

**Minutes of the meeting of the Council held on
Thursday 11th May 2017
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

- Present** Cllrs A Symmonds, P Broom, G Castle, P Edge, W Grisdale, M Harrington, J Humphries, S Patience and M Swinbank.
- 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 including Claire Telfer, Mike Telfer and Gareth Breeze from Alnwick Harriers, Clive Mattison (5-a-side football), Sarah Grey (Alnwick Hockey Club) and Jean Findlay (U3A Secretary) (for Item 7).
- C17/01 Minutes silence in memory of Councillor Sheila Mavin**
Councillor Symmonds paid tribute to the work & contribution of Councillor Shelia Mavin and led a minute's silence in her memory.
- C17/02 Questions from the public**
None.
- C17/03 Apologies for absence**
Cllrs S Allcroft and G Mavin.
- C17/04 Declarations of Interest**
Councillor Castle declared a non-pecuniary interest in County Council matters and In Private Item 2.
- C17/05 Election of Mayor**
One nomination was received, this was for Alan Symmonds. He was proposed by Councillor Castle and seconded by Councillor Humphries.
Councillor Symmonds read and signed the Declaration of Office and took the Chair for the remainder of the meeting. He thanked everyone for their support and said it was a great honour to have served as Mayor in 2016/17 and to be nominated in 2017/18.
- C17/06 Election of Deputy Mayor**
One nomination was received, this was for George Mavin. He was proposed by Councillor Symmonds and seconded by Councillor Grisdale.
- C17/07 Lindisfarne School Site Proposals**
Councillor Castle started by saying it was a privilege to have been re-elected as County Councillor for Alnwick. He explained that the difficulties that had arisen with Lindisfarne Sports Centre had been caused over the past few months because NCC had not realised how many people / groups used Lindisfarne Middle School. He added that once users were contacted it became clear that NCC's proposals were not viable.
He explained that the first meeting of the new county council would take place on May 24th and that the Conservative party would put a hold on all proposed works on the Lindisfarne site.
He reported that a high-level assessment of all the sporting groups that use Lindisfarne was needed. He added that the Neighbourhood Plan, which supported

the use of Lindisfarne as a community facility until suitable alternatives could be found, should not be contradicted by NCC. He advised that Senior Officers at NCC had given their assurance of this.

Councillor Swinbank had attended an emergency meeting of the users of the sports hall, which involves many volunteers who run clubs for the young people of Alnwick, who had not been consulted. He felt that if facilities were compromised it would impact on the young people. He felt that the Town Council had to make sure that the groups are supported.

Councillor Swinbank confirmed that the Neighbourhood Plan Community Facilities polices were crucial especially CF5 which states that part of the Lindisfarne site will be maintained for community use. He added that Alnwick already falls short on the amount of green space recommended having 5.72 hectares compared to the 18.19 hectares it should have.

He reported that on some old photographs of the site goal posts were clearly visible indicating that the site had been used for community access for many years.

He explained that the Neighbourhood Plan is clear about what is needed and added that the current sports facilities could be refurnished, replaced with a new sports hall or have a café added to the site. The site also has areas which could be used to provide cycling / walking access into the town.

He concluded by saying that the facilities were greatly valued by the community and that the Town Council would like to be involved in any decisions regarding the site.

Councillor Symmonds advised that the urgent issue was what would happen now. He explained that he and the Town Clerk had been to a meeting with NCC at County Hall at which they had reiterated the point that the Town Council wish to be involved in decisions about the site.

Andy Clarke (AC), NCC, explained that NCC were the freehold owner of the site and that there were a number of restrictive covenants on the site. He explained that the aim was to avoid vandalism on the site. He confirmed that NCC wanted to work with the groups using the site and that there was a freeze on any works taking place.

Julie Parkinson (JP), NCC, explained that NCC will review all the groups who use the site and are fully committed to working with the Town Council on the use of the site. She added that NCC need to review the maintenance and on-going support of the building and site. She advised that they had requested a development brief from planners which NCC will share with the Town Council and the groups who use Lindisfarne.

Neil Easton (NE), NCC, advised that Alnwick Harriers had asked NCC to list Lindisfarne as an asset of community value. The application had been accepted and there was now a six period to get the action undertaken.

Clive Mattison (CM), Lindisfarne sports hall user, asked how long the freeze on proceedings would be for. JP advised that this would be until the assessment had been done.

CM asked if groups can still use the facilities. JP advised that all bookings would continue.

Councillor Castle confirmed that all actions were on hold until the review was done and discussed.

Claire Telfer (CT), Alnwick Harriers, explained that all the sporting groups had nowhere to go. Although some might have alternative locations from Spring 2018

some of the groups had nowhere to go. She also felt that as the cost of the caretaker was covered in the fees he should be able to keep vandalism at bay.

