C13/157 Declarations of Interest

Councillor Symmonds declared a non-pecuniary interest in Item 10e), Updates - Accommodation for Equipment - Town Council & Community Festivals due to his involvement in Alnwick Music Festival.

Councillors Sheila Mavin, George Mavin, Paul Allcroft and Sue Allcroft declared a non-pecuniary interest in Item 10e), Updates - Accommodation for Equipment - Town Council & Community Festivals due their involvement in Alnwick Food Festival.

Councillor Grisdale declared a non-pecuniary interest in Bailiffgate Museum.

C13/158 Presentation by Carol Meredith from Bailiffgate Museum

Carol thanked the Council for their grant of £2000 which was used towards roof repairs at the museum. She explained that the museum had just reopened and had been completely renovated, with a £380k grant from Heritage Lottery Funding. There is now a 10,000 year timeline and the museum will have a wide range of events, exhibitions and projects running throughout the year including a photography competition, art exhibitions by local and national artists and weekly craft workshops.

Exhibitions will change every six weeks and the museum will also be running 10 community projects.

Councillor George Mavin asked how the council could help the museum. Carol felt that the signage to the museum could be better.

RESOLVED: That the update be received.

C13/159 Minutes

The minutes of the previous meeting held on 13th February 2014 were approved and they were duly signed by the Mayor.

RESOLVED: The minutes of the Council meeting held on 13th February 2014 were agreed as a true record.

C13/160 Matters Arising

Referring to minute C13/143, Councillor Cairns informed the Council that the new School Crossing Patrol staff were now in place.

Referring to Minute C13/143, Swansfield Park play area - the Town Clerk advised the council that the adverts had been run and a date would now be agreed for the transfer.

Referring to Minute C13/143, Swansfield Park play area (signage) - the Town Clerk advised the council that the signage with the relevant phone numbers for people to report any issues was in hand.

Referring to Minute C13/151b, The Town Clerk has been advised by NCC that there was no money for refurbishment of the toilets in Alnwick. He has met with Terry Garrick from NCC who will try to put together a scheme of work for the refurbishments and had advised that a ventilation system was a priority. The Town Council have allocated £3,000 in the budget for toilet refurbishment.

C13/161 Mayor's Report

An update on the Mayor’s diary can be obtained at <http://alnwickmayor.wordpress.com/>

C13/162 Committee Appointments

The Town Clerk advised the Council that he had discussed the vacancies on the Planning, Highways and Transport Committee, the Recreation and Amenities Committee and the Finance and Policy Committee with Councillor Shilton and she would like to be appointed to the vacant positions on the Planning Highways and Transport Committee and the Recreation and Amenities Committee.

The Town Clerk advised the Council that they needed to appoint a Vice Chairman of the Recreation and Amenities Committee. The position should be filled from Councillors Broom, Farrar, Goodfellow, Harrington, Holt, S Mavin, Roberts, Shilton and Symmonds.

RESOLVED: That a) Councillor Shilton be appointed on to the Planning, Highways & Transport Committee and the Recreation & Amenities Committee and b) that Councillor S Mavin be appointed Vice Chairman of the Recreation and Amenities Committee.

Constitution Review

C13/163

The Town Clerk summarised the Constitution Review document which he had produced following the Working Group meeting on the 20th February. The recommendations of the Working Group were as follows:

Issue	Details	Recommendations
Committees – frequency of meetings and scope	Neighbourhood Plan not included in the scope of any committee	Add Neighbourhood Plan to the remit of Planning Committee

