

**Minutes of the meeting of the Council held on  
Thursday 14<sup>th</sup> September 2017  
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

**Present** Cllrs A Symmonds, S Allcroft, L Aynsley, B Grisdale, P Edge, J Humphries, G Mavin, S Patience and M Swinbank and C Westendarp.

**In attendance** W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; two members of the public for Item 1.

**C17/76 Questions from the public**

Paul Leighton, a resident from Monkhouse Terrace, asked the council if there could be Resident Parking outside the houses as residents were finding it difficult to find any parking spaces. He explained that this had been requested from NCC in 2016 but that no reply had been received. He felt that as there was already resident parking in Dispensary Street this should be extended to Monkhouse Terrace. The Town Clerk explained that consultants were currently undertaking a parking survey on behalf of NCC and were looking at all areas of the town. He advised that whilst the Town Council could not promise to put in Resident Parking they can ask that the consultants look at the areas currently designated as Resident only parking.

Councillor Symmonds suggested that the residents write to NCC again and ask NCC to give their letter to the consultants. He confirmed that the Town Council did not have any powers to implement parking schemes in the town.

Councillor Swinbank also suggested that the residents put a proposal together with maps showing the exact location of the Resident Parking area requested.

Councillor Patience asked if the Town Council could be sent a copy, of the letter to NCC.

**C17/77 Apologies for absence**

Cllrs Broom, Castle, Humphries, McDougall, Moore and Watson.

**C17/78 Declarations of Interest**

Councillors Grisdale and Patience declared a pecuniary interest in Private item 3.

**C17/79 Update from Alnwick Police**

Sergeant Wilmore-Greaves gave an update on several areas:

CCTV – cameras angles have been moved slightly to give the best coverage possible including the hotspots. Arriva are reviewing their cameras at the end of October with a view to adding them to the new CCTV system. She advised that an additional cameras attached to the Arriva building would give added coverage of Pizza Royale and Chapel Lane area. She reported that the CCTV footage had been used already in the possible prosecution of three people.

Chapel Lane – she reported that there were issues between 8pm and 3am with regard to littering and urination etc. She explained that the police had wanted a gate reinstated but that legislation precludes this, so they are looking at Highway legislation to see if there is another solution.

Lindisfarne / Dukes schools and DCHS – no issues over the summer on any of the sites

although there had been some issues in the town regarding stealing lead which had led to a two year prison sentence.

She reported that there had been a partnership meeting which had agreed to re-start outreach work to help disperse young people gathering after 9pm.

Councillor Patience asked if adult crime was a problem. SW-G advised that there were some issues in Barresdale but the police cannot act as no-one will officially complain.

Councillor Allcroft asked for an update on the previously reported speeding on Wagonway Road. SW-G reported that there had been no issues over the summer but that they were looking for a place to relocate those with cars who had been a problem in the past.

Councillor Aynsley reported that she had witnessed a person openly dealing in and taking drugs in the town and asked if this could be looked into. SW-G advised that there with no intelligence information coming in, this was difficult to police.

Councillor Allcroft asked if the Gazette could help at all. SW-G advised that people can report anything confidentially to the police.

### **C17/80 Mayor's Report**

The Mayor reported that on September 6<sup>th</sup> he and the Assistant to the Town Clerk had been to a performance of Charles Dickens's Barnaby Rudge at The Playhouse by The Northumberland Theatre Company.

On September 16<sup>th</sup> he has been invited to present certificates and medals to children aged 4-11 at Alnwick Library who took part in the Summer Reading challenge which this year was themed Animal Agents.

The following day, September 17<sup>th</sup>, he will attend the Battle of Britain Service at St Michael's Church.

### **C17/81 Minutes of the Last meeting**

The minutes of the Full Council meeting held on 10<sup>th</sup> August 2017 were tabled for approval.

