

**Minutes of the meeting of the Council held on
Thursday 8th February 2018
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

Present Cllrs A Symmonds, G Castle, P Edge, W Grisdale, M Harrington, G Mavin, R Moore, S Patience, M Swinbank, G Watson and C Westendarp.

In attendance J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; Jane Mann and Mal Graham, Bailiffgate Museum.

C17/158 Questions from the public
None.

C17/159 Apologies for absence
Cllrs. Allcroft, Broom, Fletcher, Humphries, McDougall and Wearn.

C17/160 Declarations of Interest
Councillors Castle and Moore declared a non-pecuniary interest in NCC matters.
Councillors Edge, Patience and Swinbank declared a pecuniary interest in Item 10.
Bullfield Community Orchard Play Area Lease.

C17/161 Update presentation from Jane Mann, Bailiffgate Museum
Mal Graham (MG) gave an update on the summer exhibition at the museum – Batteries Not Included which was a celebration of toys, games and pastimes and which runs from March 15th to September 2nd. He also reported that there would be a Teddy Bears Picnic on April 21st.

He advised that the museum had a new family ticket which cost £25 giving free entry for 2 adults and 3 children for a whole year.

MG explained that the museum also had an 'Adopt an Object' project enabling individuals and businesses to adopt an object in the museum for a year.

Jane Mann (JM) advised that on Residents Open Day on March 10th entry would be £1 for adults and free for children.

JM explained that the museum had received a grant in 2012 to modernise the museum. She advised that as the original remit of the museum was to cover the Alnwick District area the museum is now including Alwinton and surrounding areas. The museum is working on the production of an Out of Town Museum (OOT) which will be a touring exhibition dedicated to preserving the heritage of the communities of the upper Coquetdale and the Cheviot fringe. The project will include recording stories and local dialects. The museum is applying for Heritage Lottery Funding to sustain the project.

Councillor Symmonds felt it was important to do this as many of the stories about WWI had been lost.

Councillor Mavin asked if the project was being supported by Local History Societies. JM advised that it was being supported by Parish Councils, churches and U3A groups.

Councillor Castle said it was a fascinating update. He advised that Harry Henderson had done recordings from the Duke's School old boys.

C17/162 Approve Minutes of the Last meeting
The minutes of the Full Council meeting held on 11th January 2018 were tabled for approval.

**RESOLVED: The minutes of the meeting held on 11th
January 2018 were agreed as a true record.**

C17/163

Matters Arising including Office Accommodation and Car Parking

17/147 Office Accommodation The Assistant to the Town Clerk gave councillors an update on the proposed new Town Council accommodation in Greenwell Lane. She reminded councillors that the new accommodation would give officers and councillors four times as much space as they currently have including a small meeting area. NCC advised in January that the apportioned annual costs to the Town Council would be £13,750 (based on rent, service charge, business rates, utilities, cleaning and repair & maintenance). NCC also explained that NCC's lease on Greenwell Lane expires in November 2020 so we cannot confirm arrangements beyond that date.

The Town Clerk advised NCC that this figure was above the budgeted figure and advised that the overall price was higher than we were expected and asked NCC for options to get this closer to the budget figure of £10k. NCC have confirmed that if the small room adjoining the larger space was removed from the agreement the cost would reduce the annual charge to £10,800.

The Town Council have confirmed that they would get BT to put an extra line in rather than use NCC IT and phone systems. The Town Clerk has asked NCC to seek Landlords approval for our occupation and the additional phone line, which we are awaiting.

Councillor Edge asked if there was somewhere in the new building to display what the Town Council did.

Councillor Symmonds advised that he had asked the Town Clerk to produce an end of year report to issue.

Councillor Patience said that as it was a public building the Town Council should find some way of promoting what the Town Council did.

Councillor Castle advised that all Town Councillors would be able to access Greenwell Lane and that there would no problem showing what the Town Council do.

17/150 Loan to Alnwick Town Football Club The Assistant to the Town Clerk advised that the Town Clerk had met with Peter Hatley, Chairman of Alnwick Town Football Club Juniors, and are still in discussion about the loan requirements.

