

**Minutes of the meeting of the Council held on
Thursday 10th May 2018
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

Present Cllrs A Symmonds, S Allcroft, L Aynsley, P Broom, G Castle, W Grisdale, M Harrington, J Humphries, G Mavin, R Moore, S Patience, M Swinbank, G Watson, L Wearn and C Westendarp.

In attendance W Batey, Town Clerk & Chief Officer; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; 2 members of the public including Phil Ginger, from PD Quick.

C18/01 Questions from the public

Proposed Retail Development at Greenfield - Phil Ginger (PD Quick in Alnwick) explained that he had an issue with the new report on the impact study for the proposed retail development at Greensfield. He explained that he once employed five people but that he now employed only one.

Councillor Symmonds advised that Councillor Swinbank would reply.

Councillor Swinbank advised that the Town Council had considered the application several months ago. Although they had supported the application they had a number of concerns and had asked NCC to have an independent study done. He explained that the Town Council also had a number of ecology concerns.

He advised that there were diverse opinions on what the new study means and how it was produced.

He advised that the final decision would be based on a number of factors and that the planning application would probably be decided at an NCC Strategic Planning Committee.

Phil Ginger (PG) said he was disappointed with the Town Council's views on the application.

Councillor Symmonds asked if PG had written to NCC. PG confirmed he had.

Councillor Symmonds advised that although the report was produced by a company in Manchester they would never going to speak to individual businesses. He felt that PG had put forward a passionate argument and advised that local businesses should pull evidence together and send to NCC. He advised PG to speak to the Town Clerk about putting in to speak when the application is considered by NCC.

A Boards - A member of the public explained that the boards on the pavements outside shops was a real problem especially for elderly and disabled people.

Councillor Swinbank advised that there was guidance from County Council on unauthorised obstructions and that the Town Council's position is that the NCC Policy should be enforced.

Councillor Castle advised that NCC were aware of the problem. NCC policy was that 1.5m of clear pavement should be left but that although there were street inspectors this was not enforced well. He explained that it was not a police matter but that evidence be reported to NCC via himself of Councillor Moore.

Councillor Symmonds advised that any issues regarding A Boards should be reported to the Town Clerk who would report them to NCC.

Councillor Castle advised PG that NCC must have planning reasons to approve or refuse permission. Objectors were only given 5 minutes to put their case and advised that objectors should be smart about how they present the issues.

C18/02 Apologies for absence
Cllrs Edge and Fletcher.

C18/03 Declarations of Interest
Councillor Castle and Moore declared a non-pecuniary interest in County Council matters. Councillor Patience declared a pecuniary interest in Item 14. Alnwick Bike Track. The Town Clerk, Assistant to the Town Clerk and Project & Funding Officer declared a pecuniary interest in Item 18c. Staff Salary Award.

C18/04 Election of Mayor

The Town Clerk advised that two nominations had been received:

1. Alan Symmonds proposed by Sue Allcroft, seconded by George Mavin.
2. Bill Grisdale proposed by Gordon Castle, seconded by Sue Patience.

The Town Clerk advised that ballot papers had been issued to all councillors, 16 votes had been cast and that Councillor Symmonds had received the majority of votes.

Councillor Symmonds read and signed the Declaration of Office and took the Chair for the remainder of the meeting. He thanked everyone for their support during 2017/18 and said it was a great honour to have been elected as Mayor for 2018/19. He advised that there was a lot of future work for the Town Council to undertake and that he valued the support of all councillors irrespective of political party.

RESOLVED: That Councillor Symmonds be elected as Mayor.

C18/05 Election of Deputy Mayor

The Town Clerk advised that one nomination had been received for Councillor Lynda Wearn.

RESOLVED: That Councillor Wearn be elected as Deputy Mayor.

Councillor Wearn read and signed the Declaration of Office.

Councillor Symmonds thanked Councillor Mavin for his support as Deputy Mayor in 2017/18.

