

**Minutes of the meeting of the Council held on
Thursday 12th May 2016
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

Present Cllrs S Allcroft (Chair for items 1-3), P Allcroft P Broom, G Castle, P Edge, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, K Moore, A Shilton, M Swinbank and A Symmonds.

In attendance W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer and H Cairns (County Councillor).

C16/01 Questions from the public
None.

C16/02 Apologies for absence
Cllrs. W Griddale and S Patience.

C16/03 Declarations of Interest
Councillor Castle declared a non-pecuniary interest in county council matters.

C16/04 Election of Mayor
One nomination was received, this was for Alan Symmonds proposed by Cllr Sue Allcroft and seconded by Cllr Paul Allcroft.

RESOLVED: That Councillor Alan Symmonds be elected as Mayor.

Councillor Symmonds read and signed the Declaration of Office and took the Chair for the remainder of the meeting.

He thanked Deputy Mayor Sue Allcroft for her service to the Town Council. He also thanked the outgoing Mayor for all his service. He acknowledged the amount of hard work he had undertaken behind the scenes including the Neighbourhood Plan and thanked him for his work and good humour. He added that all Mayors should be made aware of the honour it was to be nominated and elected. He advised the council that there was a very busy year ahead including the referendum for the Neighbourhood Plan and delivery of the Community Action Plans.

C16/05 Election of Deputy Mayor
One nomination was received, this was for George Mavin proposed by Cllr Griddale and seconded by Cllr Patience.

RESOLVED: That Councillor George Mavin be elected as Deputy Mayor.

C16/06 Committee Appointments
The proposed committee membership were tabled at the meeting and took into account the preferences of councillors.

CEMETERY COMMITTEE Councillors S Allcroft, P Allcroft, J Humphries, S Mavin, K Moore, M Swinbank and A Symmonds plus a representative of Denwick Parish Council.

PLANNING, HIGHWAYS & TRANSPORT COMMITTEE Councillors P Broom, P Edge, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, K Moore, A Shilton, M Swinbank and A Symmonds.

RECREATION & AMENITIES COMMITTEE Councillors P Broom, P Edge, W Gridale, M Harrington, G Mavin, S Patience, A Shilton, M Swinbank and A Symmonds.

RESOLVED: That the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee be approved as above.

Members of the Finance & Policy Committee would be appointed after the chairs and vice chairs of the other committees.

RESOLVED: That the membership of the Finance & Policy Committee, be approved as follows:

FINANCE & POLICY COMMITTEE Councillors P Broom, P Edge, W Gridale, M Harrington, G Mavin, S Patience, A Shilton, M Swinbank and A Symmonds.

C16/07 Appointment of Chairs and Vice Chairs of Committees and Finance & Policy Committee Membership

Councillor Swinbank was proposed and seconded for the position of Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Swinbank be appointed as Chair of the Planning, Highways and Transport Committee.

Councillor Harrington was proposed and seconded for the position of Vice Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Harrington be appointed as Vice Chair of the Planning, Highways and Transport Committee.

Councillor Humphries was proposed and seconded for the position of Chair of the Cemetery Committee.

RESOLVED: Councillor Humphries be appointed as Chair of the Cemetery Committee.

Councillor Moore was proposed and seconded for the position of Vice Chair of the Cemetery Committee.

RESOLVED: Councillor Moore be appointed as Vice Chair of the Cemetery Committee.

Councillor Broom was proposed and seconded for the position of Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Broom be appointed as Chair of the Recreation and Amenities Committee.

Councillor Edge was proposed and seconded for the position of Vice Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Edge be appointed as Vice Chair of the Recreation and Amenities Committee.

Finance Committee appointments

RESOLVED: That following selection of Chairs and Vice Chairs of other committees the membership of the Finance and Policy be approved as follows:

FINANCE & POLICY COMMITTEE Councillors P Allcroft, S Allcroft, P Broom, G Castle, W Grisdale, P Holt, J Humphries, G Mavin, S Mavin, S Patience, M Swinbank and A Symmonds.

