



Middleton St George Parish Council

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Minutes of the ordinary meeting of the Parish Council held on Monday 14th May, 2018 in the Parish Council Meeting Room

Present: Councillor Mrs. C. Gilsenan (Vice Chairman),
Councillor Mrs. M. Beadle,
Councillor S. Crowther,
Councillor N. Embleton,
Councillor L. Foggett,
Councillor A. Blacklee,
Councillor M. Robertson,
Alan Macnab, Clerk.

In attendance: 6 members of the public.
Councillor Derek Dodwell, Neasham Parish Council and Chair, Darlington Association of Parish Councils

The meeting started at 6.30 p.m.

434. Welcome to the new Parish Councillor

The Vice Chairman and Parish Councillors welcomed Councillor A. Blacklee who was attending his first meeting following his election to the Parish Council.

435. Election of Acting Chairman

The Clerk reported that following the resignation of the Chairman, Councillor M. Wilson, there was a need to elect an Acting Chairman to serve until the Annual Parish Council meeting on the 21st May, 2018. The Parish Council **agreed** that the Vice Chairman, Councillor Ms. C. Gilsenan, be elected Acting Chairman until the Annual Parish Council meeting on the 21st May, 2018.

436. Public Participation Session

Mr. S. Tomlinson from the Middleton St. George Cricket Football Club notified the Parish Council that the football season had now ended. He was in discussions with the junior football team who wished to use the playing field for occasional games and for practices as well as his team and he felt that an agreement to share the playing field between the two teams would be reached.

437. Apologies for absence

The Clerk reported that no apologies for absence were received and Councillor M. Robertson had informed him that he would be late but that he would be attending the meeting.

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438. Declarations of Interests

The Acting Chairman declared an interest in Minute No. 447 and Councillor L. Foggett declared an interest in Minute No. 450.

439. Minutes of the Parish Council Meeting on the 16th April, 2018

The minutes of the Meeting of the Parish Council held on the 16th April, 2018 were presented. The Acting Chairman pointed out that there were two errors in the Planning Matters concerning the date of the April meeting of the Planning Committee. The errors had been corrected in the master copy of the minutes.

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

440. Matters Arising

a. Story/Miller Homes Site – Update

The Clerk reported that there were no issues on the site.

b. Yarm Road Site – Update

The Clerk reported that the issues regarding parking and obstructing the visibility of residents leaving the estates opposite the site had been resolved and there were no further issues. Councillor Foggett reported that the fence between the site and the allotments had been erected. Councillor Embleton reported that a lorry which was en-route to the site had come through the village instead of using the A67.

The Parish Council **agreed** to note the report on matters arising and the Enforcement Officer is asked to draw the contractor’s attention to the correct route from the A67 to the site which was not through the village.

441. Declaration of three Parish Councillor Vacancies

The Clerk reported that Councillors R. Goodchild, Mrs. V. Greenwell and M. Wilson had resigned from the Parish Council and the Parish Council must formally declare that the vacancies existed. The Elections Officer at Darlington Borough Council must then be informed and the vacancies advertised in the three Parish Council noticeboards, the Parish Council’s website and Facebook page and in Darlington Town Hall for a period of 14 working days. If a minimum of 10 electors demand an election within the 14 working day period an election must be held. The Elections Officer will inform the Parish Council if there is no demand for an election at the expiry of the 14 day period and the Parish Council can then co-opt to the vacancies.

The Parish Council **agreed** that three Parish Councillor vacancies existed and asked the Clerk to inform the Elections Officer of the vacancies. The Parish Council also agreed that the Clerk will write to former Councillors R. Goodchild, Mrs. V. Greenwell and M. Wilson to thank them for their services to the Parish Council.

442. Annual Parish Council Meeting and Parish Assembly 21st May, 2018

The Acting Chairman reported that the Annual Parish Council Meeting and Parish Assembly will be held on

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Monday 21st May, 2018 at 6.30 p.m. in the WI Hall, Neasham Road, Middleton St. George. The Annual Parish Council Meeting and Parish Assembly were two separate meetings. The latter was an informal gathering of Parish Councillors and residents to receive reports, to ask questions on the activities of the Parish Council in the 2017-18 year and discuss any other matters of interest or concern within the Parish.

