



Middleton St George Parish Council

msgclerk@aol.com

www.middleton-st-george.org.uk

Minutes of the ordinary meeting of the Parish Council held on Monday 10th July, 2017 in the Parish Council Meeting Room

Present: Councillor C. Pease (Chairman),
Councillor Mrs. C. Gilsenan (Vice Chairman)
Councillor Mrs. M Beadle
Councillor S. Crowther,
Councillor C. Everett,
Councillor Mrs. V. Greenwell,
Councillor A. Hill,
Councillor M. Robertson,
Alan Macnab, Clerk.

In attendance: Borough Councillor Mrs. D Jones and 2 Members of the Public.

The meeting started at 6.30 p.m.

247. Chairman's Opening Address

The Chairman stated that his address would be covered by items on the agenda of the meeting.

248. Apologies for absence

An apology for absence was received from Councillor M. Wilson.

249. Declarations of Interests

No declarations of interests were made.

250. Minutes of the last Parish Council meeting held on the 12th June, 2017

The minutes of the last meeting held on the 12th June 2017 were presented.

The Parish Council **agreed** that they were a true record of the proceedings.

Chairman's Signature..... Date.....

251. Matters Arising

a. Update on the Move of Felix House Surgery

The Chairman reported that the Practice Manager had sent an email to the Parish Council enclosing the letter to patients. A letter from NHS England giving details of the move was also received. Councillor Mrs. Greenwell asked if the dispensary was also moving to Middleton Hall but the response was that it was not clear at this time.

The Parish Council **agreed** not to respond to letter from NHS England about the move.

b. Village Emblem

The Chairman reported that Malcolm Short had designed the village emblem based on the winning designs from St. George’s CE Academy. The draft design was passed round.

The Parish Council **agreed** to the proposed design but requested St Laurence’s Church be added to the rural quadrant. The Chairman would advise Mr Short accordingly and to progress with the amended design providing 2 emblems to be sited at either end of the village. Costs for the mounting and posts would be in the order of £300. Additional costs for the painting are unknown at this stage.

c. Sadberge Road Allotments

Councillor Everett reported that plans had not yet been submitted for replanting a mixed hedge and when the plans had been agreed they would be submitted to the Parish Council.

d. Parish Councillor Vacancy

The Chairman reported that the Borough Council had informed the Parish Council that 10 electors had not come forward to request an election and the Parish Council could now co-opt to the vacancy. One application had been received. An advertisement for the vacancy will be placed on the website and in the noticeboards with a closing date of mid-August.

The Parish Council **agreed** that the applications would go out with the Agenda and Papers for the September Parish Council meeting, at which the members will cast their vote.

e. Litter Picker

The Chairman reported that an interview had been held with the Litter Picker and his Father. The Litter Picker was now carrying out his duties safely.

f. Staff Pensions

The Clerk reported that he had been in contact with the Secretary of the Durham Association of Local Councils for help to enrol the Litter Picker onto the NEST Pensions Scheme. The Secretary had given him a possible contact and the Clerk will contact the person to ask for his help.

Chairman’s Signature..... Date.....

The Parish Council asked if the payments can be backdated and the Clerk stated that he would find out the answer to this.

g. Northumbria in Bloom

The Chairman reported that the judging of the village's entry in the Northumbria in Bloom competition will take place on the 13th July, 2017.

The Parish Council **agreed** to note the reports on the matters arising from the last meeting.

252. Planning Matters

a. Residents' Meeting 8th July, 2017

The Chairman reported that following the residents' meeting he had examined the flip charts which contained the comments made by residents at the meeting and emails which had been received from residents after the meeting. He had drawn together the main points for submission to and discussion at the MSG Planning Workshop on the 20th July 2017.

The Chairman went through the key requirements in the Masterplan paper under the headings Village Centre, Roads and Transport, School, Doctor's Surgery, Community Facilities, Leisure, Utilities and Environment and Place Making. Many of the key points were discussed and some minor alterations proposed.

