

**Minutes of the meeting of the Council held on
Thursday 9th November 2017
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

- Present** Cllrs A Symmonds, S Allcroft, P Broom, G Castle, P Edge, A Fletcher, B Grisdale, M Harrington, J Humphries, G Mavin, R Moore, S Patience, M Swinbank and G Watson.
- In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; Lisa Bellamy & Tony Smith from Alnwick Friends of the Earth for Item 4. and Sue Gilbertson from HospiceCare North Northumberland for Item 5.
- C17/111 Questions from the public**
None.
- C17/112 Apologies for absence**
Cllrs Wearn and Westendarp.
- C17/113 Declarations of Interest**
Councillors Castle and Moore declared a non-pecuniary interest in NCC matters and Councillors Edge, Patience and Swinbank declared a non-pecuniary in Item 4, Presentation by Friends of the Earth.
- C17/114 Presentation – Air Quality in Alnwick by representatives of Friends of the Earth (Lisa Bellamy & Tony Smith)**
Lisa Bellamy (LS) gave feedback from the Air Pollution monitoring that Friends of the Earth (FoTE) have undertaken by using diffusion tubes during June/July 2017. She explained that air pollution was caused by smoke and carbon dioxide and that the main cause of air pollution today is traffic.
- She reported that monitoring tubes had been used to collect readings at 10 locations around Alnwick. After calibration the readings ranged from the lowest at 16.24 micrograms per cubic metre at Greenwell Lane Car Park to 37.55 micrograms per cubic metre at the roundabout onto the A1. The other readings were between these two figures and were all under the national legal limit of 40 microgram per cubic metre.
- She added that Northumberland County Council had a strategic duty of care to monitor air quality which they do at the War Memorial in Alnwick.
- She explained that to improve the situation petrol and diesel cars should be phased out by 2040 and the local authorities needed to have a Clean Air Fund available.
- She reported that potential actions could include:
- Aim to get the number of vehicles reduced
 - Encourage walking and cycling
 - Introduce park and ride schemes
 - Install more electric charging points
 - Extend bus services

Councillor comments

Councillor Allcroft advised that she had been an Environmental Manager when Diesel cars had been preferred as these were thought as good practice. She also advised that it had taken some time to get an existing electric charging point repaired. She felt that Northumberland needed an infrastructure put in place regarding electric charging.

Councillor Castle thought that the data was very valuable. He felt that it could be made easier to walk and cycle. He was also very pleased to hear the information about diesel vehicles.

Councillor Watson asked why the data had been adjusted. LC advised that this was due to the types of tubes being used and that all data collected around the country was calibrated.

Councillor Broom said he was intrigued by the results which had all been taken at locations where traffic stops. He felt these could be improved by improving traffic flow. He was surprised with the readings taken outside the Co-Op in Victoria Road.

Councillor Symmonds thanked Lisa and Tony for the presentation.

C17/115

Presentation – An update from HospiceCare North Northumberland (Sue Gilbertson)

Sue Gilbertson (SG) issued a handout with statistics for April 2016 to March 2017.

Hospice at Home Services - 110 new referrals and had delivered 7,461 hours of home services.

Bereavement Services – 53 new referrals and delivered 385 (1-1.5 hour) appointments.

Carer Respite Service – delivered 563 hours of day care support and 3,431 hours of overnight care support.

End of Life Dementia Project – being funded by two Charitable Trusts.

Funding - HospiceCare need to generate over £525k in 2017/18 and that only 7.5% of this comes from the NHS

She reported that the Hospice at Home was still their core business and continues to grow. People are living longer with life limiting illnesses.

Volunteers are used to give respite care and they are currently looking at taking the Hospice services out into the wider rural area including the Cheviot Centre in Wooler.

The Hospice is promoted as a community service.

Dementia is growing at an alarming rate and that by 2030 the number of people with Dementia will have tripled.

The challenge is to enable people to live longer with their illnesses. They are currently going around all the care homes doing training to carers. She added that Dementia sufferers do not get the same level of End of Life care as other people. Dementia UK have contacted HospiceCare with the view to employing an Admiral Nurse.

Bereavement Services growing year on year and they are looking at developing the skills of their volunteers to help in this area.