The agendas for the Annual Parish Council Meeting and the Parish Assembly were circulated with the papers for the meeting. The agendas will be posted in the three noticeboards and on the website and Facebook page. The Acting Chairman requested that all reports be sent to the Clerk for the Annual Parish Council Meeting and will be uploaded onto the website after the Annual Parish Council Meeting.

The Parish Council **agreed** the agendas for both meetings.

443. Planning Matters

The Acting Chairman reported that a meeting of the Planning Committee was held on the 9th May, 2018 and gave details of the matters considered by the meeting.

443.1 Planning Applications Received

The following planning applications were received and considered by the Planning Committee.

18/00325/FUL Erection of first floor extension, porch to front elevation, single storey side extension and double storey side and rear extension. 52, Middleton Lane, Middleton St. George.

The Planning Committee agreed to object to this application on the grounds that the development would be out of character and obtrusive because the surrounding dwellings were 1930s bungalows, and it looked onto a Conservation Area. The Committee noted, that a neighbour had also objected on these grounds.

18/00275/OUT. Outline application for the erection of 280 dwellings, 60 bed care home (Use Class 2) with community park and public open space, landscaping and sustainable drainage system (SuDS). All matters reserved except for 2 No. means of access points to be provided from Neasham Road. Land off Neasham Road, Neasham Road, Middleton St. George.

The Acting Chairman reported that because the Borough Council's Planning website page was down she could not prepare the Parish Council's submission on this planning application. The CPRE had objected to the application. Councillor Dodwell from Neasham Parish Council gave the Acting Chairman the objection letter which had been submitted to the Borough Council by his Parish Council.

The Parish Council expressed concern about the location of the site in relation to Middleton St. George and considered that there will be a considerable increase in traffic entering the village and adding to the traffic congestion in the centre of the village at peak periods. The Parish Council expressed concern about the community park and public open space which already existed in Middleton St. George and who would be responsible for maintaining these amenities.

The Parish Council **agreed** that the Acting Chairman will draft the response to the Borough Council and circulate it to Parish Councillors for approval.

17/01175/FUL. Residential housing development consisting of 61 No. dwellings together with car parking, landscaping and associated infrastructure (amended description) (amended site plan and additional

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adoptable areas plan received 29 January 2018, amended site plans and design and access statement received 5 April 2018, amended tree survey, ecology report, floor plans and elevations received 6 April 2018, amended Transport Statement and Planning Statement received 23 April 2018. Field at OSGR E435292 N513607, Yarm Road, Oak Tree, Middleton St. George

The Acting Chairman reported that because the Borough Council's Planning website page was down she could not prepare the Parish Council's submission on this planning application. The CPRE had objected to the application.

Councillor Crowther considered that the location of the site was where development should be carried out in the village. A school would be built which would take the pressure of St. George's CE Academy.

The Parish Council **agreed** that the Acting Chairman will draft the response to the Borough Council and circulate it to Parish Councillors for approval.

18/00160/OUT – Middleton Riding Centre, 30 houses

It was pointed out that this planning application was outside the Parish boundary but the Parish Council may wish to object on the grounds that a planning application for a change of use for the site had to be submitted before any development takes place and this was not happening.

The Parish Council **agreed** that the Acting Chairman will draft the response to the Borough Council and circulate it to Parish Councillors for approval.

18/00359/FUL. Erection of a new Scout Hut. Neasham Road, Middleton St. George.

The Planning Committee decided that no comments be made on this planning application.

443.2 Report and Updates on Planning Applications

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

The Acting Chairman reported that amended plans were uploaded to the Borough Council's website on the 16th April, 2018 which had been circulated to the Planning Committee except for the house designs, which showed the phasing of the developments, as well as alterations to parking.

The Clerk reported that no Public Right of Way Diversion/Extinguishment Orders had been received and the Construction Management Plan had not been submitted to the Borough Council's Planning Applications Committee. No further information had been received about the ownership of the access points to the site or the phasing of the development.

