



Middleton St George Parish Council

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Minutes of the meeting of the Parish Council held on Monday 8th October, 2018 in the Parish Council Meeting Room

Present: Councillor Mrs. C. Gilsean (Chairman),
Councillor Mrs. M. Beadle,
Councillor L. Foggett.
Alan Macnab, Clerk.

In attendance: Mr. and Mrs. Porter, Organisers, Middleton St. George Northumbria in Bloom and Councillor D. Dodwell, Chair, Darlington Association of Parish Councils.

The meeting started at 6.30 p.m.

629. Chairman's Opening Address

The Chairman referred to the Action Sheet which had been circulated with the papers for the meeting and would be used to keep a check on the action to be taken by Parish Council meetings.

630. Apologies for Absence

Apologies for absence were received from Councillors Crowther, Mrs. Bullock and Sansom because of holiday commitments, Councillors Embleton and Blacklee because of work commitments and Councillor Robertson because of illness.

The Parish Council **agreed** to accept the reasons given for the Councillors apologies for absence.

631. Declaration of Interests

The Chairman declared an interest in agenda item no. 9 the request for financial assistance as a member of the Middleton St. George Community Association.

632. Resignation of a Parish Councillor

The Clerk reported that Councillor Seniscal had submitted his resignation from the Parish Council with immediate effect. The Parish Council asked if the vacancy can be filled by the unsuccessful candidate for the Parish Councillor vacancies at the meeting on the 10th September, 2018.

The Clerk advised the Parish Councillor that they must declare the vacancy to enable the legal requirements to be fulfilled.

The Parish Council **agreed** that a vacancy for a Parish Councillor existed and asked the Clerk to discuss with the Democratic Services Officer if the vacancy can be filled by the unsuccessful candidate on the 10th September, 2018 or if the vacancy must be advertised by notice for the statutory 14 working day period.

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

633. Minutes of the Parish Council Meeting on the 10th September, 2018

The minutes of the Parish Council meeting held on the 10th September, 2018 were presented. The Parish Council **agreed** that the minutes were a true record of the proceedings and the Chairman signed the minutes at the end of the meeting.

634. Matter Arising

634.1 Village Emblem – Update

The Clerk reported that he had met the maker of the village emblem and there was an agreement to pause the production and he had informed the Headteacher of St. George’s CE Academy.

635. Public Participation Session

The Clerk reported that no requests to address the Parish Council had been made.

636. Northumbria in Bloom 2018 – Results

Mr. and Mrs. Porter gave details of the village results in the Northumbria in Bloom competition which were as follows:

- Silver Gilt - Small Towns – Middleton St. George.
- Gold - Middleton St George Allotment Association.
- Gold - Community Garden – Cocks Memorial Homes
- Gold - Commercial Premises - 12 Central Salon.
- Gold - Residential Home - Middleton Hall Retirement Village.
- Gold and Overall Winners - Best Private Garden - Malcolm and Anne Short, Palm Tree Villas.

Mr. and Mrs. Porter presented the Silver Gilt certificate to the Parish Council. They informed the Parish Council that this was the last year they would organise the village’s entry in the competition and ensuring that the village looked its best throughout the year. Mr. and Mrs. Porter offered to grow the plants for the competition.

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

- a. Letters of congratulations be sent to all the award winners.
- b. Mr. and Mrs. Porter were thanked for organising the village’s entry.
- c. An invitation notice to the village to form a Community Group led by the Parish Council to work on the entry in the Northumbria in Bloom competition in 2019 be posted on the website and Facebook page.
- d. The Clerk will enter the village in the Northumbria in Bloom competition in 2019.

637. Financial Report

Councillor Mrs. Beadle gave the following financial report

Chairman’s Signature..... Date.....

637.1 Financial Report 2018-19 Financial Year as at the 1st October, 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 September 2018:		
Barclaycard Annual Fee	-	£32.00
Lever arch file and file dividers	-	<u>£2.25</u>
	-	£34.25
 Community Account:		
Income	-	£92,206.10
Expenditure	-	<u>£21,910.41</u>
Balance as at the 1st October, 2018		£70,295.69

b. Progress against the Budget

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 1st October, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £70,295.69 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 1st October, 2018 was presented to the Parish Council and showed that the balance on this date was £70,295.69.