The Chairman agreed to include the amendments and circulate for approval prior to submission to the DBC Working Group. He would also put a copy of the submitted document on the Parish Council website.

The Parish Council **agreed** the Masterplan paper with the suggested amendments.

b. Planning Committee 5th July, 2017

Councillor Mrs. Gilson reported that the Planning Committee had taken the following decisions at its meeting held on the 5th July, 2017.

i. New Planning Applications

The following planning applications were considered by the Committee:

17/00453/FUL. Erection of two-storey extension to side elevation. 1 Neasham Road, Middleton St. George.

17/00504/FUL. Proposed extension to existing property to create new ground floor kitchen and new first floor bathroom, 40 The Oaklands, Middleton One Row.

17/00489/LBC. Listed Building Consent to replace 6 No. existing window with upvc doors and 1 No. timber window frame with upvc. Middleton Hall Retirement Village, Middleton St. George.

17/00529/LBC. Listed Building Consent for internal alterations to create an en suite bathroom. 27 Church Lane, Middleton St. George.

The Committee decided that no comments be made on all four planning applications.

Chairman's Signature..... Date.....

ii. Possible plans for a new Church Centre

The Committee had received a letter from the Secretary of St. Laurence’s Church PCC stating that they would be better progressing their design as a standalone project but with the possibility of future integration. In order for the council to obtain a valuation for ground rent, the Clerk was asked to respond asking for more information on the design of the building proposed, how much land will be needed, the number of years for any lease which may be entered with the Parish Council and a proposal of the rent which the PCC would be prepared to pay.

iii. Section 106 funding

A request to release £4,553.64 from the Section 106 fund was made to Darlington Borough Council. The request was accompanied by the information that it was needed it to offset recent expenditure to improve the Water Park. The £4,553.64 was released and paid into the Parish Council’s bank account.

iv. Consideration of Planning Applications during the Recess

It was proposed at the Planning Committee on 5th July.2017 that any planning responses should be agreed via email during late July and during August, and any major planning issues be referred to the September Planning Committee, or if urgent, dealt with by the Chair of the Planning Committee and Chair of the Parish Council.

The Parish Council **agreed** to the proposal for considering planning applications during the recess.

253. Financial Report

Councillor Mrs. Beadle reported that a meeting of the Finance Committee had been held on the 3rd July, 2017 and gave the following financial statement.

a. Financial Statement, Progress against the Budget and Bank Reconciliation as at the 3rd July 2017.

i. Financial Statement

The Financial Statement gave the income, expenditure and balances in the Parish Council’s accounts as at the 3rd July, 2017

- Contingency - Saver Account 1 – Barclays = £21,313.08**
- Contingency - Saver Account 2 – Barclays = £16,269.78**
- Reserves - Account with Darlington Credit Union = £5,068.78**
- Community Account 2017-18 = £63,044.58**
- Barclaycard: £500 limit. Expenditure June 2017 Nil.**

ii. Progress against the Budget

The progress against the budget statement showed that the projected year end carry forward to the 2018-19 financial year would be £22,189.13. The Clerk was asked to examine the difference against budget columns to ensure they were accurate.

Chairman’s Signature..... Date.....

iii. Bank Reconciliation

The bank reconciliation on the 3rd July, 2017 showed that the Community Account spreadsheet balance held by the Parish Council was £63,044.58 and the Community Account balance held by the bank was £63,606.52 which was a difference of £561.95. The difference was due to 100180 £13.95. 200006 £200.00. Bank transfer £300.00. 200007 £48.00. Total £561.95 not being cleared by the bank.

b. Payments Received and Outstanding

Payments In:

Date	Customer	Amount
03.07.2017	Darlington Borough Council. Section 106 Fund Projects	£4,553.64

Payments Outstanding:

Date	Supplier	Amount
	Nil	

c. Payments for approval

Retrospective Approvals:

Date	Supplier	Amount
16.06.2017	Barclaycard Commercial. Purchase of flags	£4.54
23.06.2017	M. Spence Surfaces. Footpath and car park construction Water Park	£9,840.00
23.06.2017	Councillor C. Pease. 3x £15 vouchers for Emblem Competition	£45.00
26.06.2017	Southern Electric. Electricity	£226.55
30.06.2017	Inspirar. Website hosting	£300.00
03.07.2017	Middleton St. George Community Association. Room hire	£48.00
	Total	£10,464.09

Payments:

Date	Supplier	Amount
10.07.2017	M. Palfreman. Ground Maintenance – June 2017	£666.00
10.07.2017	Councillor M. Robertson. Parish Council Meeting Room Decorating Supplies	£265.72
10.07.2017	Councillor C. Everett. Top soil, grass seed and watering can for work on the playing field	£77.97
10.07.2017	HM Revenue and Customs Clerk’s PAYE February to April 2017	£419.40
12.07.2017	Scottish Power – Gas Monthly	£55.00
23.07.2017	BT Hub Monthly	£35.99
31.07.2017	C.I. Wood Cleaner – July Pay	£70.00
31.07.2017	J. D. Lynn Litter Picker – July Pay	£510.00
31.07.2017	A. W. Macnab Clerk – July Pay	£559.80
	Total	£2,659.88

Chairman’s Signature..... Date.....

The Parish Council **agreed** that the retrospective payments and the payments detailed above be approved.

d. External Audit Update

The Chairman reported that the external auditors, BDO LLP, had asked for the minutes of meetings where the risk assessment policy was approved and reviewed, a more detailed explanation of the reason for the increase in receipts in 2016-17 compared with 2015-16 and the value of Fixed Assets in 2016-17 were the same as 2015-16 despite the fact that the Parish Council had purchased new play equipment.

Minutes of Parish Council meetings which had approved and reviewed the Risk Assessment Policy had been sent to BDO LLP. The reasons for the increase in revenue in 2016-17 was because the assets of Low Dinsdale Parish Council were transferred to the Parish Council in May 2016, an increase in VAT on the new play equipment and the early payment of the Litter Picker grant which should have been in Q1 2017/18 but was paid in in March 2017 in 2016-17. A spreadsheet was send to BDO giving the revenue headings in the two financial years.

In terms of the Fixed Assets the Clerk had responded that the playground equipment was already installed prior to the new Parish Council coming into existence in May 2016. The new play equipment should have been included in the 2015-16 assets register but the new equipment was not included in the assets register until a review by the new council in November 2016. The value of the new play equipment is £46,000.

BDO LLP responded that there was a need for the value of the new play equipment to be included in the 2016-17 return minus the maintenance and installation costs which made the value of the fixed assets in 2016-17 as £179,825.

The Chairman reported that the external audit return to BDO LLP for fixed assets was different from the value placed in the assets in the Assets Register and there was therefore a need to review the assets register. Guidance had been received from the Secretary of Durham Association of Local Councils which indicated that the external audit return should be the purchase price of the assets or a discounted value of £1 for minor assets.

Councillor Mrs. Greenwell proposed and Councillor Crowther seconded that the assets register be reviewed.

The Parish Council **agreed** that the assets register be reviewed at a convenient date.

e. Timetable of Controls

The Clerk reported on the following measures to comply with the Timetable of Controls document for July 2017:

i. Quarterly Audit of Accounts

Councillor Hill as the Parish Council's auditor had carried out the quarterly audit of the accounts for 2017-18 between the 26th and 27th June, 2017. Councillor Hill was supplied with the bank statements file, the paying in book, the cheque book and the record of invoices. Councillor Hill was satisfied that the accounts and supporting documents were accurate.

ii. Losses and Liabilities

There were no claims for losses or liabilities falling on the Parish Council.