Councillor Castle said that although he had not proposed Councillor Symmonds as Mayor he was happy with him as Mayor. He also felt that Councillor Grisdale had taken the result gracefully.

C18/06 Presentation by Andy Dean, Community Action Northumberland on affordable housing

Andy Dean (AD) from Community Action Northumberland (CAN) gave a presentation on Community Led Housing which is run and set up by local people. An example is Glendale Gateway Trust in Wooler.

He explained that Community Led Housing is important in Northumberland where there is a differential between wages and house ownership. NCC administration are also very supportive of the idea.

He explained that there is a 90% grant available towards the cost of a feasibility study. NCC have a Community Housing Officer and they also pay for CAN's support hub.

He confirmed that ISOS Housing have taken the concept on board.

Councillor questions and comments:

Councillor Symmonds thanked AD for his presentation. He asked AD to send his presentation to the Town Clerk to circulate to councillors.

Councillor Patience advised that AD had attended at her request and that Gallery Youth had applied for money for a feasibility study for young people with no fixed abode. Gallery Youth were looking to buy a property for young people.

Councillor Symmonds said that Gallery Youth were always very supportive homeless young people.

Councillor Watson asked if grants were available. AD advised that a grant of 90% was available to undertake a feasibility study and that schemes could also set up for rented accommodation.

Councillor Mavin felt it was timely presentation as the Housing Needs Survey had shown the need for more affordable housing.

Councillor Symmonds asked that councillors send any further comments to AD after reading the presentation.

C18/07

Committee Appointments

The proposed committee membership was tabled at the meeting considering the preferences of councillors:

CEMETERY COMMITTEE Councillors S Allcroft, J Humphries, M Swinbank, A Symmonds and C Westendarp plus a representative of Denwick Parish Council. Councillor Mavin asked to be added to the Cemetery Committee.

RESOLVED: That Councillor Mavin be added to the Cemetery Committee.

PLANNING, HIGHWAYS & TRANSPORT COMMITTEE Councillors P Broom, P Edge, A Fletcher, M Harrington, J Humphries, M Swinbank, A Symmonds, G Watson, L Wearn and C Westendarp.

RECREATION & AMENITIES COMMITTEE Councillors P Broom, P Edge, A Fletcher, W Grisdale, M Harrington, G Mavin, R Moore, S Patience, M Swinbank, A Symmonds and G Watson.

RESOLVED: That the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee be approved as above.

Members of the Finance & Policy Committee would be appointed after the chairs and vice chairs of the other committees.

C18/08

Appointment of Chairs and Vice Chairs of Committees and Finance & Policy Committee Membership

Councillor Swinbank was proposed and seconded for the position of Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Swinbank be appointed as Chair of the Planning, Highways and Transport Committee.

Councillor Symmonds thanked Councillor Swinbank for his work and efforts.

Councillor Harrington was proposed and seconded for the position of Vice Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Harrington be appointed as Vice Chair of the Planning, Highways and Transport Committee.

Councillor Humphries was proposed and seconded for the position of Chair of the Cemetery Committee.

RESOLVED: Councillor Humphries be appointed as Chair of the Cemetery Committee.

Councillor Allcroft was proposed and seconded for the position of Vice Chair of the Cemetery Committee.

RESOLVED: Councillor Allcroft be appointed as Vice Chair of the Cemetery Committee.

Councillor Broom was proposed and seconded for the position of Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Broom be appointed as Chair of the Recreation and Amenities Committee.

Councillor Edge was proposed and seconded for the position of Vice Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Edge be appointed as Vice Chair of the Recreation and Amenities Committee.

Finance Committee appointments:

RESOLVED: That following selection of Chairs and Vice Chairs of other committees the membership of the Finance and Policy be approved as follows:

FINANCE & POLICY COMMITTEE Councillors S Allcroft, L Aynsley, P Broom, G Castle, W Grisdale, J Humphries, G Mavin, S Patience, M Swinbank, A Symmonds, G Watson and L Wearn.

