



Draft Minutes of the ordinary meeting of the Parish Council held on Monday 12th March, 2018 in the Parish Council Meeting Room

Present: Councillor Mrs. C. Gilsenan (Vice Chairman),
Councillor Mrs. M. Beadle,
Councillor R. Goodchild,
Councillor Mrs. V. Greenwell,
Alan Macnab, Clerk.

In attendance: 4 members of the public

The meeting started at 6.30 p.m.

377. Chairman's Opening Address

The Vice Chairman chaired the meeting because of the absence of the Chairman. The Vice Chairman reminded the meeting that rules of recording and public participation in meetings were now in operation. Members of the public should be aware if the meeting was being filmed.

378. Public Participation Session

No issues had been notified to the Clerk before the meeting.

379. Apologies for absence

An apology for absence was received from the Chairman, Councillor M. Wilson and Councillor M. Robertson because of work commitments and Councillors S. Crowther, L. Foggett and Councillor N. Embleton because of holiday commitments. The Parish Council **agreed** to accept the apologies for absence.

380. Declarations of Interests.

The Vice Chairman declared an interest in Minute No. 388 as a member of the Management Committee of the Community Centre.

381. Minutes of the Parish Council Meeting on the 12th February, 2018

The minutes of the Meeting of the Parish Council held on the 12th February, 2018 were presented.

The Parish Council **agreed** the minutes were a true record of the proceedings and the Vice Chairman signed the minutes.

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

382. Matters Arising

a. Sadberge Road Site

The Clerk reported that Councillor M. Robertson was continuing to monitor the site and had notified the Borough Council's Enforcement Officer of breaches of planning conditions for his investigation.

383. Parish Councillor Vacancy

The Clerk reported that the Parish Councillor vacancy had been advertised for the statutory 14 working days and he had been informed by the Borough Council's Elections Officer that 10 electors had demanded an election and it was likely to be held on the first Thursday in May.

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

384. Planning Matters

Councillor Mrs. Gilson reported that a meeting of the Planning Committee was held on the 7th March 2018 and gave details of the issues addressed at the meeting.

a. Planning Applications Received

18/00007/TF. Works to 1 No. Sycamore tree protected under Tree Preservation Order (No. 8) 2017 - 30% reduction. 19, Church Lane, Middleton St. George.

This application was referred by the Planning Committee to the Parish Council for a decision to be taken. Following a discussion, the Parish Council agreed that no comment be made on the application.

18/00048/CU. Change of use from (D1) doctors surgery to form part of existing dwelling house (C3). Felix House Surgery, 75, Middleton Lane, Middleton St. George.

The Planning Committee **agreed** that no comment be made on the application.

b. Report and Update on Planning Applications

17/01151/RM1. Land to the rear of High Stell. 198 dwellings, Middleton St. George.

Councillor Mrs. Gilson reported that this planning application was being considered by Darlington Borough Council's Planning Applications Committee on the 14th March, 2018. The Parish Council's response which was agreed at the Planning Committee meeting on the 7th March, 2018 had been forwarded to the Planning Department, to all Members of the Borough Council's Planning Applications Committee, Phil Wilson MP, Jenny Chapman MP and the Tees Valley Mayor.

The presentation which would be made to the Planning Applications Committee was circulated to the Parish Council before the meeting.

The presentation would emphasise the difficulties with access to the site through The Greenway/Grendon Gardens and High Stell, the ownership of the access onto High Stell, the diversion of footpaths across the site and health and safety concerns in relation to the ponds in the Water Park.

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

An alternative venue for the Planning Applications Committee was requested but the meeting would be held in a committee room in the Town Hall with a cctv link in the foyer at the Town Hall.

The Parish Council **agreed** that:

- i. The presentation to be made.
- ii. Councillor Mrs. Gilsenan will make the presentation.
- iii. The presentation be sent to all members of the Planning Applications Committee, Phil Wilson MP, Jenny Chapman MP and the Tees Valley Mayor.

