

**Minutes of the meeting of the Council held on  
Thursday 8<sup>th</sup> June 2017  
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

- Present** Cllrs A Symmonds, S Allcroft, L Aynsley, P Broom, P Edge, W Gridale, M Harrington, G Mavin, S Patience, M Swinbank, G Watson and C Westendarp.
- In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; Andrew Clarke, Julie Parkinson and Neil Easton, NCC; members of the public – 4 including Carol Wearn and Ian Hall.

**C17/24 Questions from the public**

Question 1:

Mrs Wearn asked how confident the Town Council were that NCC will respect the Neighbourhood Plan in particular with regard to the Willowburn site. She wondered if NCC would support the Neighbourhood Plan.

Councillor Symmonds replied that the Town Council vigorously object to the plans for housing on the Willowburn site and that the Neighbourhood Plan would strengthen the objection as NCC would have a statutory duty to take account of the Neighbourhood Plan if it is adopted. He added that it would also strengthen the Town Council's hand with regard to future planning applications in the town.

Mrs Wearn commented that the Neighbourhood Plan was very far down the line when the Willowburn issue arose. Councillor Mavin explained that a professional planner had advised that changes to the Localism Act say that a Neighbourhood Plan that has been adopted should carry weight.

Councillor Symmonds explained that the Town Council were ready to go to referendum last year but that the vote had been delayed. He added that the Town Council stand by the Neighbourhood Plan and believe that more new businesses would go to Willowburn if the facilities were developed.

Question 2:

Mrs Wearn asked about the land east of Allernburn Lea and the proposal for 180 houses. She advised that Northumberland Estates were only consulting with Peter's Mill Lane residents. She felt that there could be up to 600 additional cars accessing the new development via Alnmouth Road.

Councillor Symmonds advised that the site had always been identified as a potential housing site but that the Neighbourhood Plan set out that a corridor between existing properties and any new housing should be included in any new development.

The Town Clerk explained that the Neighbourhood Plan does flag up a number of issues which need to be addressed before planning could be approved. Any developer would need to address these issues and satisfy NCC Highways Department with regard to access to any new site. He added that the Town Council had not seen any plans for the site and no discussions have taken place.

### Question 3:

Mr Hall asked if the Town Council had done enough to communicate to residents on the Neighbourhood Plan as he felt that little communication had taken place. He added that the CAPs, which were beyond the scope of the Neighbourhood Plan which was going to referendum, were good but felt that without communicate the Town Council wouldn't get involvement.

The Town Clerk advised that there had been consultation over the life of the Neighbourhood Plan and that the inspector had complimented the Town Council on the level of consultation which had taken place. He added that in the last year there had been less communication as they had been waiting for the referendum to take place but explained that the plan has to be on NCC's website.

The Town Clerk explained that a leaflet had been distributed with the latest edition of The Cryer and there had been a number of press articles over the past few weeks to raise awareness about the plan.

Mrs Wearn explained that a summarised version would have been useful and better document control would have been useful.

Councillor Patience advised that there had been a summary document sent out to every house as part of an earlier consultation. She explained that the Neighbourhood Plan would need to be continuously reviewed and that residents needed to be involved in this process.

**C17/25**

#### **Apologies for absence**

Cllrs Castle, Humphries, McDougall and Moore.

**C17/26**

#### **Declarations of Interest**

None

**C17/27**

#### **Update from Alnwick Police by Sgt Sharon Wilmore-Greaves (SWG)**

Sgt Wilmore-Greaves reported that two new staff had been recruited for the Alnwick area. Stuart Bruce who will cover rural Alnwick and Rob Dodson who will cover Alnwick town centre. She reported that had been a number of changes which meant that she would no longer be responsible for Amble but will now cover Rothbury.

She reported that Operation Audi was taking place in Alnwick to address anti-social behaviour by car drivers. She also reported that there was a drink drive campaign during June and a Young Drivers event in conjunction with the police, fire & rescue and NCC.

#### Community issues:

The Public Space Protection Order (PSPO) needed to be updated from October 2017. One meeting had taken place and another was planned on July 13<sup>th</sup>. The new PSPO will include litter and drunk & disorderly conduct and may be expanded to include Denwick and Shilbottle.

#### Young Engagement:

A community alcohol programme was in operation but needs better signposting to other activities in the town.

A free running programme is running at Willowburn Sports Centre as there have been issues with youngsters running over roofs in Alnwick. The police have talked to the DCHS about the issue.

Signposting could be to the new bike track when in operation. She also reported that a skateboard ramp had been requested in Alnwick and that funding needed to be looked at for this along with a suitable location.