Councillor S Allcroft was proposed and seconded for the position of Chair of the Finance and Policy Committee.

RESOLVED: Councillor S Allcroft be appointed as Chair of the Finance & Policy Committee.

Councillor Grisdale was proposed and seconded for the position of Vice Chair of the Finance & Policy Committee.

RESOLVED: Councillor Grisdale be appointed as Vice Chair of the Finance & Policy Committee.

C16/08 Appointments to Outside Bodies

A schedule of the outside bodies, and suggested representatives, was tabled at the meeting. Vacancies existed for Alnwick Playhouse and Gallery Youth Project.

Councillor Shilton was proposed as the Town Council representative for the Playhouse. Councillor Edge was proposed as a reserve representative.

The vacancies on the Gallery Youth would be deferred until the Co-option of new councillor(s) was completed.

RESOLVED: That the Outside Body appointments be approved.

C16/09 Approving dates of ordinary meetings of the council and standing committees

The Town Clerk advised that the Draft dates for the meetings in 2016/17 had been circulated.

RESOLVED: To approve the meeting dates for 2016/17.

C16/10 Minutes of the Last meeting

The minutes of the Full Council meeting held on 14th April 2016 were tabled for approval.

RESOLVED: The minutes of the meeting held on 10th March 2016 were agreed as a true record and duly signed.

C16/11 Matters Arising

C15/190 SAFE ROUTES TO THE NEW HIGH SCHOOL – recommendations from the Sustainable Transport Working group. The Town Clerk advised that NCC were reviewing the report and will then have a meeting with the Town Council. Councillor Castle advised that a Condition of the Planning Approval was that the Travel Plan is agreed.

C15/191 ALNWICK & DENWICK NEIGHBOURHOOD PLAN – the Town Clerk advised that feedback would be given at the Full Council meeting in June.

C16/12 Draft 2015/16 Accounts

The Town Clerk advised councillors that the internal auditor was starting the following week. He issued an accounts 2015/16 summary and advised that the figure did not include VAT. He noted the following:

Income - Cemetery income slightly down on 2014/15 but much higher than budgeted.

He also reminded councillors that the Swansfield Park Endowment figure was also included in the accounts for 2014/15.

Expenditure – Wages and PAYE slightly up due to new staff.

Playground – up due to new equipment being installed.

Grants – up due to Gallery Youth contribution.

Administration – up due to being in the new office for a full year.

He advised councillors that at 31st March 2016 the Balance C/F included £93,732.24 ring fenced for Swansfield Park Play Area, £1,000 for the Alnwick Bike Track Scheme and £4,706.12 belonging to the Town Team. The Town Council actual revenue C/F is £197,244.16. This may be amended slightly after the internal audit.

From the 2015/16 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2016/17 and the budgets adjusted accordingly.

These items are listed below:

Cemetery Committee

Building Repairs – Pointing	£2,000
New Area	£5,500
Grounds Maintenance/Tree Works	£7,000

Finance and Policy Committee

Neighbourhood Plan	£2,500
Town Team - Contribution to scheme	£500
Project & Funding Officer Post	£12,000
Neighbourhood Plan project delivery	£10,000

Recreation and Amenities Committee

WW1 Trees/rose bed project	£500
Communication Project	£4,000
Allotment Water Supply Ratten Row	£1,700
Play Area Replacements	£7,000
Peter's Mill Bridge Project	£500

RESOLVED: To note the Draft Accounts for 2015/16 and approve the carry over expenditure into 2016/17.

C16/13

Minutes of Committees

Minutes of the Planning, Highways and Transport Committee Meeting (14th April 2016) were tabled for approval.

RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 14th April 2016 were agreed as a true record.

Minutes of the Finance & Policy Committee Meeting (21st April 2016) were tabled for approval.

RESOLVED: The minutes of the Finance & Policy Committee held on 21st April 2016 were agreed as a true record.

