

**Minutes of the Annual Meeting of the Council held on Thursday 8<sup>th</sup> May 2014  
in the Council Chamber, Clayport Street Alnwick at 7pm**

**Present** Cllrs S Allcroft, P Allcroft, P Broom, D Farrar, G Castle, C Goodfellow,  
W Grisdale, M Harrington, P Holt, J Humphries, G Mavin, S Mavin,  
S Patience, R Roberts, A Shilton, M Swinbank and A Symmonds

**In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Administration Assistant

**C14/01 Questions from the public**

There were no questions from the public.

**C14/02 Apologies for absence**

Councillor Moore.

**C14/03 Declarations of Interest**

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

**C14/04 Mayor's Report for 2013/14**

Councillor Grisdale presented his Mayor's report for the period May 9th 2013 to May 8th 2014. It had been a busy year with many highlights including the Alnwick International Music Festival, Alnwick Food & Beer festivals over the summer and during the autumn there was the Robson Green event at the Playhouse, bus station graphics and the Mayor's Carol Service. Earlier this year we had the re-launch of Bailiffgate Museum, Town Tidy Up, the new Defibrillator machine installed, the Tourism Fair and Alnwick Spring Show. The year ended with the Mayor's Civic Awards on May 7th.

He thanked Bill Batey, Town Clerk; Janet Pibworth, Administration Assistant; Chairs of Committees; councillors and the press for their support during the year.

**C14/05 Election of the Mayor**

The Town Clerk reported that one nomination had been received, this was for Bill Grisdale proposed by Cllr Castle and seconded by Cllr Symmonds.

**RESOLVED: That Councillor Grisdale be elected as Mayor.**

Councillor Grisdale read out and signed the declaration of acceptance of office.

**C14/06 Election of the Deputy Mayor**

The Town Clerk reported that one nomination had been received, this was for Sue Allcroft proposed by Cllr Grisdale and seconded by Cllr Castle.

**RESOLVED: That Councillor Allcroft be elected as Deputy Mayor.**

Councillor S Allcroft read out and signed the declaration of acceptance of office.

Councillor Symmonds gave a formal vote of thanks for the work the Mayor and Deputy Mayor had done during the last year.

#### **C14/07 Committee Appointments**

The proposed committee membership was tabled at the meeting; this took into account the preferences of councillors. The Town Clerk recommended leaving the vacancies unfilled. A total of 12 councillors were interested in sitting on the Recreation and Amenities Committee although the current number of places was 11. Councillors were in favour of increasing the number of spaces to twelve.

**RESOLVED: To increase the membership of the Recreation and Amenities Committee to twelve places.**

**RESOLVED: To leave the vacancies on the Planning Highways and Transport Committee and the Finance and Policy Committee and that the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee be approved as follows:**

CEMETERY COMMITTEE Councillors S Allcroft, P Allcroft, D Farrar, J Humphries, S Mavin, K Moore, M Swinbank and A Symmonds plus a representative from Denwick Parish Council.

PLANNING, HIGHWAYS & TRANSPORT COMMITTEE Councillors P Broom, D Farrar, W Grisdale, M Harrington, P Holt, J Humphries, K Moore, R Roberts, A Shilton and A Symmonds.

RECREATION & AMENITIES COMMITTEE Councillors P Broom, D Farrar, C Goodfellow, M Harrington, P Holt, G Mavin, S Mavin, S Patience, R Roberts, A Shilton, M Swinbank and A Symmonds.

#### **C14/08 Appointments of Chairs and Vice Chairs of Committees**

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 Farrar was proposed and seconded as Chairman of the Cemetery Committee

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

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

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

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

**RESOLVED: Councillor Broom be appointed as Vice Chairman 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 Committee be approved as follows:**

FINANCE & POLICY COMMITTEE Councillors P Allcroft, S Allcroft, P Broom, G Castle, D Farrar, C Goodfellow, W Grisdale, G Mavin, S Patience, R Roberts and A Symmonds.

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

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

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

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

#### **C14/09 Appointments to Outside Bodies**

A schedule of the outside bodies was tabled at the meeting, together with suggested representatives. Councillor G Mavin asked if there could be more feedback from all outside bodies through councillors.

**RESOLVED: That the Outside Body appointments be approved. (The Outside Bodies appointments made as per the schedule attached to these minutes).**

#### **C14/10 Approving dates of ordinary meetings of the council and standing committees**

A draft schedule of Council and Committee meetings was tabled for approval and is attached to these minutes. It was reported that the use and availability of the Council Chamber and Committee Room at 1 Clayport Street is likely to come to an end later this year and in the light of this, some adjustment to dates may prove necessary.

