

**Minutes of the meeting of the Council held on Thursday 10<sup>th</sup> July 2014  
in the Council Chamber, Clayport Street Alnwick at 7pm**

**Present** Cllrs S Allcroft, P Allcroft, P Broom, D Farrar, C Goodfellow, W Grisdale, 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, Chief Officer and Town Clerk; J Pibworth, Administration Assistant

**C14/36 Questions from the public**  
There were no questions from the public

**C14/37 Apologies for absence**  
Councillor Castle

**C14/38 Declarations of Interest**  
None

**C14/39 Mayor's Report**  
An update on the mayor's diary can be obtained at  
<http://alnwickmayor.wordpress.com/>

**C14/40 Minutes of previous meeting (June 12th 2014)**

**RESOLVED: The minutes of the meeting held on 12th June 2014 were agreed as a true record and duly signed by the Mayor**

**C14/41 Matters Arising**  
Referring to minute C14/31 - GRASS CUTTING IN COLUMN FIELD  
Councillor S Allcroft reported that a meeting had taken place on the Monday following the last council meeting and the grass had been cut on Thursday of the same week. It had been done well with the edges trimmed and the grass cuttings cleared up. She also noted that it had been done very well since.

Referring to minute C14/35 - ANY OTHER URGENT BUSINESS  
Councillor G Mavin confirmed contractors were on site and the fencing fixed.

Town Clerk confirmed that the Youth Hostel sign had been taken down.

Town Clerk confirmed that the council would be taking a room in Fenkle Street.

Councillor Moore advised that the issue with The Peth be reported to the police.

A review of the lines in the Market Place would take place after three months.

**C14/42 Local Transport Plan Priorities 2015/16**

The Town Clerk told the council that NCC have asked the Town Council to identify its top 3 highways and transport priorities so they can be considered for inclusion in the Local Transport Plan (LTP) Programme 2015-16. He went through the priorities the Town Council had identified for 2014/15 (issued with the agenda):

1. The investigation of the feasibility of pedestrian priority for Narrowgate
2. Road widening and right turn lane at the service station on the A1068 South Rd
3. Pavement repairs and improvements to Green Batt, St Michael's Lane and the entrance and exits to the Market Place including the drainage channels.

He also confirmed that he had been sent a list by NCC to review as part of this process and that a sub group of the Planning, Highways and Transport Committee was recommended to feedback at the Full Council meeting in September.

Councillor Patience asked if any of the three priorities from last year had been done. The Town Clerk said not much of it except part of priority 3. Councillor Moore said that the pavement in Market Place was still in a real state and this really should be remaining on the list. Councillor Holt confirmed she had seen NCC officers in Market Place.

**RESOLVED: To set up a Working Group of the Planning Highways and Transport Committee to consider the priorities and then report back to the September Council meeting.**

**C14/43 Co-option of Councillors - procedure**

The Town Clerk reminded councillors that at the Council meeting in March it was agreed to introduce a paragraph into the Constitution covering the future the co-option process. The suggested wording, issued with the agenda is:

***Co-option Procedure***

*"When a new councillor(s) is to be co-opted, if possible the process will involve an opportunity for councillors to have an informal discussion with applicants.*

*In the event that more councillors wish to be co-opted than there are vacancies, councillors will be asked to indicate their preferred candidates in a secret ballot. Councillors will have a number of votes equal to the number of vacancies on the council.*

*After the first round of voting, the leading candidates are identified, equal in number to the number of vacancies. Where the leading candidates can be identified, and they have a majority of the votes, the leading candidates are duly co-opted.*

*Where the leading candidates cannot be identified due to a tie, or the leading candidates do not each have an absolute majority of votes in their favour, the person having the least number of votes shall be eliminated. Where there is a tie between two or more candidates for the lowest number of votes, all of the candidates with the lowest number of votes shall be eliminated. Councillors will again be asked to indicate their preferred candidates. Again, councillors will have a number of votes equal to the number of vacancies on the council.*

*This process is repeated until either the number of candidates equals the number of vacancies, or the leading candidates can be identified and each have a majority of votes, whichever happens first.*

*In the event that after the elimination of all other candidates there is a tie for the leading candidates to be co-opted, any tie must be settled by the mayor's casting vote".*

**RESOLVED: To add the Co-option wording into the Council's Constitution as part of Section 17.**

**C14/44 Updates: a) War Memorial Grant Application**

The Administration Assistant gave an update on the War Memorial Grant application. The application was sent in on June 16th and acknowledgement received. WMT have not asked for any additional information so the application is going forward for assessment and we will hear in about 10 weeks (beginning / middle of September).