Councillor Allcroft was proposed and seconded for the position of Chair of the Finance and Policy Committee.

RESOLVED: Councillor Allcroft be appointed as Chair of the Finance & Policy Committee.

Councillor Grisdale was proposed and seconded for the position of Vice Chair of the Finance & Policy Committee.

RESOLVED: Councillor Grisdale be appointed as Vice Chair of the Finance & Policy Committee.

C18/09 Appointments to Outside Bodies

A schedule of the outside bodies, and suggested representatives, had been circulated before the meeting.

Councillor Fletcher had asked if he could be the Town Council's representative for the Playhouse and had asked if they could be asked if they would have two Town Council representatives.

RESOLVED: i) That the Outside Body appointments be approved; ii) That Alnwick Playhouse be asked if Councillor Fletcher could be the 2nd Town Council representative.

C18/10 Approving dates of ordinary meetings of the council and standing committees

The Town Clerk advised that the Draft dates for the meetings in 2018/19 had been

recommended for approval at the Full Council meeting on 12th April 2018. He advised of the following changes:

May's Cemetery Committee date was May 17th 2018.

May's Recreation & Amenities Committee date was May 25th 2018.

June's Full Council date were June 7th 2018.

June's Planning, Transport and Highways Committee meeting date was June 7th 2018.

RESOLVED: To approve the meeting dates for 2018/19.

C18/11 Approve Minutes of the Last meeting

The minutes of the Full Council meeting held on 12th April 2018 were tabled for approval.

RESOLVED: The minutes of the meeting held on 12th April 2018 were agreed as a true record.

C18/12 Matters Arising

C17/202 Councillor Castle advised that he and Paul Jones (NCC) would be attending the next Chamber of Trade meeting.

C18/13 Approval of Annual Governance and Accounting Return and Draft Accounts 2017/18

13.1 Annual Governance

The Town Clerk issued a completed copy of Section 1 – Annual governance statement 2017/18 and took councillors through the 9 questions on the form which needed to be affirmed.

The Mayor and Town Clerk signed the 2017/18 Governance Statement.

13.2 Draft Accounts 2017/18

The Town Clerk advised that the final version of the accounts for 2017/18 would be available at the June meeting after the internal audit which began on May 14th for three days.

He issued the Bank Reconciliation as at 31st March 2018 and advised that the total cash and bank accounts figure was £372,681.35.

Councillor Patience asked if the figures included the £100k added from 2016/17. The Town Clerk advised that the £100k was included and allocated for future spend including the new tractor, ADNP actions and Alnwick Bike Track.

13.3 Income and Expenditure at 31st March 2018

The Town Clerk issued the Income and Expenditure Account as at 31st March 2018. He advised that the Lloyds Bond skews the figures as it is only invested for one year.

Income - In 2016/17 the Income figure of £322,321.56 does not include the Bond amount but in 2017/18 the Income figure of £423,513.51 does including the Bond amount.

Expenditure – the 2017/18 Cemetery Expenses are down compared to 2016/17 as the ordered new tractor has not yet been delivered. Playground expenses for 2017/18 are also down compared to 2016/17 due to equipment which is still to be purchased.

From the 2017/18 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2018/19 and the budgets adjusted accordingly.

These items are listed below:

Cemetery Committee

Building Repairs incl. Pointing	£6,000
New Area	£12,000
Grounds Maintenance/Tree Works	£5,000
New Tractor	£10,000

Finance and Policy Committee

Neighbourhood Plan/Community Actions	£25,000
Town Team - Contribution to scheme	£500
CCTV	£6,500
Office Accommodation	£6,500
Mayoral Gifts	£350

Recreation and Amenities Committee

WW1 Trees/rose bed project	£500
Communication Project	£4,000
Allotment Water Supply Ratten Row	£5,000
Play Area Replacements	£20,500
Peter's Mill Bridge Project	£500
Hotspur Statue	£600
Flag pole Project	£700
Bins	£2,000
War Memorial	£4,000
Finger Posts/Bollards	£1,000

Accounting Statements 2017/18

The Town Clerk issued copies of Section 2 – Accounting Statement 2017/18.

