



Minutes of the meeting of the Council held on Thursday 9th April 2015 in St James Church Rooms, Pottergate, Alnwick at 7.00pm

- Present** Cllrs S Allcroft, P Allcroft, P Broom, G Castle, P Edge, W Grisdale, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, K Moore (late arrival), S Patience, A Shilton, M Swinbank and A Symmonds.
- In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Administration Assistant.
- C14/180 Questions from the public**
There were no questions from the public.
- C14/181 Apologies for absence**
Cllrs D Farrar and R Roberts.
- C14/182 Declarations of Interest**
Councillor Castle declared a non-pecuniary interest in county council matters and Alnwick Youth Hostel of which he is a director.
- C14/183 Minutes of previous meeting (March 12th 2015)**
RESOLVED: The minutes of the meeting held on 12th March 2015 were agreed as a true record and duly signed.
- C14/184 Matters Arising**
C14/171 Request for Community Governance Review Councillor S Allcroft asked if there had been any update. The Town Clerk advised that there would be nothing until after the election.
- C14/185 Mayor's Report**
Councillor Grisdale reported that the Mayor's Report is on his blog www.alnwickmayor.wordpress.com. He also reminded councillors about the Mayor's Civic Awards which have a closing date of May 1st. Councillor Edge asked for more information about the awards. Councillor Symonds advised that the awards were given for good service and community spirit and that there were many people in the town who need to be recognised.
Councillor S Allcroft asked if those nominated could be based outside Alnwick? Councillor Symonds advised that they could as long as they served Alnwick.
- C14/186 Minutes of Committees**
Minutes of the Planning, Highways and Transport Committee Meeting (12th March 2015) were tabled for approval.
RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 12th March 2015 were agreed as a true record.
The public minutes of the Cemetery Committee Meeting and the private minutes (19th March 2015) were tabled for approval.

RESOLVED: The public minutes and the private minutes of the Cemetery Committee held on 19th March 2015 were agreed as a true record.

Councillor Broom asked about the waste contract at the Cemetery. He commented that he had been working at locations that seemed to use O'Briens. The Town Clerk advised that this was currently with Maxrecycle and that the Town Council was stuck in a three year contract but had reduced from two 1100l bins to one plus two green bins from NCC.

Minutes of the Recreation & Amenities Committee Meeting (26th March 2015) were tabled for approval.

RESOLVED: The minutes of the Recreation & Amenities Committee held on 26th March 2015 were agreed as a true record.

C14/187 Northumberland Flood Risk Strategy

The Town Clerk reminded the council that the Town Council had given comments to NCC in August 2014 and that the document was now at final draft stage.

Councillor Farrar's emailed comments had felt that more details were needed to be able to comment further.

The Town Clerk explained that there was two types of flooding mentioned in the document pluvial (rain water from rooves etc) and fluvial (water from rivers). He also explained that the Town Council were interested in gullies liable to flooding and the proposed maintenance of these. Although the document identifies 1098 potential flood gullies across Northumberland it does not identify those in Alnwick.

Councillor Holt asked if there was any information about what would happen at each location. The Town Clerk advised that there wasn't and that more information was needed on exact locations and the proposed review period.

Councillor Swinbank asked if it was known if a location could slip down the priority list if no one had complained about it.

Councillor Patience felt it was a difficult situation as every drain added to the potential problem. She advised each councillor to report any problem locations.

RESOLVED: To submit Town Council's comments to NCC by 24th April.

C14/188 Proposed changes to the Constitution

The Town Clerk had circulated the proposed revised Constitution prior to the meeting and advised the council that all agreed changes would be effective from the annual meeting in May 2015. He also advised that the Constitution was made up of two parts - General and Scheme of Delegation and that the current Constitution only sets out a Scheme of Delegation for Full Council and not for committees. He also advised that he proposed adding Management of the Mechanics Institute into the Scheme of Delegation for Full Council. He

reported that the main area of concern in email discussions between councillors had been around consultation issues and whether they should all go to Full Council meetings rather than committees as some do at present. He reminded councillors that everyone gets copies of all agendas and minutes and can attend any meetings.

Councillor Castle commented that he felt the document well summarised and that the committee system worked well. He reminded councillors that the Town Council had taken the decision four years ago to take a more pro active role in the area after the demise of Alnwick District Council. Whilst some agenda items are mandatory / statutory for the relevant committee or Full Council he felt that the Mayor should decide if something needed to go to Full Council. He also felt that if five councillors raised the matter in writing then it would be put on the relevant agenda and if timescales were short then an emergency meeting could always be called.