**RESOLVED: The minutes of the meeting held on 10<sup>th</sup> August 2017 were agreed as a true record.**

### **C17/82 Matters Arising**

C17/20 Councillor Swinbank asked if copies of the Alnwick & Denwick Neighbourhood Plan could be issued to the Planning Committee. The Town Clerk advised that copies to be issued were currently being printed and that a shortened version could be produced of more printed if other councillors wanted copies.

C17/75 Councillor Swinbank asked if there was any update on Arch. The Town Clerk advised that Councillors Castle and Moore were both away but that this would be added to the October agenda so that they can give an update. Councillor Patience asked if this could be added to the November agenda instead.

Councillor Symmonds advised that this could be raised at the Town & Parish Council conference he and the Town Clerk were attending on October 5<sup>th</sup>.

**C17/83**

**Local Transport Plan Priorities 2018/19**

Councillor Swinbank advised that the Working Group which had met on August 31<sup>st</sup> had reviewed the last 5 years LTP's along with feedback from NCC produced draft LTP's for 2018/19. The draft document which had been circulated had been reviewed by the Planning, Highways & Transport Committee and had made one slight amendment to them. The recommended LTP's for 2018/19 were:

Overarching Issue and Location 2018	Priority / suggested action 2018
Poor condition of The Cobbles is causing serious issues for pedestrians	<ul style="list-style-type: none"><li>i. Improvements to the Cobbles on Bondgate Within (not including the old wagonway) including consideration of changing the pebbles to setts over a period of time on a phased basis. Year one to focus on the crossing points and pathways</li><li>ii. Section of barrier around slope removed to enable easier access to pathway</li><li>iii. Improve access for pedestrians to the light controlled crossing mechanism at the bottom of the Cobbles</li></ul>
Safety concerns for pupils walking / cycling to the new high school especially for younger pupils in years 7 and 8 on:  Wagonway Road Prudhoe Street  Weavers Way  Victoria Terrace	Improve safety of routes to the new high school especially for younger pupils in years 7 and 8: <ul style="list-style-type: none"><li>i. Create a safe crossing place for pedestrians and cyclists at the junction of Wagonway Road/Prudhoe Street.</li><li>ii. Extending the pavements by about 100 metres to connect to the existing pavement at Weavers Way turning circle to giving safer access for pedestrians especially school children.</li><li>iii. Install a pedestrian crossing in the vicinity of the Co-Op in Victoria Terrace and consider extruding the footpath to give better vision to pedestrians, cyclists and drivers (see images on next page)</li></ul>
Need to improve the design and layout of the town centre to be more pedestrian friendly  Narrowgate Bondgate Within (from Iceland to Thomas Cook on one side and Baileys to Joules on the other)	<ul style="list-style-type: none"><li>i. Survey undertaken to ascertain key issues</li><li>ii. Draft design schemes for the town centre drawn up</li><li>iii. Scheme selected that gives better access for pedestrians and better through flow of traffic</li></ul>

**RESOLVED: To approve the Local Transport Plan Priorities for 2018/19.**

**C17/84****Update on****a) Tour of Britain**

The Town Clerk advised that the Tour of Britain had come through Alnwick on Monday September 4<sup>th</sup>. A shop window competition had been held and 24 businesses had taken part. Town and County bunting was also put up around the town.

Councillor Aynsley asked why the bunting had stopped where it did. The Town Clerk advised that the bunting was put up where there were hooks to attach it to. Councillor Aynsley felt that businesses could have been asked to contribute to the cost.

The Town Clerk also reported that thanks to the police and Gallery Youth eight yellow and red bikes had been put up around the town and two had definitely appeared on TV.

**b) Civic Visit to Time Kommune, Norway**

The Town Clerk reported that Councillors Mavin and Westendarp and himself would be making a civic visit to Time Kommune from October 6<sup>th</sup> to 8<sup>th</sup>. He added that this would be the first civic visit to Norway by Alnwick Town Council.