The Clerk reported that the Planning Committee had asked him to contact RoSPA to carry out a safety inspection of the ponds in the Water Park. The last RoSPA inspection was carried out in 2015. Government guidance to owners and operators of reservoirs stated that structural safety inspections of reservoirs must be carried out every 10 years by a reservoir engineer who was approved by the Environment Agency. He had written to RoSPA but doubted whether they would be able to carry out a structural survey of the ponds which was required. There were two reservoir engineers in County Durham on the Environment Agency list and he proposed to write to them to ask for the cost of carrying out the structural survey of the ponds.

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Councillor Mrs. Beadle reported that she had spoken to a solicitor about a possible referral to HM Local Government Ombudsman but the solicitor's specialism was insurance and had referred Councillor Mrs. Beadle to a solicitor who specialised in land issues and she had discussed the issues with this solicitor. The solicitor had also advised that residents could check their home insurance as it may provide cover for solicitor fees in terms of issues related to the house building. The solicitor did not give any indication of the cost of referring the case to HM Ombudsman.

The Parish Council **agreed** that the Clerk will write to obtain quotations from the reservoir engineers in County Durham and the position regarding the referral to HM Local Government Ombudsman be noted.

443.3 Public Rights of Way

The Borough Council's Rights of Way Officer attended the Planning Committee on the 9th May, 2018. He made a presentation on his role and the possible role which Parish Councils may play in maintaining public rights of way in their parishes and he discussed specific rights of way issues in Middleton St. George Parish. The Rights of Way Officer was happy to attend a future meeting to discuss management issues regarding rights of way. The Parish Council indicated that it will consider bringing together a group to discuss the Rights of Way Officer's proposals.

443.4 Local Plan

The Acting Chairman reported that there were discrepancies between all the Borough Council's maps for Middleton St. George within the Local Plan (Call for Sites Map 2017, Housing Land Assessment Map 2017, Draft Spatial Plan 2017) and clarification of the discrepancies was being sought from the Planning Policy Officer.

443.5 Designated Green Spaces

The Acting Chairman reported that applications for the playing field and Almora Hall field to be designated as green spaces had been made to the Borough Council and an application was being submitted for the Water Park.

All Parish Councillors were asked to forward supporting evidence for areas to be designated as Green Spaces to the Acting Chairman as soon as possible to enable the Clerk to submit them to the Borough Council.

443.6 Overdevelopment of Middleton St. George

The Clerk reported that a request had been made to Darlington Association of Parish Councils for a special meeting to discuss the approval of planning applications for major housing developments by the Borough Council.

443.7 Section 106 Agreements/Developer Contributions

The Acting Chairman reported that the request for clarification of the meaning of terms used in the Section 106 Agreement spreadsheet had been made to the Borough Council, it was being dealt with as a Freedom of Information request and the response was awaited.

A special meeting of the Parish Council will be arranged when the response is received to draw up projects which may be put forward for Section 106 funding.

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444. Financial Matters

Councillor Mrs. Beadle gave the following report on the Parish Council's finances which had been circulated to the Parish Council before the meeting.

444.1 Financial Report 2018-19 Financial Year as at the 30th April, 2018

a. Parish Council Accounts

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 B
Barclaycard Expenditure April 2018	- Nil
Community Account:	
Income	- £90,465.68
Expenditure	- <u>£ 1,282.23</u>
Balance as at the 30th April, 2018	£89,183.45

b. Progress against the Budget

The projected income for the 2018-19 financial year was £98,921.54 and the projected expenditure was £60,453.42 which would result in an anticipated surplus carry forward of £38,468.12 to the 2019-20 financial year.

c. Bank Reconciliation

The bank reconciliation as at the 30th April, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £89,183.45 and the Community Account balance held by the bank was £89,183.45.

d. Bank Statement

The bank statement for the Community Account on the 30th April, 2018 showed that the balance on this date was £89,183.45.