RESOLVED: i) To approve the Annual Governance and Accounting Return Section 1 for 2017/18 ii) To approve the Draft Accounts for 2017/18 and iii) agree the carry over expenditure for 2018/19.

C18/14

Alnwick Bike Track Update

The Town Clerk reported that funding has now been secured for the Bike Track project and the off-site works will start shortly. He reminded councillors that the Town Council were the grant applicant on behalf the project, as they hold the lease.

He advised that the total cost of the project is £102k + VAT and that grants are in place to the value of £114k and that the Town Council have agreed to cover any shortfall up to £10k. As the Town Council can reclaim the VAT a decision was needed as to what to do with the VAT. He advised that the VAT could go towards the future maintenance or replacement of equipment

He reported that Sport England have asked about a sinking fund for the project. The financial contribution from The Town Council could go into this sinking fund.

Councillor Watson proposed that the VAT is allocated into a sinking fund along with any contribution from the Town Council.

Councillor Mavin agreed that the VAT should be used to set up a sinking fund but felt that the Town Council should not give any financial contribution if the grants covered the total cost of the project.

Councillor Allcroft felt that a sinking fund was advisable.

Councillor Harrington asked if any income would be generated from the Bike Track. The

Town Clerk advised that cycle courses were proposed which would generate income.

Councillor Swinbank asked if Gallery Youth were responsible for the maintenance of the bike track. The Town Clerk advised that they were.

Councillor Grisdale asked if Sports England had specified an amount. The Town Clerk advised that they hadn't.

RESOLVED: i) To receive the update; ii) To agree to set up a sinking fund from money received from the VAT reclaim with the actual amount to be determined at a later date.

C18/15 Feedback on Masterplanning meeting including Lindisfarne School Site

The Town Clerk reported that at the first masterplanning meeting in April 2018 NCC had agreed to give priority to the Lindisfarne School site and look at future use options. NCC officers indicated that NCC would be prepared to offer the Lindisfarne Sports Centre to the Town Council on a community transfer. He explained that few details were available at present so there are unknowns about the caretaker, the car park, the surrounding land. There was also no information on usage, income or expenditure He reminded councillors that Lindisfarne Sports Hall is listed in the Alwick & Denwick Neighbourhood Plan as a key community facility and that the Town Council's powers and duties include providing recreational facilities.

Councillor Watson said he was disappointed that an article had appeared in the press before the Town Council had been made aware of the matter. He reported that there was a lot of anti-social behaviour near the site which was becoming an issue for the residents of Greensfield Avenue.

Councillor Harrington advised that he had notified the police and that the issues were the main school site not the sports hall.

Councillor Grisdale said the relationship between NCC and the Town Council was changing as Government were not funding enough.

Councillor Symmonds said that the Town Council were committed to working in partnership with NCC.

RESOLVED: To receive the update and ask officers to work with NCC to get more details about the Lindisfarne Sports Hall including usage and costs.

Councillor Aynsley left the meeting.

C18/16 Minutes of Committees

Minutes of the Planning Committee Meeting (12th April 2018) were tabled for approval.

RESOLVED: The minutes of the Planning Committee meeting held on 12th April 2018 were agreed as a true record.

Minutes of the Finance & Policy Committee Meeting (19th April 2018) were tabled for approval.

RESOLVED: The minutes of the Finance & Policy Committee meeting held on 19th April 2018 were agreed as a true record.