17/01195/OUT. Outline planning application for the erection of up to 430 residential dwellings (Use Class C3) with associated landscaping and engineering works, 3 new retail units and provision of new single form Primary School. Field OSGR E435309 N513463, Yarm Road, Oak Tree, Middleton St. George.

It was reported that Parish Council's response on this planning application had been sent to the Borough Council and the CPRE were submitting an objection.

17/01175/FUL. Residential housing development consisting of 63 No dwellings together with car parking, landscaping and associated infrastructure. Field OSGR E435292 N513607, Yarm Road, Oak Tree, Middleton St. George.

It was reported that the CPRE were submitted an objection to this planning application.

c. Section 106 Developer Agreements.

Councillor Mrs. Gilsenan referred to the information on the developer agreements for Middleton St. George which had been received from the Borough Council. There was a need for greater clarity in the definitions and the categories.

It was pointed out that the information from the Borough Council did not include environmental and community facilities in the village. The Clerk reported that Councillor Robertson had submitted his list of projects for Section 106 funding. A resident asked for a footbridge over the A66 at Morton Park to help residents who wished to walk to and from Morrison's supermarket.

Following a discussion, the Parish Council **agreed** that the projects for Section 106 funding be examined at the next meeting.

d. Asset of Community Value – Field to the rear of High Stell

The Clerk reported that the application could not be proceeded with because the planning application for the development of the land was being heard by the Borough Council's Planning Applications Committee.

e. Surgery, Middleton Hall Retirement Village – Update

Councillor Mrs. Gilsenan reported that an update had been received from the Practice Manager and it had been circulated to the Parish Council.

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

f. Middleton St. George Master Plan – Update

The Parish Council’s response to the Draft Spatial Plan for Middleton St. George had been submitted to Darlington Borough Council.

g. Darlington Local Plan. Designated Green Spaces.

Councillor Mrs. Gilson explained that the Borough Council had asked the Parish Council to designate green spaces for inclusion in the Local Plan based on a set of criteria. The deadline was the 21st March, 2018. The application form was long and detailed and could not be completed for each of the green spaces which the Parish Council wished to designate by the deadline date. The Clerk had pointed this out to the Borough Council. The response from the Borough Council was that a list of designated green spaces would be acceptable and the list could be sent by the deadline date with other information and evidence to follow. The draft list of designated green spaces was circulated to the Parish Council before the meeting.

The Parish Council **agreed** that:

The following amendments be made to the designated green spaces list:

i. The green areas in Woolsington Drive, the area from the car park at the bottom of Tower Hill, land behind St. Anne’s Close, the footpath which comes out at Low Middleton Hall, the land between St. Anne’s Close and Pine Tree Grove, the Virginia Estate and amenity spaces within it, the Oak Tree Estate and amenity areas within it, north of Plat form 1 public house above the path , the amenity hub for the HAZ based on the Stockton and Darlington Railway, 64, Middleton Land, Ropner Gardens and Low Middleton Hall should all be included.

ii. The fields to the rear of High Stell and The Greenway should not be included.

Councillor Mrs. Gilson will amend the list and pass it to the Clerk to add the grid references and then it will be sent to Darlington Borough Council.

h. Neighbourhood Development Plan Update

No update on the Neighbourhood Development Plan was given.

i. Public Rights of Way

The Clerk reported that no response had been received to the comments which Mrs. Shorney had made on the public rights of way in the Parish from the Borough Council’s Public Rights of Way Officer and he had written again to him.

Councillor Mrs. Gilson queried the Register of Definitive Map Modification Order (DMMO) Ref 003/2008 “Register a Right of Way in Low Dinsdale running from Sadberge Road to meet curtilage of the existing highway known as the A67” (date application received by DBC from Low Dinsdale Parish Council – 07/07/2008) (As Low Dinsdale Parish Council was dissolved in 2016, this part of the Parish now comes under Middleton St George, and more information about this DMMO and what it refers to should be provided with copies of documents if possible)

The Parish Council **agreed** that the Public Rights of Way Officer be invited to attend the next meeting of the Planning Committee on the 11th April, 2018.