CT explained that DCHS had no facilities that other groups could use and were already struggling for space themselves.

Councillor Castle advised that he understood the need for urgency and that no-one would be thrown out of the facilities until the medium-term review had been done with all the groups.

Gareth Breeze (CB), Alnwick Harriers, said he was heartened by councillor Castle's comments. He explained that St James's Church Centre had been suggested as an alternative but as they could see it was not suitable and that the facilities they currently had at Lindisfarne site were the minimum requirement. JP advised that the needs of each group would be assessed.

Jean Findlay (U3A Secretary) explained that they had 200 members who gave a lot to the community and used the site for 440 hours a year at present. She explained that she represented the groups who had no legal right to have provision made for them. Some have found alternative facilities as they have become frustrated that no plans had been made.

Councillor Harrington advised that he had lived backing onto the site for 55 years and wondered if the landowner had an arrangement with a builder. AC explained that there were no such plans in place.

Councillor Grisdale asked what the nature of the site would be after the school closes regarding adult learning including insurance and management, going forward. JP advised that this needed to be looked at after the review was completed.

Councillor Grisdale said he was amazed that no-one had thought it through. Councillor Castle advised that the two-tier education system had been imposed on schools in Alnwick and that there could have been better planning.

Councillor Patience asked about the covenants on the land. Councillor Symmonds advised that NCC would not be able to answer that question at present but would be able to after discussions were completed.

Councillor Broom asked if part of the site could be demolished. JP advised that NCC needed to carry out the review to determine what would happen on the site.

Councillor Edge said the site would make money if sold but that it would be interesting to see how the big green space would be used in the future.

Mike Telfer (MT), Alnwick Harriers asked NCC could suggest a date when the consultation would take place. Councillor Castle advised that NCC could not say at present but would know more after May 24th.

Claire Telfer (CT) apologised for going through the legal route and that the groups were not trying to be destructive, they just wanted what was best for all the groups concerned.

Councillor Symmonds thanked the representatives of the groups for attending the meeting.

RESOLVED: To confirm with NCC that Alnwick Town Council welcome the review which will take place, that all groups should be involved and that the Town Council also wished to be involved in all discussions

C17/08 Committee Appointments

The proposed committee membership was tabled at the meeting considering the preferences of councillors:

CEMETERY COMMITTEE Councillors S Allcroft, J Humphries, M Swinbank and A Symmonds plus a representative of Denwick Parish Council.

PLANNING, HIGHWAYS & TRANSPORT COMMITTEE Councillors P Broom, P Edge, M Harrington, J Humphries, G Mavin, M Swinbank and A Symmonds.

RECREATION & AMENITIES COMMITTEE Councillors P Broom, P Edge, W Gridale, M Harrington, G Mavin, S Patience, M Swinbank and A Symmonds.

RESOLVED: That the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee be approved as above.

Members of the Finance & Policy Committee would be appointed after the chairs and vice chairs of the other committees.

C17/09 Appointment of Chairs and Vice Chairs of Committees and Finance & Policy Committee Membership

Councillor Swinbank was proposed and seconded for the position of Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Swinbank be appointed as Chair of the Planning, Highways and Transport Committee.

Councillor Harrington was proposed and seconded for the position of Vice Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Harrington be appointed as Vice Chair of the Planning, Highways and Transport Committee.

Councillor Humphries was proposed and seconded for the position of Chair of the Cemetery Committee.

RESOLVED: Councillor Humphries be appointed as Chair of the Cemetery Committee.

Councillor Allcroft was proposed and seconded for the position of Vice Chair of the Cemetery Committee.

RESOLVED: Councillor Allcroft be appointed as Vice Chair of the Cemetery Committee.

Councillor Broom was proposed and seconded for the position of Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Broom be appointed as Chair of the Recreation and Amenities Committee.

Councillor Edge was proposed and seconded for the position of Vice Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Edge be appointed as Vice Chair of the Recreation and Amenities Committee.

Finance Committee appointments

RESOLVED: That following selection of Chairs and Vice Chairs of other committees the membership of the Finance and Policy be approved as follows:

FINANCE & POLICY COMMITTEE Councillors S Allcroft, P Broom, G Castle, W Gridale, J Humphries, G Mavin, S Patience, M Swinbank and A Symmonds.

Councillor S Allcroft was proposed and seconded for the position of Chair of the Finance and Policy Committee.

RESOLVED: Councillor S Allcroft be appointed as Chair of the Finance & Policy Committee.

Councillor Gridale was proposed and seconded for the position of Vice Chair of the Finance & Policy Committee.

RESOLVED: Councillor Gridale be appointed as Vice Chair of the Finance & Policy Committee.

