



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 18th June, 2018 in the Parish Council Meeting Room

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

No Members of the public were present.

The meeting started at 6.30 p.m.

518. Chairman's Opening Address

The Chairman welcomed everyone to the meeting.

519. Future Dates of Parish Council Meetings

The Chairman circulated the draft notice for the Parish Council's website giving the change in format for Parish Council meetings and dates for the meetings. Councillor Mrs. Beadle pointed out that the Parish Council's important documents may need to be amended to reflect the new structure of meetings. The Clerk suggested that an explanatory note be inserted into the important documents giving the new structure.

The Chairman reported that the Special Parish Council meeting to draw up possible projects for Section 106 funding which was to be held on the 16th July will be changed to the 19th July, 2018 at 2 p.m. and the meeting should also discuss reinstating the Neighbourhood Development Plan. The date of the Clerk's appraisal will also have to be changed.

The Parish Council **agreed:**

- a. The notice giving the change of format for Parish Council meetings. The Chairman will check the notice before it is placed on the website.
- b. A note be inserted into the important documents giving the new meetings structure.
- c. The Special Parish Council meeting to draw up possible projects for Section `106 funding be held on the 19th July, 2018 at 2 p.m. and the meeting will also discuss reinstating the Neighbourhood Development Plan.
- c. The Clerk's appraisal will be held on the 19th July, 2018 at 1 p.m.

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

520. Public Participation Session

The Clerk reported that no notifications had been received from members of the public to address the Parish Council.

521. Apologies for Absence

Apologies for absence was received from Councillor Embleton because of his holiday and Councillor Robertson because of illness.

522. Declarations of Interests

The Chairman declared an interest in Minute No. 527 as a member of the Management Committee of Middleton St. George Community Centre.

523. Parish Council Vacancies Update

The Clerk reported that the 14 working day notice period of the three Parish Councillor vacancies during which an election can be demanded would expire at midnight on the 18th June, 2018.

The Parish Council agreed at its meeting on the 11th June, 2018 that a notice for applications for co-option will be agreed at the Parish Council meeting in July 2018 to enable the co-option to the three vacancies to take place at the September meeting.

524. 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.

524.1 Financial Report 2018-19 Financial Year as at the 12th June, 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 |
| Barclaycard Expenditure May 2018: | |
| 2 lever arch files and file dividers | - £4.00 |
| Community Account: | |
| Income | - £91,259.18 |
| Expenditure | - <u>£ 5,464.88</u> |
| Balance as at the 12th June, 2018 | £85,794.18 |

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.

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

c. Bank Reconciliation

The bank reconciliation as at the 12th June, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £85,794.30 and the Community Account balance held by the bank was £87,535.91 a difference of £1,741.61.

The reason for the difference was that Cheque No. 200030 Internal Auditor's fee £125.00 and bank transfers to Lazenby Landscapes for hedge work at Sadberge Road Allotments £400.00 and Came and Company Insurance £1,216.61 had not been cleared by the bank.

d. Bank Statement

The bank statement for the Community Account on the 12th June, 2018 showed that the balance on this date was £87,535.91.

524.2 Payments received and payments for approval

The following payment was received:

| Date | Customer | Amount |
|------------|--|----------------|
| 29.05.2018 | Middleton Fisheries. Rent for April 2018 | £100.00 |
| | TOTAL | £100.00 |

