



Middleton St George Parish Council

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Minutes of the meeting of the Parish Council held on Monday 10th September, 2018 in the Parish Council Meeting Room

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

Absent: Councillor M. Robertson.

In attendance: Four candidates for the Parish Councillor vacancies.

The meeting started at 6.30 p.m.

585. Chairman's Opening Address

The Chairman welcomed the Parish Councillors and the candidates for the three Parish Councillor vacancies to the meeting.

586. Co-option of three Parish Councillors

The Clerk confirmed that the four candidates' applications and their declarations of eligibility to stand as Parish Councillors had been circulated to the Parish Council under a private and confidential heading. The Clerk confirmed that all candidates had applied by the closing date of the 14th August, 2018. The candidates had been sent a full agenda of the meeting of the Parish Council Meeting, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations before the meeting.

The Clerk gave the procedures which the Parish Council would follow at the meeting.

Each candidate introduced themselves, gave their reasons for applying and were questioned by the Parish Council separately whilst the other candidates were outside the Meeting Room.

At the conclusion of the separate meeting with the candidates the Clerk gave each Parish Councillor present a ballot paper with the names of each candidate with their surnames in alphabetical order. He explained that they had three votes and when they had voted with a X the ballot papers would be handed back to him for counting and the declaration of the result. The candidate with the least number of votes would be eliminated and the remaining three candidates would be co-opted.

The Parish Council voted and handed the folded ballot papers back to the Clerk. The Clerk counted the votes and the results were as follows:

Hazel Bullock 5 votes.

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Colin Headlam 1 vote.
Rodger Sansom 4 votes.
Richard Seniscal 5 votes.

Following the voting, the Parish Council were asked if they were happy to co-opt the 3 candidates to the Parish Council. The Parish Council agreed that they were happy to co-opt the three candidates and that Hazel Bullock, Rodger Sansom and Richard Seniscal be co-opted onto the Parish Council.

The Chairman then left the Meeting Room to give the result to the candidates and thanked the unsuccessful candidate.

Hazel Bullock, Rodger Sansom and Richard Seniscal entered the Meeting Room, they completed the Declaration of Acceptance of Office and Register of Members Interests Forms and took their place on the Parish Council.

587. Public Participation Session

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

588. Apologies for Absence

An apology for absence was received from Councillor Blacklee due to work commitments.

The Parish Council **agreed** to Councillor Blacklee's absence because of his work commitments.

589. Declarations of Interests

The Chairman declared an interest in Agenda Item No. 10 Request for a Section 137 Grant to Middleton St. George Community Centre. The Vice Chairman explained to the new Parish Councillors that if there was a conflict of interest between membership of an organisation which was the subject of discussion by the Parish Council and membership of the Parish Council, the Parish Council must declare an interest and not take part in the debate on the organisation or voting.

590. Minutes of the Parish Council Meetings held on the 9th and 23rd July, 2018 and the Special Parish Council Meeting held on the 19th July, 2018

The minutes of the Parish Council meetings held on the 9th and 23rd July, 2018 and the Special Parish Council meeting held on the 19th July, 2018 were presented.

The Parish Council **agreed** that the minutes of the three meetings were true records of the proceedings and the Chairman signed the minutes at the end of the meeting.

591. Matters Arising

1. Village Emblem

The Clerk reported that he had discussed the progress of the village emblem with the maker. Unfortunately the maker of the emblem had suffered an injury which had prevented him from working on the emblem. The maker stated that the Parish Council could wait until he had recovered or they could send the emblem to another maker.

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The Parish Council queried if the land opposite the Platform 1 pub where the emblem would be sited was owned by the Parish Council or if it was owned by the Borough Council. The Parish Council were reminded that pupils of St. George's CE Academy had designed the emblem.

Following a discussion, the Parish Council **agreed** that the making of the emblem be put on hold until the maker is fully recovered and can produce the emblem and the Clerk will write to the Headteacher of St. George's CE Academy to reassure her that the village emblem would be produced when the maker had recovered from his injuries.

