

Minutes of the Annual Meeting of the Council held on Thursday 9th May 2013 in the Council Chamber, Clayport Street Alnwick at 7pm.

Present: Cllrs A Symmonds, S Allcroft, P Broom, G Castle, W Grisdale, M Harrington
B Hewison, K Moore, S Patience, R Roberts, A Symmonds,

In attendance: W Batey, Chief Officer and Town Clerk.

The Mayor welcomed Councillor Peter Broom to his first Council meeting.

C13/01. Questions from the Public

There were no questions from the public

C13/02. Apologies: None.

C13/03. Declarations of Interest

Councillor Castle declared a non-pecuniary interest in county council matters and Councillors Hewison, Patience and Roberts declared non-pecuniary interests in the Neighbourhood Plan agenda item.

C13/04. Retiring Mayor's Report

Councillor Symmonds presented his Mayor's diary for the period 11th April – 9th May and as this was his final report he thanked councillors and the clerk for their support. He felt honoured to have served the town as Mayor for the past two years.

C13/05. Election of the Mayor

The clerk reported that one nomination had been received, this was for Councillor Grisdale, proposed by Cllr Roberts and seconded by Cllr Farrar.

RESOLVED: That Councillor Bill Grisdale be elected as Mayor.

Councillor Grisdale completed and signed his declaration of acceptance of office.

C13/06. Election of Deputy Mayor

No nominations had been received for the position of Deputy Mayor. It was therefore recommended that we now wait until we have been through the co-option process for the vacant councillor positions and then again seek nominations. The process could begin after the June Council meeting, ready for a decision at the July meeting. In the meantime, the meeting agreed to appoint two councillors to deputise for the Mayor in his absence, until a formal Deputy was appointed. Councillor Allcroft and Councillor Roberts were agreed.

RESOLVED: That the Council looks to fill the Deputy Mayor position in July and Councillors Allcroft and Roberts deputise for the Mayor until a formal Deputy is appointed.

C13/07. Committee Appointments and Appointments of Chairs and Vice Chairs of Committees.

The proposed committee membership was tabled at the meeting, this took into account the preferences of councillors. These were proposed and seconded.

RESOLVED: The Recreation & Amenities Committee comprises of Councillors; Allcroft, Broom, Farrar, Grisdale, Harrington, Hewison, Moore, Patience, Roberts, Symmonds plus 1 vacant position.

RESOLVED: The Cemetery Committee comprises of Councillors; Allcroft, Farrar, Grisdale, Moore and Symmonds, plus a representative from Denwick Parish Council and 2 vacant positions.

RESOLVED: The Planning, Highways and Transport Committee comprises of Councillors; Broom, Farrar, Grisdale, Harrington, Hewison, Moore, Roberts, Symmonds and 4 vacant positions.

RESOLVED: The Finance & Policy Committee comprises of Councillors, Allcroft, Broom, Castle, Grisdale, Hewison, Patience, Roberts, Symmonds plus 4 vacant positions.

Councillor Patience was proposed and seconded as Chairman of the Recreation and Amenities Committee.

RESOLVED: Councillor Patience be appointed as Chairman of the Recreation and Amenities Committee.

Councillor Hewison was proposed and seconded for the position of Vice Chairman of the Recreation and Amenities Committee.

RESOLVED: Councillor Hewison be appointed as Vice Chairman of the Recreation and Amenities Committee.

Councillor Moore was proposed and seconded as Chairman of the Cemetery Committee

RESOLVED: Councillor Moore be appointed as Chairman of the Cemetery Committee.

Councillor Farrar was proposed and seconded for the position of Vice Chairman of the Cemetery Committee.

RESOLVED: Councillor Farrar be appointed as Vice Chairman of the Cemetery Committee.

Councillor Roberts was proposed and seconded as Chairman of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Roberts be appointed as Chairman of the Planning, Highways and Transport Committee.

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

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

Councillor Allcroft was proposed and seconded as the Chairman of the Finance and Policy Committee.

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

Councillor Symmonds was proposed and seconded for the position of Vice Chairman of the Finance & Policy Committee.

RESOLVED: Councillor Symmonds be appointed as Vice Chairman of the Finance & Policy Committee.

C13/08. Appointments to Outside Bodies

A schedule of the outside bodies was tabled at the meeting, together with suggested representatives. Cllrs Hewison and Moore agreed to be a Town Council representative on the Local Multi Agency Problem Solving Initiative. A number of positions remained vacant. The Shopfront grants panel was no longer meeting and was deleted. The Clerk agreed to check if the Alnwick Community Association was still meeting.

RESOLVED: Outside Bodies appointments were as per the schedule attached to these minutes.

C13/09. Dates of Meetings

A draft schedule of council and committee meetings was tabled for approval and is attached to these minutes. It was agreed that Planning meetings would start as early as 6.15pm depending on the agenda and the January Council and Planning Meeting would be held on 16th January 2013 (the third Thursday in the month).

RESOLVED: That the council and committee dates be approved.

C13/10. Proposals for the Co-option of Councillors

It was reported that following the election process the Council now had seven vacancies and it was open to the Council to fill these vacancies by co-option. It was recommended that these vacancies are publicised as soon as possible and prospective councillors should be asked to make a written submission about why they would like to be a councillor by Wednesday 5th June so decisions can be taken at the June Council Meeting. It was agreed to ask any candidates for their ward preference. The clerk outlined he would hold a briefing session for prospective councillors.