LBC is due to be completed by NCC by July 31st. Conservation officer had concerns about some of the suggested materials for the stonework repairs (e.g. acetone). We have had a meeting with her and the planning officer and taken them through the

proposed methods and materials of our preferred contractor (St Astier). She has asked for a bit more information on proposed materials for small areas of work which we will send to her next week. An on-site meeting between the conservation officer and St Astier will be arranged in the next couple of weeks.

The Town Clerk has also asked them to expedite an answer from colleagues at NCC regarding repairs to the hatch on the war memorial which they are responsible for.

**RESOLVED: To receive the update on the WMT Grant Application**

**Updates: b) Market Street Toilets refurbishment**

Following a meeting between NCC, Councillor Patience and Councillor Castle a list of works for the Market Street toilets has been agreed:

1. Rod drains, male and female
2. Overhaul cistern on urinal and ensure it is set/adjusted to ensure it is flushing regularly
3. Supply and fit an Air scent breeze dispensers, white, to male and female WC (this is different to the one specified, as its battery operated).
4. Supply and fit Dyson Airblade hand dryer to male and female WC
5. Supply and fit new time lock on the main door, on male and female
6. Supply and fit new cubical doors to both sides.
7. Decorate all previously painted areas.
8. Clean floor tiles
9. Rake out and re-grout wall tiles
10. Supply and fit new 9" wall fan, this will only work if we can fit the correct grills externally, please note permission may be needed.
11. Supply and fit toilet roll holders
12. Supply and fit soap dispensers
13. Replace existing handrails/grabrails
14. Supply and fit 2No new mirrors
15. Supply and fit 2No new vanity units
16. Provide new signage on doors, on external of Northumberland Hall and inside giving contact details, alternative facilities etc.).

Councillor S Allcroft asked if a breakdown of costs was available? Town Clerk said they had the overall costing but will ask NCC for itemised list.

Councillor Goodfellow asked if item 10. was an extractor or just a fan? Town Clerk confirmed it was an extractor.

**RESOLVED: To receive the update on the Market Street Toilet refurbishments**

**Updates: c) Joint Meetings with NCC**

The Town Clerk confirmed that NCC produce minutes of the joint meeting which had not yet been received yet but some notes were taken at the meeting by the Town Council which are available to councillors. It was noted that the attendance was much higher than the previous one which had taken place in the afternoon.

The next two meetings are scheduled for 2pm on 22nd September 2014 and 26th January 2015. Councillor S Allcroft felt that the meetings would be better at 6.30pm which Councillor Roberts supported.

**RESOLVED: To reschedule the next two joint meetings to 6.30pm.**

**C14/45 Venues for future Council and Committee Meetings**

The Town Clerk advised the council that Clayport Street was not available after August 7th but has asked if this could be August 14th so the Full Council meeting can take place. He also confirmed the Town Council will need to remove all their possessions from the building by that date. He gave an update on potential meeting locations.

Committee meetings:

Northumberland Room at Fenkle Street at £10 per hour. There is an additional caretaking charge of £26 per hour which the Mayor and Town Clerk have requested be dropped as the Town Council can lock up; the Mayor and Town Clerk to raise again.

Councillor Farrar asked where the Northumberland Room was in Fenkle St? Town Clerk confirmed it was at the front of the building.

Councillor Roberts suggested the Embleton Room at St James's as alternative venue.

Full Council meetings:

Plan to use St James's but the person who deals with bookings was on leave. Cannot use Mechanics' Institute as already booked on Thursday evenings.

