



ALNWICK TOWN COUNCIL

Room 5, 27 Fenkle Street
Alnwick
NE66 1HW

Your Ref:

Our Ref: FC/10/2016

Clerk to Council

Bill Batey

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Dear Councillor

7th October 2016

The next meeting of the Council will be held on **Thursday 13th October 2016** in St James Church Rooms, 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. Minutes of the Last Meeting (8th September 2016)
5. Matters Arising
6. Mayor's Report
7. Remembrance Sunday Arrangements 2016
8. Annual Return and Accounts 2015/16
9. Consultation on Council Tax referendum proposals for local councils
10. Consultation on Proposed Phone Box Removals
11. Consultation on Proposed Parking Restrictions Changes – Bondgate Cobbles, Alnwick
12. LTP Priorities
13. Alnwick Community Forum
14. Updates on a) the Neighbourhood Plan and b) the Town Team
15. Minutes of the Committees
 - a) Planning, Highways & Transport Committee Meeting (8th September 2016)
 - b) Cemetery Committee (15th September 2016)
 - c) Recreation & Amenities Committee (22nd September 2016)
16. Correspondence
17. Feedback on Town & Parish Council Conference - 13th October
18. Financial Matters – a) Mid Year Accounts and bank reconciliation b) Petty Cash, c) Staff Pension Scheme and d) Payments
19. Councillor Issue – Councillor Mavin – Estate designs to facilitate bus services
20. Any Other Urgent Business

Note it is hoped that Dave Campbell, NCC Alnwick Town Champion will be able to attend this meeting to update Councillors

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 6**Mayor's Report**

A verbal update on the mayor's diary will be given.

Agenda item 7**Remembrance Sunday Arrangements 2016.**

The 2016 Remembrance Sunday service will be held on Sunday 13th November in St Paul's Church Alnwick starting at 2.30pm. After the service there will be a march to the war memorial for the laying of wreaths in remembrance. Councillors are invited to the service and to participate in the march. Refreshments for guests will be served afterwards in the Northumberland Hall.

Recommendation: To note the arrangements

Agenda item 8**Annual Return and Accounts 2015/16**

The Council's external auditors have completed the audit for the year ended 31st March 2016. They have concluded that the return was in accordance with proper practice and no matters have come to their attention giving cause for concern. The Notice of Completion of the audit was posted on 26th September 2015.

Recommendation: That the Annual Return for the Year ending 31st March 2016 be approved by the Council

Agenda item 9**Consultation on Council Tax referendum proposals for local councils**

See separate agenda paper. A response can be made by 28th October 2016.

Recommendation: The Council agrees its response.

Agenda item 10**Consultation on Proposed Phone Box Removals**

NCC is undertaking initial consultation on the proposed closure of some 170 BT phone boxes across the county. Two of the proposed closures/removals are in Alnwick. These are as follows:

LOCATION	Number of Calls in Last 12 months
Outside the Post Office Wagonway Road	121
West Acres	70

Views are requested by 20th October. After the initial consultation, NCC will consider comments received and then a further consultation will run until 9th December 2016 and a final decision will be made by 15th December 2016. Councillors attention is also drawn to the proposed closure/removal of the phone box at Alnmouth Railway Station which could have an impact on Alnwick residents (120 calls in the last 12 months).

Recommendation: The Council considers its response.

Agenda item 11**Proposed Parking Restrictions Changes – Bondgate Cobbles, Alnwick**

Following concerns raised about parking restrictions on a section of on-street parking in Bondgate Within Alnwick (the area opposite the White Swan), NCC are consulting on two options.

Please see plans sent out with the agenda.

