

**Minutes of the meeting of the Council held on  
Thursday 9<sup>th</sup> June 2016  
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

- Present** Cllrs A Symmonds, S Allcroft, P Allcroft, P Broom, G Castle, W Gridale, M Harrington, P Holt, J Humphries, G Mavin, S Mavin, S Patience and M Swinbank.
- In attendance** W Batey, Chief Officer and Town Clerk and J Pibworth, Assistant to the Town Clerk.
- C16/19 Questions from the public**  
None.
- C16/20 Apologies for absence**  
Cllrs. S Bell, P Edge, K Moore and A Shilton.
- C16/21 Declarations of Interest**  
Councillors Castle, Gridale and Patience declared a non-pecuniary interest in Item 8 and Councillor Castle declared a non-pecuniary interest in county council matters.
- C16/22 Mayor's Report**  
The Mayor reported that since the last meeting he had been to the re-opening of Hillcrest Nursing Home on June 9<sup>th</sup>. He also reported that he would be attending Ian August's funeral on June 14<sup>th</sup> at 11.45am at St Michael's Church.  
He advised that there he would be taking part in an event to mark the 100<sup>th</sup> anniversary of the start of the Battle of the Somme on July 1<sup>st</sup> which would include laying a wreath at the War Memorial. He added that there was a whistle blowing event, organised by the British Legion / Western Front Association at 7.30am on July 1<sup>st</sup> with local scouts and guides taking part.
- C16/23 Minutes of the Last meeting**  
The minutes of the Full Council meeting held on 12th May 2016 were tabled for approval.  
**RESOLVED: The minutes of the meeting held on 12th May 2016 were agreed as a true record and duly signed.**
- C16/24 Matters Arising**  
**C16/08 OUTSIDE BODIES** – the Town Clerk advised that the Playhouse had advised that they did not want a Reserve for the position on the Playhouse Trust. Councillor Castle confirmed that this was normal practice.  
**C16/09 DATES OF COUNCIL AND COMMITTEE MEETINGS** – the Town Clerk advised that date of the October Finance & Policy meeting was October 20<sup>th</sup> 2016.
- C16/25 Update On CCTV Upgrade**  
The Town Clerk advised that the Town Council had a budget of £15k for a new CCTV system. He reminded councillors that NCC are withdrawing all CCTV systems around the county later in the year. He added that Town Council have visited Alnwick Garden to been look at their CCTV system to talk about their new system and had met with Alnwick Police to identify best locations linked to Anti-social behaviour. They had also visited Berwick and talked to other T&PCs including Ashington about CCTV. He advised that a further meeting with NCC would take place to start putting together a draft specification for the system in Alnwick. NCC are making their decision on June 9<sup>th</sup> about

the contractor. They will be buying 20 re-deployable cameras of which Alnwick will be allocated two although these will be moved around the county when needed. For example all the cameras will go to Blyth during the Tall Ships event.

He advised that the Town Council could also have choose to have re-deployable cameras. The specification was currently being drawn up and that the new system should be installed by the Autumn. He added that the Town Council need to think about how monitoring will take place and how the police will access the data.

Councillor Patience asked if the police had given an indication of the number of cameras required. The Town Clerk advised that they had given four locations in the town.

Councillor Broom asked if £15k budget was enough. The Town Clerk advised that Berwick Town Council had purchased 10 cameras for less than £15k. NCC had confirm that the re-deployable cameras were £3-4k each.

Councillor Broom felt that the Town Council could ask local businesses if they wanted cameras which they could pay for.

Councillor Swinbank asked if NCC would add any extra money to the £15k Town Council's budget. The Town Clerk advised that they would only pay for the two re-deployable cameras they are providing.

Councillor Castle commented that the recent window damage around the town was terrible. He felt that although budget had been set aside for the capital items and additional budget needed to be allocated for maintenance. He added that other people may want cameras which the Town Council should consider. He reminded councillors that the person who reviews the data has to be prepared to go to court.

Councillor Symmonds asked if other Town & Parish Councils were involved then as a confederation they could spec the system and bulk purchase. The Town Clerk advised that the Town Council were considering working with other T&PCs and that the NCC specification was a useful starting point.

Councillor Symmonds felt that this was a one off chance for the Town Council to have a suitable CCTV system so they needed to fit the best system they could.

**RESOLVED: To receive the update.**

## **C16/26 Neighbourhood Plan**

The Town Clerk advised councillors that the Inspector's Report had been received and that the ADNP Steering Group felt that modifications were needed. The Steering Group met with NCC on June 8<sup>th</sup> to go through the Inspector's report, which NCC Officers were mainly supportive of. Approximately six policies are currently being reviewed and may go back into the Plan. Some of the suggested changes do change the meaning significantly such as changing 'contribute' to 'support'. The text will need to be changed to reflect the deleted Policies and some of the original policies will become CAPs (Community Action Plans).