### Hot spot areas

There have been issues in Chapel Lane with late night users of Pizza Royal congregating outside the houses. A survey was being undertaken with residents. A gate could be put up at the entrance of Chapel Lane which could be closed at certain a certain time of night.

Councillor Allcroft asked about the broken windows which had occurred recently in Alnwick. SWG explained that this had been after a 21<sup>st</sup> birthday party but that no-one had been identified at present.

Councillor Allcroft asked when the CCTV was due to be installed. The Project & Funding Officer advised a date should be known by the end of the following week.

Councillor Broom explained that previous Young Drivers events had reduced the number of fatalities. He also advised that Bishop Auckland have a good skate park and could be contacted to discuss this.

Councillor Westendarp asked how the new PSPO will be enforced. SWG advised that the police needed to be informed of all issues.

Councillor Mavin asked if Swansfield Park could be used for a skate park. Councillor Patience advised that this had been the original location suggested for the bike track but that there had been a lot of issues with this.

SWG reported that the police were concerned about the potential issues with the Middle School sites once it was vacated. Councillor Gridale advised that there was a meeting being held shortly at Swansfield Park Primary School to discuss all the school sites.

### **C17/28**

#### **Mayor's Report**

The Deputy Mayor said that both he and his daughter Emma had been overwhelmed by the amount of messages they had received about Sheila and thanked councillors and officers who had attended Sheila's funeral.

The Mayor reported that he had attended the Civic Awards on May 17<sup>th</sup> at St James's Church Centre. It had been a very good event with 7 individuals and 7 groups receiving awards.

He had also attended a coffee morning at St Paul' Court in aid of the RVS.

### **C17/29**

#### **Minutes of the Last meeting**

The minutes of the Full Council meeting held on 11<sup>th</sup> May 2017 were tabled for approval.

**RESOLVED: The minutes of the meeting held on 11<sup>th</sup> May 2017 were agreed as a true record.**

### **C17/30**

#### **Matters Arising**

C17/07 The Town Clerk reported that the minutes of the Planning, Highways and Transport Committee had been amended to correct an error with the date.

### **C17/31**

#### **Annual Return – 2016/17 Annual Governance Statement**

The Town Clerk reported that the Internal Auditor had completed his audit and had found everything to be satisfactory. He added that an Audit had also been completed on the Mechanics Institute accounts for 2016/7.

The Town Clerk issued a completed copy of Section 1 – Annual governance statement 2016/17 and took councillors through the form.

**RESOLVED: To approve the Governance Statement for 2016/17.**

**C17/32 Annual Return - 2016/17 Accounts and Accounting Statement**

The Town Clerk issued completed copies of Section 2 – Accounting Statement 2016/17 and the Annual internal audit report 2016/17. He advised that there had been minor changes to the accounts which had been tabled at the last meeting. He took councillors through the Accounting statements 2016/17 which gave the final accounting figures for 2016/17 including the carried forward balances which he explained, included money allocated but not yet spent e.g. the new tractor for the cemetery and the new CCTV system.

**RESOLVED: To approve the 2016/17 Accounting Statement.**

**C17/33 Committee Appointments**

An updated Committee list was issued which took account of the new co-opted councillors.

**RESOLVED: To approve the revised Committee membership list for 2017/18.**

**C17/34 Outside Body Appointments**

An updated Outside Body Appointments list was issued which took account of the new co-opted councillors.

**RESOLVED: To approve the revised outside body appointments list for 2017/18.**

**C17/35 Draft 2016/17 Accounts**

The Town Clerk advised that the 2016/17 budgets contained a number of specific expenditure items/projects were not completed during the year:

- a) **Neighbourhood Plan** £4,000
- Cemetery Committee** £6,000
- Building Repairs** £1,000
- New Arches** £6,000
- Grounds Maintenance/Tree Work** £0,000
- New Tractor** £10,000
- Finance and Policy Committee** £1,300
- Neighbourhood Plan** £1,300
- Town Team Contribution to scheme** £500

He explained that average turnouts for neighbourhood plan referendums were around 17%-20%.

Councillors Swinbank and Mavin offered to take slots on the market stall.

**b) Town Team**

The Project & Funding Officer reported that April's Town Team minutes were available on the Town Council website.

He advised that Alnwick Garden's Lantern parade was on Saturday November 18<sup>th</sup>.

He reported that it had been agreed that St Michael's field can be used for additional car parking during the busy summer season until 6pm each evening.

The Taste of the North 2017 event was being held on June 24<sup>th</sup> and 25<sup>th</sup>.

The next Town Team meeting was on June 21<sup>st</sup>.