Chairman's Signature..... Date.....

iii. Bank Mandate

The bank mandate signatories were the Chairman of the Parish Council, the Chair of the Finance Committee and the Clerk.

iv. Financial Regulations

The Clerk reported that the Financial Regulations had been approved by the Parish Council on the 8th September, 2016 and should be reviewed annually.

The Parish Council **agreed**:

- a. To note the report on the Quarterly Audit of Accounts and the report on Losses and Liabilities.
- b. That the signatories on the bank mandate continue to be the Chairman of the Parish Council, the Chair of the Finance Committee and the Clerk.
- c. That the Financial Regulations be reviewed at the September meeting of the Parish Council.

254. Parks and Grounds

The Chairman reported that:

a. Parks and Grounds Committee 19th July, 2017

The first meeting of the Parks and Grounds Committee will be held on Wednesday 19th July, 2017 at 6.30 p.m.

b. Water Park

All the paths had been completed and payment had been made to the contractor. The contractor had indicated that he would come back to carry out rolling when the paths have settled. Councillor Robertson reported that a number of people had stated to him that they were happy with the new paths.

A waste bin had been broken. The Clerk was asked to contact Darlington Borough Council to obtain a replacement.

There was a need for volunteers to carry out tidying up to carry out the duties which the Grounds Maintenance Contractor was not required to carry out.

Two stiles had been broken. The Rights of Way Officer with Darlington Borough Council had requested a meeting to discuss how the stiles were to be repaired. The Clerk reported that the Rights of Way Officer’s predecessor had agreed in March 2017 to repair the broken stiles using the Community Pay Back Scheme but this had not happened.

The Parish Council **agreed** that Councillor Robertson will contact the Rights of Way Officer to discuss how the stiles can be repaired in house.

Chairman’s Signature..... Date.....

c. Playground and Playing Field

The Clerk reported that he would carry out the health and safety inspection and will pass his report to Councillor Crowther.

The Clerk reported that, following the last Parish Council meeting on the 12th June, 2017, he had written to the football team who will use the playing field asking for the fixture list and giving the conditions of use which had been agreed by the Parish Council. Councillor Everett reported that he would put the goal posts up for the start of the new football season.

The Chairman reported that he had not had a response from the playground equipment company to give a quotation for carrying out the repairs which had been recommended in the RoSPA inspection report but that he would write again to give the company a deadline to respond.

d. Seating and Trees on The Front

The seating on The Front had been examined with a representative from The Friends of The Front. Prices were being obtained for jet washing and varnishing the seats which would be carried out in house.

Discussions had been held with The Friends about lowering the trees to improve the view across the River Tees. A volunteer who was a qualified and experience tree surgeon had offered to carry out this work and this was being pursued.

e. Future Projects

The Chairman reported that future projects which are raised in the Parks and Grounds Committee will be brought to the Parish Council for consideration.

The Parish Council **agreed** to note the Parks and Grounds report.

255. Standards

Councillor Crowther reported that he was reviewing the health and safety procedures.

The Parish Council **agreed** to note the report.

256. Speed Monitoring

The Chairman reported that following on from an action at the PACT meeting he had advertised for volunteers to run a Community Speed Watch scheme. So far, four volunteers had come forward, however, five were needed before initiating the scheme.

The Parish Council **agreed** to note the report.

257. Date of next meeting

The Chairman reported that consideration had been given at the Finance Committee on the 3rd July, 2017 and

Chairman’s Signature..... Date.....

the Planning Committee on the 5th July, 2017 that no meetings be held in August. Both committees had agreed that the next meetings be held in September 2017.

The Parish Council **agreed** that the next meeting will be held on Monday 11th September, 2017 at 6.30 p.m. in the Parish Council Meeting Room.

The meeting ended at 8 p.m.

A Macnab
Parish Clerk

Chairman's Signature..... Date.....