637.2 Payments received and payments for approval

a. Payments received

Date	Customer	Amount
02.10.2018	Home By Ltd. Reimbursement for the cost of the Water Park safety signs	528.50
04.10.2018	HM Revenue and Customs. VAT Repayment	508.67
	TOTAL	£1,037.17

Councillor Mrs. Beadle expressed concerns about the payments made by the Fishing Club.

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

b. Payments for Approval

The following payments were submitted for approval.

Date	Supplier	Amount
04.10..2018	Southern Electric – Electricity 5 th June to 13 th September 2018	£172.31
08.10.2018	Councillor Mrs. Beadle. Reimbursement for the purchase of an Outdoor grab rail	£10.79
08.10.2018	M. Palfreman. Grounds Maintenance June and August 2018	£1,359.66
12.10.2018	Scottish Power – Gas Monthly	£71.26
24.10.2018	BT Hub Monthly	£37.99
31.10.2018	Cleaner - C. I. Wood Pay	£70.00
31.10.2018	Litter Picker - J. D. Lynn Pay	£532.44
31.10. 2018	Clerk - A. W. Macnab Pay	£633.60
	TOTAL	£2,888.05

The Parish Council **agreed** to approve the payments.

637.3 Timetable of Controls for October 2018

The Timetable of Controls Report for October 2018 was presented.

The Parish Council reviewed the following items in the report.

a. Review of the Salaries Budget

The Clerk gave the breakdown of payments made to Cleaner, Litter Picker and himself and the following progress against the budget in the report:

Item	Budget	Actual to Date	Year End
Salaries	£14,000.00	£7,064.88	£14,481.12

The payments would exceed the budget by £481.12 by the year end because of the pay increase which had been made to the Clerk.

b. Banking Arrangements

The Clerk gave details of the banking arrangements with Barclays Bank, the standing order payments, the purchases made using the Barclays debit card, the authorisation procedures before payments are made and the cheque signatories which are the Chairman or Councillor Mrs. Beadle and the Clerk.

c. Losses, Liabilities or Damage

The Clerk reported that there were no losses, liabilities or damage which could lead to claims against the Parish Council.

The Clerk reported that the other actions in the report had been carried out.

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

The Parish Council **agreed** the salaries budget, the banking arrangements, noted that no losses, liabilities or damage to Council property had occurred and noted the actions taken on the remaining items in the report.

637.4 Arrangements for Councillor Audit of Quarter 2 Accounts July to September 2018

The Clerk reported that he would contact Councillor Blacklee to carry out the quarter 2 audit of the accounts.

637.5 Budgets for 2019-20, 2020-21 and 2021-22 Financial Years – Second Draft

The second draft of the budgets for 2019-20 to 2021-22 was presented which included the increases in the salaries and PAYR and Pensions budget headings. The Clerk reported that he will be meeting Councillor Mrs. Beadle within the next two weeks to finalise the budgets and precept for consideration by the Parish Council on the 12th November, 2018.

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

The Clerk reported that he had contacted the consultant used by the Community Centre to source cheaper tariffs for gas and electricity and was waiting for the quotations to be received.

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

The Chairman declared an interest in this item and took no part in the discussions.

Councillor Mrs. Beadle reported that Councillor Blacklee has secured funding for the provision of a second defibrillator to be provided in a central location in the village and further information will be given by Councillor Blacklee.

640. Grounds Maintenance Contract

The amended Grounds Maintenance Contract was circulated with the papers for the meeting. The Parish Council discussed the formation of a volunteer group to help with cutting back overgrown footpaths and clearing leaves but disposing of the cuttings and leaves would need an arrangement with the Borough Council to collect and dispose of the cuttings and leaves. Councillor Mrs. Beadle reminded the meeting that hedges must not be cut before July each year.

The Parish Council **agreed** the amended Grounds Maintenance Contract. The Clerk stated that the specification and invitation to quote would be sent to the contractors supplied by Councillors Mrs Beadle and Foggett as soon as possible.

