

**Minutes of the meeting of the Council held on
Thursday 11th July 2019
in St James Church Rooms, Pottergate, Alnwick at 6.30m**

- Present** Cllrs L Wearn, S Allcroft, L Aynsley, P Broom, G Castle, P Edge, W Grisdale, M Harrington, J Humphries, G Mavin, S Patience, M Swinbank, A Symmonds, A Watson, G Watson and L Wood-Mitchell.
- In attendance** W Batey, Town Clerk & Chief Officer; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer; Tony Brown, Alnwick Medical Group; Peter Hatley.
- C19/41 Questions from the public**
None.
- C19/42 Apologies for absence**
Cllr Moore.
- C19/43 Declarations of Interest**
Councillor Castle declared a non-pecuniary interest in County Council matters.
- C19/44 Presentation by Tony Brown, Alnwick Medical Group**
Tony Brown (TB) from Alnwick Medical Group gave a presentation on Social Prescriptions.
- TB gave a brief update from the Alnwick Medical Group. He advised that two of their nurse practitioners had been trained and were now qualified to prescribe medicines.
- Doctor Rachel Taylor is now able to train GP registrars so there will be a new registrar starting at the practice shortly.
- Alnwick Medical Group have been given 50k by Newcastle University to set up and equip a training facility at the practice.
- Social Prescribing – TB explained this covered a wide range of activities including physical activities such as walking and running and social activities such as knitting. He advised that they are looking to increase the group activities available in Alnwick.
- TB explained that the benefits were that ownership by the staff at the Medical Group so they could use other available activities such as information on dementia support which is provided by an external person and information provided by the CAB.
- TB explained that he had requested an application to be written which will hold all the activities available in Alnwick.
- TB added that the Alnwick Medical Group are looking to expand the provision they provide for veterans.
- Councillor questions and comments:
- Councillor Castle asked if NCC's Locality Officer was integrated into the process. TB advised that Sophie Wrightson, Alnwick Medical Group was leading on this and would be liaising with the Locality Officer although there was only one Locality Officer covering from Berwick to Morpeth.
- Councillor Patience explained that there was a local officer scoping the activities available.

Councillor Swinbank thought this was fantastic. He added that Town Council groups try to promote active travel (cycling and walking). TB advised that he welcomed input from anyone.

Councillor Humphries thought promoting activities was a great idea. He asked if the Medical Group had links with the Elderberries programme at The Alnwick Garden. TB advised that he had spoken to staff.

TB explained that Social Prescribing was now a national remit so he was pleased that Alnwick Medical Group were ahead of the rest as they had been doing it for 12 months.

Councillor Wearn asked how people without a mobile phone would access the service. TB advised that this was an additional service but thought that most people know someone with access to the internet.

Councillor Wearn asked if TB had any information about the A&E being closed after 8pm. TB advised that Northumbria Healthcare had closed the urgent care facility between 5pm and 8pm but had been assured that it would open again from July 22nd. He advised that the Town Council could write to Northumbria Healthcare for an explanation.

TB left the meeting.

C19/45

Mayor's Report

The Mayor reported that she had attended the Flag Raising Ceremony on June 24th as part of Armed Forces week and that the Deputy Mayor, Councillor Watson had attended the Flag Lowering Ceremony on June 29th. She said that she was disappointed at the small number of forces personnel who had attended.

She also reported that on July 9th she had attended a Civic Reception for students from Lagny, Alnwick's Twin Town in France. She reported that the schools were maintaining the twinning and that she would like to widen the involvement of the community

On July 10th she had attended a Market Towns in the Borders event in Hexham along with Councillors Mavin and Wood-Mitchell and the Project & Funding Officer. She reported that it had dealt with partnerships, collaboration and priorities. A set of useful slides was available and these had been sent to the Project & Funding Officer.

Councillor Wood-Mitchell reported that the event had been heavily weighted on the Public and Private sectors.

C19/46

Minutes of the Last meeting (13th June 2019)

The minutes of the Full Council meeting held on 13th June 2019 were tabled for approval.

RESOLVED: The minutes of the meeting held on 13th June 2019 were agreed as a true record.

C19/47

Matters Arising

C19/25 Councillor Patience asked for an amendment to be made to her comment.

C19/35d) The Town Clerk advised that the money was almost ready to be drawn down from NCC. He advised that the Town Council's 1st repayment would be in April 2020 and the 2nd in September 2020.

C19/37b) Councillor Watson reported that he had attended an event at The Alnwick Garden where the students from DCHS who had attended the mock trial in London (and came 3rd) gave a presentation on the event. He advised that the grant given to them by the Town Council was money well spent.