C17/10 Appointments to Outside Bodies

A schedule of the outside bodies, and suggested representatives, had been circulated before the meeting.

Councillor Symmonds was proposed as the Town Council representative for the Alnwick International Music Festival.

Councillor Patience was proposed as the Town Council representative for the Playhouse. This will be put forward to the Playhouse Board for approval.

Other vacancies would be deferred until co-option of new councillors was completed.

RESOLVED: That the Outside Body appointments be approved.

C17/11 Approving dates of ordinary meetings of the council and standing committees

The Town Clerk advised that the Draft dates for the meetings in 2017/18 had been recommended for approval at the Full Council meeting on 13th April 2017.

RESOLVED: To approve the meeting dates for 2017/18.

C17/12 Minutes of the Last meeting

The minutes of the Full Council meeting held on 13th April 2017 were tabled for approval.

RESOLVED: The minutes of the meeting held on 13th April 2017 were agreed as a true record and duly signed.

C17/13 Matters Arising

16/198 The Town Clerk reported that the Town Council's payroll was now being undertaken by NCC.

16/199b The Town Clerk advised that the Neighbourhood Plan referendum would take place on June 15th 2017.

C17/14 Business Forum Meeting Proposals

The Project & Funding Officer reported that at the last Business Forum meeting there had been around 70 attendees. The next Business Forum was on May 23rd at 5.30pm and would be held at St James's Church Centre in Pottergate and all councillors were invited to attend. Speakers include Simon Crosby from the Department of International Trade.

Councillor Broom asked if the guest list could be extended to include smaller businesses to future meetings. The Project & Funding Officer advised that the invitation to the initial meeting had gone out to businesses with more than 5 employees but that this could be extended for future meetings. Councillor Broom felt that there could be new businesses in the town who should be invited. Councillor Harrington congratulated the Project & Funding Officer and Councillor G Mavin for organising the event.

C17/15

Tour of Britain

The Project & Funding Officer advised that the Tour of Britain 2017 would be coming through Alnwick on Monday September 4th 2017 at around lunchtime. Several activities were being looked at including lining the route with yellow and red bikes as previously done.

The Town Clerk advised that in 2015 Councillors had approved a budget of up to £1,500 to support the occasion. This was used to put up the town bunting, run a shop window display competition and a photography competition with a total of £1,020 being spent. A similar budget of up to £1,500 is recommended and the Recreation & Amenities Committee could determine how the Town Council should support the event.

Councillor Broom felt that the waste management team could be asked to take old bikes out of skips.

RESOLVED: To allocate £1,500 to the Tour of Britain visit and for the Recreation & Amenities Committee to decide how this would be spent.

C17/16

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:

Cemetery Committee

| | |
|--------------------------------|---------|
| Building Repairs – Pointing | £4,000 |
| New Area | £6,000 |
| Grounds Maintenance/Tree Works | £3,000 |
| New Tractor | £10,000 |

Finance and Policy Committee

| | |
|------------------------------------|---------|
| Neighbourhood Plan | £1,300 |
| Town Team – Contribution to scheme | £500 |
| CCTV | £22,000 |
| Office Accommodation | £6,500 |
| New Bus Shelters | £10,000 |

Recreation and Amenities Committee

| | |
|-----------------------------------|---------|
| WWI Trees/rose bed project | £500 |
| Communication Project | £4,000 |
| Allotment Water Supply Ratten Row | £2,000 |
| Play Area Replacements | £10,500 |
| Peter’s Mill Bridge Project | £500 |
| Hotspur Statue | £500 |
| Flag pole Project | £700 |

The Town Clerk took councillors through the draft accounts 2016/17 noting the following:

i) Income & Expenditure Account 2016/17

Income

Some £5k higher than 2015/16 mainly due to increase in cemetery income, increased precept and rebate for NDDR for the cemetery. He also reminded councillors that the 2015/16 figures had been increased by the Lloyds fixed term bond.

Expenditure

Wages - figure included a full year's salary for the Project & Funding Officer and the figures for NEST auto enrolment.

Council van - bought for £9,696.67.

Projects – some of the projects have been itemised.

ii) Bank Reconciliation as at 31st March 2017

The Town Clerk explained that a bank reconciliation took place quarterly and reported to Full Council.

iii) Balance Sheet as at 31st March 2017

The Town Clerk explained that a balance sheet figures included carry forward figures and money for Swansfield Park.

He advised councillors that the internal audit would be done at the end of May.

Councillor Humphries asked about the unrepresented cheques. The Town Clerk advised that some were now out of date and would need to be re-issued.

RESOLVED: To approve the accounts for 2016/17 and carry forward the listed budgets from 2016/17 into 2017/18 and the budgets be adjusted accordingly.