Councillor Harrington felt that if this was a planning issue then a councillor could write putting their point of view to the chair of the relevant committee and the Mayor.

Councillor G Mavin thought that if it was a key policy document raised by NCC then it should be sent to Full Council.

Councillor S Allcroft felt that although it wasn't likely to happen very often she would like to put Councillor Mavin's suggestion into the Constitution.

Councillor Grisdale felt that important matters need to be raised at Full Council.

Councillor Patience agreed with Councillor Castle's suggestion but would like to see the number as $\frac{1}{3}$ rd of the council (currently 6 councillors).

RESOLVED: To accept the amendments to the Constitution amending the Scheme of Delegation to add the need for 6 councillors to raise a matter with the Mayor to request an item is added to an agenda.

C14/189 Annual Audit Timetable

The Town Clerk advised that the external auditor has informed the Council of the following key dates for this year's annual return and audit:

Display notice about electors rights	18th May to 31st May
Make accounts available to public	1st June to 26th June
Submission of Annual Return	By 29th June 2015
Completion of Audit	By 30th September 2015

The Town Clerk also advised that as the Town Council had income/expenditure over £200k they move into the next level of audit which requires additional information and increased the cost. He also explained that an interim review is required and an interim review questionnaire will need to be completed

RESOLVED: To accept the update.

C14/190 Proposed Agenda for next joint meeting with NCC

The Town Clerk issued a draft agenda for the next joint NCC / ATC Meeting on April 22nd. Councillor G Mavin asked that External Communications be added

to the agenda especially in respect of changes to public buildings in the town. Councillor Holt asked for a discussion about ARCH to be added to the agenda as she did not know what they did. Councillor Castle advised that ARCH was the development arm of NCC and was solely owned by NCC.

Councillor Patience said she was also concerned about the Town Council not being informed about the changes to the Playhouse. Councillor Castle advised that the information needed to be kept inside the Playhouse Board initially so could not be shared with the Town Council.

RESOLVED: To approve the Agenda for the joint NCC / ATC meeting on April 22nd with the addition of the two items from Councillors G Mavin and Holt.

C14/191 Proposed Dates for Meetings for 2015/16

The Town Clerk had circulated a draft list of Committee dates for consideration by councillors. Once agreed these would be taken forward for approval at the Annual Meeting of the Council in May.

RESOLVED: To agree the proposed meeting dates and that they go forward to the Annual Meeting for approval

C14/192 Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action
13th March	NALC - enews	Available from the Clerk on Request
25th March	Thorndale House – request for donation	Referred to next Finance & Policy Committee
26th May	NCC – copy of press release regarding county buildings in Alnwick	Meeting proposed with councillors and Neighbourhood Plan group – no date yet
27th March	Details of Parish Group meetings in May (Rennington 21st May at 7pm)	To Note - Alnwick Town Council invited a guest only
30th March	NCC – possible transfer of equipment at Alnwick North play area to ATC (zip wire)	To be discussed at the next Recreation & Amenities Committee
31st March	NCC – General Election- Notice of Election	Displayed on ATC Notice Board
2nd April	NCC – outcome of Planning Review	Agenda on Planning Committee 9th April – feedback to be given at Council meeting
9th April	NCC – disabled parking in Glovers Green	To Note the removal of 6 advisory bays and replace with 3 disabled parking bays.

Councillor Castle gave an update on the Planning Review meeting on April 1st he had previously given at the Planning Meeting earlier in the evening. He had been pleased that concessions had been made by the Leader of the Council. He also advised that a tri party working group had been agreed to look at the planning changes and that the amendments had been accepted by everyone present at the meeting. One key change was that, where there was an objection made, the Chairman of the appropriate committee and one senior officer would look at the application and recommend whether it was looked at by the relevant planning committee. He confirmed that afternoon meetings are to be trialed for six months and that the number of planning appeals had risen leading to increased costs. He advised that some T&PCs make planning objections listing a statutory area, such as drainage. In these cases, if the statutory body had no objections then this should not be used as an objection criteria.

RESOLVED: To accept the correspondence and update.

C14/193 Feedback Local Multi-Agency Crime Prevention Initiative Meeting

Councillor Moore reported that here was no update.

