

**Minutes of the meeting of the Council held on
Thursday 12th July 2018
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

Present Cllrs A Symmonds, S Allcroft, P Broom, P Edge, M Harrington, J Humphries, G Mavin, G Watson and L Wearn.

In attendance W Batey, Town Clerk & Chief Officer; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer.

C18/37 Questions from the public
None.

C18/38 Apologies for absence
Cllrs G Castle, W Grisdale, R Moore, S Patience, M Swinbank and C Westendarp.

C18/39 Declarations of Interest
None.

C18/40 Mayor's Report

Councillor Symmonds reported the main events since the last meeting:
A Civic Reception for the Bryne Band flag ceremonies.

The Bryne Band reception had been held at The Bryne Band at St James's Church Centre for them and their parents on Saturday 23rd June. He said he was pleased that some of the other councillors were able to join him. He added that it was the best Civic Reception he had attended and had been very well received by the band and their families. He thanked the Town Clerk, the Assistant to the Town Clerk and her husband for their hard work to ensure that the Civic Reception ran smoothly.

The Armed Forces Flag Raising and Lowering Ceremonies took place on June 25th and 30th which and representatives of the armed services as well as veterans and town councillors attended. He reported that he had let people know that next year's events will take place in Column Field and will use the Town Council's civic flag pole.

He reported that he had visited HospiceCare North Northumberland that day, who are the Mayor's charity for 2018.

He advised of the following forthcoming events:

July 13th - Northumbria in Bloom judging takes place in Alnwick including St James's Allotments and Alnwick Cemetery. Both won Silver Gilt last year so he hoped it would be Gold this time. He thanked Councillor Watson for his help tidying and weeding at the Cemetery.

July 22nd - NCC event to mark to the 100th anniversary of the RAF and RAF Boulmer's freedom of Northumberland.

August 16th – the Town Council will host a Civic Reception for a party from Voerde Alnwick's twin town in Germany. All Town Councillors will be invited.

C18/41 Minutes of the Last meeting (7th June 2018)

The minutes of the Full Council meeting held on 7th June 2018 were tabled for approval.

RESOLVED: The minutes of the meeting held on 7th June 2018 were agreed as a true record.

C18/42**Matters Arising**

C18/29 The Project & Funding Officer reminded councillors that the next Business Forum was on August 22nd which Ann Marie Trevelyan would be attending.

C18/32 (i) The Town Clerk reported that the consultation regarding additional parking spaces on Pottergate had received four responses (2 for and 2 against). He advised that he would notify NCC that the Town Council were supportive of the idea.

C18/43**Updates from the County Councillors**

Both County Councillors were unable to attend so there was no update.

C18/44**Updates**

- a) Borderlands - The Project & Funding Officer
Councillor Watson agreed with the suggestion that Borderlands could be used to investigate the development of a new bus station in Alnwick.

Councillor Mavin asked if NCC were planning to have meetings with Town and Parish Councils in North Northumberland regarding Borderlands. The Project & Funding Officer advised that the NCC / T&PCs liaison meetings would discuss Borderlands but that it was very early days for the scheme.

Councillor Symmonds felt that the County Councillors should be asked to take the issue to NCC regarding the proper route for engagement being through the T&PCs.

Councillor Edge asked if anything similar had been done elsewhere in the country and how much money there would be for Borderlands. Councillor Symmonds advised that the Project & Funding Officer had been asked to do a consultation with other stakeholders about the bus station.

Councillor Swinbank advised that there was there was shrinkage in government funding for public transport.

Councillor Allcroft felt that the Project & Funding Officer should be asked to start the consultation.

RESOLVED: To ask the Project & Funding Officer to undertake a consultation with the other bus station stakeholders regarding an Alnwick Transport Hub.

- b) Local Plan Consultation – The Town Clerk reported that NCC had launched a consultation of their Draft Local Plan. He advised that there was a drop-in session at St James's Church Centre on Saturday 14th July between 10am and 3pm. He advised that comments needed to be submitted to NCC by August 15th and that Officers would look at the implications for Alnwick, in particular the Alnwick & Denwick Neighbourhood Plan, and put together draft comments for approval at the August Full Council meeting.

RESOLVED: To produce draft comments for approval at the August Full Council meeting.

- c) Willowburn Public Inquiry – The Town Clerk reminded councillors that the Public Inquiry would start on July 17th for 6 sitting days. He advised that he had received all the core documents. He reported that the House of Hardy in conjunction with Northumberland Estates were looking for a new site for their business.

He also reported that NCC had marketed the old depot site and received considerable interest from people wanting to use it for industrial use.

Councillor Humphries asked if there could be a re-appeal. The Town Clerk advised that this would depend on the reason for inspectors decision.

Councillor Symmonds felt that a timetable for the Inquiry would be helpful so that councillors could decide when to attend. The Town Clerk advised he would send an email as soon this was known on day one.

Councillor Broom asked if the Planning Inspector had made a site visit. The Town Clerk advised that he had visited during the Inquiry.

RESOLVED: To receive the update.

d) Other Matters:

- i) Bike Track - The Town Clerk reported that the off-site work had been completed and that the on-site work would start very soon. This should take 4-5 weeks to complete so the bike track should be completed by the end of August.

Councillor Watson asked if an opening ceremony would take place. The Town Clerk advised that Gallery Youth would be organising that.

Councillor Mavin offered a bike so that the Mayor could ride around the track. Councillor Symonds said he would be happy to do that.

- ii) Alnwick Town Football Club Juniors Loan – The Town Clerk reported that the leases were now signed and the Application or Borrowing Approval had been submitted to the Secretary of State.