C18/17**Correspondence**

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
25/4 & 1/4	NALC news	To circulate
26 th April	CAN e news	To circulate
1st May	Resident – views on parking changes (outside Costa and the need for a one way system in Alnwick)	To refer to NCC and joint response to be prepared
1 st May	NCC – Settlement of NJC Pay award	On the agenda
3 rd May	NCC – views requested on Zipwire play equipment Alnwick North	Refer to Rec & Amenities Committee

RESOLVED: To receive the correspondence.

C18/18**Financial Matters****a) Payments**

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
Diamond Business Systems	£59.40	£9.90	Copier contract (17/18 budget)
J N McLean Ltd	£137.59	£22.93	Tools and Equipment (17/18)
NPD Ltd	£1,579.20	£263.20	Tourism Leaflet Dist. (17/18)
Queensbury Shelters	£5,734.80	£955.80	Bus Shelter (Wagonway Road)
Furnitubes	£294.00	£49.00	2 new fingers for fingerposts
J Pibworth	£39.07	£3.83	£22.99 Paint, £16.08 postage
Wybone Ltd	£7,490.75	£1,248.46	New Planters
W R Batey	£27.99	£3.83	£22.99 Paint for Seats, £5 legal fee for Bullfield Orchard
T Kirton	£16.80	£0	Postage
W R Batey	£15.04	£2.51	Dell – toner Waste Cartridge
CBS	£42.00	£7.00	Civic Awards printing
TOTAL	£15,436.64	£2,566.46	

* Indicates LGA 1972 s137 Expenditure (Total £0.00).

The following invoices were paid by direct debit & were reported for information:			
BT	£39.26	£6.54	Fenkle Street Office (paid 23 rd April)
BT	£62.28	£10.38	Cemetery Office (paid 28 th April)
Biffa	£89.19	£14.87	Trade Waste Cemetery (6/5 & 30/5)
NEST	£555.27	£0	Pension payments April 2018

British Gas	£19.97	£0.00	Cem. Lodge Gas Boiler Policy (Mar 15 th)
npower	£46.58	£2.22	Cemetery Store paid 26/4 (17/18)
npower	£394.81	£65.80	Cemetery Chapel paid 26/4 (17/18)
Northumbrian Water	£2563.52	£0	Allotments paid April (17/18)

It was recommended the following approved grants are paid, The Alnwick Spring Show £200 and the Taste of the North £600.

RESOLVED: To approve and authorise the above payments amounting to £16,236.64 and to note the direct debit payments of £3,770.79.

b) Investments

The Town Clerk explained that the Town Council had a 1-year Fixed Term Deposit with Lloyds which matured on May 2nd 2018. Following discussions with the Mayor and the Chair of Finance & Policy, this had been reinvested for a further 12 months at a rate of 0.8%. The amount on maturity was £102,329.66.

RESOLVED: To endorse the investment decision to reinvest with Lloyds for a further 12 months at a rate of 0.8%

c) Staff Pay Award

The Town Clerk explained that the Town Council salaries are linked to the national Local Government Salary scales. The Local Government national pay award for 2018/19 has now been agreed as a 2% increase (this is slightly higher for lower grades). This will mean a total increase of approximately £3,750 plus salary on-costs for 2018/19 which budget provision was made for.

RESOLVED: To agree to apply the annual pay award for staff.

C18/19 Any Other Urgent Business

Councillor Gridale volunteered to be one of the Town Council's Outside Body representatives on Local Living.

Councillor Mavin said he was disappointed that more councillors had not attended the Civic Awards ceremony.

Councillor Symmonds congratulated Councillor Castle on his Civic Award, his support of Alnwick and the wisdom he brings to meetings.

Councillor Symmonds invited all councillors to join him for drinks after the Full Council meeting on June 7th.

The public meeting closed at 9.07pm.

C18/20 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 item of business, on the grounds that if members of the public were present during the discussion of this item 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. Private Minutes of Meeting held on 8th March 2018
2. Private Minutes of Meeting held on 12th April 2018