**c) Business Networking**

The Project & Funding Officer reported that 40 businesses had attended the last Business Forum in August and that it had been well received. Anne Marie Trevelyan gave a presentation on how Brexit would affect the local area and taken questions from the audience. He advised that the next Business Networking meeting would be on November 21<sup>st</sup> at 5.30pm.

Councillor Mavin added that Anne Marie Trevelyan had agreed to visit two local businesses.

**RESOLVED: To accept the updates.**

**C17/85****Minutes of Committees**

Minutes of the Planning Committee Meeting (10<sup>th</sup> August 2017) were tabled for approval.

**RESOLVED: The minutes of the Planning Committee meeting held on 10<sup>th</sup> August 2017 were agreed as a true record.**

Minutes of the Finance & Policy Committee Meeting (17<sup>th</sup> August 2017) were tabled for approval.

**RESOLVED: The minutes of the Finance & Policy Committee meeting held on 17<sup>th</sup> August 2017 were agreed as a true record.**

**C17/86****Correspondence**

The following correspondence had been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
7th Aug	NCC – invitation to Annual Local Council conference 5th Oct. 2.30pm – 6.00pm County Hall	Mayor & Clerk to attend
15th Aug	NCC – joint meetings with Parishes- The North Northumberland one is scheduled for 19th October (venue tbc)	To determine attendance

28th Aug	Alnwick in Bloom – invitation to attend Northumbria in Bloom presentation awards 13th September in Gateshead.	Assistant to the Town Clerk to attend
22nd Aug 29th Aug & 6th Sept	NALC - enews	Circulated
5th Sept	Highways England – A1 preferred route announcement	To circulate to councillors
6th Sept	Local Living – Willowburn Lock up – option for user groups to move to alternative storage unit opposite existing	Supported
5 <sup>th</sup> Sept	BDO – Annual Return and Accounts - External Audit statement received. No issues raised	Approved
5 <sup>th</sup> Sept	NCC North Area committee date – Sept 21 <sup>st</sup>	To circulate to councillors

**RESOLVED: a) To receive the correspondence and b) to approve the Annual Return & Accounts for 2016/17.**

## **C17/87 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>
NCC	£39,141.44	£0.00	Wages/Tax/NI costs April – July incl.
AGS Safety & Security Ltd	£21,367.20	£3,561.20	New Town CCTV system
Northumbrian Water	£88.00	£0.00	Water Rates Cemetery Lodge
NCC	£2,192.16	£365.36	Stall/Stage erection/removal for music festival (deducted from their grant)
Viking	£413.18	£50.19	Stationary £301.18, Stamps £112
WR Batey	£1,558.08	£12.03	Refreshments Business Forum £72.21* Norway (Town Twinning)– accommodation and flights £1,485.87 (for 3)
Grannies	£100.00*	£0.00	Buffet, Business Forum 22/08/17

CBS Ltd	£66.00	£11.00	Business Cards
St James's Church Centre	£78.50	£0.00	Room Booking 23/05/17
St James's Church Centre	£68.50*	£0.00	Room Booking 22/08/17
St James's Church Centre	£75.00	£0.00	Room Booking 13/7/17
Playdale	£1,769.00	£294.83	Play area parts
Sportsworld (NE) Ltd	£139.20	£23.20	Printing of CCTV signage
Diamond Business Systems	£59.40	£9.90	Quarterly charge photocopier
Northumberland Estates	£10.00	£0.00	Licence Fee – Bus Shelter
WR Batey	£162.45	£0.00	Car Mileage 1 <sup>st</sup> April – Sept 3rd
T Kirton	£36.00	£0.00	Car Mileage 1 <sup>st</sup> April – Sept 3rd
J Pibworth	£225.00	£0.00	Car Mileage 1 <sup>st</sup> April – Sept 3rd
HCI Data	£82.98	£13.98	Website Domain name renewal
BDO	£960	£160	External Audit fee
J Pibworth	£58.96	£9.00	Plants and stationary
B Grisdale	£216.66	£0	Tourism Leaflet translation proofs
Chris Bowden	£70.00	£0	Bench repairs
<b>TOTAL</b>	<b>£68,937.71</b>	<b>£4,510.69</b>	

\* Indicates LGA 1972 s137 Expenditure (Total £240.71).

