

**Minutes of the meeting of the Council held on
 Thursday 12th April 2018
 in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

- Present** Cllrs A Symmonds, S Allcroft, L Aynsley, P Edge, W Grisdale, M Harrington, J Humphries, G Mavin, R Moore, S Patience, M Swinbank, G Watson and L Wearn.
- In attendance** W Batey, Town Clerk & Chief Officer; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; County Councillor Glen Sanderson and Paul Jones (NCC).
- C17/199 Questions from the public**
None.
- C17/200 Apologies for absence**
Cllrs Broom, Castle, Fletcher and Westendarp.
- C17/201 Declarations of Interest**
Councillor Moore declared a non-pecuniary interest in NCC matters. Councillor Patience declared a non-pecuniary interest in Item 8c. Playhouse Community Hub update.
- C17/202 Car Parking Action Plan – County Cllr Glen Sanderson and Paul Jones (NCC)**
Councillors were issued with the proposed Car Parking Action Plan from NCC.
Councillor Sanderson (GS) reported that there had been an informal Cabinet meeting on April 10th to discuss the outcomes of the car park surveys in the market towns.
He reported that many people had complained about the lack of parking and that actions needed to be put in place.
Paul Jones (PJ) reported that it had been useful having the consultations in putting the action plans together. He added that NCC needed to look at making better use of the car parking spaces that exist and the seasonal nature of Alnwick.

ALNWICK PARKING ACTION PLAN

The following table sets out the actions to be taken following the completion of the study report and stakeholder engagement. It describes the specific measures to be implemented with an indicative timescale. The County Council has allocated £10m in its Medium Term Financial Plan to fund a programme of improvements to parking provision in the county, which can be used to support the implementation of the proposed actions. The Action Plan will be reviewed annually.

Study Recommendation	Proposed Action	Timescale
Convert long stay to short stay parking	A1 – Convert 80 long stay spaces in Greenwell Road Car Park A to short stay 3 hours spaces.	Aug 2018
	A2 – Harmonise Greenwell Road Car Park D by converting the 4 hour bays to 3 hours to increase turnover.	Aug 2018

Review on-street parking provision	<p>A3 - Convert the short stay bays on Bondgate Within (outside Costa) from 2 hours to 30 mins to increase turnover.</p> <p>A4 - Provide additional on-street parking in Pottergate through changes to the existing Traffic Regulation Order to remove double yellow lines. Will require consultation with directly affected residents.</p>	<p>Aug 2018</p> <p>Oct 2018</p>
Increase off street car parking capacity	<p>A5 - Reduce overnight and long stay parking by residents and businesses by introducing a 24 hour maximum stay to all town centre long stay car parks.</p> <p>A6 - Investigate potential new car park sites at the old Duchess High School site and St Michael's school field.</p> <p>A7 - Liaise with the Alnwick Garden regarding their role in helping to relieve town centre parking pressure, such as better use of their own internal car parks by staff/volunteers and progress other joint initiatives to make best use of public and private car park capacity where appropriate.</p> <p>A8 - Investigate the feasibility of decking Greenwell Road car park D to provide an additional storey</p>	<p>Sept 2018</p> <p>Sept 2018</p> <p>On-going</p> <p>Sept 2018</p>
Seasonal time restrictions	<p>A9 - Consider the introduction of seasonal time limits in the summer months so that there is more short stay capacity in the town centre car parks during the peak tourism period.</p>	<p>June 2018</p>
Disabled parking spaces	<p>A10 - Address issue of problems caused by blue badge holders parking on the double yellow lines in Bondgate Within at Bailey's corner. Parked vehicles are preventing the safe operation of the junction.</p> <p>A11 - Undertake periodic review of disabled provision.</p>	<p>June 2018</p> <p>On-going</p>
Direction signage	<p>A12 - Review car park direction signage, particularly at the junction of Hotspur St and Greenwell Road to give drivers more information on the location of parking spaces in the town.</p>	<p>Review by June 2018</p> <p>Implement amendment by Oct 2018</p>
Enforcement	<p>A13 - Review parking zone map signage and clarify the status of the 'footpaths' on Bondgate Hill Cobbles. Any physical changes on the ground will require conservation input.</p> <p>A14 - Review parking signs and surface markings in the Market Place to ensure enforcement can be carried out.</p>	<p>Aug 2018</p>
Sustainable transport	<p>A15 - Investigate the feasibility of providing more EV charging points and cycle parking.</p> <p>A16 - Ensure new developments make suitable provision for public transport through the planning process, e.g. road layouts that facilitate local bus services.</p>	<p>Oct 2018</p> <p>Immediate</p>