Councillor Harrington reported that none of the publicity regarding the new sports facilities mentioned the Town Council as a key part of the process.

RESOLVED: To receive the update.

C18/45

Complying with the General Data Protection Regulations

The Town Clerk explained that the General Data Protection Regulation (GDPR) came into effect on May 25th 2018 giving individuals more rights and protection regarding how their personal data is used by local councils. He explained that the new requirements only apply to a few areas of the Town Council's work such as the Business Forum and that over the coming months, as the opportunity arises, consent forms will be issued to enable people to give approval for their data to continue to be used to contact them.

He summarised the three documents he had issued:

- i) Data Protection Policy – this was an updated version of the existing policy and Data Retention Appendix.
- ii) General Privacy Notice – this notice had been adapted from the NALC document. It covers what is personal data; how is it stored and used by the Town Council and sharing data.
- iii) Consent form – form will be used to collect permission to keep data for communication purposes and will be used at relevant points during the year such as the next Business Forum email and be added to Remembrance Day notification emails.

Councillor Harrington asked how the Town Council ensured security of the data for serving personnel. The Town Clerk advised that all data was treated carefully and serving personnel emails were never included in any group emails. The Assistant to the Town Clerk advised that group emails were either sent as a Blind Courtesy Copy (BCC) or a named group set up which hides the individual emails addresses.

Councillor Mavin asked if people could be asked to opt out. The Town Clerk advised that best practice was that people opt in.

RESOLVED: To receive the General Data Protection Regulation update and to approve the Policy, General Privacy Notice and Consent form.

C18/46 Minutes of Committees

Minutes of the Planning Committee Meeting (7th June 2018) were tabled for approval.

RESOLVED: The minutes of the Planning Committee meeting held on 7th June 2018 were agreed as a true record.

Minutes of the Finance & Policy Committee Meeting (28th June 2018) were tabled for approval.

RESOLVED: The minutes of the Finance & Policy Committee meeting held on 28th June 2018 were agreed as a true record.

C18/47 Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
13 th and 27 th June	NALC news	Circulated
19 th June	CAN e news	Circulated
4 th July	NCC –Draft Local Plan Consultation	Councillors to note
6 th July	NCC – LTP letter for 2019/20. LTPs due to NCC by Sept 30 th	To set up an LTP Working Group to bring suggestions to Sept's Full Council meeting

RESOLVED: To receive the correspondence.

C18/48 Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
Petty Cash	£100.00	£16.67	Fuel
NCC	£9829.77	£4.17	April payroll
NCC	£900.00	£0	Rent 27 Fenkle Street May – Nov 18
Grannies	£50.00	£0	Refreshments – Civic Awards
NALC	£1202.35	£0	Annual Subscription
Scott JCB	£1039.19	£173.20	JCB Repair
Grannies	£240.00	£0	Twin Town Civic Reception
Thomas Sheriff	£438.33	£73.06	Tractor Repair
James McLean Ltd	£105.66	£17.61	Supplies
CBS World	£87.12	£14.52	Photocopying – Public Inquiry

NCC	£10057.25	£4.17	May Payroll
W R Batey	£123.33	£18.89	Refreshments and gift – Twinning Visit
JA Ainsworth	£450.00	£0	Internal Audit Fee
Alnwick & Amble Pest Control	£40.00	£0	Wasp Nest Treatment - allotments
NCC	£162.60*	£27.10	Blue Plaque Installation
Madelor Ltd	£25.00	£0	Neighbourhood Plan website hosting
W R Batey	£58.00	£0	Stamps
Viking	£150.19	£25.03	Stationery
Sportsworld (NE) Ltd	£15.00	£2.50	CCTV stickers
St James's Church Centre	£68.50	£0	Room Booking – Town Twinning
Graciela Ainsworth	£2777.88	£462.98	Hotspur Statue refurbishment
Glasdon	£4015.35	£669.22	6 new bins and a new seat
T Kirton	£121.50	£0	Mileage April – June (incl)
J Pibworth	£191.70	£0	Mileage March – June (incl)
W R Batey	£169.65	£0	Mileage March – June (incl)
J Pibworth	£331.74	£55.27	Cemetery plants and materials
T Kirton	£26.30	£0	Train fare / parking
TOTAL	£32,776.41	£1,564.39	

* Indicates LGA 1972 s137 Expenditure (Total £162.60).

The following invoices were paid by direct debit & were reported for information:			
npower	£52.22	£2.49	Town Hall Clock to be paid 16/7
British Gas	£19.97	£0	Cemetery Lodge service contract
BT	£37.68	£6.28	Fenkle Street – paid 22/6
BT	£60.17	£10.01	Cemetery Lodge – paid 28/8
Biffa	£111.48	£18.58	Trade Waste – cemetery May
Biffa	£89.18	£14.86	Trade Waste – cemetery June

RESOLVED: To approve and authorise the above payments amounting to £32,776.41 and to note the direct debit payments of £370.70.

b) Bank reconciliation

The Town Clerk explained that the Internal Auditor had advised that the Town Council that the Bank Reconciliation was reported to Full Council at least six times a year. He advised that the Bank Reconciliation for April and May 2018 had been

undertaken and issued the Cash Book reconciliation and Income and Expenditure Account as at May 31st 2018.

RESOLVED: To approve the Bank Reconciliation for April and May 2018.

C18/49 Any Other Urgent Business

None.

The public meeting closed at 8.38pm.

C18/50 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. Co-option of new councillor for the Clayport Ward