



Minutes of the meeting of the Council held on Thursday 10th November 2016 in St James Church Rooms, Pottergate, Alnwick at 7.15pm

- Present** Cllrs A Symmonds, S Allcroft, P Allcroft, S Bell, P Broom, G Castle, P Edge, W Grisdale, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, K Moore and M Swinbank.
- In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; Chris Friend, Alnwick Food Bank; Liz Anderson, Alnwick Playhouse and Councillor H Cairns.

C16/99 Questions from the public

None.

C16/100 Apologies for absence

Cllrs. Patience.

C16/101 Declarations of Interest

Councillor Castle declared a non-pecuniary interest in County Council matters.

C16/102 Update on Alnwick Food Bank by Chris Friend

Chris Friend (CF) explained that the food bank had become a Charitable Incorporated Organisation and had held their first AGM on July 1st. He added that they had also started a Friends of Alnwick Food Bank.

CF explained that they were currently looking for funding to carry out some needs analysis work. CF added that they would also like to employ a part time worker.

Their storage premises were being provided free of charge. CF explained that they had had used Facebook to advertise food shortages and that this had worked well.

The food bank work closely with the Citizens Advice Bureau, that everyone who gets a parcel is assessed first, given a slip to enable the food parcels to be collected from the Salvation Army shop in Alnwick.

Volunteers – CF explained that they collect the food from the drop off points, sort it, make up food parcels and take them the Salvation Army shop. He added that the Co-op had kindly donated 'bags for life' to the food bank.

CF advised that the food bank had started to include 3rd party support for some individuals.

Between April and June 2016, the food bank had been used by 55 adults, 11 young people aged 5 – 18 and 18 under 5's.

CF explained that the current needs were: a small budget to carry out some needs analysis, ground floor premises and a retailer who would accept fresh food vouchers.

CF finished by saying that they try to use as much of the food donated as possible.

Councillor questions / comments:

Councillor Holt asked if they did any analysis of short, medium and long term need. CF explained that they didn't take any names and the only breakdown they had was by post code. He added that some do come back several times maybe every couple of months.

Councillor Moore asked what sort of food people took from the food bank? CF advised that people took enough food for a couple of days including pasta, cereal, UHT milk,

tinned rice and beans. He added that sometimes the parcels included toiletries. He explained that sometimes the parcels were issued via a third-party agency.

Councillor Castle asked how anonymity was maintained for people. CF explained that only post codes were taken. He added that a community hub would be useful.

Councillor Harrington said that it was useful to know which people were receiving support.

Councillor G Mavin said the presentation had been very informative and asked how the Town Council could support the food bank. CF advised that information about funding schemes would be useful as would publicity for the food bank.

Councillor Symmonds asked if the food bank applied for funding. CF said they did but that this was limited. The Town Clerk explained that the Town Council grant process was open.

Councillor Symmonds thanked Chris and asked him to pass on thanks to all the volunteers involved with the food bank.

C16/103 Update on Alnwick Playhouse Presentation from Liz Anderson, Vice Chair of Trustees

Liz (LA) advised that the Trustees of the Playhouse were now working with new architects on two options for the layout each allocating different areas of the building to different usage. She explained that the Playhouse Trust own the front of the building and that there were several options but that the preferred one was for NCC to purchase the whole building and rent parts of it to the Playhouse Trust. She advised that they were awaiting detailed plans from the architects. She finished by explaining that the Playhouse Trust wanted to keep the studio space and that if they did not get offered enough room they would possibly consider purchasing the whole building themselves.

Councillor questions / comments:

Councillor Cairns asked what % of the building the Playhouse wanted to keep. LA advised that at this stage she could not say.

Councillor Castle advised that, as the NCC appointed member of the Playhouse Board, he wanted to assure everyone that NCC did not want to interfere with the running or management of the Playhouse. He added that costs were being discussed at present and that they were getting close to an agreement.

Councillor Holt asked how, once an agreement had been reached, the parties would work together. LA said that the Playhouse realised the need to work together so that NCC activities will promote the work of the Playhouse.

Councillor Symmonds commented that the Playhouse was an excellent facility in Alnwick and was very well regarded.

C16/104 Minutes of the Last meeting

The minutes of the Full Council meeting held on 13th October 2016 were tabled for approval.

RESOLVED: The minutes of the meeting held on 13th October 2016 were agreed as a true record and duly signed.

C16/105 Matters Arising

None.

C16/106 Mayor's Report

Councillor Symmonds reported it had been a quiet month.

He attended a dedication ceremony for the new standard for the Alnwick Branch of the Fusiliers Association.

He also attended an evening with the Alnwick Rangers who gave presentations on their activities and travels over the last year. He had been very impressed with the enthusiasm and commitment of the Rangers. All the girls spoke coherently and well and he was confident of them being upstanding citizens in the future. He added that the Rangers had very good leaders and commended the volunteers.