Feedback and Recommendations from a) Alnwick Forum, b) Sustainable Transport Working Group and c) Climate Change Working Group**a) Alnwick Forum**

The Project & Funding Officer reported that at the last Alnwick Forum meeting on June 24th Mark Brassell and Linda Wood-Mitchell gave a presentation on Investing in Alnwick.

They asked for clarification on the proposed new town group and it was agreed that the best way forward was to finish the consultation process, look at all the feedback, then revise the group structure including terms of reference if appropriate.

He reported that the Alnwick Market have a stakeholder meeting in August to discuss the way forward with the markets.

Councillor Waton asked if there was any information on the £22mill being given to the North of Tyne Mayor and whether this would impact on the Lindisfarne School site. Councillor Castle advised that NCC were responsible for the former Lindisfarne school site and were spending £1.2mill on it.

Councillor Waton asked if devolution of the budget to the North of Tyne Mayor would be an issue. Councillor Castle advised he was not aware of anything at the moment.

Councillor Harrington asked if there was any update as to what was happening in the Market Place. The Town Clerk advised that the matter would be discussed at the next Recreation & Amenities meeting.

Councillor Mavin asked if there was any update on the Lindisfarne School site? Councillor Castle advised that he was speaking to the Lindisfarne Adult Education Skills & Employment Manager.

RESOLVED: To receive the update.

b) Sustainable Transport Working Group

Councillor Swinbank gave an update on the work of the Sustainable Transport Working Group during the last six months:

He reported that the Working Group were suggesting a change to their remit which would be circulated and added to the August Full Council meeting agenda.

He reported that in the last six months the Working Group had dealt with:

- Aln Valley green way improvements
- Park & Ride scheme for Alnwick
- Electric Vehicle charging points – discussed the criteria for new charging points including where and what type they would be
- Decarbonisation
- Tube map for cycling routes in and around Alnwick
- Spoken to students at DCHS
- Review and revision of winter gritting routes

Councillor Symmonds commended the Working Group for their work. He wondered if EV charging points were covered under current NCC planning requirements.

Councillor Castle advised that planning applications cannot be turned down as EV charging was not part of National Policy. He suggested the Town Council sent a letter to NCC. Councillor Swinbank advised that this had already been done.

Councillor Harrington felt that Government changes were needed to ensure that every new home was fitted with a solar panel. He added that green renewable needed to be used more effectively.

Councillor Symmonds felt that the issues needed to be taken up with NCC. Councillor Castle advised that questions could be asked at a North Area Local Council meeting.

RESOLVED: To receive the update.

c) Climate Change Working Group

Councillor Watson reported that the Climate Change Working Group had 8 councillors and has met twice on June 12th and July 10th 2019. It was agreed that the Working Group will cover Town Council issues only and the Alnwick Forum events would be used to engage with members of the public.

A Carbon Audit was carried out for the Town Council and Mechanics Institute using data from 2018. ATC currently have a carbon footprint of 8.2 tonnes CO²e and Mechanics Institute 9.165 CO²e. In comparison NCC currently (2018) have a carbon footprint of 36,176 tonnes CO²e. Having reviewed the data from the initial Carbon Audits councillor agreed the following actions:

- a) Draw up a detailed action plan, by site e.g. Cemetery Store, Rob Fountain with standard headings (e.g. lighting, heating)
- b) Add Carbon Issues to Business Forum agenda when North of Tyne Mayor attends (
- c) Officers to undertake further work on inclusion of Scope 3 data for main goods & services purchased, employee travel and trade waste
- d) Add Cemetery Lodge and Greenwell Lane to ATC's Action Plan
- e) Add CO²e figures to ATC's Action Plan (July 10th)
- f) Set up a meeting with residents interested in joining a Carbon Reduction group
- g) Take the amended Terms of Reference to Full Council for approval

Councillor Watson presented the current terms of reference:

"Alnwick Town Council aims to become carbon neutral by 2031 and put in place mechanisms to undertake a carbon audit after which the Council considers more detailed resolutions".

And the proposed Update of Terms of Reference:

"To help the Town Council take a leadership role which, through example and advocacy, will encourage the community of Alnwick, its residents and businesses to adopt the net carbon neutral agenda"

RESOLVED: To receive the update.

C19/49 Update from County Councillors

Councillor Castle reported there was no update as we were in a Purdah period.

C19/50 Updates on a) Town Crier appointment; b) Living Wage; c) Narrowgate Pedestrianisation and d) Consultation on Town Centre Groups

a) Town Crier appointment

The Project & Funding Officer reported that one Expression of Interest had been received from Roger Daniel, who had been interviewed on Wednesday July 3rd by himself and Mark Brassell as representatives of the main funders (Town Team, Town Council and The Alnwick Garden). Roger was a teacher in the East End of London and has good experience with people of all ages and from all backgrounds. He has run a remote pub between Ford and Lowick; has had his own radio programme on Lionheart for many years and spends time working for his local church in Berwick. He wrote two very witty and entertaining cries for his interview, has an excellent projected voice, a strong interest in history, including Alnwick.

