



# Middleton St George Parish Council

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## **Minutes of the Meeting of the Parish Council held on Monday 15<sup>th</sup> April, 2019 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 Mrs. H. Bullock,  
Councillor L. Foggett,  
Councillor M. Robertson,  
Alan Macnab, Clerk.

**In Attendance:** Mr. E. Lazenby, Darlington Model Boat Club and Mr. W. Appleton, Wally's Angling Club.

The meeting started at 6.40 p.m.

### **876. Chairman's opening address**

The Chairman welcomed everyone to the meeting.

### **877. Public Participation Session**

The Clerk informed the meeting that no members of the public had notified him that they wished to address the Parish Council.

### **878. Apologies for absence**

Apologies for absence were received from Councillor Embleton because of work commitments and Councillors Headlam and Sansom for personal reasons.

The Meeting **agreed** to accept the apologies received.

### **879. Declarations of Interests**

No declarations of interests were made.

### **880. Minutes of the Parish Council Meeting on the 15<sup>th</sup> March, 2019**

The minutes of the Parish Council held on the 15<sup>th</sup> March, 2019 were circulated with the papers for the meeting.

Councillor Mrs. Beadle referred to Minute No. 836.1 Ward Councillors seating arrangements during Parish Council meetings and asked for this minute to be amended to read 'Councillor Beadle commented that the

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Ward Councillors because they were almost daily at the town hall were often able to get quick responses to our queries thus saving the clerk correspondence.”

The Parish Council **agreed** the minutes with Councillor Mrs. Beadle’s amendment and the Chairman signed the minutes at the end of the meeting.

**881. Requests from the Model Boat Club and the Angling Club for extensions of their leases.**

The Chairman reported that an email had been received from Mr. Lazenby of the Model Boat Club asking for an extension of the lease on the building in order to give more stability to the use of the building and pond 1 in the Water Park which was leased to his club by the Parish Council. The lease was due to expire on the 31<sup>st</sup> March, 2020 and Mr. Lazenby asked for a longer lease in order to give more stability to the use of the building.

Mr. Lazenby withdrew the Model Boat Club’s request to paint the steps from its building to pond in order to consider further the suggestions made by the Parish Council.

The Chairman also reported that a request had been received from Mr. Appleton of the Angling Club requesting that the lease on ponds 2 and 3 to his club be extended to a 7 year lease in order for the Club to access grant aid which otherwise would not be available to clubs with shorter leases.

Following a discussion, it was proposed by the Vice Chairman and seconded by Councillor Foggett and the Parish Council **agreed** that that the leases of the Model Boat Club and the Angling Club be for a 7 year period n the understanding, in respect of the Fishing Club Lease, that the Parish Council receive copies of paperwork with the Environment Agency and the funders, and that any proposals not covered in the Lease continue to be submitted for approval by the Parish Council.

**882. Incidents in the Water Park**

Mr. Appleton drew the Parish Council’s attention to incidents of disturbance where a dog which was not on a lead had chased a swan and a fire in the woods to the rear of the Water Park. All incidents must be reported to the police on 101 but they will not take action without evidence or when people are caught in the act committing a criminal act.

The Parish Council **agreed** that the Clerk will report these incidents to the village PCSO.

**883. Matters Arising**

**883.1 Traffic Accident Data**

The Chairman reported that the traffic accident data had been received. A report would be made to the next Parish Council meeting.

**883.2 Audit and Protection of Hedgerows**

The Clerk reported that following the last Parish Council meeting on the 18<sup>th</sup> March, 2019 he had written to the Head of Planning to ask if the Parish Council can be informed of all major developments in the village which involve the removal of hedgerows and trees. A reply had not been received and the Clerk will write again to the Head of Planning to ask for a reply.