	<p>Some concern that Recreation and Amenities Committee have too much workload.</p> <p>Suggested the Finance & Policy Committee should meet 6 times a year (currently 4 times)</p> <p>Each Committee meetings should be on a separate night, some committees are rushed at present if there is another meeting following and attending 2 successive meetings can be a long evening.</p>	<p>Leave scope of Committees as they are for another year and then review again (use could be made of working groups e.g. for events).</p> <p>Finance and Policy Committee to meet 6 times a year</p> <p>Schedule all Committee and Council meetings on a separate night.</p>
Council Meetings	Meeting should be held in August (this is the only month currently not scheduled)	Include a Council Meeting Date in August
Co-option Process	The Constitution does not have a specific process and it would be best if this was documented. In the event that a choice between more than 2 candidates was necessary, a system of transferable votes be used, in a secret ballot. Applicants should be invited to attend a meeting or informal event to have a discussion with councillors before the vote.	Introduce a new section in the Constitution outlining the co-option process. This to include an opportunity to have informal discussions with councillors and if necessary a system of transferable votes, with the Mayor having the casting vote.
Term of Office of the Mayor	There was some support for this being a two year term of office; although some councillors felt the appointment should be revisited annually.	The term of office for Mayor and Deputy Mayor remain as 1 year.
Set more time aside for Any Other Business	Some Councillors felt that many interesting issuers crop up at the end of an agenda under this item and more time should be given. The agenda item is aimed at urgent business. Note-it is generally not possible to make decisions on items not on listed on the agenda.	Councillors are encouraged to add items to the agenda by contacting the clerk giving details and a proposed motion (if there is one). These could be listed on the agenda under 'Councillor issues'.

Set up Economic and Training Advisory Group	Gaps in provision in the town were highlighted and it was suggested the Town Council should be lobbying and getting involved.	Whilst it is recognised the Town Council have limited powers this should be considered more at the Policy and Finance Committee
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Councillors discussed the recommendations and the Working Group recommendations were agreed with the exception that Planning, Highways and Transport Committee meetings will be scheduled on the same night as the full Council meetings. The clerk agreed to bring a draft schedule of meeting dates to the next Council meeting and consider appropriate wording for the co-option process that involves transferable votes and multiple co-options. It was suggested that the first Thursday of the month be avoided as this was often the County Council North Area Planning meeting date.

RESOLVED: To agree the changes to the Constitution as outlined above, from the next Annual Meeting of the Council.

C13/164 Updates

a) Free Car Parking

Councillors Roberts, G Mavin, Holt and Symmonds, D Taylor (Alnwick Chamber of Trade) and the Town Clerk had met County Council officers on 28th February to discuss the implementation of Free Parking in Alnwick. Councillor Holt wanted to note that the presentation made and the Q&A session by the NCC officer were excellent.

The Town Clerk gave an update on the Free Parking for all Scheme. He pointed out the new exclusion for return will be increased by an additional hour for all parking and there will be no return parking to the same area. He asked for volunteers to help on the disc distribution days in Alnwick on 29th March, 4th April and 10th April between 10am and 3pm.

RESOLVED: That the update be received and to respond favourable to the County Council Disc Zone consultation document with regard to the Free Parking Scheme.

b) Joint Meetings with NCC

The Mayor gave an update on the joint meetings with NCC. The 2nd meeting is scheduled for March 31st at 2pm. It was proposed that future meetings will be chaired by Alnwick Town Council and will be evenings in the summer and afternoons in the winter. It was emphasised that agenda items need to be submitted to NCC ahead of each meeting through the Town Clerk.

It was felt that NCC should be more flexible with regard to the timings of meetings as those organised during the day would preclude those councillors who work from attending. It was also felt that anyone who wants to attend should be able to, but that they must ensure that they represent the views of the council and not their own.

RESOLVED: To accept the update and an item be placed on the March 31st agenda regarding timings and content of the meetings.

c) Proposed Town Spring Clean

The Town Clerk has spoken to NCC who are keen to help us with risk assessments, bags, gloves and litter pickers and maybe some equipment.

The Town Clerk has checked with our insurers and everyone will be covered under the public liability insurance policy as long as they have been briefed and risk assessments undertaken. Hi-vis jackets should be worn by those operating close to the edge of pavements or roads.

RESOLVED: To accept the update.

d) Baton Relay

The Mayor and Town Clerk had met with James Fell from NCC to be briefed on the Queen's baton relay for the Commonwealth Games. The Baton will reach Alnwick Castle on Friday 13th June having been in Leeds the night before and Gateshead on the morning of the 13th. During the day school children will be invited to view the baton and take part in various sports. There will be a ticket only celebration at the Alnwick Castle on the evening on 13th June, this event will be similar to the celebration of the visit of the Olympic Torch in 2012, but on a smaller scale. The baton will not be visible during its journey through Northumberland so no disruption to traffic is envisaged. The Baton will leave Northumberland on 14th June and cross over the border into Scotland.

