

## **Minutes of the Meeting of the Council held on Thursday 12<sup>th</sup> September 2013 in the Council Chamber, Clayport Street, Alnwick at 7pm.**

**Present:** Cllrs B Grisdale (Mayor), P Broom, G Castle, C Goodfellow, D Farrar, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, K Moore, S Patience, M Swinbank and A Symmonds.

**In attendance:** W Batey, Chief Officer & Town Clerk, Heather Cairns, County Councillor.

### **C13/55. Questions from the Public**

There were no questions from the public.

**C13/56. Apologies:** Cllrs P Allcroft, S Allcroft, B Hewison and R Roberts.

### **C13/57. Declarations of Interest**

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

### **C13/58. Mayor's Report**

The agenda papers included a link to the Mayor's diary.

**RESOLVED: That the report be received.**

### **C13/59. Minutes of the Previous Meeting (11<sup>th</sup> July 2013)**

**RESOLVED: The minutes of the Council meeting held on 11<sup>th</sup> July 2013 were agreed as a true record.**

These were agreed and duly signed by the Mayor.

### **C13/60. Matters Arising not on the Agenda**

Referring to Minute C13/47, Councillor Patience updated councillors. A site meeting had taken place and the clerk and Councillor Patience had met with Bill Pringle (NCC). The cleaning regime and matters which were impacting upon cleaning were discussed. It was agreed that some refurbishment and updating was required to make a significant difference. NCC would look at the possible costs and budgets available. Councillor Castle thought he may be able to commit £2,000 from his local schemes budget. Referring to Minute 13/49, the clerk outlined that he had received advice from NALC and a paper would be brought to the next Council meeting.

### **C13/61. Dates for the Diary**

The following dates were highlighted for councillors:

- a) The 2013 Remembrance Sunday service would be held on Sunday 10<sup>th</sup> November in St Paul's Church Alnwick starting at 2.30pm. After the service there would be a march to the war memorial for the laying of wreaths in remembrance. Councillors were invited to the service and to participate in the march. Refreshments for guests will be served afterwards in the Council Chamber Clayport Street.
- b) The Mayor's Carol Service – 18<sup>th</sup> December at St Michael's Church, Alnwick.

In addition the Mayor reported he was looking to organise a Ceilidh for his charity, this may be in November.

**RESOLVED: To note the dates.**

### **C13/62. Annual Return and Accounts 2012/13**

The Council's external auditor had completed the audit for the year ended 31<sup>st</sup> March 2013. The auditor has concluded that the information in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern.

**RESOLVED: That the Annual Return for the Year ending 31<sup>st</sup> March 2013 be approved and accepted by the Council.**

### **C13/63. Local Transport Plan Priorities**

The Council had been invited by NCC to submit its top three transport priorities for next years Local Transport Plan (LTP) Programme (2014-15). These would be assessed by the County Council for inclusion in the draft programme. A submission was required by 27<sup>th</sup> September. Councillors discussed the options and concluded the priorities were:

1. The investigation of the feasibility of pedestrian priority for Narrowgate
2. Road widening and right turn lane at the service station on the A1068 South Road
3. Pavement repairs and improvements to Green Batt, St Michael's Lane and the entrance and exits to the Market Place including the drainage channels.

Councillor Castle updated councillors on the delay with the feasibility study of the Denwick Lane/South Road/Wagonway Road junction. This will be reviewed in the light of new school proposals. In addition, he outlined that County Council officers were considering options to deal with the traffic/parking congestion near to the Co-op on Victoria Terrace.

**RESOLVED: The Council 2014/15 LTP priorities are: 1. The investigation of the feasibility of pedestrian priority for Narrowgate. 2. Road widening and right turn lane at the service station on the A1068 South Road and 3. Pavement repairs and improvements to Green Batt, St Michael's Lane and the entrance and exits to the Market Place including the drainage channels.**

### **C13/64. Community Sports Development Officer post**

This item was withdrawn from the agenda.

### **C13/65. Neighbourhood Plan update**

At the last meeting it had been reported that a bid was to be made to the Department of Communities and Local Government for a Supporting Communities in Neighbourhood Planning grant. The Council had now been awarded a grant of £6,390 for the period to 31/03/14. The grant was to cover additional plan coordinator time to develop the draft plan (an additional day per month over 6 months), the design and formatting of the draft plan, printing the plan and leaflet and questionnaire printing costs.

**RESOLVED: The grant award be noted and Mr Peter Biggers of Argyle Planning Consultancy continues to give the Town Council support, including the additional day per month covered by the grant.**

### **C13/66. Mechanics Institute authorised signatories**

At the March Council meeting it had been agreed that the Town Council became the corporate trustee of the Mechanics Institute which is on Percy Street, Alnwick. It was necessary to alter the authorisations for the signature of cheques. Two signatures are required on the bank account. The Council has appointed three councillors to the management committee. These are Councillors, Symmonds, Harrington and Goodfellow. It was recommended by the clerk that these councillors together with the Mayor, become the authorised signatories.