**883.3 Community Centre. The Barn Fencing**

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The Clerk reported that following the last Parish Council meeting on the 18<sup>th</sup> March, 2019 he had written to the Chair of the Community Centre giving the Parish Council's concerns about the height and the obstruction of visibility at the entrance to the Water Park because of the fence. The Chair had not replied because of personal reasons but would do so.

**884 Financial Matters**

Councillor Mrs. Beadle gave the following financial report.

**884.1 Financial Report 2018-19 as at the year end on the 31<sup>st</sup> March, 2019**

**a. Parish Council Accounts**

<b>Contingency - Saver Account 1 – Barclays</b>	<b>- £21,396.74</b>
<b>Contingency - Saver Account 2 – Barclays</b>	<b>- £16,333.64</b>
<b>Reserves - Account with Darlington Credit Union</b>	<b>- £5,087.79</b>
<b>Barclaycard Expenditure March 2019:</b>	
Box of A4 Printing Paper	- £13.50
<b>Community Account:</b>	
Income	- £103,232.34
Expenditure	- <u>£ 40,793.74</u>
<b>Balance as at the 31st March, 2019</b>	<b>£ 62,438.60</b>

**b. Progress against the Budget**

The year end actual carry forward to the 2019-20 financial year was £62,438.60 which was greater than the anticipated surplus of £38,468.12 which was due to an increase of £4,310.80 in income which was the result of increased income from VAT and reimbursements, a grant and contributions which were not anticipated and a reduction of £15,909.68 due to the grounds maintenance contractor not presenting his invoices and PAYE and pensions.

**c. Bank Reconciliation**

The bank reconciliation as at the 31<sup>st</sup> March, 2019 showed that the Community Account spreadsheet balance held by the Parish Council was £62,438.60 and the Community Account balance held by the bank was £62,509.09. A difference of £70.49 which was the result of cheque numbers 200044 for £4.50. 200046 for £9.99, 200060 for £20.00 and 200063 for £36.00 not being cleared by bank.

**d. Bank Statement**

The bank statement for the Community Account on the 31<sup>st</sup> March, 2019 was presented and showed the balance in the Community Account at the bank was £62,509.09.

**884.2 Financial Report 2019-20 as at the 8<sup>th</sup> April, 2019**

**a. Parish Council Accounts**

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

<b>Contingency - Saver Account 1 – Barclays</b>	<b>- £21,396.74</b>
<b>Contingency - Saver Account 2 – Barclays</b>	<b>- £16,333.64</b>
<b>Reserves - Account with Darlington Credit Union</b>	<b>- £5,087.79</b>
<b>Barclaycard Expenditure April 2019:</b>	
Box of A4 Printing Paper	- NIL
<b>Community Account:</b>	
Income	- £108,956.46
Expenditure	- <u>£81.00</u>
<b>Balance as at the 8<sup>th</sup> April, 2019</b>	<b>£108,875.46</b>

**b. Progress against the Budget**

The anticipated income for the 2019-20 was £117,724.60 and the anticipated expenditure was expected to be £63,276.00 with a carry forward surplus balance of £54,448.60 to the 2020-21 financial year.

**c. Bank Reconciliation**

The bank reconciliation as at the 8<sup>th</sup> April, 2019 showed that the Community Account spreadsheet balance held by the Parish Council was £108,875.46 and the Community Account balance held by the bank was £108,909.95. A difference of £34.49 which was the result of cheque numbers 200044 for £4.50. 200046 for £9.99, 200060 for £20.00 and 200063 for £36.00 not being cleared by bank.

**d. Bank Statement**

The bank statement for the Community Account on the 8<sup>th</sup> April, 2019 was presented and showed the balance in the Community Account at the bank was £108,909.95.