	A17 - Continue to promote and provide infrastructure to encourage sustainable modes of transport through the Council's usual programmes, as a way of reducing demand for parking.	On-going
Consider reintroduction of parking charges	A18 - Periodically review the position and options for charging in light of progress being made to address issues in Alnwick	Dec
Summer Park & Ride	A19 - Commission a detailed options appraisal for a seasonal park and ride service with Alnwick Town Council and the Alnwick Garden during 2018, for consideration in summer 2019.	July 2018
Other	A20 - Resolve ownership issues and implement improvements to Roxburgh Place car park	Summer 2018
Monitor and Review	A21 - Monitor progress with the action plan and undertake a detailed annual review to evaluate its effectiveness and update and consider additional actions as appropriate.	Annually Nov to Dec

PJ reported that parking charges would not be reintroduced in Alnwick.

The Town Clerk advised that on January 31st the Town Council had submitted the Action Plan agreed at the January 2018 Full Council meeting. The proposed Car Parking Action Plan from NCC contained all the items submitted by the Town Council but with some adjustment to the timescales on a number of actions.

Councillor questions / comments

Councillor Patience felt that the timescale for the actions regarding Roxburgh Place car park were longer than hoped for. PJ advised that NCC needed to resolve ownership before any resurfacing could be undertaken.

Councillor Moore asked if the timescale for Action 5 could be brought forward from September 2018 to August 2018. PJ advised that all the towns needed to be done at the same time as Traffic Regulation Orders needed to be done as one activity.

Councillor Swinbank thanked Cllr Sanderson and Paul Jones for the work they had undertaken and for taking the Town Council's wish list forward. He felt that Action 15 (Cycle parking) could be undertaken fairly easily and asked if the Town Council could suggest suitable locations. GS asked that the Town Council to send their suggested location list him by email.

Councillor Humphries added his thanks. He asked about Action 10. Blue Badge holders parking on Bondgate Within. PJ advised that NCC could take action to stop anyone parking.

Councillor Gridale asked if there would be any changes regarding Enforcement or personnel. PJ advised that NCC are looking at changes that would ensure that Car parking Actions Plans can be implemented. GS added that NCC need to enforce the actions so are looking favourably at the budget.

Councillor Wearn asked if there was enough disabled parking in Alnwick. PJ advised that there were no particular issues.

Councillor Symonds thanked Cllr Sanderson and Paul Jones for their work and for attending the meeting to give an update.

RESOLVED: To endorse the Car Parking Action plan proposed by NCC.

- C17/203 Approve Minutes of the Last meeting**
The minutes of the Full Council meeting held on 8th March 2018 were tabled for approval.
RESOLVED: The minutes of the meeting held on 8th March 2018 were agreed as a true record.
- C17/204 Matters Arising including Office Accommodation and Car Parking**
None.
- C17/205 Mayor's Report**
The Mayor advised that he would be attending the inaugural meeting of North Northumberland Headway at Alnwick Garden. He also requested that Councillors encourage the community to propose people for Civic Awards.
- C17/206 Minutes of Committees**
Minutes of the Planning Committee Meeting (8th March 2018) were tabled for approval.
RESOLVED: The minutes of the Planning Committee meeting held on 8th March 2018 were agreed as a true record.
- Minutes of the Cemetery Committee Meeting (15th March 2018) were tabled for approval.
RESOLVED: The minutes of the Cemetery Committee meeting held on 15th March 2018 were agreed as a true record.
- Minutes of the Recreation & Amenities Committee Meeting (22nd March 2018) were tabled for approval.
RESOLVED: The minutes of the Recreation & Amenities Committee meeting held on 22nd March 2018 were agreed as a true record.
- C17/207 Updates**
- a) Willowburn Industrial Estate Public Enquiry – The Town Clerk reported that the Town Council had submitted a Statement of Case and that there was a copy on NCC's planning website. He advised that the Town Council had met with their legal team.
- He advised that the next step was a three-way meeting to discuss areas of agreement which would then not be focused on at the inquiry from which a Statement of Common Ground would be produced.
- He reminded councillors that the inquiry would commence on July 17th and was scheduled for 6 days.
- RESOLVED: To receive the update.**
- b) Narrowgate Designs for Pedestrian Safety – the Town Clerk explained that the Town Council had Narrowgate as their top of their Local Transport Priorities for the previous two years. He advised that NCC LTP 2018/19 allocated £100k to undertake a feasibility study and some construction.
- c) He explained that there were several options:
- a. Do nothing
 - b. Close Narrowgate to traffic from Bondgate Within to Fenkle Street
 - c. Give pedestrian priorities
 - d. Make the area a one-way system possibly up from Pottergate

Councillor Swinbank felt it was helpful that NCC are taking this forward as it had been a priority for some time. He felt it was important that it went out to consultation and that it would make the Town Centre safer.