The following payments were submitted for approval:

| Date | Supplier | Amount |
|------------|---|------------------|
| 12.06.2018 | Scottish Power – Gas Monthly | £55.00 |
| 18.06.2018 | M. Palfreman. Grounds Maintenance May 2018 | £679.83 |
| 18.06.2018 | Darlington Borough Council – Election | £5,519.39 |
| 18.06.2018 | Durham Association of Local Councils and NALC Subscription | £583.52 |
| 18.06.2018 | Julia Storey. Half Yearly rent for Belle View Allotments – June to December, 2018 | £125.00 |
| 18.06.2018 | Clerk's Expenses – Large envelopes – one used for AGAR return to Mazars and postage for the AGAR return to Mazars | £3.39 |
| 18.06.2018 | Middleton St. George WI. Hall hire. | £24.00 |
| 22.06.2018 | Barclaycard Commercial. Wilko Darlington. Purchase of two lever arch files and two subject dividers | £4.00 |
| 22.06.2018 | BT Hub Monthly | £37.99 |
| 30.06.2018 | Cleaner - C. I. Wood Pay | £70.00 |
| 30.06.2018 | Litter Picker - J. D. Lynn Pay | £532.44 |
| 30.06.2018 | Clerk - A. W. Macnab Pay | £559.80 |
| | TOTAL | £8,194.36 |

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

Councillor Foggett asked if the payment to Lazenby Landscapes for hedging work at Sadberge Road allotments had been paid. The Clerk responded that problems had been experienced with sending the payment to Lazenby Landscapes by bank transfer following authorization. The payment had been arranged and authorization given

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

to the payment but it did not show on the bank statement. He was investigating the non payment with the bank and payment would be made as soon as possible either by bank transfer or cheque.

The Clerk reported that the Chairman was being included in a new bank mandate as a signatory and the former Chairman's name was being removed as a signatory.

524.3 Timetable of Controls for June 2018

The Timetable of Controls Report for June 2018 was presented.

The Clerk reported that the actions in the report had been carried out. There were any losses, liabilities or damage which could lead to claims against the Parish Council.

524.4 Review of the Risk Management Policy and Risk Register

The Timetable of Controls required the Parish Council to review the Risk Management Policy. The Chairman raised points in the Risk Register which needed to further work s where the Parish Council was acting on potential risks, but this needed to be specified.

The Parish Council **agreed** that the Chairman will draft amendments to the Risk Management Policy and Risk Register on track changes format for consideration at the Parish Council meeting on the 9th July, 2018.

524.5 Annual Governance and Accountability Return (AGAR) 2017-18 Financial Year – Update

The Clerk reported that the Annual Governance and Accountability Return and supporting documents were sent to the external auditors, Mazars, on the 22nd May, 2018.

The statutory notice giving the public the right to inspect the finances had been posted in the three noticeboards, on the Parish Council's website and Facebook page.

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

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

The Clerk reported that work had started to prepare the budgets for the 2019-20, 2020-21 and 2021-22 financial years for presentation to the Parish Council at the budget and precept setting meeting in November.

524.7 Parish Councillor Auditors

The Clerk reported that the Parish Councillor audit of the accounts for the first quarter April to June 2018 will take place and he will give the accounts and files to Councillor Foggett in early July to enable him to carry out the quarterly audit of the accounts.

525. Review of Utility Charges

The Clerk reported that the results for the Community Switch Scheme for quotations for gas and electricity had been disappointing because the quotations were geared towards domestic premises and not business premises. He would search the various utility quotation websites for business premises and will report his findings to the Parish Council.

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

526. Thank you to the Clerk

The Parish Council thanked the Clerk for his hard work in drafting the minutes of meetings.

527. Request for a Section 137 Grant. Middleton St. George Community Centre to purchase a defibrillator

The Parish Council received information on the cost of providing and operating a defibrillator from Neasham Parish Council.

Councillor Blacklee asked for consideration of the grant to be deferred to enable him to make enquiries about funding the defibrillator.

The Parish Council **agreed:**

- a. To defer further consideration of the request for a grant to enable Councillor Blacklee to enquire about funding for the defibrillator.
- b. That the Community Centre be given the costs which had been received from Neasham Parish Council.