Councillor Broom said it was sad that NCC were stripping all the assets that were taken over when amalgamated. Councillor Symmonds agreed with Cllr Broom about being left without a building to use to engage more with the public and NCC officers. He felt that in the true spirit of partnership NCC should be helping more. He also noted that the building used by Ashington Town Council was being refurbished by NCC and asked if they would be paying £36 an hour after August. Councillor Grisdale confirmed he would be phoning NCC on Friday July 11th to find out more.

Councillor Roberts felt that the Town Council needs to ensure the public know where we are holding each meeting.

**C14/46 Minutes of Committees a) Planning Committee Meeting (12th June 2014)**

Minutes of the Planning, Highways and Transport Committee (12th June 2014) were tabled for approval.

**RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 12<sup>th</sup> June 2014 were agreed as a true record**

**C14/47 Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
11th June	NCC- Posters and leaflets about registering to vote	Available from the clerk on request
	NHS – leaflets about commenting on health services	Available from the clerk on request
23rd June	Coalfields Regeneration Trust – The State of the Coalfields Report	Available from the clerk on request
26th June	Magna Carta Barons – copy of 'Magna Carta 1215-2015, London's Temple and the Rule of Law'.	Available from the clerk on request

Councillor Roberts commented that the posters could be put up on the Town Council's notice board.

**RESOLVED: That the correspondence received be noted.**

**C14/48 Financial Matters – Payments**

The following invoices have been received for payment:

HMRC	£1,983.08	Tax and NI
Wages Account	£5,000.00	
Northumbrian Water	£1,038.61	Water Bills, Robertson's Fountain, Ratten Row allotments, Alnwick Cemetery (2 bills) Paid 3/7/14
Zurich Municipal	£76.25	Addition premium to increase Fidelity Guarantee and for new play equipment. Paid 3/7/14
Bailiffgate Museum	£67.80	Room Booking – Town Twinning
Philip Angier	£235.20	Conference fee and travel (Town Team Budget)
Chris Bowden	£2,000	Cemetery Pointing
Chris Bowden	£80.00	Repair to seat opposite war memorial & treatment
Playsafety Ltd	£397.20	Annual Inspection Reports for play areas
NALC	£851.80	Annual Subscription
Janet Pibworth	£52.52	Printer cartridges £32.92, postage £5, travel £4.60, photography licence at archives £10
CBS World	£44.41	Photocopying
Petty Cash	£49.56	Fuel £20, Postage £6.36, Stationery £5.98, Bag of Lime £17.22
W.R. Batey	£224.50	Postage £24.58, Refreshments £5.63, new swing seat £144.67, Weed killer £49.62
Border Tyres	£28.80	Puncture Repair
Norman Dunn	£200	Internal audit
Bailiffgate Museum	£15	Room booking Town Twinning

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

BT	£95.84	Phone bills cemetery & cemetery lodge Paid 26/6/14
npower	£104.98	Town Hall Clock

**RESOLVED: To approve and authorise the above payment amounting to £12,544.73 and to note the direct debit payments of £200.82.**

**C14/49 Feedback Local Multi-Agency Crime Prevention Initiative Meeting**

Councillor Moore gave feedback on the last meeting. The Meetings are changing to the Baptist Church. Speeding issue - speed monitoring wires are available from NCC highways dept which can be laid across any road to collect speed data. They have to be requested by the Town Council. Councillor Roberts commented that if there was no charge for them could we ask for several sets of them. Councillor Farrar asked if we could ask what the Town Council can do with the results. Councillor G Mavin commented that South Road will be a real problem when the new Aldi is built.

**C14/50 Any Other Urgent Business**

Councillor S Allcroft raised an issue regarding the scaffolding opposite The Plough. It has been there for a considerable time and there does not appear to be any work being done. She also raised the issue of the tarmac repair on Bondgate Within, just outside the Granite Outdoor shop, where the holes have been filled very untidily with black tarmac rather than red. Town Clerk to take up with NCC

Councillor Symmonds informed council that they would all invited to attend the opening event of the Alnwick International Music Festival.

Councillor Roberts thanked the council, on behalf of Bullfield Orchard, for the money for signage.

Meeting closed at 8.04pm