**RESOLVED: Councillors Symmonds, Harrington and Goodfellow together with the Mayor become the authorised signatories for the Mechanics Institute.**

**C13/67. Minutes of Committees**

a) Planning, Highways and Transport Committee (11<sup>th</sup> July 2013 and 8<sup>th</sup> August 2013)

**RESOLVED: The minutes of the Planning, Highways and Transport Committee held on 11<sup>th</sup> July and 8<sup>th</sup> August 2013 were agreed as a true record.**

b) Recreation & Amenities Committee (25<sup>th</sup> July 2013)

**RESOLVED: The minutes of the Recreation & Amenities Committee held on 25<sup>th</sup> July 2013 were agreed as a true record.**

c) Cemetery Committee (25<sup>th</sup> July 2013)

**RESOLVED: The minutes of the Cemetery Committee held on 25<sup>th</sup> July 2013 were agreed as a true record.**

Councillor Moore highlighted to councillors that a press release was to be issued to see if it was possible to establish a volunteer group to do help maintain the cemetery.

**C13/68. Correspondence**

The clerk reported that the following correspondence has been received since the last meeting, these were discussed.

<b>Date</b>	<b>Detail</b>	<b>Action</b>
25 July	NALC News	Available from the clerk on request
25 July	Municipality of Zhenyuan, China. Request to have a sister-city relation	Decline request
31 July	CAN e-news	Available from the clerk on request
21 Aug	NCC – monitoring and enforcement officer details and areas	Available from the clerk on request
22 Aug	David Grindle Internal Auditor, - outlining he will no longer be able to continue as our internal auditor as he is retiring.	To note and write to thank Mr Grindle for his services, given over many years.
4 Sept	Request from Curry Mallet Parish Council (Somerset) to twin with another town taking part in the 2015 Magna Carta celebrations	Considered and agreed

**RESOLVED: That the council agrees not to have a sister relation with Zhenyuan (China) and agrees to twinning with Curry Mallet Parish Council for the purpose of the 2015 Magna Carta celebrations. It was also resolved to write to thank Mr D Grindle for his services as Internal Auditor.**

**C13/69. Financial Matters – Payments.**

It was reported that the following invoices were paid under delegated authority given at the last meeting.

Frank Flannigan (Depothire Ltd)	£192	Skip – Ratten Row allotments
Zurich Municipal	£1365.36	Additional insurance - Mechanics Institute
Northumberland County Council	£96	Bin Installation
Northumberland County Council	£200.11	Seat installation

Glasdon UK Ltd	£2679.38	New Seats
Alnwick Tyres	£10.20	Puncture Repair
Alnwick Tyres	£36	Tyre Sealant
Play Practice	£495.60	Wetpour repair materials
Thomas Sherriff	£26.16	Machine parts
npower	£150.82	Electricity cemetery chapel
Bari Tea Ltd	£95.52	Mayoral Gifts
Playdale Playgrounds Ltd	£1180.52	Equipment replacement parts
Fife Plant Hire	£123.60	Building Material cemetery
Playdale Playgrounds Ltd	£59.69	Equipment replacement parts
Azure Printing	£29.24	Mayoral gifts
John Gray Ltd	£350.40	Machine repairs
James N McLean Ltd	£92.40	Service Chainsaw
Alnwick Tyres	£24	Tyre Disposal
<b>TOTAL</b>	<b>£7,207</b>	

The following payments were agreed at the meeting:

HMRC	£3,906.07	Tax/NI for July/August
Wages Account	£4,000	
David Grindle	£165	Internal Audit fee
BDO LLP	£480	External Audit fee
Diamond Business Systems	£54	Photocopier service charge
M Cranston	£35	Wasps Nest Treatment
The Farm Bakery	£56	Neighbourhood Plan event buffet
W.R.Batey	£65.87	Flags for Mayoral Gifts £56.87, Postage £9.00
Argyle Planning Consultancy	£1774.50	Consultancy support Neighbourhood Plan, April, May, June 2013.
Frank Flannigan (Depothire Ltd)	£192	Skip Hire
NCC	£10,800	2013/14 Bedding plants
NCC	£259.20	Additional Watering
James N McLean Ltd	£7.80	Barrier Tape
Alnwick Young Peoples Association	£500	Community Allotment contribution
<b>TOTAL</b>	<b>£22,295.44</b>	

The following payments were now paid by direct debit and were reported for information		
BT	£83.64	phone bills cemetery and cemetery lodge -28/8/13
	£72.82	phone bills cemetery and cemetery lodge -28/7/13
npower	£54.88	electricity Cemetery Store

**RESOLVED: To note the payments of £7,207 made under delegated powers, approve and authorise the above payments amounting to £22,295.44 and to note the direct debit payments of £211.34**

#### **C13/70. Any Other Urgent Business**

1. Councillor Castle updated councillors on the Market Place car parking scheme which was delayed whilst the Parking Order was being drafted. At the car parking working group held on Wednesday 11<sup>th</sup> September it had been recommended that to save time and unnecessary expense the scheme should proceed without the installation of a parking meter. Councillors were in agreement with this.

**RESOLVED: The Town Council recommends to the County Council that the Market Place car parking scheme proceeds without the installation of a parking meter.**

2. Councillor Moore highlighted the useful meetings of the Local Multi-Agency Problem Solving (LMAPS) group and suggested updates of unrestricted information be given at future council meetings. He outlined that this was a useful forum to highlight anti-social behaviour issues.
3. Councillor Goodfellow raised the need for a school traffic patrol on Swansfield Park Road. It was suggested that this could be an issue for LMAPS.
4. Councillor Patience raised setting a date for a visioning day to review council priorities etc.

The meeting closed at 8.07pm.