528. Parks and Grounds

528.1 Water Park

a. Broken Stile - Update

The Clerk reported that the stile had not been repaired and he will ask for an update from the Rights of Way Officer.

b. Safety Signs – Update

The Clerk reported that an order had been placed for the 5 safety signs for the Water Park and he will contact company making the signs, to find out when they will be delivered.

c. Ponds Structural Survey – Update

The Clerk reported that he had written to the developer of the land to the rear of High Stell to ask if a contribution can be made to the ponds structural survey. A response was awaited.

d. Fishing Club Report

The Clerk reported that the Fishing Club continued to pay their rent for using ponds 2 and 3.

e. Request to use the rear of the Parish Council offices for a Boot Camp

The Clerk reported that the risk assessment and insurance details had been received from Fit4Life who would be operating the Boot Camp. The proposed sessions will run for approximately 1 hour from 6:30 p.m. on Tuesdays and Thursday evenings. The standard price will be £29.99 per month for unlimited sessions, starting with some promotional offers for the first month - 50% discount. Fit4Life anticipate to start with around 10 members and build from there.

Chairman’s Signature..... Date.....

Following a discussion the Parish Council **agreed** that Fit4Life be asked for:

- i. Details of the activities which they will be carrying out during the Boot Camp.
- ii. The equipment they will be using during the Boot camp.
- iii. An undertaking that they will reinstated all damaged grassed areas which they have used and will not use the grassed area in wet weather.

f. Gully Quotation

The Clerk reported that the gully quotation for work on the Community Centre land had not been forwarded to the Community Centre but he would do so as soon as possible.

g. WiFi Parish Council Offices

The Clerk informed the meeting that the WiFi in the Parish Council offices was not working and a BT engineer was being called out to restore the WiFi connection.

528.2 Playground and Playing Field

a. Health and Safety

Councillor Mrs. Beadle asked for the completed health and safety inspection form be brought to the next Parish Council meeting.

b. RoSPA Inspection – Update

The Clerk reported that the RoSPA inspection report had not been received.

c. Maintenance Issues

Councillor Crowther reported that there was no maintenance issues in the play area. The surface was sound but it may need to be replaced at some point in the future.

d. Shared use of the playing field – Update

The Clerk reported that Mr. Hughes of Middleton Rangers Junior Football Club had replied that the goal posts should remain on the playing field. The signed agreements from the Cricket Club Football Team and Middleton Rangers Junior Football Club had not been received but the Clerk will be writing to both clubs to ask for the signed agreement and for Middleton Rangers to give details when they will be using the playing field for practicing.

e. Car Park Sign – Update

The Clerk reported that an order had been placed for the sign for the entrance to the Car Park and he will contact the company making the signs, to find out when they will be delivered.

Chairman’s Signature..... Date.....

528.3 The Front, Middleton One Row

a. Land in front of The Devonport - Update

The Clerk reported that the licence between the Parish Council and the owners of The Devonport Hotel had been drawn up and was circulated to Parish Councillors before the meeting.

Following a discussion, the Parish Council **agreed** the wording and contents of the licence and asked that the licence be forwarded to the solicitors acting for the owners of The Devonport Hotel.

b. Seating on The Front

The Chairman reported that Mr. Walton had agreed to restore and paint the seats on The Front.

The Parish Council **agreed** that the Clerk ask Mr. Walton when it would be convenient for him to carry out the restoration and painting work on the seats.

c. Trees Project – Update

Councillor Mrs. Beadle reported that the survey of trees on the river bank side had now been arranged. A reference was made to the installation of sculptures along the Tees Way at The Front.

The Parish Council **agreed** that the Clerk will ask Lucy Chapman of Groundwork NE to see if she can attend one the Parish Council meetings in either the 9th or the 23rd July, 2018.

d. Overgrown area, The Front

The Clerk reported that he had met the resident who had expressed concern about the overgrown path to the rear of her property on The Front and had been shown the path. He was unsure of the ownership of the path.

Councillor Blacklee reported that he had arranged to meet the Rights of Way Officer to obtain a map of the definitive paths in the Parish which would determine who owned the path.

