



Room 5, 27 Fenkle Street, Alnwick
Northumberland NE66 1HW

Your Ref:

Our Ref: FC/11/2018

Dear Councillor

Clerk to Council

Bill Batey

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2nd November 2018

The next meeting of the Council will be held on **Thursday 8th November 2018** in St James Church Rooms, Pottergate, Alnwick at **7.15pm**. You are hereby requested to attend.

Yours faithfully

Bill Batey

Clerk to Town Council

Agenda

1. Questions from the Public
2. Apologies
3. Declarations of Interest
4. Mayor's Report
5. Minutes of the Last Meeting (11th October 2018)
6. Matters Arising
7. Update from the County Councillors
8. 2019/20 Precept Timetable
9. Town Centre Working Group Action Plan
10. Update on a) Loan to Alnwick Town Junior Football Club b) Willowburn Public Inquiry, c) the New Town Council Office and d) the Alnwick Forum including 17th November event.
11. Proposed Away Day
12. Proposed Settlement Boundary
13. Notification of Urgency Decision
14. Minutes of the Committees
 - a) Planning Committee Meeting (11th October 2018)
 - b) Finance & Policy Committee (25th October 2018)
15. Correspondence
16. Financial Matters – a) Payments & b) Bank Reconciliation
17. Any Other Urgent Business

In Private

1. To Agree the Private Minutes of the Meetings held on 11th October.

Declarations of Interest

To receive disclosures of pecuniary interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it.

Agenda item 4**Mayor's Report**

The Mayor will give his monthly report.

Agenda item 8**2019/20 Precept Timetable**

NCC has set a deadline for the submission of the 2019/20 precept information as 25th January 2019. The Town Council will look to agree a budget and set its precept on 10th January 2019. The Indicative Council Tax Base (Band D equivalents) for 2019/20 is 2774.89, an increase of 47.50.

Recommendation: To note the timetable**Agenda item 9****Town Centre Working Group Action Plan**

Earlier this year the Town Council established a Town Centre Working Group to which all councillors were invited, this was to consider Town Centre and Market Place actions within the Neighbourhood Plan, in particular relating to Town Centre Community Action Proposals (CAP's) 1 and 3. A focus of these CAP's was a) the encouragement of independent retail outlet spaces and the active promotion of the Town Centre (and any vacant retail units) to retail businesses expected to enhance the appeal and diversity of the Town Centre and b) to develop a whole year strategy for the Market Place. The Project & Funding Officer will present the action plan for consideration. The draft action plan will be circulated prior to the meeting.

Recommendation: To consider and approve the Action Plan**Agenda item 10****Update on a) Loan to Alnwick Town Junior Football Club b) Willowburn Public Inquiry, c) the New Town Council Office and d) the Alnwick Forum including 17th November event.**

The Town Clerk will give an update on the current position regarding a) the proposed loan to Alnwick Town Junior Football Club b) the Willowburn Public Inquiry and c) the new Town Council Office. The Project and Funding Officer will then outline the recent activities of the Alnwick Forum and details of the proposed consultation event on 17th November.

Agenda item 11**Proposed Council Away Day**

At the last meeting of the Finance & Policy Committee it was agreed to recommend to the Council that an away day be organised to consider the Council's future operations, focus and direction. The Council last held an away day in December 2016. If the away day is to be useful for the 2019/20 budget setting process it will need to take place soon and assuming that a Saturday is the preferred date and avoiding the Christmas period, the options are 24th November, 1st or 8th December 2018 or 5th January 2019. It is suggested that as last time, 10.00am – 1.00pm is the event timeframe. For information, in 2016 the programme included the following:

- 2016/17 Budget and Precept so far; Powers and Duties of Local Councils; Understanding the NCC budget context.
- Making the Town more attractive – what is our role? (What further action, if any do we wish to take on toilets, street cleansing, town promotion etc.). Budget implications?
- Promotion of the Alnwick economy– what is our role? (Looking after Alnwick’s interests) Budget implications?
- Neighbourhood Plan Update (Current position and budget implications)
- Other Councillor Issues and ambitions

Recommendation: Councillors consider the away day recommendation and if there is a wish to proceed, agree a date and programme.

Agenda item 11

Proposed Settlement Boundary

When Alnwick Town Council submitted a response on the draft Local Plan in August 2018, one of the comments was “*Alnwick Town Council wishes to consider whether a settlement boundary would be appropriate for Alnwick and requests further dialogue with NCC on this*”. This has been considered by NCC Officers in consultation with the Clerk and Chairman of the Planning Highways and Transport Committee, and following the Planning Committee earlier in the evening it is envisaged that a suggested settlement boundary may be proposed.