Chairman’s Signature..... Date.....

j. Other matters to report

Councillor Mrs. Gilsenan reported that an amended planning application for the co-op and 10 houses in Yarm Road, Middleton St. George had been received from the Borough Council.

385. Financial Matters

Councillor Mrs. Beadle reported that a meeting of the Finance Committee was held on the 5th March 2018 and gave the Financial Report.

a. 2017-18 Financial Report, Progress against the Budget, Bank Reconciliation and Bank Statement as at the 5th March, 2018

Councillor Mrs. Beadle reported that the Finance Committee had agreed that the Financial Statement which is given to it be also submitted to the Parish Council instead of one Financial Report to the Finance Committee which gave the balances of accounts the week before the Committee meeting and another Financial Report which gave the balances of accounts the week before the Parish Council.

i. Financial Statement

The Financial Statement gave the income, expenditure and balances in the Parish Council’s accounts as at the 5th March, 2018 were:

Contingency - Saver Account 1 – Barclays	- £21,353.80
Contingency - Saver Account 2 – Barclays	- £16,300.86
Reserves - Account with Darlington Credit Union	- £5,081.45
Community Account	- £44,834.17
Barclaycard Expenditure February 2018:	
Paper for the printer and photocopier	£13.20
Photocopier cartridges	<u>£69.99</u>
	- £83.19

ii. Progress against the Budget

The year end carry forward to the 2018-19 financial year was anticipated to be £37,212.53.

iii. Bank Reconciliation

The bank reconciliation on the 5th March, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £44,834.17 and the Community Account balance held by the bank was also £44,834.17.

iv. Bank Statement

The bank statement showed that the balance of the Parish Council’s Community Account on the 5th March, 2018 was £44,834.17.

The Parish Council **agreed** to note the Financial Report.

Chairman’s Signature..... Date.....

b. Payments received and outstanding and Payments for Approval.

i. Payments received

The Clerk reported that the following payment had been received:

Date	Customer	Amount
21.02.2018	Darlington and District Model Boat Club. Electricity Charges 01.11.2017 to 14.02.2018	£129.83
	Total	£129.83

ii. Payments outstanding

The Clerk reported that the following payments to the Parish Council were outstanding:

Date of invoice	Customer	Amount
02.02.2018	Middleton Fisheries. Rent for using ponds 2 and 3 for February 2018	£100.00
01.03.2018	Middleton Fisheries. Rent for using ponds 2 and 3 for March 2018	£100.00
	Total	£200.00

iii. Payments for approval

Date	Supplier	Amount
12.03.2018	Scottish Power – Gas Monthly	£55.00
12.03.2018	M. Palfreman. Grounds Maintenance February 2018	£666.41
12.03.2018	HM Revenue and Customs Clerk’s PAYE November 2017 to January 2018	£419.40
12.03.2018	St. George’s CE Academy. Hall Hire 27 th January, 2018.	£40.00
12.03.2018	Drain Devil. Gully Work in the Water Park	£98.00
19.03.2018	Barclaycard Commercial	£83.19
22.03.2018	BT Hub Monthly	£37.99
30.03.2018	Cleaner - C. I. Wood Pay	£70.00
30.03.2018	Litter Picker - J. D. Lynn Pay	£510.00
30.03. 2018	Clerk - A. W. Macnab Pay	£559.80
	TOTAL	£2,441.79

Councillor Mrs. Beadle reported that flooding in the road between the Parish Council building and the Community Centre in the Water Park on the weekend of the 3rd and 4th March, 2018 resulted to the Drain Devil, a drain cleaning company being called out to the clear the blocked drain. The company suggested that a new drain be installed on Parish Council land and further connecting work to the drain which was on the Community Centre land. This would ensure that flooding on the road would not occur. A quotation for £1,350 was received for the whole work and a request had been made to Drain Devil for two separate quotations for the new drain on the Parish Council’s land and the connecting work on the Community Centre’s land which would be discussed with the Community Centre when the quotations were received.

Chairman’s Signature..... Date.....