RESOLVED: To accept the update.

e) Accommodation for Equipment – Town Council & Community Festivals

At the last meeting it was outlined how the Town Council, Alnwick Markets and community festivals needed to find new storage accommodation. It was reported that a unit has been secured on the Willowburn Industrial Estate. The licence will be issued to Local Living, rather than the Town Council. The Town Council's share of the £4,000 annual rent is £1,000. Contributions are also being made by the Alnwick Music Festival, Alnwick Food Festival, Alnwick Markets and Alnwick Spring Show. It has also been agreed that any Town Council grants given to the Music Festival, Food Festival and Spring Show in 2014/15 will be reduced by the cost of their storage rent and the rent will be paid by the Town Council, direct to Local Living.

RESOLVED: To accept the update.

C13/165 Minutes of the Committees

a) Planning Committee Meeting (13th February 2014)

RESOLVED: The minutes of the Planning, Highways and Transport Committee held on February 13th 2014 were agreed as a true record.

C13/166 Correspondence

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

	Detail	Action if any
19 Feb	NCC -Consultation on Disc Zones	See agenda item 10a
25 Feb	NCC – Consultation on Review of Parish Charter	Circulated with Agenda, comments to clerk by 20th March for consideration by Finance & Policy Committee
25 Feb	NHS Northumberland – update for parishes on procurement of out of hours services	Available from the clerk on request
25 Feb	NCC- Notification of Consultation on Post 16 transport provision for 2014-15	Available from the clerk on request
26 Feb	NCC – Contact information for local services	Available from the clerk on request
27 Feb	CAN - enews	Available from the clerk on request
6 Mar	Invitation to Schools Mock Trials - 15th March	Interested Councillors to contact the Town Clerk
13 Mar	CAN – Details of Community Asset Workshops 27 th March at Stannington 12.45 – 3.00pm	Available from the clerk on request

RESOLVED: That the correspondence be noted and actions taken as listed.

C13/167 Feedback Local Multi-agency Crime Prevention Initiative Meeting

Councillor Moore was not able to attend the meeting but had been advised that users are being trained and the speed guns are being calibrated for an initiative to reduce speeding. The scheme should be active by the end of March.

C13/168 Financial Matters – Payments

The following invoices had been received for payment.

HMRC	£1791.85	Tax/NI payment for Feb
Wages Account	£4000.00	
NFU Mutual	£1889.97	Clerk's Pension contribution for 2013/14
Sportsworld (NE) Ltd	£27.00	Defibrillator stickers
WR Batey	£392.47	Printer Cartridges £247.80, Stationary £4.99, Postage £28.20, Tree Guards and Stakes £111.48
Max Recycle	£125.40	Duty of Care 2014/15 Trade Waste
M Marshall and Sons Ltd	£34.80	Water leak, Cemetery Lodge
Alnwick Tyres Ltd	£20.40	Puncture Repair
Earl Percy Estate	£75.00	Annual Rent Ratten Row
Chris Bowden	£650.00	Repairs to Chapel floor
James N McLean	£127.92	Materials and Tools
CBS World	£14.40	Photocopying
Diamond Business Systems	£54.00	Photocopier contract
Broxap Ltd	£1812.00	Renewal of perspex in map cases
R Blackman	£3980.00	Tree Works Cemetery
Sportsworld (NE) Ltd	£25.00	Hi-Vis Stickers
R W Athey Ltd	£263.46	Electrical works Robertson's fountain
TOTAL	£15,283.67	
The following payments are now paid by direct debit and were reported for information		

BT	£87.19	Phone bills Cemetery and Cemetery Lodge paid 28th Feb 2014
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RESOLVED: To approve and authorise the above payments amounting to £15,283.67 and to note the direct debit payments of £87.19.

C13/169 Any Other Urgent Business

Councillor Broom asked a question about War Memorial grants as he had heard a discussion on local radio.

The Town Clerk explained that the Administration Assistant was undertaking some research into grants for condition surveys and conservation work. The Administration Assistant gave an update on the types of grants available through the War Memorial Trust, the timescales for submission of pre grant and grant applications and the types of items the grants could cover including condition surveys and conservation work. This would be discussed further at the Recreation and Amenities Committee on 27th March 2014.

The meeting closed at 8.55 pm.