444.2 Payments received and payments for approval

The following payments had been received:

Date	Customer	Amount
05.04.2018	Middleton Fisheries. Rent for February and March 2018	£200.00
06.04.2018	HM Revenue and Customs. VAT Repayment	£655.71
13.04.2018	Darlington Borough Council. Precept 2018-19	£45,182.00
08.05.2018	Darlington and District Model Boat Club. Rent and Electricity Charge	£693.50
	TOTAL	£46,731.21

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The following payments were submitted for approval:

Date	Supplier	Amount
12.05.2018	Scottish Power – Gas Monthly	£55.00
14.05.2018	M. Palfreman. Grounds Maintenance April 2018	£679.83
14.05.2018	Gordon Fletcher Internal Audit	£125.00
14.05.2018	Lazenby Landscapes. Planting new hedge at Sadberge Road Allotments	£400.00
14.05.2018	HM Revenue and Customs. Clerk’s PAYE February to April 2018	£419.40
22.05.2018	BT Hub Monthly	£37.99
31.05.2018	Cleaner - C. I. Wood Pay	£70.00
31.05.2018	Litter Picker - J. D. Lynn Pay	£532.44
31.05. 2018	Clerk - A. W. Macnab Pay	£559.80
	TOTAL	£2,879.46

The Parish Council **agreed** that the payments given be approved

444.3 Timetable of Controls for May 2018

The Timetable of Controls Report for May 2018 was presented.

The Clerk reported that the actions in the report had been carried out, however the two councillors to sign the regular payments statements and the authorisation of signatories for cheques and the credit card will be decided at the Annual Parish Council meeting on the 21st May, 2018. The Clerk also reported that there were any losses, liabilities or damage which could lead to claims against the Parish Council.

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

444.4 Annual Governance and Accountability Return (AGAR) 2017-18 Financial Year

The following documents were submitted to the Parish Council with the papers for the meeting:

- Internal Auditor’s Report.
- Annual Governance Statement.
- Accounting Statement and Calculations.

The Clerk reported that there were no issues of concern in the Internal Auditor’s report but that he asked the Parish Council to draw up three year budgets instead of two year budgets. The Annual Governance Statement gave the actions taken by the Parish Council to comply with the Governance and Accountability for Smaller Authorities which gave the assertions to enable the Parish Council to complete the Annual Governance Statement in the Annual Governance and Accountability Return (AGAR) for 2017-18 at the Annual Parish Council meeting on the 21st May, 2018. The Accounting Statement was the one in the AGAR return for 2017-18 and the calculations of the amounts in the Accounting Statement.

The Parish Council **agreed** to note the Internal Auditor’s Report, the Annual Governance Statement, the Accounting Statement and the calculations of the Accounting Statement.

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444.5 Transparency Code

The Clerk reported that the Parish Council agreed at its meeting on the 11th September, 2017 to publish information on its website to comply with the Transparency Code even though the Code did not apply to the Parish Council. The Code only applied to those Councils with a turnover of less than £25,000 and those with a turnover over £200,000 each year. The purpose of the Transparency Code was to provide taxpayers with a clear picture of the council's' activities, spending and governance and will improve the ability of communities to hold local public bodies to account.

The Parish Council on the 11th September, 2017 agreed that the following information will be published on its website to comply with the Transparency Code.

- Annual publication of all expenditure transactions or a separate document giving expenditure transactions above £100.
- Publication of year end accounts according to the format included in the annual return form.
- Publication of the Annual Governance Statement.
- Publication of the Internal Audit Report.
- Procurement information
- Grants to voluntary, community and social enterprise organisations.
- Salaries.

The Clerk gave the information which will be published in the above categories and stated that the information would be published as soon as the Annual Governance and Accountability Return (AGAR) had been approved by the Annual Parish Council meeting on the 21st May, 2018.

The Parish Council **agreed** the information to be published on the website to comply with the Transparency Code.

444.6 Budget Preparation Work for 2019-20, 2020-21 and 2021-22 Financial Years

The Clerk reported that the budget preparation work will be starting soon with the aim of the final budget being presented to the Parish Council meeting in November 2018.

444.7 Local Government Pay Award 2018 and 2019

The Local Government Pay Award information was submitted for the information of the Parish Council.

445. Insurance Quotation

The Clerk reported that the current insurance policy was due to expire on the 18th June, 2018. The quotation for the renewal of the insurance policy with AXA through Came and Company was £1,216.61. The Acting Chairman raised the issues in the schedule where the war memorial cover was £0.00 and the freezer contents were covered for £5,000. The war memorial should have had a monetary value and as there was no contents in the small fridge in the office fridge the cover was high.

