



# Middleton St George Parish Council

[www.middleton-st-george.org.uk](http://www.middleton-st-george.org.uk)

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**The January Monthly Meeting of the Middleton St George Parish Council was held at 6.30pm pm on Monday 14<sup>th</sup> January in the Parish Council Offices.**

## MINUTES

### Present

Cllr Mrs. Catherine Gilsonan (Chairman)

Cllr. Stuart Crowther (Vice-Chairman)

Cllrs. Rodger Sansom, Hazel Bullock, Les Foggett, Maggie Beadle, Colin Headlam

Lesley Swinbank (Acting Clerk)

### 6 Members of the Public / Development Company

### 749. Chairman's opening address / Information

The Chairman welcomed everyone to the meeting.

- a. The Chairman also welcomed and thanked Lesley Swinbank as acting Clerk whilst Mr. Alan Macnab (the Parish Clerk) was unable to attend the meeting due to illness. The Chairman said that Mrs. Swinbank did not want a fee for attending, but would be submitting a claim for travelling expenses.
- b. The Chairman informed members that the Parish Council had been notified of two planning applications which are to be decided the following week by Darlington Borough Council. (See Minute 757.f below).
- c. The Chairman mentioned that, following the agreed £100 donation to the Rotary Club (for St Teresa's Hospice) for arranging / collecting Christmas Trees from the Water Park after Christmas, when the Rotary came to collect them, there were over 40 trees and too many to take away. The Community Centre had reported that they had been left in their car park. The Chairman had contacted Streetscene to arrange removal.

### RESOLVED

- i. To agree to pay the travelling expenses for the acting clerk.
- ii. To agree representation at the Planning Applications Committee Meeting when the applications are discussed later in the meeting.
- iii. To note that next Christmas a larger donation may be required due to the increased number of trees for collection.

*CJ Gilsonan*

*11<sup>th</sup> February 2019*

## **750. Public Participation**

### **1.1 Application for development off 55 dwellings on land east of Middleton Lane: (Item 9b on the agenda.**

The Chairman welcomed Ronnie Baird (Enterpen LTD), Nathan Darby (IDP England Architects), Rachel Penn (Penn Associates) Ecologist.

Mr Baird gave details of their application including site plans, designs, and how he felt this development would be of benefit to the residents of the village. He, Mr. Parby and Ms Penn answered all questions raised by Members.

The Chairman thanked them for attending.

### **1.2 Boat Club: Item 13a on the agenda: Water Park, Draft Fishing Agreement**

The Chairman welcomed Mr. Ernest Lazenby (Secretary and Safety Officer of the Model Boat Club) Mr. Lazenby's report, previously circulated with the meeting agenda, gave details of the club's background and expressed some concerns regarding: -

- The need for supervision of the site
- The need for some controls to be in place to prevent future problems
- Concern over supervision of the site and locking a gate / barrier
- Obstructing access issues
- The need for any fishing club to have appropriate insurance

He asked that these be taken into consideration when the Council discusses the Fishing Rights Agreement later in the meeting.

The Chairman thanked Mr. Lazenby for attending the meeting.

The Chairman welcomed Walter Appleton, applicant for the new Fishing Lease, who outlined his proposals. The Clerk had previously met with him and drafted a new lease, which had been circulated with the agenda for consideration. Mr Appleton requested a 3-year lease, and agreed to send a business plan and other information to the Clerk.

The Chairman thanked him for attending

#### **RESOLVED**

- i. The new applicant for the fishing rights to send a business plan and details of proposed insurance to the Clerk**
- ii. The Chairman and Clerk would amend the draft fishing lease to include wording regarding the areas of concern mentioned by Mr Lazenby, and also based on the information to be provided by Mr Appleton. The lease would also include the wording "... reviewed and renewable every 3 years subject to all the terms and conditions being met."**
- iii. The fishing business plan and amended lease would be considered for approval at the meeting of 11<sup>th</sup> February.**

## **751. Apologies for Absence.**

**RESOLVED to accept apologies for absence from: -**

Cllr. Michael Robertson (work)

Cllr. Alan Blacklee (work)

Cllr. Neil Embleton (Holiday)

Mr. Alan Macnab, Parish Clerk, (Illness)

*C S Gibson*

*11<sup>th</sup> February 2019*

**752. Declarations of interest.**

None

**753. Minutes**

All minutes of November meetings had been circulated.