C17/17 Minutes of Committees

Minutes of the Planning, Highways and Transport Committee Meeting (13th April 2017) were tabled for approval.

RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 13th April 2017, with an amended date, were agreed as a true record.

C17/18 Correspondence

The following correspondence had been received since the last meeting:

| Date | Detail | Action if any |
|------------------------|--------------------------------------------------|---------------|
| April 20 th | NCC – 28 th May is Northumberland Day | To note |
| April 24/25/28 | NALC - enews | To note |
| April 24 th | Tour of Britain information | On agenda |
| April 26 th | NCC – Core strategy submitted for examination | To note |
| April 28 th | CAN - enews | To circulate |

| | | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| May 3 rd | Alnwick Spring Show – Letter of thanks for funding | To note |
| | Email from Police about meeting on 25 th May to discuss new Alnwick Public Space Protection Order | To note |
| | Letter from DCHS advising that from September 2017 they would have more years 7 and 8 and need funds to cover the costs of books | Finance & Policy committee to discuss at June meeting |
| | Letter from Shadbolt Group asking for any information on historical flooding at Sawmill Industrial Estate | Councillors to email any relevant information to the Town Clerk |

RESOLVED: To receive the correspondence.

C17/19 Financial Matters

a) Payments

The following invoices had been received/payments were due:

| PAYEE | TOTAL | VAT | DETAIL |
|------------------|-------------------|----------------|---------------------------------------------------------|
| Wages | £7,000.00 | £0 | Transfer to Wages Account |
| James McLean Ltd | £1,383.00 | £230.83 | Allotment works & tools (paid 20/4) (16/17 expenditure) |
| NCC | £311.02 | £0 | NNDR Fenkle Street (paid 26/4) |
| NCC | £419.87 | £0 | NNDR Cemetery Chapel (paid 26/4) |
| T Kirton | £10.50 | £0 | Postage |
| NALC | £1,153.76 | £0 | Subscription |
| Max Recycle | £60.00 | £10 | Closure of contract |
| W R Batey | £55.00 | £0 | Postage |
| Zurich | £6219.32 | £0 | Insurance |
| Tim Kirton | £16.00 | £0 | Printing |
| Tim Kirton | £19.99 | £3.33 | Toner cartridge |
| South Road Tyres | £101.09 | £16.85 | Tractor tyre (16/17 expenditure) |
| TOTAL | £16,749.55 | £261.01 | |

* Indicates LGA 1972 s137 Expenditure (Total £0)

| | | | |
|-----------------------------------------------------------------------------------|---------|-------|----------------------------------------------------|
| The following invoices were paid by direct debit & were reported for information: | | | |
| BT | £34.45 | £5.74 | Fenkle Street Office (paid 21 st April) |
| BT | £52.32 | £8.72 | Cemetery Office (paid 26 th April) |
| NEST | £502.78 | £0 | Pension payments April 2017 |

RESOLVED: To approve and authorise the above payments amounting to £16,749.55 and to note the direct debit payments of £589.55.

b) Bank Account and Deed Box Authorised Signatories

The Town Clerk advised that following the various appointments at this meeting it was necessary to amend the authorised signatories for various Council Bank accounts and the Bank Deed Storage Box. This was agreed as follows:

| | Current and Recommended Signatories |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Main Council Account (2 signatures required) | Councillors Grisdale, Symmonds, Allcroft, Patience and Humphries (who replaced Councillor Moore) |
| Wages Account (1 signature required) | Councillors Grisdale, Symmonds, Allcroft, Patience |
| Mechanics Institute (2 signatures required) | Councillors Grisdale, Symmonds and Harrington |
| Deed Storage (1 signature required) | Councillors Grisdale and Symmonds and Town Clerk |

RESOLVED: To confirm the above authorised signatories.

c) Investment

The Town Clerk advised that the Town Council had a 2-year Fixed Term Deposit with Lloyds which matured at the end of April 2017 (maturity value of £101,517.52). He advised that following a discussion with the Mayor this was reinvested for a further 12 months on 2nd May, attracting 0.8% interest, (£812.14).

RESOLVED: To endorse the investment decision.

C17/20 Any Other Urgent Business

Councillor Castle reported the railings by Robertson's Pant were bent. The Town Clerk advised that they had been hit by a vehicle and having spoken to NCC's Conservation Team like for like work would be undertaken.

Councillor Grisdale reported that parking ticket machines were not in use.

Councillor Patience said to support the Neighbourhood Plan CAPs a scoping proposal for all Community Facilities would be worth doing as part of the Lindisfarne review.

Councillor Swinbank advised that the Sustainable Transport Working Group needed to be re-instated.

The public meeting closed at 9.08pm.

C17/21 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 (13th April 2017)
2. Co-option of new councillors – consideration of applications