ADVANCE NOTICE:

Remembrance Sunday Service & Parade

Service on Sunday November 13th at 2.30pm at St Paul's Church, Alnwick, a parade to the War Memorial for wreath laying and refreshments in Northumberland Hall.

Alnwick Christmas Lights Switch on

Friday November 18th from 6.30pm in the Market Pace, Alnwick. The Duchess of Northumberland will switch on the lights at 7pm.

C16/107

County Council Issues

a) Joint meeting with NCC 21st November 2016

The Town Clerk advised that the next joint meeting was on November 21st and that any items for the agenda should be sent to him. The Mayor and he will attend.

b) Community Governance Review

The process has been completed and the legal paperwork is now being completed.

Councillor Castle advised that he attend the NCC meeting where this had been discussed and that it has been unanimously agreed.

Councillor Swinbank asked from what date this would take effect. The Town Clerk advised that this was from November 3rd but needed the legal documents to make it final. Councillor Swinbank felt it would be useful to speak to Denwick Parish Council.

c) 2017/18 Precept Arrangements

The Town Clerk advised that NCC need the precept figure from the Town Council by 27th January 2017. He explained that there was an increase of 52 in the number of Band D equivalent properties in Alnwick.

d) Proposed Removal of Phone Boxes

The Town Clerk reminded councillors that at the last meeting it was agreed to object to the removal of the two phone boxes in Alnwick and object to the closure of the phone box at Alnmouth Station. He reported that NCC had agreed to support the objections and were supporting 52 phone boxes being kept across Northumberland.

e) Highway and Transport matters

Councillor Swinbank took councillors through the update received from Margaret Robinson, Programme and Production Manager for NCC on the highways schemes being considered by NCC, in Alnwick:

1. Speed Reduction Measures

i) New gateway treatments to be provided to emphasise the approaches into Alnwick and highlight the 30mph speed limit. These are to be implemented on Clayport Bank, Denwick Lane, Alnmouth Road and South Road. This scheme has been designed and is being programmed for construction. Start date to be confirmed. NCC are investigating interactive signs as part of the scheme on Clayport Bank which is feasible if the Town Council agree to the future maintenance of the signs. Councillor Castle has suggested that he can contribute funds from his Members' Small Schemes allocation to fund the purchase of the signs.

ii) NCC has a policy to introduce 20 mph, where feasible, on streets next to schools. They are investigating the provision of 20 mph speed limits near the new high school and St Paul's RC Primary School. Suggestions had been made at the planning committee earlier in the evening which would be submitted to NCC. The Town Council had been asked for other potential 20 mph streets next to the schools.

2. Dropped Kerbs

To provide an accessible route to the new high school, dropped kerbs have been provided on Wagonway Road and Victoria Terrace.

3. Pedestrian Crossings

Two locations had been agreed for improved pedestrian crossings on South Road.

i) A puffin crossing will be provided just south of the Royal Oaks Estate access road.

ii) A zebra crossing is being investigated which may replace the existing pedestrian refuge on the northern leg of the Oaks roundabout where the existing pedestrian refuge is. Improvements will also be made on South Road to alleviate road safety concerns for children crossing on the route to school.

iii) A light controlled crossing will be investigated for Clayport Bank once further speed surveys had been carried out after the new speed reduction measures are in place.

4. Wagonway Road/South Road Junction - Pedestrian Improvements

Measures are being investigated to assist pedestrians in crossing this complicated vehicular junction arrangement.

5. Improved Streetscape - Town Centre

It is the intention to consult later this financial year on preliminary proposals for improved streetscape for the town centre. The initial proposals are likely to include providing more space for pedestrians on Narrowgate and part of Bondgate Within.

The above-mentioned proposals are the schemes that are being progressed in the current LTP Programme 2016-17.

Councillors comments:

Councillor S Allcroft was not sure about the use of 20mph zones as the existing one in Alnmouth was not being complied with. Councillor Swinbank explained that a fixed 20mph zone around the new high school site would be suggested as it was a community resource and would be used outside school times.

Councillor Symmonds reminded councillors that the decision on 20mph zones had been taken by the Planning Committee.

Councillor Castle said he supported the decision of the Planning Committee. He also advised that NCC were looking at the management of billboards etc and their effect on pedestrians and other footpath users. The Town Clerk advised that the Town Council had sent comments to NCC about the proposed guidelines.

Councillor Cairns said she would like to congratulate the working group on their work on the safe routes to school. She supported the decisions about the 20mph zones.

Councillor Swinbank thought that the suggested that the enforcement of the use of A boards needed to be a balance between the needs of businesses to advertise and the safety of pedestrians.

RESOLVED: To accept the updates.

C16/108 Minutes of Committees

Minutes of the Planning, Highways and Transport Committee Meeting (13th October 2016) were tabled for approval.

RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 13th October 2016 were agreed as a true record.

Minutes of the Finance & Policy Committee Meeting (20th October 2016) were tabled for approval.

RESOLVED: The minutes of the Finance & Policy Committee held on 20th October 2016 were agreed as a true record.