She reported that HospiceCare are also getting more referrals from Acute Hospitals to look after people who want to die at home.

Councillor Symmonds asked if there was an Early Dementia Detection Team in Northumberland. SG advised that there was and that most of the money was being pushed to support that area.

Councillor Moore asked how HospiceCare raised such a large amount and whether the amount from the NHS had increased. SG advised that there had been no increase in the amount of funding from the NHS. She explained that HospiceCare had an amazing fund-raising team and that the level of community support had increased.

Councillor Mavin asked if there were projections on the amount of money needed for the next financial year. SG said it would be challenging as people need more home services.

C17/116 Mayor's Report

The Mayor gave his report to councillors.

October 24th was a multi lingual day as he learnt to say 'welcome' and 'eat' in 5 languages, including English, as the Town Council played host at a Civic Reception for pupils as part of the Erasmus Project. KS3 students from the Duchess's school, have been for the past 2 years collaborating on this unique and ambitious Erasmus+ project with schools from France, Germany, Spain and Italy with two main objectives: breaking geographical, cultural and social frontiers and creating a movie (which will be out in 2018) with the dialogue in five languages, and choreography, music and costumes all created by middle school students. The English part of the movie was filmed in Alnwick at Barter Books, The Willowburn Leisure Centre, The Dirty Bottles, The Playhouse, The Origami Café and the Alnwick Garden.

This was then followed by a concert at the Playhouse.

On **November 3rd** the Mayor had been delighted to be present at Bailiffgate Museum for the opening of their exhibition and the celebration of the publication of the Civic Society's book "Some Alnwick Heritage Heroes."

Having had the chance to read the publication he congratulated the Civic Society on a first class publication.

He gave Councillors reminders for their diaries:

Remembrance Sunday is on November 13th at St Paul's Church at 2.30pm.

Blue Plaque unveiling is on November 16th at 2.30pm. Meet outside Specsavers.

Christmas Lights switch on is on November 17th in the Market Place from 6.30pm.

Lantern Parade is on November 18th and starts at Alnwick Garden at 5.15pm.

Civic Carl Service is on December 13th at St Michael's Church at 6.30pm and will feature Bailiffgate Singers and pupils from St Paul's Primary School. Readers will be from Alnwick Talking Newspapers, the Mayor's Charity.

C17/117 Minutes of the Last meeting

The minutes of the Full Council meeting held on 12th October 2017 were tabled for approval.

RESOLVED: The minutes of the meeting held on 12th October 2017 were agreed as a true record.

C17/118 Matters Arising

None.

C17/119 Alnwick and Denwick Neighbourhood Plan – Monitoring and Review

Councillor Swinbank reported the comments of the Planning Committee earlier in the evening:

The 'made' Alnwick & Denwick Neighbourhood Plan (ADNP) needed to be reviewed and

monitoring along with the Community Action Proposals (CAP's). This needed to be done in 3 parts:

Review of the Plan - the ADNP states that it should be subject to periodical reviews which are particularly important when the revised Northumberland Core Strategy is issued, as the two documents should work together. Any changes made to the ADNP following the review, would then need to go through the same stages as the original plan i.e. Consultation, Independent Examination and Referendum.

The first review of the Plan should take place when the new Core Strategy is approved, which could be in two years' time. The Town Council should make every effort to ensure that the revised Core Strategy sits well alongside the ADNP.

Monitoring the Plan - during any 12 month period around 70 planning applications are considered by NCC, within the ADNP Area. Nearly all planning applications will have relevant policies in the Plan.

To judge how effective the plan policies are and how they are being applied by NCC, he would suggest that all planning decisions are monitored to review if they were made in accordance with the policies in the ADNP. This would be undertaken by Town Council officers and a report submitted to the Annual Meeting of the Council.

Monitoring the Community Action Proposals

The Community Action Proposals (CAP) do not form part of the statutory plan, but are issues that the Town Council and partners wanted to address. Each CAP has a lead body and project partners. Important partners listed include Alnwick Town Council, Denwick Parish Council, Northumberland County Council, Northumberland Estates, Alnwick Civic Society, Alnwick Town Team and Alnwick Chamber of Trade.