F15/47 Councillor Symmonds advised councillors that at the Finance & Policy meeting in April, consideration of provision of a Council Van had been discussed. He advised that the committee had felt that it would be advantageous for the Town Council to

have a small van to be help when carrying tools and equipment, transport bins and remove rubbish from around the town. He advised that it would provide good publicity for the Town Council as the vehicle would be seen around town.

The Assistant to the Town Clerk had done some research and the cost of leasing and maintenance for a small van would be in the region of £200 per month.

Councillor Moore asked if they had considered an electric van. Councillor Symmonds felt this was not be feasible.

The Town Clerk advised that there was £1,500 unallocated budget from 2015/16 which could be used to cover some of the cost. He also added that a vehicle was becoming more needed from an operational point of view.

Councillor Castle advised that diesel was much better for short journeys.

RESOLVED: To agree that the Council takes out a lease for a Council van, the details to be determined by the Finance & Policy Committee.

C16/14 Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
18 th April	Alnwick Police - Neighbourhood Policing Team, invitation to meeting re new High School (i)	Meeting 12 th May, Town Clerk to attend
19 th April	NCC- Notification of proposed works to Lion Bridge later in the year	Available from the clerk on request
20 th April	NCC Consultation on the Walking and Cycling Strategy – deadline 20 th May 2016	Considered by Planning Committee 12 th May
28 th April	NHS - Press release about Maternity Services survey in Northumberland	Available from the clerk on request
3 rd May	CAN - Enews	To be circulated to Councillors
4 th May	Northumberland CVA Update	Available from the clerk on request
10 th May	Cemetery letter from NCC confirming £615.06 payment for 2015/16	To note
10 th May	A1 consultation information	Emailed to Councillors
10 th May	Love Northumberland – Hate Litter Campaign	Available from the clerk on request

- (i) The Town Clerk advised that he had attended the meeting at Alnwick Police Station on May 12th. Issues had been raised with pupils crossing the A1 to get to McDonalds and that solutions were being looked at.

Alnwick Town Council had been asked if they would provide some new bins in the vicinity of the new school.

The Town Clerk had pointed out the Travel Plan prepared for the new school.

Councillor Moore reminded councillors that Sainsbury's/Homebase could start charging for parking.

Councillor Castle said he understood that an agreement had been put in place with them to enable the car park to be used for school parking.

Councillor Broom thought that an alternative would be to use the car park at Covance.

Councillor Cairns confirmed that the car parking arrangements had been confirmed by Sue Aviston from NCC.

Councillor Holt felt that some pupils had become a bit demob happy and were not being safety conscious.

RESOLVED: To accept the correspondence.

C16/15

Feedback from outside bodies

a) CoSH (Community Safety Hub)

Councillor Cairns gave feedback from the CoSH meeting held on April 25th. She identified a number of issues that were associated with Alnwick:

St Michael's Square and Bondgate Court - Anti-Social Behaviour

Alnmouth Station – tourists walking along narrow pavements to Alnwick

Alnwick District Foodbank – need to raise awareness to available resources

Dogs – raise awareness of impact of dogs not under control in tourist areas

Walking and Cycling Strategy – draft strategy document needs to have better reference to the road safety

b) NCC/Parish Council meeting on May 9th

The Town Clerk gave feedback from the meeting he and Councillor Symmonds had attended. The meeting was held as 15 minute 'speed dating' sessions with various departments from NCC. A general issue raised was the LTPs and the lack of feedback from NCC.

Councillor Cairns advised that the minutes of the meeting at East Ord should be circulated. She and Councillor Castle offered to chase these.

The Town Clerk advised that the Town Council had not received any feedback regarding the LTPs they had submitted.

Councillor Castle said he would take action on behalf of the Town Council.

Councillor G Mavin advised that some information had been provided at the East Ord meeting but no detail.

Councillor Symmonds advised that all Town and Parish Councils share the same issue with potholes. He also informed councillors that the Town Clerk had raised the issue of illegal signs and that enforcement officers should enforce this. He also raised the issue of weed control in Alnwick and was advised that a new contract was in place and that NCC need to be notified about any issues.