Option 1 – Introduce planters and a cycle rack in the area where vehicles more commonly park across the boundary line of the car park and the highway. This option will introduce a physical barrier that will stop vehicles from parking in the narrow section of the car park, whilst maintaining the historical integrity of the Wagon Way, which has been a feature of Alnwick since it was constructed to facilitate the delivery of goods by horse and cart to the shops on Bondgate Within

Option 2 – Remove the double yellow line and continue the on street parking bay up to the entrance to the car park. This will increase much needed parking, as vehicles will be able to park across the Wagon Way and utilize the full extent of the cobbles as a parking place. The parking place restrictions will mirror the rest of the on street parking on Bondgate Within, Disc Zone - Monday - Saturday 8am - 6pm, 2 hours, No return within 3 hours.

Views are requested by 11th November 2016.

Recommendation: The Council considers if it has a preferred option.

Agenda item 12**LTP Priorities**

At the last meeting the Council identified its top three LTP priorities. Subsequent advice from NCC officers indicated that the format used, which grouped schemes under the priorities was not favoured by them this year and a more focused selection of priorities was required. This will be considered by the Planning Committee earlier in the evening and recommendations made to this meeting.

Recommendation: The Council reconsiders its LTP priorities

Agenda item 13**Alnwick Community Forum**

A separate paper will be circulated which will propose the establishment of a new Alnwick Community Forum, with a first meeting in late November 2016.

Recommendation: To consider the proposal

Agenda item 14**Updates****a) Neighbourhood Plan**

Following Independent Examination, the Alnwick & Denwick Neighbourhood Plan submission draft amendments have now been agreed by NCC officers and the resulting amendments and document design has been completed. The document is now to go through the NCC approval process and once this is complete will go to the election team to organise the referendum. To avoid the Christmas/New Year period, the referendum is anticipated to be in mid-January 2017.

b) Town Team

At the last Council meeting it was reported that the Town Team was reviewing its Constitution. At the last Town Team meeting in September this was finalised. A copy of the minutes of the meeting and the Constitution will be circulated to Councillors.

Recommendation: To receive the updates.

Agenda item 16**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
10 th Sept	Friends of Alnmouth Station – request for grant	To be considered by Finance Committee
14 th Sept & 27 th Sept	NALC enews	Available from Clerk on request
14 th Sept	NCC –launch of new app ‘My Street Northumberland’ available to download and use to report issues.	To Note
15 th Sept	NALC – consultation on capping proposals	See agenda item
19 th Sept	Time Kommune – Letter of thanks and invitation to visit Norway 26 th -28 th May 2017	To consider
4 th Oct	NCC – Local services liaison meetings – frequency of meeting - ATC offered a six monthly meeting	To note

Recommendation: That the correspondence received be considered.

Agenda item 17**Town & Parish Council Conference – 13th October.**

The Mayor and Deputy Mayor are due to attend the Town & Parish Council Conference held at Morpeth in the afternoon of the 13th October; a verbal report will be given on the conference.

Agenda item 18**Financial Matters –****a) Mid-Year Accounts and bank reconciliation**

The clerk will table the mid-year expenditure and income account and bank reconciliation and outline the contents to councillors.

Recommendation: To note the accounts and bank reconciliation.

b) Petty Cash

The Council holds petty cash at the cemetery. The Petty Cash budget held is £56.66 and this is used mainly for the purchase of petrol for both the mowers and hand held equipment.

Given that the council now has a council van which will be in operation shortly, it is suggested that the petty cash budget is increased to £100 to enable fuel to be purchased as necessary.

Recommendation to agree to raise the Petty Cash budget to £100.

c) Staff Pension Scheme

Following approval by the Council in June 2016 and the new legal requirement, the Council enrolled its employees in the Government's NEST (National Employment Savings Trust) pension scheme. The Clerk and Assistant to the Clerk subsequently opted out of the scheme in preference to their pension scheme arrangements set up prior to auto enrolment. Three employees are therefore now members of the council scheme and the first statutory pension payments have been made and applied from the staging date of 1st August 2016. The second payments in relation to September have also been made. Under the procedures set up, the pension payments (employee and employer contributions are calculated using the NEST software and then authorisation given by the Clerk for the payments to be made by Direct Debit from the Alnwick Town Council Wages Account. (A monthly transfer is currently approved at each Council meeting to cover wages, this will need to be increased to now cover the pension payments). In addition, the three members of staff who have enrolled were all given assurances when they commenced work with the Town Council that employer pension contribution would be paid from their commencement date. All three were happy to wait until a Council scheme was in place under auto enrolment and then have the employer contributions due paid into their pension, rather than look to set up another arrangement in advance of the council scheme. The total employer contribution that is now needed to meet this commitment is £3,805.03. (The individual breakdowns are available on request).

