



The Council Offices, Greenwell Lane,
Alnwick, NE66 1HW

Your Ref:

Our Ref: FC/9/2019

Clerk to Council

Bill Batey

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Dear Councillor

6th September 2019

The next Meeting of the Council will be held on **Thursday 12th September 2019** in St James Church Rooms, Pottergate, Alnwick at **6.30pm**. 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 August 2019)
5. Matters Arising
6. Mayors Report
7. Updates from a) County Councillors b) Business Forum
8. Local Transport Plan Priorities 2020/2021
9. Outside Body Appointments
10. Progress against Council's objectives
11. Consultation on the removal of phone boxes
12. Communication Strategy
13. To Receive the Minutes of the Committees
 - a) Planning, Highways and Transport Committee (15th August)
14. Correspondence
15. Request for Grant Assistance towards a Cholera memorial
16. Financial Matters – a) Payments b) Miscellaneous Budgets
17. Any Other Urgent Business

In Private

Alnwick Markets

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 7**Updates from a) County Councillors b) Business Forum**

Councillors Castle and Moore will update on County Council matters and The Project and Funding Officer will give an update on the Business Forum.

Recommendation: To receive the updates.

Agenda item 8**Local Transport Plan Priorities 2020/21.**

NCC have requested details of the Council's three Local Transport Plan (LTP) priorities for 2020/2021 by 4th October 2019. A meeting of the Sustainable Travel Working Group was held on 5th September to consider the priorities and their recommendations will be presented to the meeting.

Recommendation: To agree the 2020/21 LTP priorities.

Agenda Item 9**Outside Body Appointments**

At the Annual Meeting it was suggested that there should be a change to the way outside bodies are considered and encouragement given to organisations to support more joint working. It was acknowledged that these voluntary bodies provide an extremely valuable contribution in the town but was suggested that the Town Council should be taking a more strategic approach in the choice of organisations it works with, or perhaps it should be encouraging similar organisations in the town, many of which do not have council representation, to work more closely together.

It was recommended that existing arrangements (2018/19), continued whilst a review was completed and the review considered:

- a) The Council does not automatically provide a representative to individual outside body requests especially where they are one of a number providing similar or overlapping services.
- b) The Council should encourage organisations, with a similar focus, to have a shared Communication & Coordination Meeting once or twice a year, where the Council has a representative present, and feedback be given to the Council to provide Councillors with an overview of sectoral activities and initiatives.
- c) Consideration be given to create a Council budget to give contributions to cross-voluntary body initiatives.

A paper detailing the review and recommendations will be circulated prior to the meeting. Outside body appointments will need to be confirmed for the remainder of the Council year.

Recommendation: To consider the review and make outside body appointments for the remainder of the Council year.

Agenda item 10**Progress against the Council's objectives**

In April the Town Council approved a new 5 year vision and 3 year objectives together with 2019/20 actions. A report will be circulated with the agenda which shows our progress against the actions, as we approach the mid-point of the year.

Recommendation: To receive the update.

Agenda item 11**Consultation on the removal of phone boxes**

NCC are consulting on BT proposals for the removal of a number of phone boxes in the county. BT are proposing the removal of three phone boxes in Alnwick. Across Northumberland 79 public pay phones are proposed to be removed.

As stated in Ofcom's 2005 review, it is the responsibility of the Local Authority (NCC) to initiate its own consultation process to canvas the views of the local community. As part of that process NCC are seeking the views of Alnwick Town Council on the proposed closure of the following phone boxes;

1. 19/03580/BT - Post Office, Wagonway Road
2. 19/03581/BT - Outside Cedar Grove
3. 19/03579/BT – West Acres

Usage information is available for these phone boxes and the number of calls made annually from these phone boxes can be seen in the table below;

Phone Box	No. Calls Last 12 Months
Post Office, Wagonway Road	9
Outside Cedar Grove	0
West Acres	0

Although not within the boundary of Alnwick, Councillors may wish to consider commenting on the following proposed removal which may impact on residents of the town. This phone box was used 82 times in the last 12 months to make calls;

1. 19/03585/BT – Alnmouth Railway Station, Lesbury, Alnwick

Recommendation: that Councillors consider these proposals and provide appropriate comments.

Agenda item 12**Communication Strategy**

At the last Communication Working Group meeting a draft Communication Strategy was considered. This has been circulated to councillors for any final changes and will be brought to the meeting for approval.

Recommendation: To approve the Communication Strategy

Agenda item 14 Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
13 th August	NCC- unable to proceed with parent and child car parking spaces	NCC have agreed to reconsider
20 th August	Environment Agency – Changes to Environment. Agency Water Resource Licensing	Available from the Clerk on Request
23 rd August	NCC - Notification of Local Plan Examination Hearings (start on 8 th October)	To Note
4 th September	NALC e news	To circulate

Recommendation: That the correspondence received be considered.

Agenda item 15 Request for Grant Assistance towards a Cholera memorial

It is 150 years since the cholera epidemic in the Clayport part of the town when, within a month, 139 people died and were buried in St. Michael's churchyard. St Michael's Church are interest in placing a permanent stone memorial in the churchyard to commemorate this huge loss of life. It is understood that mass burials took place rather than individual interments. Estimates of costs are awaited but are expected to be in the region of £1,500 - £2,000. The Town Council has been asked to consider making a contribution.