Councillor Moore felt that the issue was that the weeds were not removed after being sprayed.

Councillor Broom commented that there had been an improvement in the town.

Councillor Castle advised that an NCC Inspector would walk around Alnwick four times a month and that in future other areas would be covered. He added that an 'A Board' Policy was being developed but that some of the issue was that some businesses own part of the pavement. He also advised that all signing is being looked at by County Councillor Susan Davey.

RESOLVED: To accept the updates.

C16/16 Financial Matters – a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
HMRC	£3,206.13	£0.00	Tax/NI April 2016
Wages	£6,000.00	£0.00	Transfer to Wages Account
Janet Pibworth	£62.68	£0.00	Stamps £7.68, Planning Application fee £55
CBS World	£36.00	£6.00	Photocopying – Civic Awards
Grannies	£50.00	£0.00	Catering – Civic Awards
Town & Country Tree Surgeons Ltd	£3,960.00	£660	Tree Works Cemetery
J Turnbull	£150.00	£0.00	Mini Digger Training - assessment
CBS World	£10.08	£1.68	Printing – Civic Awards
Tim Kirton	£71.46	£0.00	Printing – Your Welcome Scheme
J Pibworth	£18.99	£3.16	Stationery
W R Batey	£55.00	£0.00	Stamps
Azure Printing	£10.21	£1.70	Printing Civic Awards
James McLean	£145.13	£24.19	Materials and Tools
Depot Hire	£312.00	£52.00	Skip hire (allotments)
TOTAL	£14,087.68	£748.73	

In addition, the Finance & Policy Committee approved a grant payment of £500 to Alnwick

The following payments are now paid by direct debit and were reported for information:			
BT	£29.65	£4.94	Fenkle Street Office (paid 21/4)
BT	£42.79	£7.13	Cemetery Office (paid 26 th April)
BT	£31.21	£5.20	Fenkle St office (Paid 22 nd May)
npower	£229.03	£10.91	Cemetery Chapel (Paid 27/4/16) (2015/16 expenditure)
TOTAL	£332.68	£28.18	

RESOLVED: i) To approve and authorise the above payments amounting to £14,087.68; ii) To note the direct debit payments of £332.68.

Financial Matters – b) Bank Account and Deed Box Signatories

The Town Clerk advised that following the various appointments at this meeting it may have been necessary to amend the authorised signatories for the various Town Council bank accounts and the Deed Box. He recommended that the signatories for the Town Council bank accounts be left as they were and that that Ken Gray be removed from the Deed Box signatories and replaced with Councillor Symmonds. This would update the signatories as follows:

	Current Signatories
Main Council Account (2 signatures required)	Councillors, Grisdale, Symmonds, S Allcroft, Patience and Moore
Wages Account (1 signature required)	Councillors, Grisdale, Symonds, S Allcroft, Patience
Mechanics Institute (2 signatures required)	Councillors Grisdale, Symmonds and Harrington
Deed Storage (1 signature required)	Councillor Grisdale, Town Clerk and Councillor A Symmonds

RESOLVED: i) To retain the current signatories for the bank accounts and delete Ken Gray from the deed box signatories and add Councillor Symmonds.

C16/17 Any Other Urgent Business

Councillor Harrington commented that there were markings on some of the paving slabs in the town. Councillor Castle advised that maintenance was an issue and that the slabs are marked so repairs could be undertaken.

Councillor Broom advised that Kelly Construction were resetting loose flagstones but had left the spray paint on the slabs. He felt that chalk should be used instead.

The public meeting closed at 8.40pm

C16/18 PRIVATE AGENDA ITEM

Exclusion of the Public and Press

The following resolution 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 1, 2 and 3 of Part 1 of Schedule 12A of the Act". The item considered in private was:

The co-option of a new Town Councillors for the Clayport and Castle Ward