The Chairman suggested that as the Minute Book is with the Clerk who is unable to be at the meeting, that once approved the signing of the minutes will take place as soon as possible after the meeting. This was agreed.

**RESOLVED**

To approve the following minutes: -

- a. Special Parish Council Meeting 19<sup>th</sup> November 2018
- b. NDP Working Group Meeting 22<sup>nd</sup> November 2018
- c. Special Parish Council Meeting 26<sup>th</sup> November 2018
- d. Ordinary Parish Council Meeting 26<sup>th</sup> November 2018 with the amendment re Item 713; para 5 to change the wording from 'legal witness' to 'Lay Advocate'

**754. Matters Arising**

None

**755. Cooption**

**a. Cooption Policy**

The draft Co-option Policy / Procedures had been circulated to all members.

**RESOLVED**

To adopt the Cooption Policy / Procedures.

**b. Cooption of a Member to the Parish Council**

Members were reminded that Mr. Colin Headlam had applied to be coopted at the last time when there had been casual vacancies. At that time, he had not been successful. However, he had applied again for the current casual vacancy.

**RESOLVED**

To coopt Mr. Headlam to the Parish Council.

This was unanimous.

Cllr. Headlam signed his Acceptance of Office and joined Members at the table.

**756. Financial:**

All reports had been circulated previously.

**a. Financial Report 2018-19 as at the 7<sup>th</sup> January 2019**

Cllr. Maggie Beadle gave a verbal report and answered all questions and queries.

**RESOLVED**

To approve the report.

**b. Payments received and outstanding and payments for authorization**

**RESOLVED**

To approve

*C J Gibson*

*11<sup>th</sup> February 2019*

## November Payments

Date	Supplier	Amount
07.01.2019	Scottish Power. Electricity Monthly	£122.07
14.01.2019	Scottish Power Gas Monthly	£71.26
14.01.2019	M. Palfreman. Grounds Maintenance. November 2018	£679.83
16.01.2019	Barclaycard Commercial. Asda Darlington. Flowers for the Freedom Ceremony	£5.00
16.01.2019	BT Hub Monthly	£42.91
31.01.2019	Cleaner - C. I. Wood Pay	£70.00
31.01.2019	Litter Picker - J. D. Lynn Pay	£532.44
31.01.2019	Clerk - A. W. Macnab Pay	£633.60
	<b>Total</b>	<b>£2,157.11</b>

### c. Timetable of Controls for January 2019

**RESOLVED**

To approve the above.

### d. Arrangements for the October to December 2018 audit of the Council's accounts.

**RESOLVED**

Clr Foggett to carry out the internal audit.

### e. Other issues

It was suggested that there needs to be arrangements in place for cover of work and meetings if and when the Parish Clerk is unable to work i.e. due to illness. The acting Clerk said minutes could be taken by a Councillor however in the longer term there are locum clerks in the area who can step in and Steve Ragg (Executive Officer at CDALC) can advise on this.

**RESOLVED**

To receive the information

## 757. Planning

### a. 18/01159/CON and 18/01160/CON. Land at Rear Of High Stell, Middleton St. George.

#### Discharge of conditions regarding the Construction Management Plan

The Chairman reminded Members that it had been agreed at the last meeting that notifications of all planning applications which were received over holiday period would be determined by e mail.

This was done and a letter of objection had been sent in. Although not asked to comment on Discharge of Conditions, the Parish Council had agreed to continue to send comments with regard to this particular development.