**c) Recent Business Networking Event**

The Project & Funding Officer reported that at the last Business Forum had taken place on May 23<sup>rd</sup> at St James's Church Centre with Joy Gair from NBSL and Simon Crosby from the Department of International Trade giving talks.

There had been 18 attendees although 32 had booked to attend. Four companies had made appointments with Joy and four with Simon.

He advised that the next Business Networking meeting would be held on August 22<sup>nd</sup>.

**RESOLVED: To accept the updates.**

**C17/36 Minutes of Committees**

Minutes of the Cemetery Committee Meeting (18<sup>th</sup> May 2017) were tabled for approval.

**RESOLVED: The minutes of the Cemetery Committee meeting held on 18<sup>th</sup> May 2017 were agreed as a true record.**

Minutes of the Recreation & Amenities Committee Meeting (25<sup>th</sup> May 2017) were tabled for approval.

**RESOLVED: The minutes of the Recreation & Amenities Committee meeting held on 25<sup>th</sup> May 2017 were agreed as a true record.**

**17/37 Correspondence**

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
May 16 <sup>th</sup> , 24 <sup>th</sup> , 30 <sup>th</sup>	NALC - enews	Circulated
May 24 <sup>th</sup>	CAN - enews	Circulated
May 18 <sup>th</sup>	NCC – Road Surfacing & Traffic Calming Allerburn Lea (i)	Referred to Planning Committee
May 25 <sup>th</sup>	NCC – Core Strategy appointment of inspector (ii)	To note
May 28 <sup>th</sup>	Northumbria Police – Young Drivers Event June 12 <sup>th</sup>	To note

- (i) Discussed at Planning Committee and agreed to let the residents' views be used to make the decision.
- (ii) Core Strategy submitted for examination. Alnwick Town Council want to speak at the examination on September 25<sup>th</sup> at County Hall regarding Willowburn Industrial Estate.

**RESOLVED: To receive the correspondence.**

**C17/38 Financial Matters**

**a) Payments**

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
Wages	£7,000.00	£0.00	Transfer to Wages Acc.
Chubb Fire & Rescue	£183.77	£30.63	Fire Equipment cemetery
R Turnbull & Sons	£108.00	£18.00	Food - Business event

C Bowden	£500.00	£0.00	Repairs to Roberson's Pant
Bill Grisdale Design	£155.39	£0.00	Neighbourhood Plan publicity
Alnwick Paint & Glass	£122.89	£20.49	Paint and painting materials
Petty Cash	£100.00	£16.65	Fuel - Van
James McLean Ltd	£181.67	£30.28	Strimmer repair and tools
St James's Church Centre	£66.00	£0.00	Room Booking – Civic Awards
Grannies	£57.00	£0.00	Food – Civic Awards
Fife Plant Hire	£169.80	£28.30	Sand/Cement - cemetery
W R Batey	£223.85	£41.12	Certificate Frames (£68.68), Refreshments Civic Awards/event (£55.30), Painting Materials (£99.87)
Local Living	£612.50	£0.00	Rent – Willowburn unit – April-
Azure Printing	£468.42	£3.64	Neighbourhood Plan publicity
NCC	£900.00	£0.00	Office rent – May – Nov 17
The Cryer	£200.00	£0.00	ADNP leaflet distribution
John Ainsworth	£450.00	£0.00	Internal Audit 2016/17
Alan Symmonds	£1000.00	£0.00	Mayor's Allowance
<b>TOTAL</b>	<b>£12,519.29</b>	<b>£202.87</b>	

\* Indicates LGA 1972 s137 Expenditure (Total £354.98)

The following invoices were paid by direct debit & were reported for information:			
BT	£34.96	£5.83	Fenkle Street Office (paid 22 <sup>nd</sup> May)
BT	£84.00	£14.00	Fenkle Street Broadband Qtr1
BT	£55.91	£9.32	Cemetery Office (paid May 27 <sup>th</sup> )
NEST	£555.12	£0	Pension payments May 2017
O'Brien's Waste	£61.92	£10.32	Cemetery trade waste contract – April

O'Brien's Waste	£82.56	£13.76	Cemetery trade waste contract - May
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It was also agree to pay the £400 grant previously agreed to the Taste of the North Festival.

**RESOLVED: To approve and authorise the above payments amounting to £12,519.29 and to note the direct debit payments of £874.47.**

**C17/39 Any Other Urgent Business**

Councillor Watson asked if the state of the cobbles could be on the next agenda.

The public meeting closed at 8.51pm.

**C17/40 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 items of business, on the grounds that if members of the public were present during the discussion of these items 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 items discussed were:

**1. Private Minutes of Last Meeting (11<sup>th</sup> May 2017)**