



ALNWICK TOWN COUNCIL

Cemetery Lodge Office
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Alnwick
Northumberland NE66 2PH

Your Ref:

Our Ref: FC/11/2014

Clerk to Council

Bill Batey

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Dear Councillor

7th November 2014

The next meeting of the Council will be held on **Thursday 13th November 2014 in St James's Church Centre, 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. Alnwick Food Bank – Presentation by Chris Friend
5. Minutes of the Previous Meeting (9th October 2014)
6. Matters Arising
7. Resignation of Chris Goodfellow and filling the vacancy
8. Town Council Transparency Requirements
9. Rights of Way Survey
10. Lease for Bike Track Project (east of Allerburn Lea)
11. Feedback on Walkabout with Bob Hodgson NCC
12. Outside Bodies - reports by representatives
13. Draft Neighbourhood Plan
14. Minutes of Committees
 - a) Planning Committee Meeting (9th October 2014)
 - b) Finance & Policy Committee (16th October 2014)
15. Correspondence
16. Financial Matters – Payments
17. Councillors Issues
 - a) Councillor Holt – upkeep and parking issues on Bailiffgate, Canongate, The Peth, and Northumberland Street.
 - b) Councillor Farrar – surface water flooding
18. Feedback Local Multi-agency Crime Prevention Initiative Meeting
19. Any Other Urgent Business

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 7**Resignation of Chris Goodfellow and filling the vacancy**

Councillors have been informed of the resignation of Chris Goodfellow as a result of him moving away from the area. Notice of the Vacancy had been displayed and electors had until 6th November, if they wished, to approach Northumberland County Council to request the vacancy be filled by an election. At the time of writing the agenda, it is not known if an election has been triggered. In the event that electors have not requested the vacancy be filled by election, the Council can fill the vacancy by co-option. The clerk will update on this at the meeting.

Previously Councillors have favoured a co-option procedure in which interested individuals submit in writing why they would like to become a councillor. This could be put in place to enable the Council to make a decision at the next meeting.

Councillor Goodfellow was a council representative and an authorised signatory for the Mechanic's Institute. It is recommended that a replacement be appointed.

Recommendation: a) To receive an update from the clerk and if necessary to agree a procedure to seek applications from prospective councillors with a view to making a decision at the next Council meeting, and b) to appoint a new representative and authorised signatory for the Mechanic's Institute.

Agenda item 8**Town Council Transparency Code Requirements**

At the last meeting of the Finance & Policy Committee, the Town Clerk gave an update on the range of new measures regarding the openness and transparency of councils' affairs being implemented by the Department of Communities and Local Government (DCLG). At that time it was expected that regulations would make the Transparency Code mandatory (subject to Parliamentary approval) and that all local councils with annual income or expenditure greater than £200k would be affected.

At that meeting it was resolved to forward to the November Full Council meeting the recommendation of the Finance & Policy Committee that the Town Council do not increase the amount of information they produce with the exception of the Procurement Information.

However, when the regulations were published, it was confirmed that the Code will not apply to any town or parish council with annual income or expenditure below £6.5million. Alnwick Town Council is not therefore required to publish information under the Code.

Recommendation: That Councillors note the position.

Agenda item 9**Rights of Way Survey**

On 31st October, Councillors were invited to a presentation by Susan Rodgers from the Joint Access Forum regarding volunteers surveying the condition of footpaths and bridleways in our parish. The meeting was attended by Councillors Farrar and Roberts, the town clerk and a small number of other interested parties, including the Ramblers Association and operators of Health Walks. The outcome of the meeting was that there appeared to be some appetite by volunteers (including those present and from those not able to attend) to undertake the survey, but with the Town Council coordinating this. A draft survey form is to be prepared by Susan Rodgers. If the Council takes the lead it will need to plan the survey, undertake risk assessments and ensure that our insurers are satisfied and that the survey will be covered under the public liability insurance. Initial discussions with our insurers have indicated that covering the volunteers undertaking the survey, under the public liability cover, is unlikely to lead to an increased premium. They did however emphasize the need for risk assessments to be undertaken.

Recommendation: Councillors agree that the Town Council should lead and coordinate the survey.

Agenda item 10**Lease for Bike Track Project (east of Allernburn Lea)**

Following previous reports to Council, support in principle was given to the Alnwick Bike Track project. Northumberland Estates were prepared to offer the site and had suggested that the Town Council should hold the lease for a rent of £50 per acre. It was proposed that the site would be managed by the Gallery Youth Project. The scheme is now being worked up in detail by Groundwork North East, in readiness for funding and planning applications. The Council has been asked to sign the lease to assist with these applications. The clerk will update Councillors on the details.

Recommendation: To assist with the progression of the scheme, that the Town Council gives delegated power to the Clerk in consultation with the Chairman of the Finance & Policy Committee to agree the terms and conditions of the lease.