641. Parks and Grounds

641.1 Water Park

a. Broken Stile

The Clerk reported that he would again remind the Borough Council’s Rights of Way Officer about the broken stile.

Chairman’s Signature..... Date.....

b. Safety Signs

The Clerk reported that the developer of the land to the rear of High Stell had reimbursed the Parish Council for the cost of the 5 safety signs and the installation costs which was £528.50. It was reported that Councillors Blacklee and Embleton will be installing the signs.

c. Ponds Structural Survey

The ponds structural survey could not be funded by the developer of the land to the rear of High Stell. The Parish Council agreed that the Parish Council will fund the structural survey and the Clerk will contact the three reservoir engineers to submit formal bids for the work which must be completed by the end of the current financial year in March 2019.

d. Fishing Club

The Clerk reported that the Fishing Club had not paid its rent for August and September 2018. The Parish Council were also concerned that the Fishing Club had not informed it that they had appointed a Water Watcher. Informal enquiries will be carried out to find out who the Water Watcher is and to discuss what he has been asked to do by the Fishing Club.

Following a discussion, the Parish Council **agreed** that a warning letter be sent to the organiser of the Fishing Club in respect of the arrears of rent and the appointment of the Water Watcher without the Parish Council’s consent.

e. Flytipping and Rubbish

The Parish Council were informed that these issues had been resolved.

f. Drains and Gullies

The Clerk reported that the name of a drainage company had now been supplied by the Community Centre. It was reported that a resident had mentioned the installation of a sleeve to alleviate the flooding problem.

The Parish Council **agreed** that the Clerk will contact the resident to ask from where the sleeve can be purchased.

641.2 Play Area and Playing Field

a. RoSPA Report – Summary of Faults

The Clerk submitted a report giving a summary of the faults found in the play equipment in the RoSPA inspection report and reported that he had asked the Playgrounds Officer with Darlington Borough Council for a contact or contacts to carry out the repair work.

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

641.3 The Front

a. Land in front of The Devonport Hotel – Update

The Clerk reported that the licences had been signed by the owners of The Devonport as well as the Chairman and Vice Chairman of the Parish Council and a copy had been sent to him.

Chairman’s Signature..... Date.....

b. Cleaning of seating on The Front – Update

The Clerk reported that he had not received a reply from the resident who had offered to carry out the cleaning and repainting the seats on The Front.

The Parish Council **agreed** that the Clerk will approach Darlington Cares to see if they can carry out the work.

c. Trees Project

Councillor Mrs. Beadle reported her concerns about the costs involved in the project which may be incurred by the Parish Council. Planning permission may be needed to lower the trees which may have additional costs and there was uncertainty over the approval of the grant to cover the cost of the project and to reimburse the Parish Council for its expenditure. Groundwork had stated that the Parish Council would not incur additional expenditure but the latest position from Groundwork was there may be additional expenditure for the Parish Council.

Following a discussion, the Parish Council **agreed** that Councillor Mrs. Beadle will meet with Groundwork to clarify the funding of the project and the concerns and to bring this information back to the Parish Council.

642. The Whinnies Nature Reserve

Councillor Mrs. Beadle reported that she had reported that a gate in the nature reserve had been broken and she had reported it to the Durham Wildlife Trust. The gate has now been repaired and rehung. Councillor Mrs. Beadle also reported that she had complained about the poor state of The Whinnies especially the overgrown brambles and had been assured by the Wildlife Trust that they would be cut back at the seed time but this had now passed and the work has not been carried out.

643. Policies and Procedures

643.1 Important Documents List

An updated important documents list was circulated for information.

643.2 Website update

Councillor Foggett reported that he was seeking the number of hits on the website and he inserts documents on the website when he receives them.

643.3 Disabled access to the Parish Council Offices/Meeting Room

Councillor Mrs. Beadle reported that Councillor Blacklee was fitting the handle at the entrance to the building to be used for people with disabilities. Councillor Mrs. Beadle also reported that she was informed by Darlington Borough Council that the Council does not have a template to loan the Parish Council however if the Parish Council can obtain an A4 print then Councillor Foggett will ensure that the large printer is checked to see if it will print off a larger copy to use as a template.