592. Financial Report

The Clerk gave the following financial report

592.1 Financial Report 2018-19 Financial Year as at the 3rd September, 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	- £5,087.79
Barclaycard Expenditure August 2018	- £0.00
Community Account:	
Income	- £92,206.10
Expenditure	- <u>£18,964.10</u>
Balance as at the 3rd September, 2018	£73,242.00

b. Progress against the Budget

The Clerk reported that Councillor Mrs. Beadle and he had carried out a reassessment of the budget for the current 2018-19 financial year as part of the budget preparation work for the 2019-20 to 2021-22 financial years. A more detailed explanation would be given under the review and amendments to the 2018-19 agenda item.

The projected income for the 2018-19 financial year was £98,921.54 and the projected expenditure was £56,703.42 which would result in an anticipated surplus carry forward of £42,218.12 to the 2019-20 financial year.

c. Bank Reconciliation

The bank reconciliation as at the 3rd July, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £73,242.00 and the Community Account balance held by the bank was the same amount.

d. Bank Statement

The bank statement for the Community Account on the 3rd September, 2018 was presented to the Parish Council and showed that the balance on this date was £73,242.00.

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592.2 Payments received and payments for approval

a. Payments received

The Clerk reported that the following payments had been received.

Date	Customer	Amount
05.07.2018	HM Revenue and Customs. VAT Repayment	£608.63
01.08.2018	Middleton Fisheries. Rent for May and June 2018	£200.00
06.08.2018	Darlington and District Model Boat Club Electricity	£38.29
03.09.2018	Middleton Fisheries. Rent for July 2018	£100.00
	Total	£946.92

b. Payments for approval

The following payments were submitted for approval.

i. Retrospective Payments

Date	Supplier	Amount
13.08.2018	Scottish Power – Gas Monthly	£71.26
23.08.2018	BT Hub Monthly	£37.99
31.08.2018	Cleaner - C. I. Wood Pay	£70.00
31.08.2018	Litter Picker - J. D. Lynn Pay	£532.44
31.08.2018	Clerk - A. W. Macnab Pay	£575.04
	TOTAL	£1,286.73

ii. September Payments

Date	Supplier	Amount
10.09.2018	Mazars. External Audit	£408.00
13.09.2018	Scottish Power – Gas Monthly	£71.26
13.09.2018	HM Revenue and Customs. Clerk's PAYE May to July 2018	£431.28
25.09.2018	BT Hub Monthly	£37.99
31.09.2018	Cleaner - C. I. Wood Pay	£70.00
31.09.2018	Litter Picker - J. D. Lynn Pay	£532.44
31.09.2018	Clerk - A. W. Macnab Pay	£575.04
	TOTAL	£2,126.01

592.3 Timetable of Controls for August and September 2018

The Timetable of Controls Report for August and September 2018 was presented.

The Clerk reported that the actions in the report had been carried out. There were no losses, liabilities or damage which could lead to claims against the Parish Council.

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592.4 Quarter 1 April to June Councillors Audit

Councillor Foggett reported that he had carried out the Councillors Auditor of Quarter 1 finances and found that all procedures were being followed and there were no issues to report to the Parish Council

592.5 2018-19 Financial Year Review and Amendments to the Budget

The Clerk reported that during the budget preparation work for 2019-20 to 2021-22 Councillor Mrs. Beadle and he had carried out a review of the current 2018-19 budget. It was suggested that the following expenditure headings be amended:

Budget Heading	Current Projected Spending	Actual Spending	Revised Projected Spending
Administration and Printing	£1,000.00	£40.34	£500.00
Expenses and Training	£1,000.00	£0.00	£500.00
Water Park	£4,000.00	£0.00	£3,000.00
Xmas Costs	£1,400.00	£0.00	£500.00
Northumbria in Bloom	£500.00	£0.00	£150.00
Contingency	£1,000.00	£0.00	£500.00

The projected surplus carry forward when the budget was agreed in November 2017 was £38,468.12 and the reduction in the above budget headings would result in a projected surplus carry forward to 2019-20 of £42,218.12.