**884.2 Payments received and payments for authorisation**

The following payments were received:

<b>Date</b>	<b>Customer</b>	<b>Amount</b>
04.04.2019	Darlington Borough Council. Precept 2019-20	£46,086.00
04.04.2019	HM Revenue and Customs VAT Repayment	£431.86
	<b>Total</b>	<b>£46,517.86</b>

The following payments were presented for approval:

<b>Date</b>	<b>Supplier</b>	<b>Amount</b>
04.04.2019	Scottish Power Gas Monthly	£81.00
07.04.2019	Scottish Power. Electricity Monthly	£25.00
15.04.2019	Darlington Borough Council. Ground Maintenance. Monthly	£433.42
15.04.2019	M. Palfreman. Former Grounds Maintenance Contractor, December 2018 to March 2019	£2,719.32

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30.04.2019	Cleaner - C. I. Wood Pay	£70.00
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Date	Supplier	Amount
30.04.2019	Litter Picker - J. D. Lynn Pay	£558.28
30.04.2019	Clerk - A. W. Macnab Pay	£654.72
	<b>Total</b>	<b>£4,541.74</b>

The Clerk reported that an invoice for £142.61 had been received from Darlington Borough Council for repairs to the external lights in the Water Park. Councillor Blacklee gave the Clerk the invoice for £557.94 from WEL Medical Limited for the defibrillator cabinet which had been received which had to be paid by the 4<sup>th</sup> May. Councillor Blacklee reported that there was no need for a qualified electrical engineer to wire up and connect the defibrillator to the electricity supply.

The Parish Council **agreed** that:

- a. The payments for April 2019 be approved with the exception of the February 2019 invoice from the former Grounds Maintenance Contractor which did not give the work he had completed during that month.
- b. The invoice for £142.61 from Darlington Borough Council for the repairs to the external lights and the invoice for £557.94 from WEL Medical Limited for the defibrillator cabinet be paid. Although the cabinet for the defibrillator cost £454, there was already £446 remaining from the benefactor, so the shortfall to be paid would be £18.95 (the balance from this plus the delivery charge of £9.95). That was the basis on which payment of £18.95 was agreed.

### **884.3 Timetable of Controls for April 2019**

The Timetable of Controls report for April 2019 was presented.

The Clerk reported that:

- a. The Councillor audit of the accounts for the periods October to December 2018 and January to March 2019 did not occur because of his absence through illness.
- b. The statement of receipts and payments under budget heading was presented to the meeting.
- c. The banking arrangements consisted of the paying in book, cheque book, electronic bank transfers and regular standing orders which were reviewed by the Councillor auditors and the internal auditor.
- d. The schedule of payments which required authorisation, the regular payments were presented to the meeting and the counterfoils of all cheques were signed at Parish Council meetings.
- e. The utility and grounds maintenance contracts would be reviewed at the Parish Council meeting on the 20<sup>th</sup> May 2019.
- f. There were no losses, liabilities or damage which could lead to claims.
- g. The new lease for the Model Boat Club was being prepared.

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

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## **884.5 Annual Governance and Accountability Return (AGAR) – Progress Report**

The Clerk reported that the AGAR form and supporting information had been completed. The internal auditor visited on the 15<sup>th</sup> April, 2019 and was given the file containing the AGAR form, spreadsheets of accounts, supporting information which would be sent with the AGAR, the Assets Register, the timesheets for the Litter Picker and Cleaner, the previous year's AGAR and the exercise of public rights notice.

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

## **885. Planning Matters**

### **885.1 New Planning Applications for consideration**

The following new planning applications were presented for the Parish Council's consideration.

**19/00158/FUL. Demolition of existing garage and erection of single store extension to side and rear, replacement of 2 No. bow windows on front elevation with bay windows at ground floor level, boundary walls to rear and improvement to external steps and patio area. 20, The Front, Middleton One Row.**

The Parish Council **agreed** to support the Historic Assets Officer's comments in her response dated 26th March 2019.

**19//00231/OUT. Outline application for the demolition of 20a, The Greenway and the erection of up to 160 dwellings, public open space, landscaping and sustainable drainage system. All matters reserved except for means of vehicular access from The Greenway. Land west of Grendon Gardens, Middleton St. George.**

The Parish Council **agreed** to strongly object to this planning application, and the letter giving the reasons for its objection, which had been drafted by the Chairman, was approved and then sent to the Borough Council.