C16/109 Allotment Rents 2017/18

The Town Clerk advised that he had discussed the allotment rents with the members of the Allotment Working Group who had recommended an increase of £2 of full plots and £1 on half plots.

RESOLVED: To increase the allotment rents by £2 for full plots and £1 for half plots for 2017/18.

C16/110 Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
10 th Oct 25 th Oct 3 rd Nov	NALC enews	Available from Clerk on request
19 th Oct	NCC – Planning Training	Circulated to Planning Committee
27 th Oct	CAN news	Available from Clerk on request
31 st Oct	RBL - Thank you letter for donation to poppy appeal and for installation of plaque for Commonwealth War Graves at the cemetery	Noted
2 nd Nov	CVA – Details of Funding Fair at Seahouses on 30 th November	Available from Clerk on request
4 th Nov	Northumbria Healthcare – temporary changes at Alnwick maternity unit side to staffing pressures.	Circulate to councillors
8 th Nov	Post Office – letter notifying of changes to Wagonway Road post office	Verbal update given by Town Clerk

RESOLVED: To accept the correspondence.

C16/111 Feedback from the Community Safety Hub

Councillor Moore advised that there was no update.

RESOLVED: To note the feedback.

C16/112 Financial Matters - Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
HMRC	£3,433.88	£0.00	Tax/NI payment for October
Wages Account	£8,000.00	£0.00	For wages & pension contributions for Nov 2016
Jason Gallagher	£190.00	£0.00	Logos/Lettering for Council van
Electratest (UK) Ltd	£54.00	£9.00	PAT Testing – Cemetery
Electratest (UK) Ltd	£54.00	£9.00	PAT Testing – Fenkle Street
Streetscape	£3,225.60	£537.60	Swansfield park play area – extension to Wetpour area
W R Batey	£299.72	£39.12	Glass storage boxes £60.11, Viking stationery £106.39, Florescent light tubes for cemetery store £11.30, Postage £55, Remembrance Day Refreshments £66.92
Fife Plant Hire	£109.80	£18.30	Cemetery materials
Royal Mail Group	£27.06	£4.51	Prepaid postage – business questionnaire
C Bowden	£1,060.00	£0.00	Pointing on cemetery and 2 new water pot holders
Glasdon	£1,929.66	£321.60	New seat & 2 new bins (£917.86 received from our insurer to cover seat cost)
NCC	£2,343.60	£390.60	3 additional grass cuts
Sintons LLP	£2,425.64	£405.94	Legal costs for cemetery consecration of new area
Standard Life	£400.05	£0.00	Employer Pension Contribution April – Sept for J Pibworth
NFU Mutual	£1,092.49	£0.00	Employer Pension Contribution April – Sept for W R Batey

J Pibworth	£83.74	£13.96	Plants for natural burial area
NCC	£100.80	£16.80	3 new cemetery gate signs
Azure Printing	£155.11	£0.00	Remembrance Day Orders of Service (600)
Sutcliffe Play	£10,986.00	£1,831	Allerburn Lea play area – new equipment
St James Centre	£40.00	£0	Room hire
James McLean	£627.26	£104.61	Tools & equipment including Leaf blower and hedge trimmer
Royal Mail	£112.80	£18.80	Response Licence Fee
Depot Hire	£864.00	£144	Skip hire for allotment tidy up
Grannies	£75.00	£0	Refreshments for Remembrance Day
TOTAL	£37,690.21	£3,864.84	

In addition, the Town Clerk asked councillors about the donation to the band for their involvement in the Remembrance Day Service and Parade and the church helpers. The previous year the donation to the band was £150 and a £25 voucher to each of the three church helpers. Councillors agreed to pay the same in 2016.

The following payments were now paid by direct debit and were reported for information:			
BT	£53.80	£8.97	Phone Bills Cemetery and Cemetery Lodge
BT	£55.70	£9.28	Phone Bill Fenkle Street
npower	£11.22	£0.60	Cemetery Store paid 8 th November
NEST	£346.30	£0	Employer Pension Scheme contributions for October (paid 15 th November)

RESOLVED: To approve and authorise the above payments amounting to £37,690.21, ii) To approve Remembrance Sunday payments of £150 to the band and £75 in total to the church helpers and iii) To note the direct debit payments of £467.02

C16/113 Any Other Urgent Business

Councillor Edge advised that there was a new group in Northumberland for Refugees and Asylum Seekers and that as part of the integration there was a meeting on December 3rd in Morpeth.

Councillor Broom asked if all committee meetings could be moved from the Mechanics Institute to St James's. The Town Clerk advised that he would add to an appropriate agenda in December. Councillor Harrington asked if the night of the meetings might be changed instead.

Councillor Symmonds reminded councillors that the next North Area meeting was on Monday November 14th at 6pm at St James's Centre in Alnwick.

The Town Clerk advised councillors that there was an A1 consultation event on November 18th in the Northumberland Hall, Alnwick.

The meeting closed at 8.40pm.