Councillor Mrs. Bullock stated that the budget column in the Progress against the Budget report had been altered to reflect the revised expenditure. The Clerk agreed that a mistake had been made and he will give the budget amount which had been agreed in November 2017 in future Progress against the Budget reports.

592.6 Budget for 2019-20, 2020-21 and 2021-22 Financial Years – First Draft

The Clerk presented the projected budgets for the period 2019-20 to 2021-22 and asked the Parish Council to give initial consideration to the options for the budgets which were given in the report.

The projected surplus carry forward from 2018-19 to 2019-20 was £42,218.12. If the precept was not increased in the next three financial years this would result in the following:

2019-20		2020-21		2021-22	
Income	£96,600.12	Income	£86,318.12	Income	£75,250.12
Expenditure	£64,664.00	Expenditure	£65,450.00	Expenditure	£66,479.00
Year end carry forward	£31,936.12	Year end carry forward	£20,868.12	Year end carry forward	£8,771.12

The gap between income and expenditure will narrow considerably in the three year period which may well result in the Parish Council being in deficit in 2022-23.

The Parish Council's income was limited and whilst expenditure was controlled and would continue to be controlled there may be no other option but for the precept to be increased to ensure that the Parish Council does not fall into deficit and is unable to meet its commitments.

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The report gave the budget projections if there were 1% to 5% precept increases in the 2019-20 financial year only and also 1% to 5% precept increases in each of the next two financial years.

The budget for the next three years and the precept for 2019-20 would be decided at the Parish Council meeting on the 5th November, 2018.

Councillor Embleton asked if the number of houses affected the precept. The Clerk responded that this only applied to the Borough Council's Council Tax and the Parish Council's precept was a fixed amount each year. The Parish Council had lost £5,000 on the 1st April, 2017 when Darlington Borough Council had withdrawn the Council Tax Support Grant as part of its budget cuts and consequently the precept was increased by the equivalent amount in 2017-18 to compensate for the loss. Representation to Central Government to ask them to restore the Council Tax Support Grant had proved fruitless.

592.7 Annual Governance and Accountability Return for 2017-18 – External Auditor's Report

The Clerk reported that the external auditors, Mazars, had completed their work on the 2017-18 Annual Governance and Accountability Return and there were no issues to draw to the attention of the Parish Council apart from ensuring that in future returns Box 9 Total Fixed Assets should have the same valuations in both years.

592.8 Risk Management Policy and Risk Register Update

The Chairman asked the Parish Council to consider the following amendments to the Risk Register:

1.1 Business Continuity (Under column heading "Future Actions to minimise risk")

Addition of the wording: "Should the PC need to call in someone to act as Clerk in an emergency, a Clerk from a neighbouring Parish Council will be contact to act in the role temporarily".

1.7. Business Continuity (Under column heading "Risk")

Alteration of wording to: "Complaint against the Parish Council (including any which may lead to adverse publicity)".

1.7. Business Continuity (Under column heading "Existing Controls")

Alteration of wording to: "The Parish Council has a Complaints Procedure to address complaints about the Council's action or inaction on a matter, processes, procedures or standard of service.

All complaints are reported to the Parish Council meeting. Should the full Parish Council agree that the matter should be referred to Darlington Borough Council for investigation, no further comments to be made until the investigation has been completed.

However, if the complaint is not of this nature, but it concerns a particular councillor, this may be a Code of Conduct matter, and is referred to the Monitoring Officer."

6.12. To keep appropriate books of account accurately and up-to-date throughout the year (Under column heading "Future Actions to minimise risk")

Addition of the wording: "In MSG PC, the Clerk is also the RFO. Should the PC need to call in someone to act as RFO/Clerk in an emergency, a Clerk/RFO from a neighbouring Parish Council will be contacted to act in the role temporarily."