17/151 Pharmacy Needs Assessment The Assistant to the Town Clerk advised that the consultation document had been reviewed and that no comments were felt necessary.

17/152 Car Parking Study Findings The Assistant to the Town Clerk advised that, following meetings with County Councillors and NCC Officers a draft Car Parking Action Plan had been produced and circulated to councillors. Following councillor feedback the draft plan was amended slightly and a final version submitted to NCC and is awaiting their comments. She issued the final Action Plan to councillors.

17/153 Review of Constitution The Assistant to the Town Clerk reminded councillors that the review meeting was February 27th at the Mechanics Institute at 7pm.

17/154 Correspondence – Coach Friendly Status The Assistant to the Town Clerk advised that the Project & Funding Officer was currently working on the application.

C17/164

Mayor's Report

The Mayor reported that he had attended the North Area Council meeting in January. He would be attending February's meeting, which was in Alnwick, at which he proposed to ask a question about the amount of yellow development signs around the town.

C17/165 Update on County Council Matters (Councillors Castle and Moore)

Councillor Castle confirmed that NCC would in future charge for road closures which was to cover the cost of legal advertising in the press. He confirmed that there would no charge for Remembrance Sunday and that in the first year there would be a 50% reduction.

Councillor Castle reported that he had received an email from a resident about some of the trees in Greenwell Lane car park being cut down. He confirmed that the trees were on NCC land but had been removed by Northumberland Estates. He advised that he had asked the relevant portfolio holder to look into the matter.

Councillor Mavin felt that Northumberland Estates should be asked who had given permission.

Councillor Symmonds felt the Town Council should write to Northumberland Estates to give the Town Councils concern about the lack of notification of the work and to ask for an explanation.

Councillor Castle later advised that the approval for the removal of the trees had been given by NCC's Strategic Estates Team.

Councillor Watson felt it would have been courteous to notify the Town Council about the works.

Councillor Moore advised that Councillor Cath Homer, NCC portfolio holder for Leisure, Culture and Arts was involved in the Great Exhibition of the North 2018 and would come and talk to the Town Council. He advised that all portfolio holders were happy to come to talk to the Town Council.

Councillor Moore advised that he would be holding surgeries in Alnwick at 10am on the 2nd Saturday in each month at the Conservative office in Bondgate Without.

Councillor Grisdale asked if there was an update on the County Council's Council Tax. Councillor Castle confirmed that this was going to Cabinet on February 21st. Councillor Grisdale asked if, following the reinstatement of parking charges at Druridge Bay, if parking charges were being put back anywhere else? Councillor Castle advised that it was up to Town and Parish Councils to ask for car parking charges to be reinstated and that NCC would not impose these anywhere.

RESOLVED: To accept the update.

Councillor Castle left the meeting.

C17/166 Possible Section 106 priorities for current planning applications

Councillor Swinbank gave an update on the Section 106 document which had been circulated to councillors and which had been discussed at the Planning Committee Meeting earlier that evening. He reminded councillors that the Town Council are not involved in Section 106 discussions but as there were some large planning applications it was felt an appropriate time for the Town Council to make comments and suggestions to be considered if applications are approved.

He advised that the following amendments /additions to the document had been suggested by the Planning Committee:

17/04143/FUL Windy Edge – Housing application for 270 houses (87 full application and 83 outline permission)

b) Provision of new bus shelters

- Two new bus shelters and bus laybys, where possible, are required at bus stops (one on either side of Alnmouth Road) to serve the estate.

17/04374/FUL Willowburn Retail Park (Willowburn Avenue/Taylor Drive)

a) Walking and Cycling infrastructure improvements

and c) providing a footpath on the southern side of Willowburn Avenue running from the Rugby Club entrance past the proposed pedestrian crossing point to a new safe crossing point of the Weavers Way side of the St James's roundabout.

To provide a safe crossing point at the Barter Books end of Wagonway Road.

c) Bus Service Improvements

Bus service enhancements to provide a subsidised and more frequent service to the town centre are required.

