

**Minutes of the meeting of the Council held on
Thursday 8th July 2021
in St James Church Rooms, Pottergate, Alnwick at 6.30pm**

- Present** Cllrs S Allcroft, P Broom, P Burns, G Castle, P Edge, M Harrington, J Humphries, J Lyford, J Parker, A Symmonds, D Watson, G Watson, L Wearn and L Wood-Mitchell.
- In attendance** J Pibworth, Assistant to the Town Clerk.
- C21/42 Questions from the public**
None.
- C21/43 Apologies for absence**
Councillors Gascoigne-Owens and Swinbank and P Hatley, Town Clerk.
- C21/44 Declarations of Interest**
Councillor Castle declared a non-pecuniary interest in Item 8. Funding Request – Alnwick Cycle Hubs and County Council matters.
Councillor Wood-Mitchell declared a non-pecuniary in Item 10. Investing in Alnwick.
Councillor Broom declared a pecuniary interest in Item 14a) Financial - Payments.
- C21/45 Approve Minutes of the Last meeting**
The minutes of the Full Council meeting held on 10th June 2021 were tabled for approval.
RESOLVED: The minutes of the meeting held on 10th June 2021 were agreed as a true record.
The Private minutes of the Full Council meeting held on 10th June 2021 were tabled for approval.
RESOLVED: The Private minutes of the meeting held on 10th June 2021 were agreed as a true record.
- C21/46 Matters Arising**
C21/33 Councillor Wood-Mitchell asked if there was any update on the New Skills Consultant work on the Christmas Lights Trail project. Councillor Harrington advised that this would be part of Item 7b. Retail & Town Centre Advisory Group update.
- C21/47 Mayor's Report**
The Mayor reported that she had not undertaken any civic work since last month. She reported that she was having lunch with the Northumbria in Bloom judges on July 18th and had been invited to a rededication service a Newcastle Cathedral on October 22nd.
- C21/48 Updates:**
a) County Council
Councillor Castle reported that Local Area Committees were being refreshed and that all meetings are physical at County Hall but no meetings that there were no meetings scheduled yet for Alnwick and Berwick.
He reported that he had asked for a presentation regarding Youth Services.
Narrowgate – further consultation would be undertaken together with the corner of Fenkle Street / Market Street.

Toilets – refurbishment are underway but no further work will be done until the proposed move of the Bailiffgate Museum to Northumberland Hall has been decided.

Councillor Symmonds asked if there was any update on the Allerburn House question he had asked at the last meeting. Councillor Castel advised that he had received no reply from Advance Northumberland.

b) Advisory Groups

Retail & Town Centre

Councillor Harrington reported that the Project & Funding Officer had had a meeting with Mark Brasell from The Alnwick Garden and the New Skills Consultant and that funders were being looked for.

Housing, Employment and Economy

Councillor Lyford advised there had not been a meeting since the last council meeting. She explained that she was suggesting a separate Employability meeting to which all councillors would be invited.

c) Alnwick Forum

The Mayor gave an update from the last Alnwick Forum meeting:

Narrowgate – this will need to go out to consultation and although NCC will ultimately make the final decision the Town Council need to be fully consulted.

The Cobbles – this is currently with the designers who will produce options which it is hoped will be presented at the September Forum meeting.

Alnwick Greenway - the bridge inspection reports are due back in July and a site meeting will be held shortly.

Alnmouth Road Speeding Concerns – a speed survey has been requested near to the new Peter's Mill development and once the results data is known options to reduce the speed will be reviewed.

Staycations – requests were made by the Town Council regarding the need for additional toilet facilities in Alnwick during the summer season.

Thomas Percy Site – this item will be discussed at the next Recreation & Amenities with a recommendation brought to the next Full Council meeting.

Councillor Watson asked if councillor could have a copy of the redacted minutes.

Councillor Castle advised he saw no reason why these could not be issued to councillors.

Councillor Castle left the meeting.

C21/49 Financial support request - Alnwick Cycle Hub

Councillor Watson gave an update on the request from Alnwick Youth Hostel for £10k towards the cost of developing a cycle hub.

Councillor Symmonds said that whilst he endorsed the positive comments made about the Youth Hostel he could not support the financial request. He felt that they should be able to fund the cycle provision themselves and did not believe it would be used by workers in the town.

Councillor Wood-Mitchell asked if this was a grant application or a funding request and what the difference was. The Assistant to the Town Clerk advised that this was a funding request and that the Youth Hostel had used the grant application form as a means of

providing as much relevant information as possible to the Town Council. She added that General and Environmental Grant Applications were dealt with by the Finance & Policy Committee in October, funding requests came to Full Council as they were usually requested through Advisory Groups.

Councillor Humphries felt it would promote tourism and supported the request.

Councillor Lyford felt that although it would provide some support for tourism she was not sure it would have any local benefit.

Councillor Parker felt it was made no sense to be a non for profit organisation.

Councillor Broom felt that Alnwick needed to be made a safe place to cycle before any hub was set up. He felt the Town Council would be wasting money as it would be spent on the building. He felt that the Project & Funding Officer could be asked to offer the Youth Hostel his help finding potential funding.

RESOLVED: i) The Town Council support initiatives which bring visitors to the town but cannot support the request for money to improve the hostel building; ii) To offer Alnwick Youth Hostel the help of the Project & Funding Officer to find other funding opportunities.

Councillor Castle re-joined the meeting.

C21/50 Financial support request – Heritage Advisory Group (Heritage Open Days)

The Mayor explained that the 2nd funding request had come through the Heritage Advisory Group who had requested up to £3,000 towards the costs of the Heritage Open Day in Alnwick. The Open Day will be on September 11th, as part of a national programme, during which several heritage buildings in Alnwick will be open to the public.