12.2. To identify, value, and maintain all the assets of the Parish Council, accurate and properly maintained and ensure that asset and investment registers are complete, accurate and properly maintained. (Under column heading "Future actions to minimise risk")

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Alteration of wording to: "The Clerk, together with the full Parish Council, are responsible for monitoring the location and use of assets, on a quarterly basis at Council meetings."

12.2. To identify, value, and maintain all the assets of the Parish Council, accurate and properly maintained and ensure that asset and investment registers are complete, accurate and properly maintained. (Under column heading "Person(s) Responsible")

Alteration of wording to: "Clerk and Council".

12.3. To identify, value, and maintain all the assets of the Parish Council, accurate and properly maintained and ensure that asset and investment registers are complete, accurate and properly maintained. (Under column heading "Future actions to minimise risk")

Addition of the wording: "A H&S report is signed monthly, at PC meetings".

Deletion of the wording: "The Finance Committee and".

13.1. To comply with appropriate Government legislation regarding disability, racial, equality, safeguarding children etc. (Under column heading "Future actions to minimise risk")

Addition of the wording: "Currently, Parish Councillors are not required, as part of their normal duties, to be DBS cleared."

Deletion of the wording: "The Finance Committee and"

The Parish Council **agreed**:

- a. to note the Financial Report;
- b. to approve the payments for August and September 2018;
- c. to note the Timetable of Controls for August and September 2018 and the Councillor's audit report;
- d. to approve the amendments to the budget for 2017-18;
- e. to note the report on the budgets for 2019-20 to 2021-22; and
- f. to approve the amendments to the Risk Management Policy and Risk Register and to review the policy and register in September each year.

593. Review of Utility Charges. Gas, Electricity, Broadband and Telephone

The Clerk submitted a report which gave the current charges for gas, electricity, broadband and telephone in the Parish Council offices and quotations which had been received for the provision of these services.

Following a discussion, the Parish Council **agreed** to authorise the Clerk to negotiate new contracts for gas and electricity on a dual fuel basis and broadband and telephone.

594. Request for a Section 137 Grant. Middleton St. George Community Centre to purchase a defibrillator – Update.

Councillor Mrs. Beadle reported that Councillor Blacklee was in contact with business owner who was prepared to

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purchase a defibrillator for the village provided that it was placed in a central part of the village which would be covered by CCTV and power sources would be available. There may be a need for two defibrillators – one at the Community Centre and one in the central location in the village. Councillor Blacklee was investigating the cost of the machine, the installation costs and on going costs.

The Clerk reported that the Chair of the Community Centre had informed him that they had raised funds for the defibrillator and asked the Parish Council to match fund the amount raised. Councillor Mrs. Beadle reported the Councillor Blacklee was working with the Chair of the Community Centre on the defibrillator.

Following a discussion, the Parish Council **agreed** that Councillor Blacklee will provide further information on the financial implications of a defibrillator before a funding decision is taken.

595. Grounds Maintenance Contract

The Clerk reminded the Parish Council that the Grounds Maintenance Contract was due to expire on the 31st March, 2019 and there was a need for the specification for the contract to be amended to include work which Parish Councillors would like to see included in the new contract.

Councillor Foggett reported that the hedges in the allotments had now been cut back and work on The Front had not been carried out. The Parish Council were concerned that the work to cut the hedges had been subcontracted to another company by the Grounds Maintenance Contractor.

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

- a. Councillor Foggett will send the Clerk amendments to the specification for the new contract.
- b. The Clerk will obtain three quotes, based on the new contract specification. Councillor Mrs. Beadle to give the Clerk the name of a contractor who may be interested in quoting for the work.
- c. The Clerk will draft a new contract for the next meeting, incorporating any wording regarding subcontracting, and working to the schedule.
- d. The contract will be for one year.