Councillor Allcroft asked if all the shops had rear access. Councillor Harrington confirmed that they had access on both sides.

Councillor Watson explained that the last time this had been looked at the shopkeepers had not been keen. The Town Clerk advised that the Town Council had committed to making the area safer and that the feasibility study would provide useful information.

Councillor Watson advised that they would send through a copy of the previous work which had been done.

Councillor Mavin advised that shared space schemes were not considered safe and that NCC had withdrawn the shared space scheme in Morpeth and had not implemented them anywhere in the county.

Councillor Humphries asked if any seasonal footfall data had been collected and felt that another option would be to have seasonal closures.

Councillor Harrington felt that a mixture of schemes would prioritise safety and that one could include a covered area.

Councillor Symmonds asked councillors to consider the matter and send any comments to the Town Clerk by April 20th.

RESOLVED: To receive the update.

- d) Playhouse Community Hub – The Town Clerk explained that whilst the Town Council supported the idea of a Community Hub they had objected to the submitted plans due to the lack of space for the proposed services. He advised that he and Councillor Swinbank had met with NCC Senior Managers and that a further meeting was planned with Service Managers on April 16th at 9.30am at The Playhouse which other councillors could attend.

Councillor Swinbank explained that the Town Council were supportive of the redevelopment of The Playhouse, and supporting them financially, they had an issue with the number of services which were planned in the existing space. There was still information which was needed including how many books will the library have and where will the library van live. He felt that as Alnwick relied heavily on tourism many people would be affected.

He was unsure that an open plan layout all the services were compatible in the same space. He felt that NCC should host a public consultation event.

Councillor Swinbank advised that the work could still go ahead and that discussions could still take place.

Councillor Patience advised that the work on the Playhouse was due to start in September 2018.

Councillor Moore explained that as he sat on the Committee who will vote on the planning application he felt unable to comment.

Councillor Allcroft explained that she used the library and although she was disappointed in the reduction in the number of books in the library she could see the need for this. She asked if a consultation would work. Councillor Swinbank advised that he thought a consultation would work.

Councillor Edge felt that an explanation on how it would work would be helpful as looking at the plans they suggested cutbacks to services.

Councillor Symmonds felt that the Town Council needed to work to get the best library it could for Alnwick in the future.

Councillor Grisdale felt that Alnwick was lucky to still have a library as they had been closed in many towns and parishes.

Councillor Patience explained that The Playhouse Trustees had been asked to look at the shared space better.

RESOLVED: To ask NCC to undertake a consultation event in Alnwick to get public views on the three services proposed in The Playhouse.

- e) Bus Station Meetings – The Project & Funding Officer reported that the latest meeting between Morrison’s, Arriva, ATC officers / councillors, NCC officers / councillors and representatives of the Chamber of Trade had been held on 11th April. He reported that Morrison’s and Arriva will undertake repair and improvement works at the bus station, hopefully before the summer starts, but the works will depend upon the completion of the lease renewal between Morrison’s and Arriva and final approval of works by Arriva.

These planned works are:

- Jet washing of all surfaces
- Replacement or repair as necessary of roof slates
- Recladding of the underside of the bus station roof
- New, brighter and vandal proof LED lighting to discourage anti-social behaviour (cameras already fitted)
- Removal of all steel crush barriers, except the ones that run straight across the stands to prevent people walking straight onto the Bus Concourse.
- Repainting and re-landscaping (Alnwick in Bloom involved with re-landscaping)

He advised that the Bus Station Group is discussing with Morrison’s and Arriva further medium and longer term improvements and investments at the Bus Station and these will be reported in due course.

He reported that, following the Easter weekend when cleaning had not been undertaken, additional cleansing and bin emptying at the bus station is being looked into. This should provide to provide a litter sweep/clean on a Sunday and on Bank Holidays, which are not currently part of Arriva’s cleansing regime. This would ensure the Bus Station is cleaned and bins emptied every day of the week.