Roger was offered the voluntary post (subject to satisfactory references) and has accepted. The role is for one year and includes a 6-month probationary period

b) Living Wage

The Project & Funding Officer reported that the application to the Living Wage Foundation accreditation had been completed, submitted and approved. The annual fee was £60 which he requested councillors approved.

Councillor Castle asked what the Town Council received from the Living Wage Foundation. The Project & Funding Officer advised that they received publicity materials and invitations to events.

RESOLVED: To pay £60 accreditation fee to the Living Wage Foundation.

c) Narrowgate Pedestrianisation

The Project & Funding Officer reported that the pedestrianisation trial period is still expected to start by the end of July. The Town Council will place three planters at each end of Narrowgate and bunting to be erected and NCC will supply, free of charge, a cherry picker to erect the bunting.

Councillor Mavin was disappointed that NCC had not addressed the line of sight issue at the junction of Fenkle Street / Market Street. Councillor Castel advised that this would be reviewed as part of the trial.

Councillor Aynsley asked if emergency vehicles would still have access down Narrowgate. Councillor Castle said he thought they would.

Councillor Wearn said that with the planters in place this would restrict their access.

Councillor Aynsley said there was still an issue about signage for the road closure. Councillor Castle advised that she sent any issues through to him and he would take forward to NCC.

Councillor Aynsley said that the planters needed to be good quality. The Town Clerk advised that three new two-tier planters had been ordered the same as the existing Town Council owned planters around the town centre. He confirmed that they would be planted up by NCC to match the existing planting scheme.

Councillor Aynsley said she did not want any negative publicity. She asked if disabled parking could be restricted on the Boots section of Bondgate Within to give better access for vehicles turning. Councillor Castle said he didn't think this could be done.

Councillor Waton felt that quite a long period to get used to the changes and wondered who would be monitoring this from day one onwards. Councillor Wearn advised that she understood this would be NCC Highways but would clarify.

Councillor Waton stated that the monitoring needed to be regular and pro-active.

Councillor Edge asked if the Town Council could allocate a budget for benches as part of the scheme.

Councillor Aynsley advised that NCC had a budget of £200k for the trial period so this should hopefully include benches.

Councillor Wood-Mitchell advised that £75k of the budget had been spent on the feasibility study.

d) Consultation on Town Centre Groups

The Project & Funding Officer reported that the deadline for comments had been extended to enable everyone to give their views.

RESOLVED: To receive the updates.

C19/51

Consideration of an earlier commencement date for new Town Clerk

The Town Clerk explained that Peter Hatley, the new Town Clerk is due to start work for the Town Council on 1st September 2019 and will work alongside the current Town Clerk during September. He explained that Councillor Allcroft, as Chairman of the Finance & Policy Committee, had suggested that Peter work an additional few days in August, equivalent to one day per week. He advised that having spoken to Peter Hatley, Peter has indicated that he is available to do this. Budget provision has been made for the period of overlap but, if these additional 5 days were added, an additional budget provision of approximately £850 would be required.

Councillor Waton felt that if there issues after the current Town Clerk leaves there needed to be a formal support mechanism in place for the new Town Clerk. He asked that this be added to the August Full Council agenda for further discussion.

Councillor Swinbank felt that a Staffing sub-committee needed to be set up as a sub-committee of Finance & Policy.

RESOLVED: To ask Peter Hatley to work 5 days in August and make the necessary budget provision.

C19/52

Outside Body appointments

The Town Clerk advised that at the May Full Council meeting it had been agreed that the Outside Body appointments would remain the same as in 2018/19 then be reviewed in two months' time. He suggested that this continue until such time as the review is completed, which is likely to be by September.

RESOLVED: To continue with the existing Outside Body appointments until the review is completed and brought to the September Full Council meeting.

C19/53

To Receive the Minutes of Committees

Minutes of the Planning Committee Meeting (20th June 2019) were tabled to be received.

RESOLVED: The minutes of the Planning Committee meeting held on 20th June were received.

Minutes of the Cemetery Committee Meeting (27th June 2019) were tabled to be received.

RESOLVED: The minutes of the Cemetery Committee meeting held on 27th June 2019 were received.

Minutes of the Finance & Policy Committee Meeting (27th June 2019) were tabled to be received.

RESOLVED: The minutes of the Finance & Policy Committee meeting held on 27th June 2019 were received.