It is understood that the application is scheduled to be determined by Darlington Borough Planning Committee on 23<sup>rd</sup> January 2019 along with another application (see Minute 750.f below).

**RESOLVED**

The Parish Council affirmed the letter of response.

*C. J. Gibana*

*11<sup>th</sup> February 2019*

**b. 18/01108/FUL. Erection of 55 No dwellings. Land east of Middleton Lane, Middleton St. George**

The Chairman reminded members that it had been reported at its meeting on 10<sup>th</sup> December 2018 that an application had been submitted for development on this site, though the LPA had not yet sent out an official notification with a planning reference number. The meeting had resolved that it would agree responses via email consultation for any planning application received over the Christmas period. In the event, the Clerk had obtained an extension to the deadline for comments for the Middleton Lane application, and a response had been drafted and circulated with the agenda, for approval at the present meeting. The Parish Council objected due to: the adverse impact on the character and significance of the Conservation Area; it being outside the development limits of the 1997 LPA Local Plan; the impact on traffic and ecology, and other contributing grounds of unsustainability.

**RESOLVED**

**To forward the letter of objection**

**c. 18/01060/FUL. Erection of single storey extension to side elevation with canopy roof replacement of flat roof and lantern on existing rear extension and erection of detached garage to rear (as amended by plans received 14/12/18 and 03/01/2019). 1, Middleton Lane, Middleton St. George.**

The Chairman reported that this was discussed meeting on 26<sup>th</sup> November 2018. At that time the Parish Council objected to the extension as it was felt to be inappropriate and out of place, given that it is at the start of the Conservation Area. Amended plans had now been received.

**RESOLVED**

**To object to the application for the following reasons:-**

**Our previous objection still stands, as:**

- a. It is felt that there are no mitigating design changes**
- b. The design continues to be inappropriate and out of place, given that it is the start of the Conservation Area**

**d. 18/01153/FUL. Erection of single storey rear extension and construction of former windows to front and rear roof slopes. 16, Pinetree Grove, Middleton St. George.**

**RESOLVED**

**No comments.**

**e. 18/01170/FUL. Erection of a single storey extension to the side. The Pump House, Low Middleton, Middleton St. George.**

**18/01171/LBC. Listed building consent for the erection of a single storey extension to the side. The Pump House, Low Middleton, Middleton St. George.**

**RESOLVED**

- a. To request an extension to the date for the council's response until the Conservation Officer's report is available.**
- b. If necessary the council to determine this by e mail and affirm the decision taken at the next meeting.**

*C J Gibson*

*11<sup>th</sup> February 2019*

**f. Darlington Borough Council Planning Applications Committee – 1.30pm on Wednesday 23<sup>rd</sup> January 2019**

The Chairman informed the meeting that the Clerk had just received notification that two planning applications were due to be determined by the Planning Applications Committee (for this reason, this was not on the Agenda).

**18/01159/CON and 18/01160/CON. Land at Rear Of High Stell, Middleton St. George. Discharge of conditions regarding the Construction Management Plan**

**17/01195/OUT. Outline planning application for the erection of up to 430 residential dwellings (Use Class C3), with associated landscaping and engineering works, 3 new retail units and provision of a new single form primary school**

With regard to 17/01195/OUT, Cllr Stuart Crowther wished to make the following comments:-

- This is within the new development plan
- He felt it is where new development should be
- There is direct access is direct to the A67
- There would be minimal traffic issues
- This development includes a primary school and that is where it should be

**RESOLVED**

**When the Planning Officer's Reports are available regarding the above two applications, the Parish Council will agree, via email consultation, who should attend the Committee and what form any verbal representation should take.**

**g. Neighbourhood Plan**

The acting Clerk said that Steve Ragg has organised a number of meetings specifically to talk about local Neighbourhood Plans and including presentations from funders, Locality, Planning officers etc, and which would be very useful to the Parish Council when they are looking to draw up their own Neighbourhood Plan.