RESOLVED: To agree the amended Section 106 priorities for Windy Edge housing development and Willowburn Retail Park and submit to NCC Officers.

Councillor Castle re-joined the meeting.

Councillors Edge, Patience and Swinbank left the meeting.

C17/167 Bullfield Orchard Play Area Lease

The Project and Funding Officer reported that he was working with Bullfield Orchard Group on a proposed new play area which will be maintained, inspected and insured by the Town Council. Updates on the new play area have been given at Recreation & Amenities meetings. The Town Council will take a sub-lease for the actual site of the play area and this is now ready for signature.

RESOLVED: To agree to sign the Bullfield Community Orchard Play Area sub-lease.

Councillors Edge, Patience and Swinbank re-joined the meeting.

C17/168 Consideration of marking the grave of William Davison

The Assistant to the Town Clerk reminded councillors that this was raised at the last meeting by Councillor Watson. It was felt that after the Blue Plaque to mark his workplace it was requested that the Town Council mark his grave which currently has no headstone. She advised that as the grave was over 100 years old it had reverted back to Town Council ownership. She asked if councillors felt it was appropriate, given the importance of his work in the town, to mark the grave.

Councillor Grisdale asked how much this was likely to cost. The Assistant to the Town Clerk advised that a full headstone was around £825 and a small grave marker in the ground around £150.

Councillor Watson advised that he only anticipated a grave marker being installed not a full headstone. He felt that a budget of £200 should be set.

Councillor Patience asked if a tree could be planted as well. The Assistant to the Town Clerk advised that the recent tree survey had identified 5 trees which would be felled and that one of the replacements could be sited near Davison's grave.

Councillor Symmonds felt the details should be discussed by the Cemetery Committee.

RESOLVED: To allocate a budget of £200 to mark the grave of William Davison in Alnwick Cemetery, including a tree.

C17/169 Update on a) Town Team and b) Business Forum Meeting

a) Town Team

The Project & Funding Officer gave an update from the January and February Town Team meetings:

Northumberland Hall Banners will not go ahead as NCC Property Services will not permit them. Town Team will decide on alternative uses for the banners budget of £2,500.

The proposed arch in Column Field - Chamber of Trade are working with Duchess Community High School with a view to students coming up with different designs.

Burns Night supper on Friday 26th January raised £2,500 funding towards the proposed sensory garden.

Tenantry Column lights – as owned by Northumberland Estates any repairs and reactivation will be their responsibility.

Elizabeth Jones will step down as Chair of AiB in March so in future Eileen Blakey will represent AiB.

The Chamber of Trade are producing a Food and Drink Leaflet which will have 30 Alnwick food and drink outlets on it including The Alnwick Garden Tree House. Goes to print next week and will be distributed at the Tourism Fair next month.

Aln Valley Railway - applied for European funding for the construction of a multi-user (walking and cycling) trail on the track bed between Alnwick Lionheart AVR station and Alnmouth railway station. The Town Council has sent in a letter of support.

Great Exhibition of the North – is being led by Newcastle/Gateshead Initiative and will be a programme of events to reveal how the North of England's great art, culture, design and innovation has shaped all our lives and is creating the future. Will include "Alnwick Days" on August 11th and 12th, to coincide with the end of the Music Festival.

b) **Business Forum Meeting**

The Project & Funding Officer advised that the next Business Forum meeting was on Tuesday February 20th at Arcinova. Guest speakers will be Paul Ryan, Finance Director at Arcinova, and Sir John Hall.

Paul will present to the Networking Forum on his fifteen years' experiences as an entrepreneur in the North-East of England and how he has grown Arcinova. Sir John Hall will speak about how he got started in business became a developer of national renown, and will also offer his thoughts on how market towns like Alnwick can effectively tackle the loss of much of its retail trade to nearby and regional retail parks and to internet shopping

RESOLVED: To receive the updates.

C17/170 Minutes of Committees

Minutes of the Planning Committee Meeting (11th January 2018) were tabled for approval.

RESOLVED: The minutes of the Planning Committee meeting held on 11th January 2018 were agreed as a true record.