**RESOLVED: That the Council and Committee dates be approved but it be recognised that they may need to be adjusted depending on venue/room availability.**

**C14/11 Minutes of previous meeting (April 10th 2014)**

**RESOLVED: The minutes of the meeting held on 10th April 2014 were agreed as a true record and duly signed by the Mayor.**

**C14/12 Matters Arising**

Referring to minute C13/179

TOILETS - The Town Clerk reported that NCC had allocated £3,700 for the refurbishment of the toilets in Alnwick Town Centre. Together with the £3,000 from the Town Council budget and £6,000 from the two County Councillors Local Improvement Scheme fund there is now a budget of £12,700. There is a meeting on May 10th with NCC to discuss how this will be spent.

SPRING CLEAN - The Town Clerk will include comments from Councillors S Allcroft and Goodfellow in the report to NCC, any other comments were requested.

FREE CAR PARKING - The Town Clerk gave an update from NCC: Market Place will be a disc zone, as Alnwick Town Council had requested with a 30 minute time limit. The order process is ahead of schedule and a contractor is in place to mark the bays. June 2nd will be the start date for enforcement.

**C14/13 Neighbourhood Plan Update**

An update was given on the drafting of the plan. In addition to the neighbourhood plan, a community action plan was being prepared; this action plan contains actions of a non-planning nature that have been raised in consultation exercises. Inevitably, the community action plan will propose that the Town Council leads on, or is a partner in a large number of issues. It is important that the Council has the ability to consider this action plan in advance of the final consultation to ensure that it is agreeable to the proposals. It is expected that the community action plan draft will be available in about 2 weeks' time and there will be a short timeframe available for consideration. It was suggested that once the community action plan was available, a working group to which all councillors are invited be arranged, to consider and agree the Council's role and responsibilities.

**RESOLVED: That the update be received and a working group meeting, to which all councillors be invited, be held to consider the Community Action Plan and delegated power be given to the Clerk in consultation with the Mayor and Deputy Mayor to make any necessary response.**

**C14/14 Town Council Town Centre Office Accommodation**

The Town Council had previously expressed a desire to have a town centre presence in Alnwick which would be accessible to the public and a budget provision of £5,000 had been made in this financial year. Northumberland County Council had informed the Town Council that a room (Room 5 on the first floor) was becoming vacant in The Centre, Fenkle Street at the end of May. The room which was currently occupied by Community Action Northumberland is small (about 10m<sup>2</sup>) and currently is used by 1 person. The exact rent was as yet unknown but would be in the region of £150 pm (£1800 pa), with business rates on top. To use the room, a business phone line with broadband would be need to be connected; this could cost an estimated £600 pa. Other costs will arise from the need for office furniture, a computer and filing cabinets. The Centre has a caretaker and an intercom system for access.

Consideration was being given to having a receptionist in the building but if this comes about it will be at an additional cost to users. The other users in the building are The Registrar's Service and Lionheart Radio; there are also proposals to relocate NCC Public Protection staff into the building. The Building does have meeting rooms which can be booked by users at an additional cost (on an hourly rate).

The Town Council had been informed that there is no space available at the NCC Greenwell Lane offices and the future of 1 Clayport Street is unclear. It is the Clerk's view that for modest expenditure, this room would offer a town centre base for the Town Council.

**RESOLVED: That subject to being able to agree acceptable terms, the Town Council agree to take on a licence of Room 5 at The Centre Fenkle Street. Delegated powers be given to the Town Clerk in consultation with the Mayor and Deputy Mayor to agree terms.**

**C14/15 Draft 2013/14 accounts**

The Town Clerk gave an update on the 2013/14 accounts during which he confirmed that reserves had increased slightly. He also updated the meeting on progress regarding the production of the 2013/14 accounts. A copy of the draft Income and Expenditure Account was tabled and outlined. The internal audit would be commencing shortly and the June meeting will get the internally audited accounts to approved and submitted to the external auditor by end of June. Electors would be able to exercise their rights to inspect the accounts between 28<sup>th</sup> May and 24<sup>th</sup> June.

From the 2013/14 budgets a number of specific expenditure items/projects were not completed during the year, it was therefore recommended that these are carried forward into 2014/15 and the budgets adjusted accordingly. These items are listed below:

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**Cemetery Committee**

Building Repairs - Pointing	£2750
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**Finance and Policy Committee**

Mayor's Chain Updating	£500
Neighbourhood Plan	£2000
Town Team - Contribution to scheme	£500

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**Recreation and Amenities Committee**

Festival Town consideration	£4500
Town Promotion - leaflet project	£1000
Notice Boards	£3850
Allotment Water Supply Ratten Row	£2500
Play Area Replacements – Cawlege View, Glovers Green	£10,000
Peter's Mill Bridge Project	£500

The Town Clerk confirmed the water supply for Ratten Row was in progress.