In addition it is expected that NCC’s Community Enforcement Officers will have a stronger presence in the bus station and will be enforcing against littering there.

RESOLVED: To receive the update.

C17/208

Updates from the County Council (Councillor Moore)

NCC would be looking at the car parking situation at Alnmouth Station with Lesbury Parish Council. He reported that more trains stop at Alnmouth than at Berwick and that currently parking is free.

Councillor Watson asked what would happen when the trains start running from Alnmouth to Alnwick. Councillor Moore advised that NCC had also been talking to Aln Valley Railway.

Councillor Moore advised that the next North Area Local Council meetings would be on April 19th and May 17th and would both be held in Alnwick.

RESOLVED: To receive the update.

C17/209 Constitution Review

The Town Clerk advised that the Constitution Working Group had met in February and had suggested the following amendments to the Constitution:

Section	Recommendation
Scope of Committees and Terms of Reference	Add Town Signage to Terms of Reference for Recreation & Amenities Committee
Petty Cash float Section 28	Amend the amount from £50 to £100 Replace Power of Well-being. With Power of Competence.
Approved Absence.	Add to Section 13 outlining the procedure for approved absence
Cross references and grammatical errors	Cross referencing and grammatical errors to be corrected.

RESOLVED: To agree the changes to the Constitution.

In addition, Councillor Allcroft had suggested a change in the timing of Full Council and Committee meetings. She suggested that Full Council had its own night with the meeting starting at 6.30pm. The Planning Committee would stay at 6.00pm but would be before Cemetery or Finance & Policy Committee meetings which would start at 7.15pm. She also felt that the changes would allow for more time on presentations at Full Council meetings, shorten the evenings for councillors / staff and allow councillors to keep focused during meetings.

Councillor Swinbank felt that as the Planning Committee had 12 members it would be difficult to use the smaller room for meetings. Members of the public often attend Planning meetings so a larger room was useful.

Councillor Patience advised that Full Council would be difficult for her at 6.30pm due to work commitments.

Councillor Humphries felt that a reduction in time could be achieved by limiting the time for presentations and limiting councillor questions to one each.

Councillor Watson said that he supported Councillor Allcroft suggestions.

Councillor Edge explained that for him it would mean another night of meetings.

Councillor Harrington suggested leaving the schedule as it was for the coming year and review it again next April.

RESOLVED: To leave the meeting schedule for 2018/19 in the same format as in 2017/18.

C17/210 Annual Audit Arrangements

The Town Clerk advised that the Town Council has a new external auditor, PFK Littlejohn LLP (PFK) who had advised the key dates date for the 2017/18 annual return and audit:

Monday 11 June 2018	Deadline by which completed & approved AGAR and all applicable supporting documents must be submitted to PFK
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**Monday 2 July –
Friday 13 July 2018**

Statutory common period to be included in the smaller authority's period for the exercise of public rights

Sunday 30 Sept 2018

Statutory deadline by which AGAR & signed external auditor report must be published by the smaller authority (this includes publishing on the website). The *Notice of Conclusion of Audit* must be published at the same time

He advised that the Annual Return and final accounts would be presented at the Full Council on May 10th, and once approved, sent to the appointed Internal Auditor for 2017/18, John Ainsworth. The Internal audit will start on May 14th for 3 days and feedback reported at the Full Council meeting in June.

In order to meet the earlier deadline for submission he recommended that the Full Council meeting in June be held on June 7th.

Councillor Humphries also suggested holding the Planning Committee on June 7th

RESOLVED: To note the audit dates and hold Full Council and Planning Committee meetings on June 7th 2018.

C17/211

Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
9th March	NCC – Transfer of Ownership of Speed Calming Sign on Clayport Bank to ATC	To Note, included in Asset Register and Insurance Schedule.
20th/27th March	NALC -news	Available from the clerk on request
21st March	NALC – New national guidance on Investments	Refer to the next Finance Committee
22nd March	Invitation to Launch of Headway Northumberland – Alnwick 13th April	Details available from Clerk
28th March	PKF Littlejohn – Audit arrangements	Incl. on this agenda
19th March	CAN E News	Available from the clerk on request
29th March	NCC – confirmation of funding of £676 pa for next 3 years towards cemetery charges	To Note
3rd April	Alnwick Markets – Thursday market now on Fridays	To Note
27 th Feb	Local MP – anti-social behaviour at bus station	Clerk to respond
27 th Feb	NALC – enews	Circulated to councillors
28 th Feb	PINS – details of Willowburn Public Inquiry (17th July start and running for 6 days)	To Note

28 th Feb	Chamber of Trade – re town centre and impact of proposed retail development	Clerk to respond
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The Town Clerk also advised that he had received an email from Councillor McDougall resigning from the Town Council and advised that he would be advertising the vacancy in the next few days.