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The Parish Council **agreed** to accept the insurance quotation of £1,216.61 for the renewal of the Parish Council's insurance for the period from the 19th June 2018 to the 18th June, 2019 and the Clerk will ask Came and Company to address the queries regarding the war memorial and the freezer contents.

446. Review of Utility Charges

The Clerk reported that the review was on-going but he had asked for a quotation for both gas and electricity through the Community Switch Scheme and the quotations will be available in early June.

447. Section 137 Grant

The Clerk reported that at the last Parish Council meeting on the 16th April, 2018 it was decided to ask Middleton St. George Community Centre for further information on all the costs of installing and running the defibrillator for which grant aid was sought. A response was received from the Community Centre.

Councillor Dodwell of Neasham Parish Council stated that his Parish Council had a defibrillator on one of the buildings in the village. Councillor Blacklee gave details of the provision of defibrillators through a charity.

Following a discussion the Parish Council **agreed** that Councillor Dodwell and Councillor Blacklee will give the Clerk the costs involved in installing, the running and the maintenance of a defibrillator which will be considered at the next Parish Council meeting on the 11th June, 2018.

448. Parks and Grounds

448.1 Water Park

a. Broken Stile

The Clerk reported that this had been raised with the Rights of Way Officer at the Planning Committee meeting on the 9th May, 2018 and he was taking action to repair the stile through the Community Payback Scheme.

b. Safety Signs

The Clerk reported that an order had been placed for the safety signs and they would be delivered as soon as they have been made.

c. Gully Quotations

The Clerk reported that the last Parish Council meeting on the 16th April, 2018 deferred consideration of the quotations for remedial work on the drains on the road between the Parish Council building and the Community Centre and on the Community Centre's land which would prevent flooding in the road between the two buildings. Councillor Mrs. Beadle explained that the quotation included cutting out the tree roots from the drain and installing a sleeve and install a new road gully which would take away the surface water from the road.

Two separate quotations had been received from Drain Devil. One quotation was for £715.00 which was for installing a new gully which was on the Community Centre's land and the second quotation was for

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£635.00 for cutting out roots from the drain line and installing a super-flex re-line which was on the Parish Council's land. The second quotation would have to be referred to the Community Centre for its approval.

Following a discussion, the Parish Council **agreed** that:

- i. the quotation of £635.00 from Drain Devil for work on Parish Council land be accepted. The Clerk to ensure that it was a firm quotation, and there were no hidden extra amounts;
- ii. the quote for work affecting the Community Centre land would need to be referred to the Community Centre; and
- iii. the Clerk will check if the Parish Council can make a claim for work on the drains which have been carried out.

d. Fishing Club

No report was given.

e. Request to use the Parish Council Grounds

The Clerk reported that a request was received from Fit4Life to use the grounds to the rear of the Parish Council offices for boot camp outdoor classes on Tuesdays and Thursdays from 6.30 p.m.

The Parish Council **agreed** that it needed the insurance policy, health and safety policy, the numbers attending and the charges which Fit4Life will be making in order to give further consideration to the request.

448.2 Play Area and Playing Field

a. Health and Safety

Councillor Crowther reported that there were no health and safety issues on the play area and playing field to report.

b. RoSPA Inspection

The Clerk reported that arrangements for the annual RoSPA inspection had been made and will take place during the first week in June 2018.

c. Maintenance Issues

There were no maintenance issues to report and it was agreed to give further consideration when the RoSPA inspection report is received.

d. Minor Repair Work to the Play Area

The Clerk reported that there were minor repairs needed to the swings which former Councillor Mrs. Greenwell was progressing but the company which was contacted visited the play area but then did not

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progress the work. The Parish Council agreed to await the RoSPA inspection before progressing this further.

e. Suggestion for the shared use of the playing field – Update

The Clerk read a letter from the Chairman of Middleton Rangers Junior Football Club giving details of his club’s requirements for using the playing field. The use would be two Saturday mornings each month with occasional friendly matches on Saturday mornings and he had had discussions with the Cricket Club Football Team who use the playing field.