Councillor Mrs. Beadle reported that grant aid was being sought for work to reduce the height of the trees on The Front at Middleton One Row.

Councillor Mrs. Beadle also reported that one quotation had been received for the installation of a disabled ramp at the entrance to the Parish Council's building and two further quotations were awaited. Quotations were also being sought for concreting to make a level ramp to the entrance.

The Parish Council **agreed** that the payments given in the schedule be approved and the projects report be noted.

c. Timetable of Controls - March 2018

The Timetable of Controls Report for March 2018 was presented. The Clerk reported that the actions which were given in the report had been carried out and the Finance Committee had carried out a review of the activities in the Timetable of Controls for March at its meeting held on the 5th March, 2018.

There were no notification of any losses, liabilities or damage which could lead to claims against the Parish Council.

The Parish Council **agreed** that:

- i. No changes be made to the bank mandate and the signatories be the Chairman of the Parish Council or the Chair of the Finance Committee and the Clerk.
- ii. No changes be made to the expenditure limits in the Financial Regulations.
- iii. No changes be made to the payment methods for transactions.
- iv. To note the action taken to comply with the Timetable of Controls for March 2018.

d. Councillor internal audit of accounts from 1st November, 2017 to 28th February, 2018.

The Clerk reported that he had agreed a date with Councillor Goodchild to enable him to carry out the quarterly audit of the accounts.

e. Preparation for the Annual Audit and Annual Return

The Clerk gave details of the preparation work for the annual audit of the Parish Council's 2017-18 accounts. The draft Annual Governance Statement for the 2017-18 gave details of the sound systems of internal control including arrangements for the accounting statements were in place and the Parish Council was complying with Governance and Accountability for Smaller Authorities in England 2017 and formed an integral part of the annual return. The Annual Governance Statement would be reviewed by the Internal Auditor, it is then submitted with the Internal Auditor's report to the Annual Parish Council meeting in May, 2018 and then to the external auditor.

The new annual return form was circulated to the Parish Council for information.

The Parish Council **agreed** to note the work on the Annual Governance Statement.

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

f. Review of the Effectiveness of Internal Controls

The report giving the Statement of Internal Controls and guidance on how the Parish Council will review the effectiveness of its internal controls was circulated to Parish Council before the meeting. The Clerk reported that the Finance Committee had received this report on the 5th March, 2018. He explained that the Parish Council must be satisfied that its financial management was adequate and effective and that sound systems of internal controls were in place. The Accounts and Audit Regulations 2015 required that a review of the effectiveness of the systems of internal controls must be carried out each year and will inform the preparation of the Annual Governance Statement.

The report gave the purpose of the systems of internal controls, the internal controls which were operated by the Parish Council and the Clerk and its risk assessments and risk management which were reviewed each year. The report then gave the Statement which gave the systems of internal controls for the cash book/bank reconciliation, its Financial Regulations, the order/tender controls, legal powers for each item of expenditure, payment controls, Section 137 payments, VAT reclaims, income controls, financial reporting, budgetary controls, payroll controls, office and Clerk’s expenses, assets controls, the internal audit and external audit procedures which were followed by the Parish Council.

The Clerk reported that the Finance Committee had examined the report in detail and had agreed that the Parish Council’s financial management was adequate and effective and sound systems of internal controls were in place.

The Parish Council reviewed the internal controls, risk management and risk assessments and **agreed** that its financial management were adequate and effective and sound systems of internal controls were in place.

386. Budget 2018-19 and 2019-20 Amendments

The Clerk reported that the budget for 2018-19 and 2019-20 which was approved by the Parish Council on the 13th November, 2017 did not include a heading for elections which might be called in the 2018-19 financial year nor an amount for the Parish Council’s share of the cost of the Borough Council Ward and Parish Council election which would occur on the same day in the 2019-20 financial year. The estimated income from the Model Boat Club for the 2018-19 year was £743.34. However the income in this current financial year was £1,074.40 due to increased electricity use. It was therefore considered that the income amount from the Model Boat Club for 2018-19 should be increased to £1,000. The carry forward with these budget changes would be £31,252.68 from 2018-19 to 2019-20 and £25,987.68 from 2019-20 to 2020-21.