Councillor Symmonds asked that a letter of thanks be sent to Jackie.

RESOLVED: To receive the correspondence.

C17/213 Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
2017/18			
Northumberland CC	£9,736.72	£0	Payroll Jan (paid 21/3)
Northumberland CC	£9,997.34	£0	Payroll Feb (paid 21/3)
Potts Print Ltd	£1,948	£0	Printing Tourist leaflet (paid 21/3)
E Walker	£2,240	£0	Tree Works Cemetery (paid 21/3)
Weasdale Nurseries Ltd	£447.29	£27.56	Trees Cemetery/ etc
Grasslands Ltd	£1,168.64	£0	Plants - Cemetery
Marmax	£522.00	£87.00	New Seat For Cemetery
W R Batey	£206.36	£14.89	£117 planning fee-flag pole, £89.36 play area parts,
Eclipse Translations Ltd	£484.80	£80.80	Tourism leaflet translation - Spanish
NCC	£10,004.85	£4.17	Payroll for March 2018
Bill Grisdale	£166.61	£0	Tourism leaflet
James McLean	£97.79	£16.30	Tools
Thomas Sheriff	£419.67	£69.93	Tractor service
Scott JCB	£290.56	£48.43	JCB service
J Pibworth	£24.45	£4.07	Planting materials
Petty Cash	£60.00	£6.67	Fuel / Chimney sweep
Alnwick International Music Festival	£27.63	£0	Refreshments (Civic reception)
2018/19			
Initial Washrooms	£1,024.80	£170.80	Service items - Toilets
Northumbrian Water	£92.13	£0	Water Rates - Cemetery
ICCM	£90	£0	Annual Subscription
W R Batey	£71.10	£11.85	Litterpickers £71.10

NCC	£331.20	£0	NNDR Fenkle Street
NCC	£441.60	£0	NNDR Chapel of Rest
Glasdon	£1,379.06	£229.84	Bins
TOTAL	£41,272.60	£772.00	

* Indicates LGA 1972 s137 Expenditure (Total £0.00).

The following invoices were paid by direct debit & were reported for information:			
BT	£37.98	£6.33	Phone Cemetery Office paid Mar 22 nd
npower	£62.46	£2.97	Town Hal Clock paid April 16 th
BT	£57.78	£9.63	Phone Fenkle Street paid Mar 28 th
Northumbrian Water	£143.88	£0.00	Water bills Cemetery and Robertson's Fountain
NEST	£547.42	£0.00	Employer pension scheme contributions for March
British Gas	£19.97	£0.00	Cem Lodge Gas Boiler Policy (Mar 15 th)

RESOLVED: To approve and authorise the above payments amounting to £41,272.60 and to note the direct debit payments of £869.49.

b) Investments

The Town Clerk explained that the Town Council had a 1-year Time Deposit with Santander which matured on March 24th 2018. He advised that, following discussions with the Mayor and Chair of Finance & Policy, this had been reinvested for a further 12 months at a rate of 0.6%.

RESOLVED: To endorse the investment decision to reinvest with Santander for a further 12 months at a rate of 0.6%

c) Bank reconciliation

The Town Clerk issued the Bank reconciliation for 2017/18 Quarter 4. He advised that Cash Book expenditure was currently £319,683.90 which had all been reconciled. He explained that there were 11 unrepresented cheques amounting to £22,937.46 which included payroll payments to NCC of almost £20k.

Councillor Harrington asked if the Town Council could do Bank Transfers. The Town Clerk advised that this could be looked at.

RESOLVED: To approve the Bank Reconciliation.

C17/214 Any Other Urgent Business

Councillor Patience reported that there had been a very productive meeting about the bike track. She advised that the contractor would be starting access and the car park work on May 14th.

Councillor Watson reminded councillors that the Alnwick Spring Show was on Saturday April 14th at Willowburn Sports Centre.

The public meeting closed at 9.07pm.

C17/215 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 were:

1. Willowburn Trading Estate Planning Inquiry
2. Alnwick Bus Station