**RESOLVED**

**To contact Steve Ragg and ask for details of such meetings.**

**h. Section 106 Projects List for approval and submission to Darlington Borough Council**

A draft projects list and draft letter to DBC had been circulated.

**RESOLVED**

- To request an officer from DBC to come to a Parish Council meeting to discuss 106 funding as applicable to the village.**
- To continue with the costings on the project list**
- To defer the draft covering letter to the next meeting**

**758. Defibrillator**

Middleton St. George Community Centre had originally requested a grant (under S137) to purchase a defibrillator for the village. However, they had now raised a certain figure but could not currently progress as they were overseeing major building work at the Centre. Also, discussions and investigations had taken place separately by Parish Councillors. The Community Centre were happy to contribute to the Parish Council funds if need be. Cllr. Maggie Beadle gave details of initial costings for a defib . This would include the defib itself, external cabinet, wiring and training.

*C J Gibana*

*11<sup>th</sup> February 2019*

The acting clerk said that NE Air ambulance had provided free training (twice) for residents in her own parish and that a 'Guardian' is needed to carry out regular checks on the equipment. In addition if the Parish Council take ownership of the equipment then the VAT would be recoverable.

**RESOLVED**

**To obtain firm prices for all as above and make a decision on this at the next meeting.**

**759. Grounds Maintenance Contract 2019-20.**

A Revised Schedule of Quotations has now been received from:-

Countrywide Grounds Maintenance

- o E&M Leighton
- o M.Palfreman
- o Darlington Borough Council

**RESOLVED**

**To accept the price from Darlington Borough Council £5,210.15 to include VAT**

**This was unanimous**

**760. Litter Picker.**

**RESOLVED**

**in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations and Paragraphs 2, 3 and 7 of the Council's Access to Information Rules, the public and press be excluded during consideration of the following item**

A confidential report / information had been circulated and was discussed.

**RESOLVED**

- a. **A Personnel Committee be established including Cllrs Catherine Gilsenan (Chairman), Maggie Beadle, Stuart Crowther (Vice-Chairman) and the Clerk and which will also act as the Grievance Committee.**
- b. **An Appeals Committee be established including Cllrs Rodger Sansom, Les Foggett and Colin Headlam**
- c. **The Personnel Committee to meet with the Litter Picker and representative on Thursday 17<sup>th</sup> January**
- d. **The Personnel Committee to have delegated powers to take all discretionary action which they feel necessary in the circumstances.**

**This was unanimous.**

**761. Parks and Grounds.**

**a. Water Park.**

**i. Broken Stile**

No progress

**ii. Safety Signs Update:**

No progress

*C J Gibson*

*11<sup>th</sup> February 2019*

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**This was unanimous.**

**761. Parks and Grounds.**

**a. Water Park.**

**i. Broken Stile**

No progress

**ii. Safety Signs Update:**

No progress

*C J Gilson*

*11<sup>th</sup> February 2019*



**iii. Ponds Structural Survey**

Three quotations had been received from :-

- Dr. Andy Hughes
- John Falkingham Associates
- John Laing

**RESOLVED**

**To accept the price of £2,750 plus VAT from Dr. Hughes**

This was Unanimous.

**iv. Incidents in the Park – Water Watcher.**

**RESOLVED**

**No action to be taken and to be removed the agenda.**

**v. Fishing and Model Boat Club (Draft Fishing Agreement and Model Boat Club**

A draft fishing lease and report from the Boat Club had been circulated. This had been discussed in detail during the Public participation Session earlier in the meeting.

**RESOLVED**

- To request the Fishing Group bring forward a draft of their business proposals**
- The Parish Council produce a second draft of the leasing agreement which includes the following to be addressed:-**
  - **Supervision**
  - **The Gate**
  - **The toilet**
  - **Insurance**
  - **Security**
- To look at extending the lease to a 3 yearly lease**
- To discuss all as above at the next meeting.**

**b. Drains and Gullies.**

Some concerns were expressed about the ongoing problems with the drains and gullies.