Councillor Swinbank asked what the Playdale payment was for. The Town Clerk advised that most of the cost was for a replacement Basket seat at Swansfield Park and the rest for small parts such as caps.

Councillor Swinbank asked if the licence fee of £10 to Northumberland Estates for the bus shelter was an annual one. The Town Clerk confirmed it was.

The Town Clerk also advised that cheques also needed paying to Thompsons Opticians (£100), The Beehive (£75) and Simply Flowers (£50) in respect of their winning entries in the Tour of Britain Shop Window competition.

He also advised that the first 'Your Welcome' scheme cheques were due for 2017/18 (Costa, The Blue Bell and The Queens Head) for £250 each. He added that there were also un-presented cheques from 2016/17 for two of the establishments, which are now out of date, and he requested that they be re-issued.

He advised that he would also like to make the grant payments to the Alnwick Spring Show (£200) and Local Living (£600). He added that following payment for seats and staging, Alnwick International Music Festival had no grant left and that a payment was due back from AiMF.

The following invoices were paid by direct debit & were reported for information:			
BT	£84.00	£14.00	Fenkle Street – Broadband (31/8)
BT	£55.24	£9.21	Cemetery Lodge
BT	£34.20	£5.70	Fenkle Street
Nest	£579.94	£0.00	Pension contributions for August
O'Brien	£103.20	£17.20	Trade Waste August (14/9)
Northumbrian Water	£851.51	£0	Water Bills, Allotments, Cemetery and Robertson's Fountain

**RESOLVED: To approve and authorise the above payments amounting to £71,462.71 and to note the direct debit payments of £1,708.09.**

**d) Bank Account**

The Town Clerk advised that the Town Council had a separate bank account for Wages and that every month money was transferred into the account (approved by Full Council) and then wage payments made authorised by a councillor. As the Town Council's payroll is now done by NCC there does not seem any need in having a separate wages account. He therefore recommended that the Wages Account be closed and the balance transferred to the main Town Council account.

**RESOLVED: To approve the closure of the Wages Account.**

**C17/88 Feedback from Alnwick Town Team**

The Project & Funding Officer gave an update from the meeting on September 13<sup>th</sup>.

Councillor Edge asked if there had been any progress on Alnwick Garden Town. The Project & Funding Officer advised that no progress had been reported.

Councillor Aynsley asked if the route was known yet for the Christmas Lantern Parade. The Project & Funding Officer advised that he did not know the route, but would find out.

**C17/89 Any Other Urgent Business**

Councillor Mavin asked if the sprinkler systems at the new Duchess High School were up to standard and asked if this could be forwarded to NCC for clarification.

Councillor Gridale reported that had spoken to a resident in Dodds Lane about obtaining planning approval, they had advised that the paperwork was horrendous. Councillor Allcroft advised that it was not just Alnwick that had this issue. Councillor Swinbank felt that it was a national system.

Councillor Harrington reported that there was some unrest about the new merged medical centres and asked that Dr Syers be invited to Full Council to give an update.

Councillor Symmonds asked about the Broadband rollout. The Assistant to the Town Clerk reported that she had been advised that the Broadband box outside Barter Books had been installed.

The meeting closed at 8.57pm.

## **C17/90 PRIVATE AGENDA ITEMS**

### **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 items 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 items discussed were:

1. Approval of the private minutes of meeting on 13<sup>th</sup> July 2017
2. Co-option of new Councillors – to consider applications for the two vacancies
3. Gallery Youth Funding Agreement