596. Parks and Grounds

596.1 Water Park

a. Broken Stile – Update

The Clerk reported that he had again asked the Borough Council’s Rights of Way Officer to repair the stile.

b. Safety Signs – Update

Councillors Blacklee and Embleton would be hiring a boring machine to put the 5 safety signs into the ground.

c. Ponds Structural Survey – Update

The Clerk reported that he had written again to the developer of the land to the rear of High Stell and was

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waiting for his response.

d. Drugs Incident

The Clerk reported that drugs had been found near the Model Boat Club building. They were reported to the police by the organiser of the Model Boat Club who asked for the police to collect the drugs. The police did not call to collect to collect the drugs and as a result the organiser destroyed the drugs.

e. Overnight sleeping

It was reported that in incident of overnight sleeping had occurred. A tent and rubbish had been left at the High Stell end of the park. The overnight sleeping was not carried out by members of the Fishing Club. The tent was no longer there and the rubbish had been cleaned up.

f. Boot Camp

Councillor Mrs. Beadle reported that when she visited the Water Park on one evening some exercises were being carried out on the grassed area to the rear of the Parish Council building. The Clerk had contacted the company who had expressed an interest in hiring the area but the owner of the company had stated that it was not them. No other investigations were carried out.

g. Water Bailiff

The Clerk reported that someone was going round the Water Park stating that they were the water bailiff and that they had the authority of a water bailiff. The Clerk was asked to contact the Fishing Club to find out if they had any knowledge of this person and to report back to the Parish Council.

h. CCTV and Security Lighting

The Clerk reported that the security company who installed the CCTV and the security lighting on the Parish Council building had repaired the third CCTV screen which pointed to the rear entrance of the Community Centre and had replaced the security lighting. The CCTV system and security lighting were now working.

i. Drains and Gullies

The Clerk reported that the Chair of the Community Centre had written to him stating that the Community Centre would be happy to discuss a way forward with the Parish Council and she would let the Clerk know when the meeting is likely to be held. The Parish Council agreed that the Clerk should wait for the Chair of the Community Centre to contact him again.

596.2 Playground and Playing Field

a. Health and Safety Report

The Clerk reported that he had carried out health and safety of the playground and playing field and his report had been signed the Vice Chairman.

b. RoSPA Inspection

The Clerk reported that he had not carried out the summary of the RoSPA inspection report but would do so

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as soon as possible. The Vice Chairman stated that the play area was well used but it was being used by older teenagers which put wear and tear on the moving parts.

c. Maintenance Issues including the maintenance of seating

The Vice Chairman expressed concern that emptying the litter bins by Darlington Borough Council was sporadic. The Clerk was asked to ask the Borough Council to give extra attention to emptying the bins especially during the summer months.

It was also reported that during the absence of the Litter Picker litter and broken glass had accumulated in the play area which was cleaned up by the Clerk.

Councillor Mrs. Beadle reported that litter had been found on the playing field following a recent adult football match which had been drawn to the attention of the organiser of the Havelock Football Team.

The Clerk reported that he was meeting the Durham and Cleveland Probation Service on the 13th September, 2018 to discuss if they can clear the weeds on the ground surrounding some of the play equipment in the play area and to re-stain the Millennium Seat in the playing field.

d. Shared use of the playing field – Update

The Clerk reported that the agreements for the use of the playing field by the Havelock Football Team and Middleton Rangers Junior Football Club had been signed by both clubs and they had been circulated to Parish Councillors. The Clerk also reported that he will ask Councillor Blacklee to obtain the fixtures from the Havelock Football Team and circulate them to all members of the Parish Council, as agreed.

e. Car Park Agreement – Update

The Clerk reported that the agreement with Mr. Hill had been signed by Mr. Hill and himself. There was a need for the gate to be removed.

596.3 The Front, Middleton One Row

a. Land in front of The Devonport – Update

The Clerk reported that the licence to be signed by the Parish Council and by the owner of The Devonport was awaited.

b. Cleaning of seating on The Front – Update

The Clerk reported that he would write again to the resident who had offered to clean and to restore the seating on The Front to enquire when this work will be carried out.

c. Complaint regarding cable laying

Councillor Mrs. Beadle reported that a resident had complained to the Parish Council about cable laying work across land on The Front. Councillor Mrs. Beadle checked and found that the digging was on the road only.