Agenda item 11**Feedback on Walkabout with Bob Hodgson NCC**

On 23rd October a number of councillors took part in a walkabout with Mr Bob Hodgson, the new Area Manager (North), Neighbourhood Services, the walkabout included Swansfield Park, Glovers Green Play Areas, the Bus Station, Market Street Public Toilets and the Community Orchard. Feedback and updates will be given on these.

Agenda item 12**Outside Bodies - reports by representatives**

At the Annual Meeting of the Council, the Town Council appoints representatives to a number of outside bodies. Councillors not involved, often receive very little feedback on the activities of these organisations. To address this, it is proposed that during the year a brief report from the council representative is tabled at the relevant committee and that at the Annual Meeting a written report is also tabled. The Clerk has split the outside bodies between the committees as follows:

Finance & Policy

Alnwick St Paul's Charity
 Alnwick Air Cadets
 Citizens Advice Bureau
 Alnwick & Denwick Relief in Need Charity
 Community Action Northumberland
 Town Team Partnership
 Playhouse Trust
 Bailiffgate Museum
 Gallery Youth project
 MACPI
 Local Living

Recreation & Amenities

Alnwick in Bloom
 Alnwick Music Festival
 Alnwick Food Festival
 Alnwick Sporting Club

It is proposed that any NCC Area Committee matters, LMAPS issues, the Mechanic's Institute and the Neighbourhood Plan Steering Group, are reported to Full Council.

Recommendation: To approve the suggested feedback mechanism from outside bodies.

Agenda item 13**Draft Neighbourhood Plan**

The publication of the draft Neighbourhood Plan was highlighted to the Council in August and its content outlined. This has been out for consultation and over 450 comments have now been received from some 80 individuals and organisations. These comments are currently being analysed by the steering group to determine if any changes are necessary to the plan. Full details of the work will be presented at the next Council meeting.

Recommendation: The Council endorses the content of the draft Neighbourhood Plan.

Agenda item 15**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
16 th Oct	NALC – Local Gov. Transparency requirements	See agenda item 7
27 th Oct	NCC – Precept information due by 2 nd Feb 2015	To note
4 th Nov	NCC -Meeting re parish operated cemeteries – 10 th Nov.	Clerk to attend
7 th Nov	NCC – Archaeology in Northumberland	Available from the clerk on request

Recommendation: That the correspondence received be noted.

Agenda item 16**Financial Matters –Payments**

The following invoices have been received for payment (as at 7th November); this list will be updated at the meeting, if necessary.

HMRC	£1,927.02	Tax and NI
Wages Account	£5,000	
Diamond Business Systems	£54	Photocopier quarterly Charge (paid 16/10)
npower	£480.04	Cemetery Chapel (paid 22/10)
BT	£94.41	Broadband charge (paid 22/10)
Royal Mail Group	£4.30	Postage
Border Tyres Ltd	£18	Tyre Sealant
CBS World	£47.26	Stationary (includes 0.60p underpayment on previous invoice)
WR Batey	£55.40	Refreshments £55.40
Northumberland County Council	£450	3 month's rent, 27 Fenkle Street
Royal Mail Group	£108	Renewal of Response Services Licence
Bill Grisdale	£123.45	£94.45 train fare (to collect mayors chain) and £29 DVD for neighbourhood plan
TOTAL	£8,361.88	

The following payments are now paid by direct debit and are reported for information		
BT	£86.24	Phone bills cemetery and cemetery lodge Paid 28 th Oct 14
BT	£150.73	Initial Connection charge and rental for 27 Fenkle Street (paid 23 rd Oct 14)

A grant application was received from the Alnwick Playhouse Concert Band asking for equipment for their 20th anniversary concert on 15th November 2014. Following consultation with the Chairman and Vice Chairman of the Finance and Policy Committee a grant of £350 was agreed.

Recommendation: To approve and authorise the above payment amounting to £8,711.88 and to note the direct debit payments of £236.97

Agenda item 17**Councillors Issues-**

- a) Councillor Holt – upkeep and parking issues on Bailiffgate, Canongate, The Peth, and Northumberland Street. Councillor Holt wishes to raise the lack of upkeep and parking problems in these areas. She will propose that a site meeting be arranged with the relevant NCC officers.
- b) Councillor Farrar – surface water flooding. Councillor Farrar will highlight that in the Neighbourhood Plan Consultation, the Environment Agency responded: “We welcome the inclusion of the Community Action proposal (ENV CAP9) to reduce the impact of intense rainfall on the drainage network. Although, we consider that there may be additional benefit to specifying the particular locations where this proposal could be implemented.” - He is interested in councillors’ views on this. The obvious areas where drains need more regular unblocking are the foot of Wagonway Road and the dip in South Road but are there others which are significant?