A settlement boundary is a line that is drawn on a plan around a settlement, which reflects its built form, this is also known historically as a ‘village envelope’. In general, there is a presumption in favour of development within the settlement boundary. Any land and buildings outside of the boundary line are usually considered to be open countryside where development would be regulated with stricter planning policies.

Recommendation: to consider the recommendation from the Planning, Highways and Transport Committee regarding a proposed settlement boundary.

Agenda item 12

Notification of Urgency Decision

Under the Council’s Constitution decisions taken under urgency powers must be reported to the next Council meeting. On 15th October, the Clerk received a request for additional financial assistance for the Christmas Lights. As the lights display was starting to be installed it had become apparent that a number of the strings of lights which go across shop frontages, (light harnesses) were in a poor condition because of their age and the number of joints (which could allow water ingress) and as a result were not ideal for new low energy light bulbs. The Christmas Lights Committee do budget to replace some cabling each year – some 100m was renewed this year. The Committee would have liked to replace more, but could not support this from their budget. Following discussion with the Mayor, Chair of Finance and the Vice Chair of the Recreation & Amenities (note the Chair was not consulted as he had an interest), it was agreed on 17th October to give an additional one-off grant of £2,000 (net of VAT) for the immediate purchase of new harnesses. This would be sufficient for some 200 metres for cabling. In making the decision, councillors were mindful that the Music Festival Grant allocated for 2018, was not spent, so some of this money could therefore be utilised for the Christmas Lights.

Recommendation: Councillors note the Urgency Decision

Agenda item 15 Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
17 th & 24 th Oct	NALC -enews	Circulated
21 st Oct	J Matthewson – letter for councillors on Core Strategy	Circulated to Councillors, Clerk to respond
	Cussins – enclosing £5,000 contribution for a bus shelter	Reported to Finance Committee
24 th Oct	Willowburn Public Inquiry Inspectors Report	Circulated
31 st Oct	NCC – Precept Information	Placed on agenda

Recommendation: That the correspondence received be noted

Agenda item 16 Financial Matters – Payments

The following invoices have been received for payment (as at 2nd Nov); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
NCC	£10,400.35	£5.00	Payroll July 2018
NCC	£20,773.15	£10.00	Payroll August & Sept 2018
NCC	£12,960	£2,160	Summer/Winter planting 2018
NCC	£2,570.40	£428.40	Watering Hanging Baskets (Deducted from Alnwick in Bloom Grant)
NCC	£469.58	£78.26	Town Council Hanging baskets
Mole Country Stores	£49.99	£0	Grass Seed
James N McLean	£36.00	£6.00	Equipment Hire and supplies
W R Batey	£2,447.33	£383.22	New Officer Computer & Monitor, £1,189.04, 3 Filing Cabinets £424.80, Table & 4 Chairs £564, Refreshments for Remembrance Sunday & Carol Service £121.50, Planning Fee –flag pole discharge of conditions £58, McAfee subscription £89.99.
Gordon Wilson Ltd	£792.00*	£132.00	3 metal wreath holders frames for the War Memorial (to hold 30+ wreaths)
Northumberland Estates	£100.00	£0	Bike Track Lease 11/18 -11-19
Viking Direct	£182.75	£30.46	Stationery

Broxap	£957.60	£159.60	6 metal bollards for the Cobbles (to protect 6 planters from cars)
TOTAL	£51,739.15	£3,402.94	

* Indicates LGA 1972 s137 Expenditure (Total £792.00).

The following payments are now paid by direct debit and are reported for information

British Gas	£19.97	£0	Cemetery Lodge - service contract (paid 15/11)
Biffa	£89.18	£14.86	Trade Waste – Cemetery (Paid 30/11)
BT	£38.93	£6.49	Phone Bill - Cemetery Office (Paid 28/10)
BT	£41.77	£6.96	Phone Bill – Fenkle Street (Paid 22/10)
npower	£17.23	1.25	Cemetery Store (paid 30/10)
npower	£50.36	£2.40	Robertson’s Fountain (paid 17/10)
npower	£14.05	£0.67	Robertson’s Fountain (paid 9/11)
Northumbrian Water	£98.18	££0	Cemetery Lodge/Tap/Store (paid 14/11)

Recommendation: To approve and authorise the above payments amounting to £50,738.80 and to note the direct debit payments of £369.67.