



Room 5, 27 Fenkle Street, Alnwick  
Northumberland NE66 1HW

Your Ref:

Our Ref: FC/12/2016

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

Dear Councillor

2<sup>nd</sup> December 2016

The next meeting of the Council will be held on **Thursday 8<sup>th</sup> December 2016** in St James Church Rooms, Pottergate, Alnwick at **7.15pm**. You are hereby requested to attend.

Yours faithfully

Bill Batey  
Clerk to Town Council

### Agenda

1. Questions from the Public
2. Apologies
3. Declarations of Interest
4. Inspector Liz Hall, will update the Council on police matters
5. Minutes of the Last Meeting (10<sup>th</sup> November 2016)
6. Matters Arising
7. Mayor's Report
8. Resignation of Anne Shilton
9. County Council issues:
  - a) Feedback on Joint Meeting with NCC.
10. Possible Changes to the Model Code of Conduct
11. Minutes of the Committees
  - a) Planning, Highways & Transport Committee Meeting (10<sup>th</sup> November 2016)
  - b) Cemetery Committee (17<sup>th</sup> November 2016) incl. recommendation of Cemetery Fees for 2017/18 (Minute CEM 16/36)
  - c) Recreation & Amenities (24<sup>th</sup> November 2016)
12. Correspondence
13. Update on Neighbourhood Plan
14. Financial Matters – a) NNDR – Small Business Rate Relief and b) Payments
15. Any Other Urgent Business

**Declarations of Interest**

To receive disclosures of pecuniary interests from Councillors, on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it.

**Agenda item 4****Inspector Liz Hall, will update the Council on police matters**

Inspector Hall will update the Council on local issues and in particular the steps being taken to address antisocial behaviour at the Alnwick Bus Station. Councillor Castle has also asked for this to be included on the agenda.

**Agenda item 7****Mayor's Report**

An update on the mayor's diary will be given at the meeting. (Reminder – Civic Carol Service is on Wednesday 14<sup>th</sup> December 2016 at 7pm).

**Agenda item 8****Resignation of Anne Shilton**

Anne Shilton has tendered her resignation from the council because it was becoming increasingly difficult for her to give up as much time as she would have liked to Council work because of increasing work demands. Anne wished other councilors and staff well and enjoyed working with everyone on the Town Council. Anne's resignation came within 6 months of the next scheduled elections (4<sup>th</sup> May 2017) so no by election can take place. It is still open to the Council to advertise the vacancy and seek to co-opt a new councillor for the remaining period, or alternatively given the short time scale, to run with the vacancy until May.

**Recommendation: The Council thanks Anne Shilton for her contribution to the Town Council and considers how it wishes to proceed up to May 2017.**

**Agenda item 9****County Council matters – feedback from Joint Meeting with NCC**

A report on the recent meeting with NCC will be given.

**Recommendation: To note the update**

**Agenda item 10****Possible Changes to the Model Code of Conduct**

The Town Council has adopted the Northumberland Association of Local Councils (NALC) model code of conduct. NALC are conducting a review of the code and have requested comments by 31<sup>st</sup> January 2017. A copy of the current code will be circulated to Councillors and any comments should be submitted to the Clerk by 6<sup>th</sup> January for inclusion in a report to the January Council meeting.

**Agenda item 12**  
**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
15 Nov 22 Nov 29 Nov	NALC enews  Includes item on National Civic Day – 17 <sup>th</sup> June 2017	Available from the Clerk on request
17 Nov	Newton on the Moor & Swarland Parish Council – requesting a rethink of parish meetings with NCC. They would like to see it broader than just local services. They would also like Alnwick Town Council to be involved in their parish council cluster meetings, (this is in addition to our own meeting).	To discuss
30 Nov	Resident – request for extra bins from St James Estate through Willowburn Avenue now that new school is open	Officers to undertake a review

**Recommendation: That the correspondence received be considered.**

**Agenda item 14**  
**Financial Matters**

**a) NNDR – Small Business Rate Relief**

Following the announcement of the revaluations of Business Rates which apply from 2017, the Council made an application for Small Business Rate relief for Alnwick Cemetery. The Town Council pays Business rates for the Cemetery, Cemetery Chapel and the office in Fenkle Street. The relief can only apply to one property, our application related to the Cemetery which has a new rates valuation of £10,500. The Council met the criteria and this resulted in relief being awarded which was backdated to 1<sup>st</sup> April 2010. A refund of £17,005.84 has been received. Of this £2,662 relates to the current budget year and has been credited back to the cemetery budget. The Cemetery Committee recommend that the remaining £14,343.84 is ring fenced to future machinery replacements at the cemetery. The council currently has a JCB mini digger and 2 tractors, one of the tractors is currently budgeted for replacement, the suggestion is that the remaining money is held in reserve until other replacements are required.

**Recommendation: To ring fence £14,343.84 for future Cemetery machinery replacements.**

**b) Payments**

The following payments are due (as at 2<sup>nd</sup> December); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
HMRC	£3,388.77	£0	Tax/NI payment for November
Wages Account	£8,000	£0	Transfer for December

Glasdon	£711.98	£118.66	2 new litter bins
NCC	£489.85	£0	Final payment for Housing Need survey (Total cost £4,825.47)
Warcup Solicitors	£1,259.04	£0	Payment for compensation for agricultural tenancy loss required under Bike Track lease (Paid 17/11)
NCC	£900	£0	Office rent 13 <sup>th</sup> Nov – 12 <sup>th</sup> May 17
Cityscape Maps	£240	£40	Use of artwork for Lectern maps
W R Batey	£117.99	£0	£33 Postage, McAfee security software for office £79.99, £5 Cycle track lease declaration (at Adam Douglas).
Local Living	£612.50	£0	Willowburn unit rental Oct – Dec 16
Team Valley Web Design	£600	£100	Website Hosting Dec 16 – Nov 17
<b>TOTAL</b>	<b>£16,320.13</b>	<b>£258.66</b>	

Earlier this year the Council agreed to pay 3 local businesses £500 each to make their toilet facilities available to the public during 2016/17, these were Costa on Bondgate Within, The Queen Head on Market Street and The Blue Bell on Clayport Street. The first half of the payment was made earlier in the year and the second half is now due (3 x £250).

Last year, Local Living submitted a bid to the Leader Programme to revitalise the Market Place and the Town Council previously pledged £1,000 of partnership funding towards the project. After various delays, the bid has now been approved and the Council's contribution is now due.

The following payments are now paid by direct debit and are reported for information			
BT	£55.70	£9.28	Phone Bills Cemetery paid Nov 26th
BT	£54.42	£9.07	Phone Bill Fenkle Street paid 26 Nov
BT	£86.40	£14.40	Quarterly Broadband Charge paid 29 <sup>th</sup> Nov.
NEST	£339.77	£0	Employer pension scheme contributions for November (paid 15 <sup>th</sup> December)

**Recommendation: To approve and authorise the above payments amounting to £18,070.13 and to note the direct debit payments of £536.29**