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d. Trees Project – Update

Councillor Mrs. Beadle reported that Groundwork North East and Cumbria had applied for grant aid for the work. Groundwork have assured the Parish Council that the money expended by the Parish Council on the tree survey will be refunded. Thinning work on the trees will start in October 2018.

e. Overgrown area. Resident’s complaint – Update

Councillor Mrs. Beadle reported that she visited the area and cut back the vegetation which had obstructed the path.

f. Overgrown area Wolsington Drive – Update

Councillor Foggett reported that Streetscene had cut the overgrown area and tidied it up.

597. The Whinnies Nature Reserve

Councillor Mrs. Beadle reported that the gates and the bolts on the gates in The Whinnies had been damaged. She reported the damage to Durham Wildlife Trust and the gates and bolts have been replaced.

598. Policy and Procedures

598.1 Website

Councillor Foggett reported that there was a need for the minutes of the Parish Council meetings from June to be placed on the website. The Clerk will send the minutes of the meetings from June onwards to Councillor Foggett for placing on the website.

Councillor Foggett also reported that he will be contacting Inspirar, the web hosting company, because Google Analytics Reports had not been received.

598.2 Revised Standing Orders

The Parish Council received a report giving the amendments to the following points in the Standing Orders which had had been received from the National Association of Local Councils:

- 4. Committees and Sub Committees.
- 8. Co-opting Procedure and Voting on Appointments.
- 18. Accounts and Accounting Statements.
- 19. Financial Controls and Procurement.
- 22. Responsibilities under Data Protection Legislation.

The Parish Council **agreed** the changes to Standing Orders. The Chairman will proof read the document and send it to the Clerk and Councillor Foggett for insertion on the website.

598.3 Staff Appraisal Policy

The Parish Council received the Staff Appraisal Policy. Councillor Ms. Bullock asked that there was a need for the policy to clarify the hierarchy for carrying out appraisals and to specify who was involved in carrying out staff appraisals. The Chairman agreed to clarify these points in the policy.

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The Parish Council agreed the Staff Appraisal Policy with clarification of the points made by Councillor Bullock in the document.

598.4 Disabled access to the Parish Council Offices/Meeting Room

The Parish Council considered the difficulties which people with disabilities had in accessing the Parish Council building. Handrails and not a ramp and a parking space marked for disabled persons were suggested.

The Parish Council agreed that Councillor Mrs. Beadle will investigate the provision of handrails and a marked parking space for disabled drivers.

599. Litter Picker

The Parish Council discussed the comments from residents and the work which the Litter Picker carried out. It was emphasised that the Litter Picker was making a difference to the cleanliness of the village.

The Parish Council **agreed** that the Clerk will carry out the Litter Picker's appraisal using the standard form.

600. Clerk

The Chairman reported that the Clerk's appraisal was carried out by the Chairman and Vice Chairman on the 19th July, 2018 and the appraisal report was circulated to Parish Councillors with the papers for the meeting.

It was pointed out that although this was the first time the Clerk's appraisal had been done by this Parish Council, improvements will be made to the next appraisal to include measurable and specific outcomes and a plan of action.

The Chairman also reported that a review of the Clerk's hours of work and pay was carried out at the same time as the appraisal. The Clerk was contracted to work 15 hours per week on average when he was appointed on the 1st August, 2016. However, due to the heavy workload of the Parish Council, Clerk regularly works in excess of his contracting hours. The Clerk's working hours per week over the course of a month were recorded as 26.55, 28.45, 23.15, and 27.50.