**RESOLVED**

**Clr. Maggie to make enquiries and report back to the next meeting.**

**c. Street Lights outside the Parish Council Meeting Room**

Concerns were raised re the street lights outside the building which are not lit up.

**RESOLVED**

**Clr Hazel Bullock said she will look into this and if no fault can be found to go back Darlington BC and ask them to come out.**

**d. Playground and Playing Field.**

**i. Health and Safety Report**

**RESOLVED**

**No Report.**

*CJ Gibber*

*11<sup>th</sup> February 2019*

**ii. RoSPA Inspection – Repairs Update.**

Repairs have now been carried out.

**RESOLVED**

To close and take no further action.

**iii. Zip Wire ground surface. Update.**

**RESOLVED**

To await quotes for consideration at next meeting.

**e. The Front, Middleton One Row**

**RESOLVED**

Meeting to be arranged with Darlington Cares.

**f. Middleton One Row Heritage Views Project.**

Clr. Maggie Beadle reported on the successful bid to County Durham Community Foundation and how the remainder of the funding will be raised,

**RESOLVED**

To receive the information

**762. The Whinnies Nature Reserve.**

Councillor Maggie Beadle gave the report including recent problems with fly tipping.

There has been some fly tipping but Durham Wildlife Trust were made aware of it and reported it to

Darlington Borough Council

**RESOLVED**

a. To receive the report

b. To take part in the Spring Clean Day

**763. Policy and Procedures**

**a. Financial Regulations**

These had been circulated.

**Resolved**

To approve

**b. Risk Assessment and Management Policy**

These were on the Timetable of Controls for review this month. However, they had recently been reviewed and approved at the meeting of 10<sup>th</sup> September 2018, so no action needed to be

**RESOLVED**

No action needed until next review date

**c. Website update.**

This has been updated.

The acting clerk pointed out that it is now good practice to upload draft minutes as soon as possible after each meeting (These should be marked as 'Draft')

**RESOLVED**

To receive the information

*C J Gibson*

*11th February 2019*

**d. Disabled access to the Parish Council Offices/Meeting Room.**

The work is to be carried out in the next week.

**RESOLVED**

**To receive the information**

**764. MSG PC Speed Monitor – Update.**

Cllr. Les Foggett said the monitor had been recharged and is ready to be placed at the junction of Neasham Road and Middleton Lane.

**RESOLVED**

**To receive the information**

**765. Community Speed Watch – Update.**

No further progress.

**RESOLVED**

**To await further information on training etc.**

**766. Northumbria in Bloom – Update.**

Cllr Bullock confirmed that the date of the first community meeting of 2019 will be on Saturday 19<sup>th</sup> January at 4pm in the Community Centre. All welcome. The Community Centre had waived the hire fee as it was a community event.

**RESOLVED**

**i. To receive the information**

**ii. Cllr Foggett to post the notice on the Parish Council Website**

**iii. Cllr Gilsean to post the notice on the Parish Council Facebook Page**

**767. Darlington Association of Parish Councils Meeting**

The first meeting is 6<sup>th</sup> February 2019 at 6.30 p.m. Hurworth Community Centre. Open to all Parish Councillors and Clerks.

**RESOLVED**

**To receive the information**

**768. Councillors Reports and Items for Future Meetings.**

**RESOLVED**

**To add the following to the next agenda.**

**a. Discussion of advertising for a contractor who can carry out general work / repairs as and when necessary. The Clerk to have delegated powers to instruct the contractor up to a maximum cost (to be agreed)**

**b. Leak in the meeting room – it had been noticed that above the window needed pointing up.**

**c. The Big Spring Clean**

**769. Date of Next Meetings**

Monday 28<sup>th</sup> January 2019 at 6.30 p.m.

Monday 11<sup>th</sup> Feb Mainly Finance

Monday 25<sup>th</sup> Feb Mainly Planning

The Chairman thanked everyone for attending and closed the meeting at 9.35pm.

*C J Gilsean*

*11<sup>th</sup> February 2019*