**19/00095/FUL. Erection of single storey extensions to side and rear elevations and enlargement of existing garage to form single garage and annexe accommodation. Aingate, 56, Middleton Lane, Middleton St. George.**

The Parish Council **agreed** to make no comments on this application.

**19/00236/FUL. Conversion of integral garage into habitable accommodation and insertion of a window in the side elevation. 5, Farnborough Court, Middleton St. George.**

The Parish Council **agreed** to make no comments on this application.

**19/00296/FUL. Erection of 2 No. two bedroom bungalows and associated access and parking. Change of use from vacant land to residential. Former Garden of No. 2, Castle Close, Church Lane, Middleton St. George.**

The Parish Council **agreed** to object to this application and a letter of objection will be drafted by the Chairman giving the reasons for its objections and then sent to Darlington Borough Council. The objections were on the basis that the proposals would be out of character and context with the dwellings of the area, constitutes backland development, no requirement for this development within DBC's 5 –year housing land supply, and loss of trees and wildlife habitat.

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**885.2 Planning Appeal Update. Land to the rear of High Stell and Grendon Gardens, Middleton St. George.**

The Chairman reported that the Parish Council’s submission was sent to the Planning Inspectorate on the 1<sup>st</sup> April, 2019. A notice had also been posted on the Parish Council Website and Facebook Page giving information to residents on how to write to the Planning Inspectorate, if they wished to do so

**885.3 Middleton St. George Neighbourhood Development Plan – Update**

The Chairman reported that the public consultation period had ended on 31<sup>st</sup> March, 2019. Fiona McCall, DBC Planning Policy Officer was dealing with this, and Jo-Anne Garrick, Planning Consultant, would contact her regarding the results of the consultation. The NDP Working Group would arrange a meeting to consider the next stage.

**886. Requests for Section 137 Grants.**

The Clerk reported that a request for financial support had been received from County Durham Citizens Advice Bureau and from the Middleton St. George Gardens and Allotment Association to support the Village Show.

The Parish Council **agreed** that:

- a. The Clerk will ask County Durham Citizens Advice Bureau if its services covered Darlington or not.
- b. A Section 137 Grant be made to the Middleton St. George Gardens and Allotment Association for the Village Show.

**887. Defibrillator Update**

Councillor Blacklee reported that the installation of the defibrillator should be carried out by Parish Councillors. There was a need to inform the Parish Council’s insurers to add the defibrillator and the cabinet to the insurance policy. The Clerk will notify the insurers.

**888. Middleton St. George in Bloom - Northumbria in Bloom**

Councillor Mrs. Bullock reported that the Northumbria in Bloom judges visited the village on the 15<sup>th</sup> April and were happy with the overall standards. However comments made by the judges included the need for signage at the entrance to The Whinnies Nature Reserve, the Water Park was a far better resource than what it appeared to be, there was nothing to say what the sculptures in the Water Park were there for and how they should be used.

There was a need for the Parish Council to consider what else was needed to improve the community use of the Water Park. There was also a need for the information boards to be erected to explain the village’s rich heritage especially along the route of the former Stockton and Darlington Railway.

The Chairman informed the meeting that Groundwork were hoping that information boards could be installed on The Front at some point in the future.

Councillor Mrs. Beadle reported that the sculptures were a thematic part of the nature trail in the Water Park. Brass rubbing of the sculptures had been carried out by children from St. George’s Academy.

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The Parish Council **agreed** that signage and information boards would be a good project to work on in the next Parish Council term, working alongside the other groups (MSG in Bloom, MSG History Group, Friends of Stockton & Darlington Railway, Groundwork, Durham Wildlife Trust, etc.).