The Appraisers took into consideration the fact that the Clerk had performed very well, he worked in excess of the hours initially contracted, and has not had an increase in pay apart from the nationally agreed increase from the 1st April, 2018 since he commenced his employment and they proposed that the Parish Council increase the level of the Clerk's pay from SCP from 25 to 28 in Local Council Clerk's Grade 1 as follows:

- a. From £11.98 per hour (SCP25) x 60 hours per month = £718.80 (gross per month) - £143.76 (PAYE) = £575.04 per month.
- b. To £13.20 per hour (SCP 28) x 60 hours per month = £792.00 (gross per month) - £158.40 (PAYE) = £633.60 per month.

On being put to the vote there were 7 votes in favour of the increase and 1 vote against.

The Parish Council **agreed** that the Clerk's pay will be increased from SCP 25 to SCP 28 in Local Council's Clerk's Grade 1 with effect from the 1st October, 2018.

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601. Speed Monitor

Councillor Foggett reported that the highest recorded speed recorded was 76 MPH at 2 a.m. one morning. He asked if he can contact the company who holds the licence for the speed monitor because the date of recording shows 2012. Councillor Foggett agreed to be responsible for the Speed Monitoring equipment and to analyse the data for the time being.

The Parish Council **agreed** to Councillor Foggett contacting the company to get the date changed and to Councillor Foggett being responsible for speed monitoring for the time being.

602. General Data Protection Regulations

The Clerk reported that the Parish Council had been registered with the Information Commissioner’s office and asked that further policies and forms which he intended to present to the Parish Council be deferred to the next Parish Council meeting in October 2018.

The Parish Council **agreed** to defer the further policies and forms to the next Parish Council meeting in October 2018.

603. Proposed Purchase of a Recording Machine to record meetings

The Parish Council **agreed** to defer this item to the next meeting in October 2018.

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

Councillor Mrs. Beadle reported that:

- a. St. Laurence’s Church were actively involved in the preparations to commemorate the centenary of the end of the First World War on the 11th November, 2018. The Community Centre were supportive and had made suggestions for the commemoration. Children from St. George’s CE Academy were making poppies. The History Group were putting together folders which will be used in the exhibition in the WI Hall.
- b. She had discussed the preparation work for the commemoration which was being carried out in Yarm to see if the village can learn from them. A resident was providing flags and memorabilia. The Cricket Club, Dinsdale Court and Middleton Hall Retirement Village had expressed an interest in participating.
- c. A parade will go from St. George’s Academy to the War Memorial to the War Memorial on the 11th November, 2018 and a request had been made for the road to be closed for the parade.
- d. A meeting with all the groups would be held on the 19th September, 2018 at 6.30 p.m. in the Parish Council Meeting Room to prepare for the commemorations.

Councillor Mrs. Beadle drew the Parish Council’s attention to other communities purchasing and installing a 6ft statuette of Tommy – the soldier of the First World War as a lasting tribute in a prominent place in the village and asked the Parish Council to consider allocating £1,500 for the commemorations as follows:

- £750 for the statuette of Tommy to include transport and installation.
- £200 to the community centre for materials, tea etc,

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£50 for the history group.

Following a discussion, the Parish Council **agreed** that up to £1,500 be allocated for the commemorations which would include £750 for the statuette of Tommy to include transport and installation, £200 to the Community Centre and £50 to the History Group.

605. Councillors Reports and Items for Future Meetings

The Chairman reported that she had attended the Chairmanship training organised by the Durham and Cleveland Training Partnership on the 6th September, 2018 and a report will be made to the Parish Council meeting in October 2018.

606. Parish Council Noticeboard in the Community Centre

The Parish Council **agreed** to defer consideration to the next Parish Council meeting in October 2018.

607. Annual Parish Assembly 2019

The Chairman reported that the Local Elections, and Parish Council Elections, on first Thursday in May 2019. The Annual Meeting of the Parish Council will be held following the elections. The Annual Parish Assembly will need to be held in the period between 1st March and the end of the Parish Council year before the election period. There was a need for work to start to organise the Annual Assembly.

608. Date of next meeting

Monday 24th September, 2018 at 6.30 p.m. in the Parish Council Meeting Room.

The meeting ended at 9.50 p.m.

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