The Finance Committee **agreed** that the expenditure for elections in 2018-19 be £5,307.85 and £4,000.00 in 2019-20 and the recommended amendments to the 2018-19-budget be approved

387. Review of Utility Charges

The Clerk reported that the review of utility charges was on-going. A request was made for the cost of the BT Hub to be added to the review and a report made to the next Parish Council meeting.

At this point a member of the public suggested that in view of the utility costs in the Parish Council building the Parish Council should think about moving into the Community Centre and for the Parish Council to rent its building for other purposes.

The Parish Council **agreed** that consideration be given to the suggestion at its next meeting.

Chairman’s Signature..... **Date**.....

388. Request for a Section 137 Grant. Middleton St. George Community Centre

The Clerk reported that the Community Centre had given additional information on the location of the defibrillator and its availability to the community which was requested at the last Parish Council meeting on the 12th February, 2018.

The defibrillator will be situated outside near the pedestrian gate as you enter the community centre grounds. This is also covered by the Community Centre’s CCTV. It will be available for access from the community centre, parish council building, MUGA, cricket club and any pedestrian 24/7.

It was proposed by Councillor Goodchild and seconded by Councillor Mrs. Beadle that the full cost of the defibrillator be met by the Parish Council and the Clerk will check with the Parish Council’s insurers to find out if it will be covered by its insurance. The proposal was **agreed** by the Parish Council.

389. Parks and Grounds

a. Water Park

i. Broken Stile.

The Clerk reported that a response had not been received from the Borough Council’s Rights of Way Officer over the repair to the broken stile and that he would write again to ask for a progress report.

ii. Safety Signs for the Water Park.

The Clerk reported that three quotations had been received for five warning ‘deep water’ signs.

The Parish Council **agreed** that the decision on which quotation to accept should be taken at the next Parish Council meeting on the 16th April, 2018.

b. Playground and Playing Field

i. Draft Playing Field Agreement

The Parish Council received the Draft Playing Field Agreement for comments.

The Parish Council discussed the use of the playing field by village youth football teams as well as by the adult football team and considered that they were open in principle to community teams of all ages using the playing field with the prior agreement of the Parish Council. There was a need to find out the degree of interest in using the playing field by way of a meeting in the Community Centre.

The Parish Council **approved** the Draft Playing Field Agreement with the word ‘hirer’ be substituted with ‘user’ and the ‘renewed annually’ be replaced with the words ‘reviewed annually.’

ii. Car Park Sign

The Clerk reported that three quotations had been received for the disclaimer sign at the entrance to the car park.

Chairman’s Signature..... Date.....

The Parish Council that the decision on which quotation to accept should be taken at the next Parish Council meeting on the 16th April, 2018.

iii. Draft Car Parking Agreement

The Clerk apologized that the draft car parking agreement had not been drawn up but it would be drawn up and sent to Mr. Hill for his comments as soon as possible and he will report on progress to the next Parish Council meeting on the 16th April, 2018.

c. The Front

Councillor Mrs. Beadle reported that a meeting with Groundwork North East to finalise the plans for lowering the trees on The Front was being held during the week commencing the 12th March, 2018. Unfortunately she could not attend the meeting but Mr. McBride of The Friends of the Front would attend the meeting. The Project Manager will then contact Councillor Mrs. Beadle.

390. The Whinnies Nature Reserve

Councillor Mrs. Beadle reported that overflowing dog bins were still a problem in The Whinnies. Eight separate complaints had been made to Darlington Borough Council to empty the bins regularly but they were not being emptied on a regular basis. Councillor Mrs. Beadle will report further complaints about the dog bins to the Borough Council.

391. Speed Monitoring

No report was given because of the absence of the Chairman.

392. Policies and Procedures

Councillor Mrs. Gilson reported on the following policies and procedures issues.

a. Parish Councillor Training.