C14/194 Financial Matters – a) Payments

The following invoices had been received for payment. The Town Clerk advised that the list was split into 2014/15 and 2015/16 invoices.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
HMRC	£2,192.61	£0.00	Tax/NI payment for March
Komplan	£869.17	£144.86	Play Area spare parts Allerburn Lea
Robson & Cowan	£560.00	£99.33	New Honda walk behind mower
Glasdon UK Ltd	£563.95	£93.99	2 new litter bins
Glasdon UK Ltd	£2,440.68	£406.78	3 new seats
Northumbrian Water	£1,621.71	£0.00	Water Bills, allotments, Cemetery (2) & Robertson's pant (Paid 7/4)
Petty Cash	£24.46	£4.07	Petrol and Candles for Cemetery
St James's Church Centre	£60.00	£0.00	Room Bookings 26/3 and 24/2
W R Batey	£6.36	£0.00	Stamps
C Bowden	£600.00	£0.00	4 new wooden bin surrounds for cemetery and fixing
Wybone Ltd	£613.70	£102.28	4 new wire baskets for cemetery
C Bowden	£60.00	£0.00	Fixing New Council Notice Board
To below payments all related to 2015/16			
NCC	£288.00	£0.00	Non-Domestic Rates Fenkle Street
NCC	£2,640.00	£0.00	Non-Domestic Rates Cemetery
NCC	£388.00	£0.00	Non-Domestic Rates Cemetery Chapel
Wages Account	£4,000.00	£0.00	
J Pibworth	£59.10	£9.85	Printer ink £57.50 and photocopying (£1.60)
Institute of Cemetery & Crematorium Management	£90.00	£0.00	Annual Membership
Max Recycle	£1,231.20	£205.20	Trade Waste Cemetery 15/16
Max Recycle	£109.50	£21.90	Duty of Care Trade Waste 15/16
Northumbrian Water	£41.70	£0.00	Cemetery Sewerage Charge (half year)
Arch	£42.48	£7.08	Insurance for St Thomas Close
St James's Church	£66.00	£11.00	Civic Awards room hire costs
NCC	£150.00	£30.00	Fenkle Street rent
Three 16 productions	£300.00	£50.00	Video conferencing
TOTAL	£19,018.62	£1,186.34	

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

BT	£25.94	£4.32	Phone Bill Fenkle Street Paid 23 rd March
BT	£75.69	£12.61	Phone Bills Cemetery & Cemetery Lodge Paid 26 th March
npower	£83.31	£3.97	Town Hall Clock Paid 26 th March

Financial Matters – b) Cemetery Refund

The Town Clerk informed the council that the County Council had recently agreed to make a contribution towards the running of the cemeteries managed by Local Councils. A refund formula was agreed with local councils and amounts to £605.99 per annum for Alnwick. This has been backdated to 2009/10 so for the 5 year period the Town Council has received £3,029.95. He also advised that a payment of £605.99 will be paid in 2015/2016 and 2016/2017. He recommended that the refund be held in balances and put into the 2016/17 cemetery budget.

Financial Matters – c) Other financial matters

The Town Clerk advised that he had stopped and reissued a cheque for £75. He also advised that the Town Council at the end of March had agreed to receive and hold a cheque for £1000 on behalf of the Alnwick bike track project from Alnwick Youth Hostel. In 2014, the Finance & Policy Committee had recommended the Town Council place a two year deposit with Lloyds bank for £99,229. This was the money received from NCC on the transfer Swansfield Park play area to the Town Council. He confirmed that the necessary account was opened and the procedures completed to finalise the investment.

RESOLVED: i) To approve and authorise the above payments amounting to £19,018.62 and note the direct debit payments of £184.94; ii) To note the cemetery refund of £3,029.95 and earmark it for the 2016/17 cemetery budget; iii) To agree and note the matters relating to the replacement cheque, Youth Hostel and the two year investment.

C14/195 Any Other Urgent Business

Councillor S Allcroft asked if any more information had been received on the cost of the toilet refurbishment. The Town Clerk reported that he had not received any direct answers to his question and was awaiting the outcome of the value audit.

Councillor Harrington asked if anything had been taken forward regarding the 'Your Welcome' scheme. The Town Clerk advised that no further discussions had as yet taken place with NCC.

Councillor Swinbank asked about the outcome of the Speed Monitoring Wires. The Assistant advised that of the five locations where monitoring wires had been put in place, Alnmouth Road and the top of Clayport Bank had been referred to the Northumbria Safer Roads Initiative for further action. South Road and the bottom of Clayport Bank showed traffic was within the required speed limit so would not be referred further. Swansfield Park Road was also not being referred as this is a 20mph which they do not enforce.

Councillor G Mavin said that tourists had made comments about the lack of white lines on the cobbles. Councillor Castle suggested writing to Lynn Ryan.

The meeting closed at 8.10pm