**889. Parks and Grounds**

**889.1 Water Park**

**a. Ponds Structural Survey Update**

The Clerk reported that the structural survey of the ponds had not been received but that he would ask the engineer for the survey.

**b. Drains and Gullies Update**

The Clerk reported that following the last meeting on the 18<sup>th</sup> March, 2019 he had written to the Chair of the Community Centre proposing a meeting to discuss a joint approach to solving the flooding issues. The Chair had not replied because of personal reasons but would do so.

**c. Street Lights Update**

There was nothing to report.

**d. Fire Safety in the Parish Council building**

Councillor Robertson reported that as he was not standing for re-election to the Parish Council there was a need for a Fire Safety Co-ordinator for the Parish Council building. Councillor Blacklee agreed to take on the Fire Safety Co-ordinator's responsibilities which will be confirmed at the Annual Parish Council Meeting.

**889.2 Play Area and Playing Field**

**a. Health and Safety Report**

The Vice Chairman reported that he had inspected the play area and found a crack in the floor which was not a trip hazard at present but would become one.

The Parish Council **agreed** that the Clerk will contact the Playground Officer of Darlington Borough Council to repair the crack.

**b. Flag**

Councillor Blacklee reported that the flag needed to be replaced and he would obtain a replacement. Councillor Blacklee also reported that he would remove the anti-climbing barrier on the flag pole which prevented the flag being lowered to the ground.

**889.3 The Front, Middleton One Row**

**a. Cleaning of seating on The Front Update**

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The Clerk reported that Councillor Mrs. Beadle and he met the Co-ordinator of Darlington Cares and a representative from Park Rangers on the 12<sup>th</sup> April, 2019. They will rub down the seats and restore them and plant flowers around the seats. The Co-ordinator will be sending the Clerk a price for replacing the wooden seating slats on sets where the slats were found to be rotten. A question was asked about those seats with plaques on them and whether permission was needed to remove them whilst the restoration work was taking place and to put the plaques back after the painting has been completed.

The Parish Council **agreed** that it would be difficult to trace and obtain permission from the families whose relatives are commemorated with plaques on the seats and permission is given to remove the plaques during the restoration period and to put the plaques back on the seats after the seats have been painted.

**b. Middleton One Row Heritage Views Project Update**

Councillor Mrs. Beadle reported that the Heritage Views Project would start in September 2019 after the nesting season and would be completed by the end of September 2019. Groundwork have invited Darlington Borough Council to submit a tender for the work in the context of managing the project, and a letter has also been sent by the Clerk on behalf of the Parish Council, in its capacity as initiator of the project.

**c. Report of parking on the green**

The Chairman reported that a report had been received from a resident that cars were parking on the green in front of The Devonport. The Clerk had reported the incident to the owner of The Devonport who will be taking action to ensure that cars do not park on the green in future and this was reported back to the resident.

**890. The Whinnies Nature Reserve**

There was nothing to report. Councillor Mrs. Beadle will contact Durham Wildlife Trust to ask about signage at the entrance to the nature reserve.

**891. Annual Parish Assembly**

The wording of the leaflets publicising the Annual Parish Assembly and the cost of printing the leaflets were circulated with the papers for the meeting. The Chairman asked if the Parish Council wished to go ahead with the leaflets which would be distributed to every property in the Parish.

The Chairman had written emails to Ron Hogg, the Crime and Victims Commissioner and organisations in the village inviting them to the Assembly. Responses were being received. It was suggested that Stobart's the new owners of the airport be invited to attend the Assembly.

It was reported that St Laurence's Church have offered to help us deliver the flyers, as they would be delivering their leaflets at the same time.

The Parish Council **agreed** that leaflets be produced for the Annual Parish Assembly and it will meet the printing costs.

**892. Policies and Procedures**

**892.1 General Power of Competency**

The Chairman reported that the Clerk would be obtaining information on the General Powers of Competency.