Training for new Parish Councillors will take place on Monday 23rd April, 2018 at 6.30 p.m. in the Parish Council Meeting Room.

The Chairman of the Parish Council, the Chair of the Finance Committee and Clerk will attend the presentation by Mazars on the new annual statutory return on Wednesday 21st March, 2018 at Billingham Town Council offices.

b. Important Documents List

The updated Important Documents List was circulated with the papers for the meeting. Councillor Mrs. Gilson had carried out this work. GDPR would be included in the list.

c. Website

No report was given because of the absence of Councillor Foggett.

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

d. Parish Clerk appraisal arrangements

A date for the Clerk’s appraisal was being arranged by the Chairman of the Parish Council and Councillor Crowther.

393. Annual General Meeting, Annual Assembly and Ordinary Parish Council Meeting May 2018.

At the last Parish Council meeting on the 12th February, 2018 it was agreed that the Ordinary Parish Council meeting will be held on the 14th May, 2018 and the Annual Parish Council meeting will be held on the 21st May, 2018. Councillor Mrs. Gilsean asked for further consideration to be given to the format of the Annual Parish Council meeting because it did not include the Annual Assembly for residents to ask questions.

Following a discussion, the Parish Council **agreed** that the Ordinary Parish Council meeting will be held on the 14th May, 2018 and the Annual Parish Council meeting followed by the Annual Assembly will be held on the 21st My, 2018 in either the Community Centre or the WI building.

394. Reviewing and Updating leases and policies

The following leases and policies were circulated to the Parish Council before the meeting for review and updating:

- Model Boat Club Lease
- Fishing Club Lease.
- Freedom of Information Policy.
- Communications Policy.
- Complaints Policy.
- Fire Safety Risk Assessment.

No amendments were suggested and the Parish Council **agreed** to approve the leases and policies.

395. General Data Protection Regulations – Update

The Clerk reported that Darlington Association of Parish Councils was holding a briefing session on the General Data Protection Regulations which would be addressed by Darlington Borough Council and had given Parish Councils a range of dates when the session can be held. This information was sent to Parish Councillors. It was agreed that the Clerk will send the information again.

The Clerk also reported that a GDPR Toolkit was being published and a Document and Retention Policy to comply with GDPR was being drawn up.

396. Clerk’s Hours

The Clerk reported that he had not completed his working hours assessment for the meeting and would present it to the next meeting of the Parish Council.

397. Local Councils Awards Scheme

Councillor Mrs. Gilsean asked the Parish Council to consider participating in the Local Councils Award Scheme.

Chairman’s Signature..... Date.....

Following a discussion, the Parish Council **agreed** to defer consideration to a future meeting.

398. Battle’s Over. A Nation’s Tribute – Update

The Parish Council gave consideration to marking the centenary of the end of the First World War on the 11th November, 2018. It was suggested that the Clerk ask St. George’s CE Academy for suggestions in the form of a history project to mark the centenary, a news item on the Parish Council’s website and Facebook page asking for residents with connections with those who served in the First World War to contact the Parish Council and to ask the Historical Society for suggestions.

The Parish Council **agreed** that the Clerk will write to St. George’s Academy and will arrange for news items to be inserted on the Parish Council’s website and Facebook page and Councillor Mrs. Beadle will ask the Historical Society for suggestions.

399. PACT Crime Figures on the PC website and Facebook Page

Councillor Mrs. Gilson reported that she had asked the local PCSO if the crime figures for the village which were presented at the PACT meeting can be placed on the Parish Council’s website and Facebook page. A request was being made to the PCSO’s superiors and a decision was awaited.

The Parish Council agreed, in principle, that subject to the response from Durham and Darlington Police, these figures could be put on the Parish Council website.

400. Councillors Reports and Items for Future Meetings

No reports were given and no items for future meetings were requested.

401. Date of Next Meeting

The Parish Council **agreed** that the next meeting will be held on **Monday, the 16th April, 2018 at 6.30 p.m. in the Parish Council Meeting Room.**

The meeting ended at 9.20 p.m.

Chairman’s Signature..... Date.....

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