Minutes of the Cemetery Committee Meeting (18th January 2018) were tabled for approval.

RESOLVED: The minutes of the Cemetery Committee meeting held on 18th January 2018 were agreed as a true record.

Minutes of the Recreation & Amenities Committee Meeting (25th January 2018) were tabled for approval.

RESOLVED: The minutes of the Planning Committee meeting held on 25th January 2018 were agreed as a true record.

C17/171

Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
19 th Jan	Councillor Castle – re voluntary snow clearance	Referred to Recreation & Amenities Committee (i)
23 rd Jan	Freedom of information request regarding Town Councillor political party membership	Information supplied (ii)
25 th Jan	NALC e-news	Available from Clerk on request
25 th Jan	Data protection registration renewal confirmed	To note
30 th Jan	CAN News	Available from Clerk on request
31 st Jan	NALC e-news	Available from Clerk on request
2 nd Feb	NCC – notification of relaying microsurfacing on Denwick Lane in Spring 2018	To note (iii)
6 th Feb	NALC e-news	Circulated to councillors

- (i) The Assistant to the Town Clerk advised that the Recreation & Amenities committee had agreed that the Town Council would contact NCC Officers to review the gritting routes and location of grit bins in Alnwick. It had also been agreed to investigate other snow clearance schemes around the county.
- (ii) The Assistant to the Town Clerk advised that information had been supplied based on the details in the Declarations of Interest held on the NCC website.
- (iii) The Assistant to the Town Clerk advised that during the resurfacing works undertaken recently in Denwick Lane the wrong type of material had been used and as a result the surface needed relaying. The contractor had admitted liability and will cover all costs involved. The resurfacing is due to be done in Spring 2018.

RESOLVED: To receive the correspondence.

C17/172

Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
D Orange	£350.00	£0	Tree survey Cemetery
C Bowden	£1000.00	£0	Cemetery wall pointing
T Kirton	£23.00	£3.83	Printer cartridge
W R Batey	£26.88	£0	Postage
Bill Grisdale	£102.80	£0	Lecturn map Bondgate Within
NCC	£108.60	£0	Northumberland Hall – Remembrance Sunday

Michael Grey	£978.00	£163.00	Fingerpost painting
James McLean	£95.68	£15.95	Materials and tools
TOTAL	£2,684.96	£182.78	

* Indicates LGA 1972 s137 Expenditure (Total £0).

The following invoices were paid by direct debit & were reported for information:			
BT	£58.13	£9.69	Phone Bill Cemetery paid Jan 26 th
BT	£38.52	£6.42	Phone Bill Fenkle Street paid Jan 22 nd
Northumbrian Water	£47.79	£0	Water Cemetery tap (5 months) paid Feb 5 th
Northumbrian Water	£227.44	£0	Water Cemetery/Cem Lodge (5 months) paid Feb 5 th
NEST	£553.10	£0	Employer pension scheme contributions for January
British Gas	£19.97	£0	Gas Boiler Service/Safety certificate & HomeCare policy – Cemetery Lodge (Paid Jan 15 th)
O Brien	£82.56	£13.76	Trade Waste - Cemetery (Feb 12 th)

RESOLVED: To approve and authorise the above payments amounting to £2,684.96 and to note the direct debit payments of £1,027.51.

b) Bank reconciliation

The Assistant to the Town Clerk issued the Bank Reconciliation for Quarter 3 (to December 31st 2017). She confirmed that the Bank Account income matched the Cash Book and that the Bank Account Expenditure had been reconciled to the bank statements. She explained that the unrepresented cheque figure of £38,039.31 was high as many of the December grant cheques were not banked until the new year. The outstanding cheque figure as at February 8th had reduced to £2k.

C17/173 Any Other Urgent Business

None.

The public meeting closed at 8.50pm.

C17/174 PRIVATE AGENDA ITEMS

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 item of business, on the grounds that if members of the public were present during the discussion of this item 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 discussed was:

1. Preparation for the Willowburn Trading Estate planning application Public Inquiry.