644. Speed Monitoring – Update

Councillor Foggett reported that, whilst he was prepared to analyse the data from the speed monitoring

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

equipment there was a need for more than one person other than himself to install the speed monitoring equipment in different places in the village and there was a need for someone to interpret the data. Councillor Foggett also reported that there was a need for the equipment to receive a health check from the company which supplied it. Councillor Foggett agreed to come up with a format for uploading the speeding data on the Parish Council Website.

Councillor Foggett reported that between the 21st September and the 8th October, 2018 the speed monitor recorded 23,177 vehicles using Killinghall Row. The maximum speed recorded was 75 mph. The monitor also recorded speeding along Killinghall Row in the middle of one morning. Similar speeds were recorded in Middleton Lane. Councillor Foggett stated that he would find out who to contact about the incidents of speeding.

Councillor Foggett considered that the speed monitor connection near St. George’s Gate was in the wrong position and it should be relocated closer to the Platform 1 pub. Neasham Road was not monitored and there was a need for a second monitor to be provided which could be purchased from either Section 106 funding, the County Durham Foundation or the Big Lottery Fund.

645. PACT

Councillor Mrs. Beadle reported that the local PCSO had noted that four volunteers had come forward for a community speedwatch scheme but there was a need for five volunteers otherwise the community speedwatch scheme will be discontinued.

The Parish Council **agreed** that an advertisement for volunteers for the community Speedwatch scheme be put on the website and the Facebook page, and would liaise with the PCSO and the current volunteers in order to do this.

646. Battle’s Over. A Nation’s Tribute – Update and Siting of the Tommy Statuette

Councillor Mrs. Beadle reported that preparations for the commemoration of the centenary of the end of the First World War were being finalised. A page ‘MSG Remembers’ was set up on the website.

The Tommy statuette was expected to be delivered to the Parish Council office on the 10th October. The Parish Council discussed the siting of the statuette. The Clerk reported that the Highways Officer had stated that the statuette could not be sited on the green area opposite the Platform 1 pub because of road safety issues. There were two alternative sites – in front of the elderly person’s bungalows in Mount Pleasant Close and next to the flagpole in Woodlands Way. The Borough Council’s Housing Officer raised no objections to the statuette being sited in front of the bungalows in Mount Pleasant Close. The Highways Officer had raised no objections to the statuette being sited in either Mount Pleasant Close or next to the flagpole in Woodlands Green.

Following a discussion, the Parish Council **agreed** that the Tommy statuette should be sited next to the flagpole in Woodlands Green. The Clerk was asked to check the land ownership of the proposed site and to make the application for planning permission.

647. Chairman’s and Councillors Training

The Chairman’s report on the Chairs training course which she had attended on the 6th September, 2018 was circulated with the papers for the meeting.

Chairman’s Signature..... Date.....

The Clerk reported that the induction training for the new Parish Councillors would be held on Monday 29th October, 2018 at 6.30 p.m. in the Parish Council Meeting Room. The course had been circulated to other Parish Councils in Darlington.

648. Parish Council Noticeboard in the Community Centre

This item was deferred to the next meeting for further consideration.

649. Councillors Reports and Items for Future Meetings

It was reported that at the end of the last Parish Council meeting it was noticed that the two street lights on the road between the Parish Council offices and the rear of the Community Centre in the Water Park were not working. The Clerk had asked the Borough Council's Street Lighting Officer for the ownership of the street lights and the cost of putting the lights back on. The Street Lighting Officer replied that the lighting columns had not been maintained by the Borough Council since 2011 and were owned by the Parish Council. The rates for putting the lights back on were for an electrician and a MEWP would be around £60 per hour + materials.

The Parish Council **agreed** that this was an unnecessary expenditure but the Clerk should check the Parish Council's responsibilities for the road in the Water Park.

650. Date of Next Meeting

Monday 22nd October, 2018 at 6.30 p.m. Planning Matters.

The meeting ended at 8.25 p.m.

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