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**892.2 Website**

Councillor Foggett reported that he had been in discussions with IONOS to be the website hosts. The charges would be £1 for 6 months and then £7 per month. IONOS would take the website as it was, provide all the space the Parish Council needed and Council email addresses for Parish Councillors.

The Parish Council **agreed** that Councillor Foggett will a written quotation for the provision of the website hosting service.

**893. CCTV**

Councillor Foggett reported that he was seeking more information from a contractor for the provision of a new CCTV system.

**894. Durham Tees Valley Airport**

Councillor Robertson reported that he had attended the Airport Consultative Committee on the 3<sup>rd</sup> April, 2019 Which had received reports on the financial position of the airport, the contracts which were due to end and the management update. The transitional arrangements to the new owners and operators would take 12 to 18 months.

Councillor Robertson also reported that as he would not be seeking re-election to the Parish Council there was a need for a Parish Councillor to be the representative on the Airport Consultative Committee. The Vice Chairman indicated that he would be prepared to be the Parish Council’s representative which would be decided at the Annual Parish Council Meeting.

**895. Community Safety**

**895.1 Speed Monitoring**

Councillor Foggett reported that the speed monitor was set up near St. George’ Gate for 17 days. 36,735 vehicles used the road over the 17 day period travelling in both directions. Councillors reported speeding and rat running on Station Road. Councillor Foggett agreed to put the speed monitor up again at St. George’s Gate.

Concern was expressed about the delivery vehicles to one of the building sites on Yarm Road were accessing the sites through the village and not via the A67. Councillor Blacklee agreed to talk to the site manager about the issue. It was felt that signs were needed.

**895.2 Community Speedwatch**

Councillor Foggett reported that Durham Constabulary had borrowed the Parish Council’s Speedwatch equipment and he was waiting for it to be returned.

**895.3 Civic Enforcers**

Councillor Robertson reported that the Civic Enforcement Team had been established by Darlington Borough Council to address car parking issues, dog fouling, anti-social behaviour and fly tipping. There would be two teams of two officers who will be working 24 hours and 7 days each week and they will be based at Gladstone Street, Darlington. The team would be useful to patrol hot spots in the village such as the Water Park. He asked

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the Parish Council to form a dialogue with the team and it was suggested that they be invited to the Annual Assembly. Councillor Robertson stated that the team will be officially launched in June and he will give the contact details to the Chairman and Clerk.

**895.4 PACT Meetings**

Councillor Mrs Beadle was already attending PACT meetings, and offered to continue to do so report back to the Parish Council.

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

There were no reports from Councillors or items for future meetings.

**897. Dates of Future Parish Council Meetings**

Councillor Mrs. Beadle submitted her apologies for the next Parish Council meeting on the 29<sup>th</sup> April, 2019 because of her holiday commitments.

The Parish Council agreed the dates for future meetings as follows:

Monday 29<sup>th</sup> April, 2019. Ordinary Parish Council Meeting (Planning) at 6.30 p.m. in the Parish Council Meeting Room.

Monday 13<sup>th</sup> May 2019. Annual Meeting of the Parish Council. at 6.30 p.m. in the Parish Council Meeting Room.

Saturday 18<sup>th</sup> May, 2019. Annual Parish Assembly. 2 pm. to 4 p.m. in the Community Centre.

Monday 20<sup>th</sup> May, 2019. Ordinary Parish Council meeting (Finance and Planning) at 6.30 p.m. in the Parish Council Meeting Room.

Monday 10<sup>th</sup> June, 2019. Ordinary Parish Council Meeting (Finance and Planning) at 6.30 p.m. One of the items of business would be to consider Parish Councillor applications and to co-opt

Monday 15<sup>th</sup> July. Ordinary Parish Council Meeting (Finance)

Monday 29<sup>th</sup> July Ordinary Parish Council Meeting (Planning)

No meetings in August.

The meeting ended at 8.50 p.m.

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