Following a discussion, the Parish Council **agreed** that:

- i. All clubs wishing to use the playing field to give their fixture lists and specific dates of use to the Parish Council Clerk so that an overarching calendar of use can be drafted for the meeting of the Parish Council on the 11th June, 2018.
- ii. The existing Draft Playing Field Use Agreement to be put on the agenda for the Parish Council meeting on the 11th June, 2018.
- iii. The agreements for the clubs to use the playing field and the overarching calendar to be signed by all clubs in advance of the new season at the Parish Council meeting on the 11th June, 2018
- iv. The Chairman of Middleton Rangers Football Club be asked for the arrangements he would make to mark out the pitch before each game on Saturday mornings.

f. Car Park Sign – Update

The Clerk reported that an order had been placed for the car park sign and it would be delivered as soon as it had been made.

g. Car Parking Agreement

The draft car parking agreement was circulated with the papers for the meeting.

Following a discussion, the Parish Council **agreed** the car parking agreement, but that the point 1 which referred to the exclusive use of the car park be deleted.

448.3 The Front

a. Ownership of land in front of The Devonport Hotel

The Clerk reported that the decision of the Parish Council at its last meeting on the 16th April, 2018 had been given to the new owners of The Devonport Hotel. The owner had responded that the land was owned by the Parish Council and in his letter he suggested solutions to enable the issue of repairing the land to be resolved. The owner’s letter along with other background documents was submitted to the Parish Council with the papers for the meeting.

Following a discussion, the Parish Council **agreed** that:

- i. The Parish Council will lease the land to the owners of The Devonport Hotel for a 25 year period.

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- ii. The owners of The Devonport Hotel will then be responsible for the repair and maintenance of the land.
- iii. The Parish Council will lease the land to the owners of The Devonport Hotel for a peppercorn rent of £100 per year.
- iv. The owners of The Devonport Hotel will pay all the Parish Council's legal costs.
- v. A legal agreement be drawn up.

b. Seating on The Front

Councillor Mrs. Beadle reported that former Councillor Mrs. Greenwell had started work to clean the seats on The Front, but as she was no longer on the Parish Council there was a need for someone to clean and repaint the seats. Mr. Walton offered to clean and to paint the seats.

The Parish Council **agreed** that Mr. Walton's offer to clean and paint the seats be accepted with gratitude.

c. Trees Project – Update

Councillor Mrs. Beadle reported that the grant of £800 for Groundwork North East to carry out the trees survey had not yet been agreed. The Parish Council should initially pay for the trees survey and the money would be repaid to the Parish Council when the grant had been agreed. There would then be a need for planning permission to be sought to reduce the height of the trees.

Councillor Mrs. Beadle also reported that the Tees Rivers Group wanted to put five sculptures along the river depicting the features of the River Tees. The Group will pay for the sculptures and the designs of the sculptures will be given to the Parish Council for its approval.

d. Giant Hogweed

Councillor Mrs. Beadle reported that the Clerk had made arrangements for the annual giant hogweed spraying to take place along the river bank.

448.4 Projects – Adult Play/Exercise Equipment

The Parish Council **agreed** that this be put on hold.

449. Review of the Grounds Maintenance Contract

The Clerk reported that the Grounds Maintenance Contract which started on the 1st April, 2016 was due to end on the 31st March, 2019 and steps should be taken at this time for the Parish Council to determine what it wants from the Grounds Maintenance Contract and how it should be delivered.

The Parish Council **agreed** that the contract be put out to tender.

450. Sadberge Road Allotments Hedgerow – Update.

Councillor Foggett reported that the new hedge had been installed but that the trees were dying. He will

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inspect the hedge again and report back but in the meantime no payment be made to the contractor who installed the hedge.

451. Policy and Procedures

451.1 Parish Councillor Code of Conduct Training.

The Clerk reminded the Parish Council that the Code of Conduct Training would be held on either the 6th June, 2018 at 5.30 p.m. or the 13th June, 2018 at 10 a.m. Both in Committee Room 1, Darlington Town Hall.

The following Parish Councillors agreed to attend the training on the following dates:

Councillor N. Embleton - 6th June, 2018

Councillor Mrs. C. Gilsean, Councillor Mrs., Beadle, Councillor. L. Foggett and Councillor A. Blacklee - 13th June, 2018.

451.2 Website Update

Councillor Foggett reported that all minutes were now on the website.