Recommendation: To note the commencement and operation of the Council's workplace pension scheme and authorise employer pension contribution totalling £3,805.03 for the period prior to auto enrolment, for the staff in the council scheme.

d) Payments

The following payments are due (as at 7th October); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
HMRC	£3,358.51	0	Tax/NI payment for September
Wages Account	£8,000	0	For wages & pension contributions for Oct 16
James N McLean	£16.67	£3.33	Stihl Stonesaw hire
Zurich Municipal	£395.11	0	Van insurance
National Pen Ltd	£372	£62	395 Council Pens (civic gifts)
CBS World	£12.59	£2.10	Window Envelopes
Bill Grisdale Design	£1,155	£0	Neighbourhood Plan – Final amendments/design of document
Streetscape Ltd	£3,600	£600	Renewed Play area gates – Swansfield Park
C Bowden	£1,300	0	Fencing and gates for new cemetery burial area and timber framework for memorial plaques for natural burial area
CBS World	£102	17	500 Freepost envelopes
NCC	£4,742.01	0	Additional evening cleanse of Alnwick public conveniences (April - Sept 16)
Fife Plant Hire	£162.60	£27.10	Sand, cement and paving slabs

Northumberland Estates	£300.60	£50.10	Castle/Garden visits and refreshments – town twinning visit.
Blackett-Ord Conservation Ltd	£900	£150	War Memorial stability survey
Marmax	£1,047.60	£174.60	3 new seats (1 cemetery, 2 play areas)
St James's Church Centre	£150	0	Room Bookings
Royal British Legion Poppy appeal	£19	0	Poppy Wreath – Remembrance Sunday
W R Batey	£764.03	£107.41	£76.87 refreshments Town Twinning, £567.60 Printer Cartridges
Bristol Street Motors	£11,579	£1,882.33	New Council Van (Nissan NV200)
TOTAL	£37,976.72	£3,075.97	

In addition the County Council have invoices us for £1,224.63 for the final payment towards the Housing Needs Study. This replaces an invoice received and paid in August for £1,714.48, however this invoice was incorrect and the money has be credited back to the Town Council.

Payments for events this year are also due. Alnwick in Bloom were paid £1,475 on 6th October and after deduction of storage costs at Willowburn and any other agreed expenditure the following payments are due:

- Alnwick International Music Festival £2,399.14 (grant of £5,650 minus stage/stalls erection costs (NCC & ATC), the net cost of new internal stage and Willowburn storage costs).
- Alnwick Spring Show £200 (grant of £500 less £300 Willowburn storage cost)

The following payments are now paid by direct debit and are reported for information			
BT	£44.39	£7.40	Phone Bills Cemetery
BT	£42.04	£7.01	Phone Bill Fenkle Street
Northumbrian Water	£1,208.88	£0	Water Bills, (cemetery 2, Robertson's Fountain and Allotments)
npower	£119.56	£5.68	Robertson's Fountain and Town Hall Clock
Staff Pension Employer Payments	£680.33	£0	For August & Sept

Recommendation: To approve and authorise the above payments amounting to £43,274.49 and to note the direct debit payments of £2,095.20

**Agenda item 19
Councillor Matter**

Estate Designs to facilitate bus services

Councillor George Mavin wishes to highlight to the Council, problem with some estate designs which then make it difficult for residents to access bus services. He will propose that the matter is raised with County Council planners.