He advised that there was a budget of £2.5k to finish the ADNP work. He added that the final report will come to Full Council in July for approval, the final report would then go to NCC by the end of July and the referendum was aimed to be mid-September.

Councillor Holt asked how many policies had been deleted. The Town Clerk advised that 21 had been suggested for deletion but that the Steering Group had asked for some to be retained.

Councillor S Allcroft asked if NCC had the authority to take polices from the Neighbourhood Plan if they were important to the town. The Town Clerk advised that it was entirely NCC's decision as to what stayed and what was deleted.

Councillor Gridale commented that the Neighbourhood Plan was very wide ranging as it was written by people in the town. He added that a lot of the amendments were wording.

Councillor Patience reminded councillors that it was very important to the Neighbourhood Plan through the referendum to get a legal document.

Councillor S Mavin felt that the Inspector's report was very thorough and that the Town Council should adhere to what the Inspector's Report suggested. Councillor Gridale commented that there was nothing wrong with the plan.

Councillor Castle advised that statutory planning guidance stipulates that Neighbourhood Plans are legally binding.

**RESOLVED: To receive the progress report on the Alnwick & Denwick Neighbourhood Plan update.**

**C16/27 Annual Return - 2015/16 Annual Governance Statement**

The Town Clerk reviewed the Governance Statement which had been circulated to councillors. He explained the various matters that had to be completed.

**RESOLVED: To approve the 2015-16 Annual Governance Statement.**

**C16/28 Annual Return - 2015/16 Accounts and Accounting Statements**

The Town Clerk circulated the final version of the accounts for 2015-16 together with a bank reconciliation, income and expenditure account and balance sheet. He advised that, once approved, these documents would be available for public examination from June 13<sup>th</sup> until July 22<sup>nd</sup>. He advised that the Internal Auditor had finished his work and had not raised any significant issues but had made a small number of recommendations which would be considered at the next Finance & Policy meeting.

He advised councillors that the Accounting Statements summarised the income and expenditure up to March 31<sup>st</sup> 2016. He also advised, that on the advice from the External Auditor, the Lloyds Fixed Term Bond had been moved and was included as a long term investment. He noted that on Section 2 Box 3 was £54,794 and that this was mainly made up of Cemetery and Allotment fees.

**RESOLVED: To approve the final accounts and the 2015-16 accounting statement.**

Councillor Symmonds thanked the Town Clerk and Assistant to the Town Clerk for their work on the accounts.

**C16/29 Council Pension Scheme**

The Town Clerk gave an update on the council pension scheme. He advised that the Town Council had until August 1<sup>st</sup> to choose a scheme and September 12<sup>th</sup> to start paying pension to employees. He advised councillors that the Finance & Policy committee had recommended the NEST scheme. He reminded councillors that they currently pay 6.6% to the Town Clerk and Assistant the Town Clerk pension schemes and that all staff would be offered 6.6%. He advised that staff with existing pension schemes could choose to opt out of the NEST Scheme in August.

**RESOLVED: That the Town Council workplace pension scheme be the NEST Scheme, that the council contribute 6.6% of salary**

**and to arrangements put in place for staff prior to the auto enrolment to be continued if required.**

**C16/30 Minutes of Committees**

Minutes of the Planning, Highways and Transport Committee Meeting (12th May 2016) were tabled for approval.

**RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 12<sup>th</sup> May 2016 were agreed as a true record.**

Minutes of the Cemetery Committee Meeting (19<sup>th</sup> May 2016) were tabled for approval.

**RESOLVED: The minutes of the Cemetery Committee held on 19<sup>th</sup> May 2016 were agreed as a true record.**

Councillor Humphries advised councillors that at Cemetery meeting in May councillors had discussed the cost of a burial in the new Natural Burial area. They recommended that the cost of a burial should be the same as the current cost of a double burial in the existing burial area plus the cost of the stone to mark each plot.

Councillor Patience asked why the cost was the same as a double burial and not a single burial. The Town Clerk advised that all burials in the Natural Burial area would be single burials it was felt that the cost should reflect that the plot would only be used once so no additional burial fees would be possible.

Councillor Broom asked what made a burial a natural burial. The Assistant to the Town Clerk advised that to be a natural burial the body should not be embalmed and the coffin should be made of a natural material such a bamboo or willow with no metal attachments. She added that the idea was that the area would become a wildflower meadow in due course.