529. Overgrown Area, Woolsington Drive

The Chairman reported that the Parish Council had received concerns from a resident that there was an overgrown area in Woolsington Drive and asked when the area was going to be cut back. The Clerk reported that he had forwarded the resident’s concerns to the Ward Councillors. Councillor Foggett stated that grassed areas in Woolsington Drive had been cut recently. Councillor Foggett reported that the 30 MPH signs had been reinstalled in Woolsington Drive.

The Parish Council **agreed** that the Clerk will contact the resident to ask if the area in question had been cut or not.

530. The Whinnies Nature Reserve

Councillor Mrs. Beadle reported that an exercise to identify butterflies in The Whinnies will take place on the 19th June, 2018 at 10 a.m. There was nothing else to report

Chairman’s Signature..... Date.....

531. Policy and Procedures

531.1 Website

Councillor Foggett reported that there was nothing to report on the website.

531.2 Disabled access to the Parish Council Offices/Meeting Room

The Clerk reported that he had received the concerns of a church member who attended the St. Laurence’s Church Meetings in the Parish Council who had difficulty in accessing the building because the gate at the entrance opened outwards and blocked the portable ramp which could be alleviated by the installation of grab rails at the entrance to the building.

Councillor Mrs. Beadle asked that this item be considered at the next Parish Council meeting on the 9th July, 2018 pending advice on the fitting of grab rails to the entrance.

The Parish Council **agreed** to consider the issues at the next Parish Council meeting on the 9th July, 2018.

532. General Data Protection Regulations – Update

The Clerk reported that he will present the GDPR Policy to the next Parish Council meeting on the 9th July, 2018.

533. Principal and Local Councils Working in Partnership LGA and NALC Guide

The LGA and NALC Guide to Principal and Local Councils Partnership was circulated with the papers for the meeting.

The Parish Council **agreed** to note the contents of the guide.

534. Proposed Purchase of a Recording Machine to record meetings – Update

The clerk reported that he had not had time to price up recording machines but he would obtain prices and would let the Parish Council have them as soon as they had been obtained.

535. Parish Council Office Boiler

Councillor Mrs. Beadle reported that a water leak had occurred on the outside of the Parish Council building due to a problem with the boiler. A plumber had been called who had stated that the leak may reoccur. The plumber had applied sealant which he also stated may or may not work.

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

Councillor Mrs. Beadle reported that she had discussed suggestions for commemoration events with the Middleton St. George History Society. One suggestion was that two members were willing to organise an exhibition relating to the First World War if the Parish Council would organise a suitable and available venue and tea and cakes.

The Parish Council **agreed** that Councillor Mrs. Beadle will investigate a suitable/available venue and date for presentation and liaise with the two members of the History Society.

Chairman’s Signature..... Date.....

537. Councillors Reports and Items for Future Meetings

537.1 Neighbourhood Development Plan

Councillor Mrs. Beadle reported that she attended the CPRE Neighbourhood Development Plan Workshop on the 15th June, 2018 which indicated that other Parish and Town Councils present at the workshop were making considerable progress with their Neighbourhood Plans. There was therefore a need for the Parish Council to restart work on the Neighbourhood Plan for the Parish and to involve as many people as possible. The Parish Council did not have to wait until the Local Plan was approved. If there is a Neighbourhood Plan in place it will be a measure of a defence against overdevelopment in the Parish.

Following a discussion, the Parish Council **agreed** that the Section 106 meeting on the 19th July, 2018 at 2 p.m. should also be used to find out the Neighbourhood Development Plan needs.

537.2 Village Emblem

The Clerk was asked to find out the latest position with the village emblem and bring a report to the next meeting on the 9th July, 2018.

538. Date of Next Meetings

The Parish Council **agreed** that the next Parish Council meetings will be held on:

- Monday 9th July, 2018 at 6.30 p.m. Financial Matters.
- Monday 23rd July, 2018 at 6.30 p.m. Planning Matters.

The meeting ended at 8.35 p.m.

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