451.3 New Standing Orders

The Acting Chairman reported that she had updated the new Standing Orders as a result of guidance received from the National Association of Local Councils. The Acting Chairman had left them in 'track changes' format so that members could see what the changes were, and that once approved, she would tidy them up ready for the Annual Parish Council meeting.

The Parish Council **agreed** the updated Standing Orders.

451.4 Clerk's Working Hours and Appraisal

The Clerk reported that once again he was unable to give a table of his working hours because of pressure of work in other areas. However he intended to give his working hours to the Parish Council. The Clerk's appraisal will be carried out by the new Chairman of the Parish Council and Councillor Crowther after the Annual Parish Council Meeting.

451.5 Disabled access to the Parish Council Offices/Meeting Room

Councillor Mrs. Beadle reported that there was a need for an entrance ramp to have hand rails at the top and bottom of the ramp and that further costs were being obtained for making the building accessible.

452. General Data Protection Regulations – Update

The Clerk reported that he was using the template supplied by the Borough Council for the work to enable the Parish Council to comply with the Regulations.

Councillor Foggett reported that the Government was discussing an amendment to the GDPR Bill to make Parish Councils exempt from the Regulations. The Data Controller was the Parish Council and the Data Process or was

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whoever the Parish Council is dealing with and he urged the Parish Council to register with the Information Commissioner.

453. Document Retention and Disposal Policy

The Clerk explained that consideration of the Document Retention and Disposal Policy was deferred at the last Parish Council meeting on the 16th April, 2018 and it was resubmitted for approval.

The Parish Council agreed that the Document Retention and Disposal Policy be approved.

454. Fire Safety Instructions

Councillor M. Robertson explained the first safety risk assessment and the procedures in case of fire in the Parish Council's building. He also reported that the building was inspected by a Senior Fire Officer in February 2018 who was satisfied with the risk assessment and all the safety procedures.

455. Lack of road markings around the Fighting Cocks area

Councillor Crowther reported that he had been approached by a resident expressing concern about the lack of road markings in the Fighting Cocks area.

The Parish Council **agreed** that the Clerk will write to the Highways Officer at Darlington Borough Council to ask when the road markings are going to be improved in the Fighting Cocks area.

456. Proposed Purchase of a Recording Machine to record meetings

The Acting Chairman asked the Parish Council to consider purchasing a recording machine for use at meetings to help the Clerk.

The Parish Council **agreed** that prices be sought for a recording machine.

467. Community Speed Watch

Councillor Crowther reported that no further progress has been made. The problem was getting volunteers.

The Parish Council **agreed** that the Acting Chairman and Councillor Foggett put the information and links to the police website for crime statistics on the Parish Council website.

468. Speed Monitoring

It was reported that the Speed Monitoring equipment was being returned by the former Chairman of the Parish Council.

469. Community Clean Up

The Acting Chairman reported that a resident had asked for a Community Clean Up in the village. The Parish Council **agreed** to consider organising a Community Clean Up.

470. Company of Community Organisers Meeting

The Acting Chairman drew the attention of the Parish Council to the Company of Community Organisers

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Meeting on the 29th May, 2018, from 11 a.m. to 2 p.m. in Newcastle upon Tyne. The Company of Community Organisers supported communities through building relationships and networks locally to help councillors engage with communities and residents. Their mission was to introduce the principles and practice of community organising to as many people as possible and they encourage local councillors to get involved.

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

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

Councillor Mrs. Beadle reported that she had raised the centenary of the ending of the First World War with the History Group and they were thinking about how the village can commemorate this event.

Councillor Blacklee reported that he will be visiting the Tyne Cot Cemetery in Belgium and would like to lay a wreath on behalf of the Parish Council. The Parish Council agreed to Councillor Blacklee’s laying a wreath on behalf of the Parish Council.

472. Councillors Reports and Items for Future Meetings

Councillors M. Robertson and N. Embleton submitted their apologies for absence to the Annual Parish Council Meeting and Parish Assembly on the 21st May, 2018.

473. Date of next Meeting

The next meeting of the Parish Council will be held on Monday `11th June, 2018 at 6.30 p.m. in the Parish Council Meeting Room.

The meeting ended at 9.30 p.m.

Chairman’s Signature..... Date.....

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