**RESOLVED: To approve the natural burial fee as the current double burial fees plus the cost of the stone.**

Minutes of the Recreation & Amenities Committee Meeting (26<sup>th</sup> May 2016) were tabled for approval.

**RESOLVED: The minutes of the Recreation & Amenities Committee held on 26<sup>th</sup> May 2016 were agreed as a true record**

**C16/31 Correspondence**

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
17 <sup>th</sup> May	NALC enews	Available from the clerk on request
17 <sup>th</sup> May	NCC – refurbishment of Hadwins Close masonry arch bridge (likely June)	Noted
17 <sup>th</sup> May	Northumberland CVA – Assemble News	Available from the clerk on request
31 <sup>st</sup> May	NALC enews	Available from the clerk on request
1 <sup>st</sup> June	CAN – enews	Available from the clerk on request
	Letter from Grant Davey re update on the NCC's Market Town Initiative	Emailed to Councillors

**RESOLVED: To accept the correspondence.**

**C16/32 Financial Matters – a) Payments**

The following invoices had been received/payments were due:

<b>PAYEE</b>	<b>TOTAL</b>	<b>VAT</b>	<b>DETAIL</b>
HMRC	£3,232.14	£0.00	Tax/NI May 2016
Wages	£6,000.00	£0.00	Transfer to Wages Account
NCC	£24.00	£4.00	Room Hire
Zurich Municipal	£5,314.84	£0.00	Annual Insurance Premium
Rix Petroleum North East	£447.83	£21.33	Gas oil
R Turnbull & Sons	£178.50	£0.00	Buffet – Town Twinning visit
NALC	£1,119.82	£0.00	Annual Subscription
NCC	£900.00	£0.00	Fenkle Street rent May – Nov 16
Chubb	£87.53	£14.59	Fire Extinguisher Annual Contract
J A Ainsworth	£400.00	£0.00	Internal Audit Fee
W R Batey	£790.25	£130.80	£90.29 Refreshments – Town Twinning visit and £699.96 (new office printer and cartridges)
Helen Stuart Arts	£32.50	£0.00	Framed Print – Town Twinning gift
St James Church Centre	£96.00	£0.00	Civic Awards Room Booking
Local Living	£612.50	£0.00	Rent for Willowburn Unit
Mole Country Stores	£27.50	£4.55	Supplies for Cemetery
<b>TOTAL</b>	<b>£19,263.41</b>	<b>£175.27</b>	

In addition:

- a) the Recreation & Amenities Committee approved a grant payment of £400 to Local Living for the Taste North Food Festival.
- b) A refund payment of £845 was required to a local resident for burial fees in 2015-16. Both the family and the funeral director had paid the burial fees separately.

The following payments were now paid by direct debit and were reported for information:			
BT	£76.80	£12.80	Fenkle Street Office (paid 31 <sup>st</sup> May)
BT	£44.52	£7.42	Cemetery Office (paid 26 <sup>th</sup> May)
BT	£31.21	£5.20	Fenkle St office (Paid May)
<b>TOTAL</b>	<b>£153.53</b>	<b>£25.42</b>	

**RESOLVED: i) To approve and authorise the above payments amounting to £20,508.41; ii) To note the direct debit payments of £153.53.**

**Financial Matters – b) Local Government pay award**

The Town Clerk advised that the NJC Local Government pay award for 2016-17 and 2017-18 had recently been agreed. The Town Council had previously agreed to link its staff salaries to the national awards which would give a 1% increase in each year.

**RESOLVED: To apply the 2016-17 Local Government Pay award to staff salaries with effect from 1<sup>st</sup> April 2016.**

**C16/33 Any Other Urgent Business**

Councillor Castle responded to the comment from the Town Team meeting which had asked about pedestrianisation in Narrowgate. He advised that this was a high priority for NCC and that design work was already underway to improve the pedestrian friendly areas around Narrowgate. He added that NCC are working on a draft policy with regard to street furniture and signs.

Councillor Broom asked if the hanging baskets would be put up on Northumberland Hall and if additional baskets could be added.

The public meeting closed at 8.27pm

**C16/34 PRIVATE AGENDA ITEM**

**Exclusion of the Public and Press**

The following resolution was moved and seconded, to exclude the public and press. "That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that if members of the public were present during the discussion of these items there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act". The item considered in private was:

**The approval of the private minute from the last meeting (12<sup>th</sup> May 2016)**

**RESOLVED: To approve the private minute from the last meeting on 12<sup>th</sup> May 2016.**

The meeting closed at 8.29pm