The ADNP process was undertaken through a Steering Group; their terms of reference were to take the plan through to approval, which has now been done. The Steering Group was made up from representatives of Alnwick Town Council, Denwick Parish Council, Northumberland County Council, Northumberland Estates, Alnwick Civic Society, Alnwick Area Friends of the Earth, Alnwick Chamber of Trade, Local Living, Gallery Youth, The Freeman of Alnwick plus an individual specialising in local transport.

It was suggested that the Steering Group be reconvened, quarterly, with new Terms of Reference: to monitor and review the Community Action Proposals and produce an annual report for the Council and provide their annual report for the Annual Meeting of the Council.

The Recommendations from The Planning Committee were outlined and discussed and minor changes suggested.

Councillor Castle advised that NCC's Core Strategy was expected to be out for consultation after Christmas and would then have weight after summer 2018.

Councillor Patience felt that recommendation c) needed to reflect having interested parties as part of the group which meets to review the wider plan.

The Town Clerk reminded councillors that the Community Action Plans (CAPs) in the Neighbourhood Plan did not form part of the 'made' document so needed to be reviewed separately. He added that the Town Council prioritise the priorities each year.

Councillor Mavin felt that other partners needed to do the same and review the actions where they were identified as the Lead Partner. The Town Clerk said he was not sure that other organisations would do this and that the steering groups could do this.

RESOLVED:

- a) To undertake the first review of the ADNP when the Northumberland Core Strategy is approved, or earlier if necessary.**
- b) That officers monitor planning decisions in the ADNP area to determine if decisions are in line with Plan policies, and produce an annual report to the Council.**
- c) That a ADNP Steering Group is convened to monitor and review Community Action Proposals and produce an annual report to the Council**

C17/120

Update on County Council Matters (Councillors Castle and Moore)

Councillor Moore reported that he had spoken to the portfolio holders for ARCH and Active Northumberland.

Arch had been the subject of a review and that several issues had been found and the police had been called in. They continue to provide services in Alnwick and the outcome of the review should soon become public and will have no impact on ARCH tenants in Alnwick.

Active Northumberland the outcome of the on-going review is awaiting presentation to the Active Northumberland Board. Further feedback will be given at the January 2018 Town Council meeting following this presentation.

Councillor Castle gave an update on The Playhouse, office accommodation and Duchess's High School.

Playhouse deal is very close to being finalised. He confirmed that the Tourist Information Centre (TIC) and the Library will move into the building.

Alnwick Accommodation accommodation for NCC Members and Town Council Officers and Councillors in the Greenwell Lane building was still being progressed.

Duchess's High School Taylor Drive will be adopted as soon as possible. The lights will be switched on that evening. Cycleway – issue with the steepness of the end of the site.

Councillor Patience asked if surgeries would be run. Councillor Castle advised that the idea of being able to use Greenwell Lane was to be able to offer surgeries.

Councillor Moore added that if the Greenwell Lane building was not sorted out by January 2018 then alternative accommodation would be sought.

Councillor Moore advised that residents could always be visited at home which he had done a number of times.

Councillor Broom reported that there a large amount of litter on and around the school site. Councillor Symmonds advised that this should be reported to the headteacher.

Councillor Castle reported that the 30mph on Shilbottle Road was progressing.

He also reported that a new project called The Hive was now running at Alnwick North Community Centre two days per week. It was based on a similar project in Newsham.

Community Chest Councillor Moore reported that the 1st round of the Community Chest, which ended at the end of September, had allocated £57,500 to North Northumberland. £125k had been requested and 6 projects in Alnwick, including the bike track, had been awarded grants. Because of the high number of applications, a 2nd round will no longer be available in 2017/18 and the next grant application round will be in May 2018.

Old DCHS site Councillor Castle reported that due to there being some social disorder NCC were considering putting a steel fence around part of the site. He added that the Police were aware.

RESOLVED: To accept the updates.

C17/121 Progressing priority schemes in the town

The Town Clerk issued a summary sheet to councillors listing Town Council priorities (agreed by Committee Chairs) for consideration. He asked them to number their top 3 priorities 1 – 3 (in order) so that councillors can be allocated to working groups based upon their priorities.

It was agreed to change the wording on one priority from 'empty shops' to 'empty premises'.

Councillors were asked to complete the sheets and return them.