The Assistant to the Town Clerk advised that the plan was that a video legacy of other locations would be produced enabling people to see inside buildings, such as the Bondgate Tower, which would otherwise remain inaccessible.

Councillor Burns asked where the videos would be kept. The Assistant to the Town Clerk advised the videos would initially be kept by, and accessed through, Bailiffgate Museum.

Councillor Symmonds thought the Advisory Group was very positive and that the funding request should be supported. He suggested £2,000 be made available straightaway and £1,000 in reserve should it be needed.

RESOLVED: To support the Heritage Open Days with £2,000 funding with a further £1,000 if needed.

C21/51 Northumberland Local Plan Consultation

The Assistant to the Town Clerk explained that the Local Plan Consultation runs until August 4th and that she had emailed the link to the Planning Committee and would email the link to other councillors with date for their comments. Officer would then pull together a response on behalf of the Town Council for submission to NCC.

RESOLVED: To send the Local Plan Consultation to all councillors to send comments to the Project & Finding Officer for submission to NCC.

C21/52 Alnwick Bus Station

The Mayor gave a summary of a report produced by the Project & Funding Officer:

Cleaning – 3 quotes to steam clean the walls, ceiling and footpath at the bus station had been received for £2,200, £1,200 and £1,200 but Arriva have advised that they will be undertaking their own cleaning, through their existing contractor, to improve the bus station's appearance.

Arriva have also engaged an Arboriculturist to undertake work on the trees at the front of the bus station and are in discussion with NCC Trees Officer about this.

CCTV - Arriva have expressed interest in working with the Town Council and the Police to improve CCTV at the bus station. Arriva will fund the new cameras which would be linked to the Town Council's CCTV system and recorded at Alnwick Police Station.

The Assistant to the Town Clerk advised that Alnwick in Bloom had paid for the side of the Arriva office to be repainted and that the Town Council had paid for 3 additional hanging baskets to be installed.

RESOLVED: To accept the update.

C21/53

Minutes of Committees

Minutes of the Finance & Policy Committee Meeting (1st July 2021) were tabled to be received.

RESOLVED: The minutes of the Finance & Policy Committee meeting held on 1st July 2021 were received.

Minutes of the Planning, Highways & Transport Committee Meeting (17th June 2021) were tabled to be received.

RESOLVED: The minutes of the Planning, Highways & Transport Committee meeting held on 17th June 2021 were received.

C21/54

Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	DETAIL
J Pibworth	409.99	Protective clothing, equipment hire, wildflower seeds, trees and shrubs
Davidson & Son	572.69	Materials
Living Wage Foundation	72.00	Annual Accreditation
Northumberland County Council	117.17	NND Rates
The Protector Group	526.50	CCTV Call Out Charge (2 visits)
Alcom Computerware Limited	50.40	Security software charges
Northumberland County Council	79.20	Play Area Signs
J G Paxton and Son Ltd	153.62	Materials
The Northumberland Estates (Sawmill)	200.70	Materials
Peter Broom	840.00	Street furniture cleaning
Petty Cash	140.00	Petty Cash
TOTAL	£3,162.67	

The following invoices were paid by direct debit & were reported for information:

Biffa (DD)	164.58	Monthly trade waste
Barclays Bank DD	20.70	Bank Charges
NEST	1,013.77	Staff pension payment
Northumberland County Council	11,591.28	Monthly payroll
Anglian Water	306.33	Water charges
Anglian Water	21.85	Water charges
Anglian Water	881.20	Water charges
Anglian Water	38.98	Water charges
Corona Energy DD	71.51	Monthly electricity charges
Corona Energy DD	283.67	Monthly electricity charges
Corona Energy DD	15.98	Monthly electricity charges
Corona Energy DD	14.13	Monthly electricity charges
Corona Energy DD	54.50	Monthly electricity charges
British Gas DD	28.08	Monthly gas contract
BT DD	128.46	Monthly telephone charges
BT DD	30.00	Monthly telephone charges
Total	£14,665.02	

RESOLVED: To approve and authorise the above payments amounting to £3,162.67 and to note the direct debit payments of £14,655.02.

b) Bank Reconciliation

The Assistant to the Town Clerk reported that the Bank Reconciliation as at 30th June 2021 showed the cash in the bank as £359,295.43 and that all transactions for June had been reconciled. She reported there had been a 31p discrepancy which had now been balanced. There were 3 uncashed cheques / unprocessed payments to the value of £11,964.88, including a payment for salaries to NCC of £11,591.28.

RESOLVED: To approve the Bank Reconciliation for June 2021.

c) Budgetary Controls

The Assistant to the Town Clerk issued the Budgetary Control report for June 2021 to councillors which had been produced from the new accounting system. This shows the receipts and payments for each Committee along with the current balance for each budget line. She advised that an annotated version of these reports were being used at Committee meetings.

RESOLVED: To note the Budgetary Control report for June 2021.

C21/55

Queens Jubilee

Councillor G Watson reported that the aim was to have activities in the Market Place for the four days across the Jubilee weekend.

The Assistant to the Town Clerk advised that at present there was no budget line for this event and it should be moved to Recreation & Amenities where it could be allocated a budget line and given a budget for 2022 when budgets were reviewed in November 2021. She added that it was the best committee as it held the budgets for events so any money which needed spending in 2021/22 could be discussed and approved by that committee.

Councillor Wood-Mitchell felt it should have its own working party.

RESOLVED: To add Queens Jubilee to the Recreation & Amenities Committee budget and allocate budget for 2022/23.

C21/56 Correspondence

None.

C21/57 Any Other Urgent Business

None.

The public meeting closed at 8.35pm.

C21/58 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 item discussed was:

The invitation for the Town Council to take up two positions on the Investing in Alnwick Board.