C19/54

Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
18 th June	Alnwick Employment Hub – details of project	Circulated to Councillors
25 th June	NCC – Invitation for two Town Councillors to participate in Local Democracy Week at Barndale School (15 th October) (i)	To consider

25 th June	NCC – Confirmation that if contested, an election will take place for the Clayport Ward vacancy on 22 nd August (ii)	To note
1 st July	Borderlands Partnership – copy of Heads of Terms on the Borderlands Inclusive Growth Deal	Circulated to Councillors
	NCC – Correspondence about LOVE Northumberland Awards	Circulate to Councillors
	NCC – notice of Polling review	Report at August Full Council meeting
	NCC – Rough Sleeper survey	Circulate to Councillors

- (i) The Town Clerk asked if anyone who was interested in attending contact him. Councillor Symmonds felt that the Mayor and Deputy Mayor should represent the Town Council.
- (ii) The Town Clerk advised that the notice of election was due from NCC the following week. Candidates would have until July 26th to put themselves forward for election.

RESOLVED: To receive the correspondence.

C19/55 Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
C Bowden	£170.00	£0	Repairs to Column Field Seats
NCC	£21,227.90	£8.34	Payroll April, May
NCC	£11,774.14	£5.00	Payroll June
NCC	£216.00	£36.00	Metal posts for Play Area signs
Sportsworld (NE) Ltd	£138.60	£23.10	Polo Shirts for Outdoor Staff
Citiscap Maps	£480.00	£80.00	New maps for Town Map cases
Diamond Group Ltd	£34.60	£5.77	Photocopying June
W R Batey	£796.56	£132.15	Alnwick Mugs – Civic Gifts; Refreshments -Town Twinning
The Protector Group	£3,771.60	£628.60	CCTV system upgrades
J Pibworth	£122.50*	£0	Rubber Feet for Tubs, Refreshments - Armed Forces
J Pibworth	£103.68	£2.84	Bedding plants, trough, compost. Twin town refreshments
The Protector Group	£2,112.00	£352.00	Annual CCTV maintenance contract
Bill Gridale	£320.00	£0	Town maps
Thomas Sheriff	£128.38	£21.40	Dry charge battery and battery acid

Living Wage Foundation	£72.00	£12.00	Employer Recognition
Alnwick Youth Hostel	£100.00	£16.67	Refreshments - Armed Forces
The Loyal Company of Town Criers	£35.00	£0	Membership of LCTC (Town Crier)
T Kirton	£64.99	£2.90	Town Crier accessories, computer battery
T Kirton	£64.80	£0	Mileage April to July 10 th 2019
Northumberland Estates (Sawmill)	£398.14	£66.36	Fence panels and posts
Mole Country Stores	£149.95	£9.99	Grass seed and poison
J Pibworth	£97.20	£0	Mileage Apr – Jun 2019
C Bowden	£170.00	£0	Repairs to Column Field Seats
NCC	£21,227.90	£8.34	Payroll April, May
NCC	£11,774.14	£5.00	Payroll June
NCC	£216.00	£36.00	Metal posts for Play Area signs
TOTAL	£43,878.04	£1,400.28	

* Indicates LGA 1972 s137 Expenditure (Total £52.50).

The following invoices were paid by direct debit & were reported for information:			
BT	£75.00	£12.50	Greenwell Lane (this account now has a credit of £61.13)
BT	£29.33	£4.89	Cemetery Office (paid 28/6)
NEST	£783.75	£0	Pension payments June 2019
Biffa	£98.30	£16.38	Cemetery Trade Waste June (paid 30 th July)
npower	£52.31	£0	Town Hall Clock (Paid 15 th July)

The Town Clerk also recommended the grants were paid to Local Living £1,500 (£500 towards the Market and £1,000 for the Taste of the North).

RESOLVED: To approve and authorise the above payments amounting to £43,878.04, including the £1,500 grant to Local Living, and to note the direct debit payments of £1,038.69.

C19/56 Any Other Urgent Business

Councillor Castle reported that there had been two letters from an elderly resident about the state of the Cobbles which needed a proper response and asked if the Town Council would reply. Councillor Wearn felt it was appropriate that the Town Council and Councillor Castle, on behalf of NCC who are responsible for the Cobbles, respond to the letters.

Councillor Swinbank explained that the Town Council had been pushing NCC hard for improvement works to be undertaken on the Cobbles.

Councillor Mavin reported that the Alnwick Distillery had produced an excellent design for the bottles for their new gin.

Councillor Symonds reported that he had enjoyed the Armed Forces week ceremonies at the new Civic Flagpole and felt that the location made the events more community centred. He added that he had found it difficult to hear those taking part in the services above the noise of the traffic and felt that the Town Council should invest in a PA system which would be a really useful asset.

Councillor Watson advised planning early to get more people to attend the ceremonies. The Town Council advised that it was not a large occasion like Remembrance Sunday and that it usual to have a maximum of two representatives from each service.

The meeting closed at 8.17pm.