RESOLVED: That the council vacancies be advertised as soon as possible and written submissions be required from prospective councillors to enable a decision to be made at the June meeting.

C13/11. Minutes of the Previous Meeting (11th April 2013)

RESOLVED: The minutes of the meeting held on 11th April 2013 were agreed as a true record.

These were duly signed by the Mayor.

C13/12. Matters Arising not on the Agenda

Referring to Minute C12/174 it was reported the tarmac path in the column field had been replaced and had been funded through the Members County Council small scheme budget. Referring to Minute C12/172, the clerk reported that the payment to Thomas Sherriff of £138.43 had not been made as this was a duplicate.

C13/13. Neighbourhood Plan Update

The clerk reported on the main results of the recent options consultation which had been answered by over 550 people. A copy of the results were circulated. These results would be used to devise proposals and a consultation event was being planned for May 20th to look at the proposals that were being formulated.

C13/14. Draft Accounts 2012/13

The Clerk updated the meeting on progress regarding the production of and auditing of the 2012/13 accounts. A copy of the draft Income and Expenditure Account was tabled and

outlined. The Clerk outlined that the internal audit work would be commencing shortly and that electors would be able to exercise their rights to inspect the accounts between 28th May and 24th June. The Annual Return would need to be approved by the council at the next meeting (June) and submitted to the external auditor by 25th June.

RESOLVED: The draft accounts 2012/13 be received and approved.

C13/15. Minutes of Committees

The Minutes of the Planning, Highways and Transport Committee (11th April 2013) were tabled for approval.

RESOLVED: The minutes of the Planning, Highways and Transport Committee meeting held on 11th April 2013 were agreed as a true record.

C13/16. Correspondence

The clerk reported that the following correspondence has been received since the last meeting:

Date	Detail	Action if any
11 th April	CAN – Letter of Thanks re donation	noted
12 th April	NCC- Designation of Alnwick & Denwick Neighbourhood Area	noted
12 th April	SEN Magistrates Courts – Letter of thanks for donation to mock trial competition	noted
23 rd April	NCC- Acceptance of Office Forms and Declaration of Interest Forms	To be completed by all councillors
29 th April	Alnwick In Bloom – Letter of Thanks for grant and support	noted

RESOLVED: That the correspondence be noted.

C13/17. Financial Matters – Payments

The clerk reported that the following invoices had been received for payment.

HMRC	£1,872.88	Tax and NI
Wages Account	£2,000	
Zurich Municipal	£6,111.30	Insurance Renewal due 1 st June
Chubb	£84.69	Annual Service
npower	£231.20	Electricity Cemetery Chapel
MBC Badges	£420	Alnwick Badges (Mayoral Gifts)
Royal Mail	£2.77	Neighbourhood Plan questionnaire returns
TDC Waste Management	£117.42	Trade Waste Duty of Care
Alnwick Plumbing & Heating	£42	Stopcock repair Ratten Row allotments
Emma Prytherch	£266.60	Data entry Neighbourhood Plan questionnaires
M Cranston	£50	Allotment Pest Control treatment
Alnwick Tyres Ltd	£21.60	Disposal of Tyres
CBS World	£22.13	Stationary
James N McClean Ltd	£106.17	Supplies
Glendale Paints	£25.98	Wood Stain
TOTAL	£11,356.74	

The following agreed payment is also due:

Mayor (as elected)	£1,000	Annual Mayoral Allowance
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The following payments are now paid by direct debit and were reported for information		
BT	£76.69	Phone bills cemetery and cemetery lodge Paid 28 th April 13
npower	£63.33	Cemetery Store

RESOLVED: To approve and authorise the above payment amounting to £12,356.74 and to note the direct debit payments of £140.02.

C13/18. Bank Mandate and Access to Safe Deposit Box

The new Council needed to agree new cheque signatory arrangements. These were confirmed as part of the Constitution Review. It was agreed that the Councils authorised signatories on the main account would be the Mayor, Deputy Mayor (when appointed) and the Chairs of Finance and Policy, Recreation and Amenities and the Cemetery Committees. Two signatures would be required. The same authorised signatories would be used for the wages account, but only one signature was required. The Council has its important documents in a safe deposit box. It was agreed that the same councillors as listed above, be used as authorised signatures, to access documents.

RESOLVED: The new arrangements for signing cheques and accessing documents from the safe deposit box as outlined above be agreed.

C13/19. Councillor Issues

Councillor Hewison raised a request for a dog bin in Sycamore Avenue. This was discussed and it was highlighted that a recent bin had been installed at St Thomas's Close. It was agreed to look at the need further and refer the matter to the local dog warden.

C13/20. Any Other Urgent Business

Councillor Harrington raised the Willoughby's Bank housing development which was currently being marketed as 'The Limes, Swansfield Park', he felt that this was inappropriate and Swansfield Park was misleading. Not all councillors agreed. It was agreed to ask the County Council for the Town Council to have an opportunity to be involving in the naming.

Councillor Hewison raised a request by residents to have the speed hump at Springfield Park removed; He did not seem to be getting any action or progress from the County Council. The clerk agreed to take this up.

Councillor Patience asked if there was any progress on the Market Place car parking scheme. Councillor Castle informed the meeting that a commencement date of 16th July had been earmarked.

Councillor Allcroft drew attention to the positioning and size of the parking machine notices on Bondgate Within which she felt were too low and too big. It was agreed to write to the County Council.

The meeting closed at 8.35 p.m.