**RESOLVED: The draft accounts 2013/14 be received and approved. The items identified be carried forward into 2014/15 and the budgets adjusted accordingly.**

## **C14/16 Feedback**

### **a) War Memorial**

Janet Pibworth gave an update; she reminded councillors that the Council is looking to attract a grant from the War Memorial Trust the England: Grants for War Memorials scheme to cover up to 75% of eligible costs, with a maximum grant of £30,000. The Grants Pre Application form was submitted in April. Feedback was received on May 1st and the Council was advised that the work on the war memorial was likely to qualify for a grant so we have been invited to fill in the full application form. The Council is aiming for the 30th June assessment date. The next step is to pull together supporting documents for the grant application including copies of documents relating to the history of the war memorial, both written and photographic. (Northumberland Gazette to run story asking for photographs or stories). Quotes are due back by May 15th and a further update will be given at Recreation & Amenities Committee on May 22nd.

### **b) Parish Liaison Working Group Meeting (May 1st)**

The Mayor gave an update on the meeting on May 1st. A set of documents had been circulated to all councillors. Some points from the meeting were:

Area groups had been suggested but were not popular

Many felt daunted by the meetings

Cemeteries - no plans to take them back from T&PCs at present

**RESOLVED: To accept the updates.**

## **C14/17 Minutes of Committees**

The Minutes of the Planning, Highways and Transport Committee (10<sup>th</sup> April 2014) were tabled for approval. Two amendments had been made at the Planning Committee earlier in the evening.

**RESOLVED: The minutes of the Planning, Highways and Transport Committee meeting held on 10<sup>th</sup> April 2014 (as amended) were agreed as a true record.**

## **C14/18 Correspondence**

The following correspondence had been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
16th April	NCC – Transfer of Swansfield Park Play Area completed	Noted
16th April	CANNY News April 2014	Available from the clerk on request
17th April	NALC e-news	Available from the clerk on request
24th April	NCC agenda for Parish Liaison Working Group	Discussed at meeting
25th April	Public Consultation Event 6 <sup>th</sup> May at 6.30pm for Alwick Bike Track Proposal	Councillors advised
April	Invitation for Mayor from RAF Boulmer	Mayor advised

**RESOLVED: That the correspondence received be noted**

## C14/19 Financial Matters – Payments

The following invoices had been received for payment:

HMRC	£1,973.80	Tax and NI
Wages Account	£6,000	
Zurich Municipal	£8,088.67	Insurance Renewal due 1st June
npower	£338.44	Cemetery Chapel (paid 1st May) (13/14)
The Play Practice	£1,908.46	Basket swing replacement chains, shackles and fitting (13/14 - £540)
D Lowes Plant Hire	£686.40	Allotment clearance/water supply Ratten Row (paid 1st May) (13/14)
D Lowes Plant Hire	£282	Water supply works Ratten Row
C3 imaging print and graphics	£2,136	Feather Banners – Town Team project
Harrisons External Display Systems	£1,126.16	Lamp post Banners – Town Team project
Graciela Ainsworth	£1,064.40	War Memorial Survey
Petty Cash	£20	Fuel
WR Batey	£133.27	Certificate Frames £65.94, Postage £12.40, Equip. for Clean-up £26.95, Padlocks £27.98.
Argyle Planning Consultancy	£2,614.50	Neighbourhood Plan Consultancy (13/14)
Bold Environmental Ltd	£957.50	Groundwater Audit for Cemetery
Playdale Playgrounds Ltd	£1,495.28	Replacement lay area parts
Greenlay Grass Machinery) Ltd	£90.36	Machine Parts
James N McLean	£85.78	Tools and equipment
Grannies	£140.00	Mayor's Civic Awards buffet
CBS World	£28.80	Photocopying
<b>TOTAL</b>	<b>£29,169.82</b>	

The following agreed payment was 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	£101.88	Phone bills cemetery and cemetery lodge Paid 28 <sup>th</sup> April 2014
npower	£142.14	Cemetery Store £49.12 & Town Hall Clock £93.02

It was reported that the large tunnel slide at Swansfield Park play area had been vandalised. Councillor Castle asked if the vandalism had been reported to the police. The Town Clerk confirmed it had and that the damage had been repaired without going through the insurer.

**RESOLVED: To approve and authorise the above payment amounting to £30,169.82 and to note the direct debit payments of £244.02.**

## C14/20 Councillor Issues – Litter Bin Provision

Councillor S Allcroft raised the issue of litter bin provision in the Town. The Town Council want to site a new bin at the bus station but NCC have said they do not have the resources to empty any more bins. Councillor Allcroft suggested reviewing existing bin positions and any that are rarely used re-sited or removed and new bins positioned at identified litter hotspots.

Councillor Broom asked if we knew how many bins there were in the town. The Town Clerk said we have a list of all bins and dog bins. Councillor Goodfellow asked if the bins outside Sainsbury's were included in the number and emptied by NCC, the Town Clerk agreed to enquire with NCC.

**RESOLVED: To liaise with the Town Handyperson and NCC officers to identify which bins could be removed and then make recommendations.**

**C14/21 Any Other Urgent Business**

None.

Meeting closed at 8.38pm