RESOLVED: To accept the priorities, as amended, and set up working groups to progress them.

/122 Minutes of Committees

Minutes of the Planning Committee Meeting (12th October 2017) were tabled for approval. Councillor Watson requested an amendment to his comment about yellow lines which was agreed.

RESOLVED: The minutes of the Planning Committee meeting held on 12th October 2017 (with one amendment) were agreed as a true record.

Minutes of the Finance & Policy Committee Meeting (19th October 2017) were tabled for approval.

RESOLVED: The minutes of the Finance & policy Committee meeting held on 19th October 2017 were agreed as a true record.

C17/123 Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
Oct & 25 th Oct	NALC -enews	Circulated to Councillors
18 th Oct	NCC – Who's who - Local services	Available from the Clerk on Request
24 th Oct	Anne Marie Trevelyan MP – condition of vacant shop units Robert Adam Court (i)	Following up with Developer
31 st Oct	CAN - News	Circulated to Councillors
17 th Oct & 25 th Oct	NALC -enews	Circulated to Councillors
31 st Oct	James Matthewson regarding the condition of the bus station	Councillors to note
4 th Nov	Civic Society thank you letter	Councillors to note

- (i) The Assistant to the Town Clerk confirmed that the Town Council had requested an update from the developer.
- (ii) Councillor Castle said he was concerned about the proposed petition as it implied that the Town Council were doing nothing which was incorrect as this was being progressed with the owners and tenants. Councillor Watson was also concerned that it may muddy the waters.

RESOLVED: To receive the correspondence.

C17/124 Financial Matters**a) Payments**

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
St James's Church Centre	£66.00	£0.00	Room Booking 26/10 - Training
James N McLean	£100.06	£16.68	Assorted Tools
JS Lunn & Son	£640.80	£106.80	Resurface Dragon Seat in Market Place
NCC	£2,343.60	£390.60	3 additional grass cuts
WR Batey	£24.90	£4.15	Refreshments Erasmus Civic Reception
The Farm Cakery	£200.00	£0.00	Buffet Erasmus Civic Reception
Northumberland Estates	£100.00	£0.00	Bike Track Lease
NCC	£9,858.73	£0.00	Payroll Sept 17
Argyle Planning Consultancy Ltd	£450.00	£0.00	Neighbourhood Plan Training
Royal Mail	£114.00	£19.00	Response Service Licence
CPS	£390.00	£65.00	Stage Parts
Panel Systems	£190.08	£31.68	Stage Parts
W R Batey	£526.26	£87.79	Printer cartridges
Azure Printing	£198.00*	£0.00	Remembrance Sunday Order of Service
TOTAL	£15,202.43	£721.70	

* Indicates LGA 1972 s137 Expenditure (Total £198).

The Town Clerk also advised that he would like to make two payments associated with Remembrance Sunday, prior to the next meeting. The first to Grannies for the refreshments for £100* and the second to the Band for £150*. (both S137 expenditure)

The following invoices were paid by direct debit & were reported for information:			
BT	£35.70	£5.95	Fenkle Street Office (paid 22nd Oct)
BT	£54.46	£9.08	Cemetery Office (paid 28th Oct)
NEST	£560.43	£0.00	Pension payments Oct 2017
npower	£15.70	£0.75	Cemetery Store (paid 27th oct)
O'Brien	£82.56	£13.76	Trade Waste Cemetery Oct

RESOLVED: To approve and authorise the above payments amounting to £15,452.43 and to note the direct debit payments of £748.85.

b) Bank reconciliation & Income and Expenditure Account

The Town Clerk issued the Bank Reconciliation sheet (quarter 2) and Income and Expenditure Account sheets. He reported that the bank reconciliation for the 2nd quarter (July to Sept 2017) had been reviewed and balanced. He reported Income at £288,839 and Expenditure at £150,718, on the Income & Expenditure Account.

RESOLVED: To approve the Bank Reconciliation and Income and Expenditure Account.

C17/125 Any Other Urgent Business

Councillor Mavin reminded councillors that the next Business Network meeting was on November 21st at St James's Centre and they everyone was welcome to attend.

Councillor Symmonds reminded councillors that he would be hosting festive drinks after the Full Council meeting on December 14th.

The meeting closed at 9.13pm.