Recommendation: To consider the request

Agenda item 16 Financial Matters – a) Payments

The following invoices have been received for payment (as at 6th September); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
DC Contract Solutions Ltd	£10,057.44	£1,676.24	Cemetery paths tarmac works
All Sewn Up	£60	£0	Town Cryer outfit alterations
Fool's Paradise Ltd	£684	£114	Music Festival street entertainment – deducted from their grant
R Daniel	£84	£14.00	Town Crier clothing/shoes
Cash	£200	£0	Prize Money for ToB shop window competition
NCC	£450	£0	By Election (uncontested) fee
W L Straughan & Son	£1,458.44	£243.07	Final Payment Bike Track
NCC	£163.32	£27.22	Resite Planter on Cobbles
Tim Kirton	£37.25	£3.68	Paint for ToB bikes, Business Forum Refreshments
NCC	£544.02	£90.67	Stall/Stage erection for music festival – deducted from their grant.
Diamond Business Systems	£28.41	£4.73	Photocopying July
NCC	£23,818.13	£10.83	Payroll July & August
The Real Taste of Northumberland	£90	£15.00	Refreshments Business Forum

Glasdon	£1,380.67	£230.11	Litter Bins
Northumberland Estates	£10.00	£0	Annual Licence for Bus Shelter
NCC	£2,700	£0	Lease - Greenwell Lane Sept Dec 19
W R Batey	£294.50	£49.08	Refreshments business forum £32.79, Paint £36.96 (Tour of Britain), Planters £224.75
NFU Mutual	£1,249.01	£0	W R Batey Pension for April to September
Standard Life	£510.85	£0	J Pibworth Pension for April to September
St James Church Centre	£91	£0	Room Booking – Business Forum
Lloyd Ltd	£72.47	£12.08	Lawnmower service and repair
TOTAL	£43,983.51	£2,490.71	

* Indicates LGA 1972 s137 Expenditure (Total £0)

The following payments are now paid by direct debit and are reported for information			
BT	£113.94	£18.99	Greenwell Lane and Cemetery - paid 22/8
NEST	£742.72	£0	Pension payments Aug 2019
Biffa	£122.88	£20.48	Cemetery Trade Waste Paid 30 th Sept
wave	£20.45	0	Cemetery
wave	£143.91	0	Cemetery Lodge and Store
Barclays	£29.21	£0	Bank Charges July/Aug19

In addition the following payments are due:

a) The Mayors Allowance of £1,000

b) The first half year payments of £250 to Costa, The Queen's Head and the Blue Bell for the You're Welcome Scheme.

c) The Music Festival Grant. A grant of £4,800 was approved. Of this £650 is for storage costs. The Town Council has paid for the street entertainment (£570), NCC costs for the stage/stall costs of £453.35 and has costs for the staging, stalls and other assistance of £522.78. The total balance now payable is therefore £3,173.87.

d) The grant of £500 to Mental Health Matters which was agreed by the Finance & Policy Committee in April.

Recommendation: To approve and authorise the above payments amounting to £49,407.38 and to note the direct debit payments of £1,173.11.

b) Miscellaneous Budgets

This Section contains summary of a number of budget areas which are reported to update councillors.

1) Alnwick Bike Track Project

The Town Council received grants of £108,000 towards the scheme costs. In total, including the final payment included on this agenda, £127,743.97 has been paid (£107,321.84 net of Vat). This leaves a balance of £678.16 (net of Vat). It is proposed that this is used for surface materials and planting as required.

2) Alnwick Town Junior Football Club Project.

The Council has now received the loan of £190,000 for this project. In accordance with the Loan Agreement, the first payment of £30,000 has been made to the Junior Football Club,

the remaining payments will be made as the scheme progresses. The estimated completion date is mid December 2019.

3) Alnwick Town Crier

A total budget of £3,700 has been secured for the funding of this voluntary position over the next 3 years, and further funding has been promised. £1,000 of this was from the Town Council. The Town Council is holding the total budget and will keep records of the expenditure against this. The current expenditure being £350.31.

4) Town Team

The Town Council has held the budget for the Town Team which was originally £10,000. In view of the decision to move to a Town Centre Partnership Team, the Town Team has now held its final meeting. From the £10,000, £824.57 remains unspent and the Town Team have asked that this be used towards expenditure on town centre maps and map cases. The next version of the map which is displayed in the town map cases, will be done next year. The Town Team funded the production and printing of a new Town Trail leaflet in 2016 (this cost £1,881.55). As agreed with the Town team, this leaflet is distributed by the Town Council for 50p per copy and then retailed by shops/attractions for £1. The aim being that the funds collected will fund the next version/reprint. To-date over 3,000 leaflets have been sold meaning the Town Council is holding £1,548.50 towards the next reprint.

5) Swansfield Park Play Area Endowment

In 2015, the Town Council received an endowment for the future improvement, repair and maintenance of the Swansfield Park Play area. This was £99,229. This money was invested. Since receipt, the endowment has funded various works and at 31st March 2019 had reduced to £74,167.20, Apportioning and adding the relevant interest received since the endowment was invested, increases the fund to £77,542.95.

Recommendation: To receive the updates