



# Middleton St George Parish Council

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## Minutes of the Meeting of the Parish Council held on Monday 10<sup>th</sup> February, 2020 in the Parish Council Meeting Room

**Present:** Councillor Mrs. C. Gilsenan (Chairman),  
Councillor S. Crowther (Vice Chairman)  
Councillor H. Bullock,  
Councillor L. Foggett,  
Councillor S. l'Anson,  
Councillor M. McBride,  
Councillor W. Wilkinson,  
Alan Macnab, Clerk.

**In Attendance:** Mr. W. Appleton, Angling Club, Mr. L. Watt and 2 members of the public.

The meeting started at 6.30 p.m.

### **1224. Chairman's Opening Address**

The Chairman welcomed everyone to the meeting.

### **1225. Public Participation Session**

Mr. L. Watt addressed the Parish Council on the Climate Crisis which can be tackled at both an international and local level by individuals, the creation of woodland would add to biodiversity and carbon capture. He referred to the Woodlands Trust offer of free trees which could be planted on playing fields and open spaces. The limit for the free trees was 420. The Parish Council suggested that they could only consider land which it owned. Mr. Watt agreed to send the Clerk suggested areas in Middleton St. George Parish which would benefit from additional tree planting and if private land was involved the Parish Council can identify the landowner and the Clerk will circulate this to the Parish Council.

Mr. Watt was thanked for his presentation.

### **1226. Apologies for Absence**

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

The Parish Council **agreed** to accept the apology for absence.

### **1227. Declarations of Interests**

Councillor Foggett declared an interest in the agenda item on the Grounds Maintenance Contract as Clerk of Bishopton Parish Council and the Clerk declared an interest in the agenda item on the request for Corporate Membership of the Friends of the Stockton and Darlington Railway in his capacity as Secretary of the Friends.

### **1228. Minutes of the Parish Council Meetings on the 16<sup>th</sup> December, 2019 and the 13<sup>th</sup> January, 2020**

The minutes of the Parish Council meetings held on the 16<sup>th</sup> December 2019 and the 13<sup>th</sup> January, 2020 were

Chairman's Signature..... *C. Gilsenan* ..... Date..... *09/03/2020* .....

presented.

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

#### **1229. Parish Councillor Vacancies Update**

The Clerk reported that the 14 working day statutory notice of the vacancies for two Parish Councillors will expire on the 14<sup>th</sup> February, 2020 and he would inform the Parish Council if there had been a demand for an election or not as soon as he had received this information from the Democratic Services Officer at Darlington Borough Council.

#### **1230. Angling Club Report**

Mr. Appleton reported that the damage to the bank side of one of the ponds was most probably caused by a 4 x 4 vehicle. The Clerk reported that the incident had been reported to the police and was awaiting a report. Councillor Foggett reported that he had viewed the Parish Council's CCTV and there was no record of any vehicle entering the Water Park from the front entrance at the time of the incident. Councillor Foggett also reported that the Parish Council's CCTV system was being changed and linked with other systems in the Water Park and that he would visit the Model Boat Club building to view the Club's CCTV system to see if a vehicle can be identified.

Mr. Appleton suggested wooden posts in front of the car park to deter vehicles being driven down. The Parish Council indicated that this would have to be discussed with the Model Boat Club.

Mr. Appleton reported that signage needed to be improved especially at the western end of the Water Park where a large amount of dog faeces had been deposited and in other parts of the Water Park dog bags had been dropped on the ground near the dog bins. The Parish Council referred to the new dogs regulations which had been approved by Darlington Borough Council and which covered the Water Park. CCTV cameras were a deterrent to trying to stop dog faeces and dog bags being dropped in the Park but indicated that if a member of the public is seen either allowing their dog to defecate or drop a dog bag in the Water Park the member of the public be asked to pick up the faeces or deposit the dog bags in the bins.

The Parish Council **agreed** that there was a need for better signage and asked the Clerk to obtain prices for 'no dogs' signs.

#### **1231. Complaint against a Parish Council Member. Decision Notice**

The Parish Council received the decision notice giving the outcome of a complaint against a Parish Councillor by a member of the public.

The Parish Council **agreed** to acknowledge receipt of the decision notice and to note its contents.

#### **1232. Financial Matters**

##### **1232.1 Financial Report as at the 4<sup>th</sup> February, 2020**

The Clerk gave the financial report as at the 4<sup>th</sup> February, 2020. The report gave the reasons for the Contingency Accounts and the reserves,

Chairman's Signature..... *CJ Gibson* ..... Date..... *09/03/2020* .....

**a. Parish Council Accounts**

Contingency - Saver Account 1 – Barclays	- £21,439.53
Contingency - Saver Account 2 – Barclays	- £16,366.31
Reserves - Account with Darlington Credit Union	- £5,095.42
<b>Barclaycard Expenditure January 2020</b>	
25.01.2020 Barriers Direct. Mirror	- £65.94
<b>Community Account:</b>	
Income	- £134,002.83
Expenditure	- £ 45,544.49
<b>Balance as at the 4<sup>th</sup> February, 2020</b>	<b>£ 88,458.34</b>

**b. Progress against the Budget**

The anticipated income for the 2019-20 at the end of the financial year was £137,833.88 and the anticipated expenditure was expected to be £76,921.30 with a carry forward surplus balance of £60,912.58 to the 2020-21 financial year.

**c. Bank Reconciliation**

The bank reconciliation as at the 4<sup>th</sup> February 2020 showed that the Community Account spreadsheet balance held by the Parish Council was £88,458.34 and the Community Account balance held by the bank was £88,597.83. A difference of £139.49 which was because cheque numbers 200044 for £4.50, 200046 for £9.99 and 200077 for £125.00 not being cleared by bank.

The Parish Council agreed that the Clerk will ask the recipient of cheque numbers 200044 and 200046 to present them for payment as soon as possible.

**d. Accounts Spreadsheet and Bank Statement**

The Spreadsheet of all the accounts including the transactions in the Community Account and the bank statement for the period from the 1<sup>st</sup> to the 31<sup>st</sup> January, 2020 were presented. The bank statement showed the balance in the Community Account at the bank on the 31<sup>st</sup> January, 2020 was £88,597.83.

**1232.2 Payments received and payments for approval**

**a. Payments In:**

Date	Customer	Amount
17.01.2020	HM Revenue and Customs. VAT Repayment 01.10.2019 to 31.12.2019	£35.14

**b. Payments for approval:**

Date	Supplier	Amount
07.02.2020	Scottish Power. Electricity Monthly	£3.00
13.01.2020	Darlington Borough Council. Grounds Maintenance Contract. February 2020	£579.00
13.02.2020	Scottish Power. Gas Monthly	£30.00
10.02.2020	HM Revenue and Customs. Clerk's PAYE February 2020	£163.68

Chairman's Signature..... *CJ Gbana* ..... Date..... *09/03/2020* .....

Date	Supplier	Amount
10.02.2020	Barclaycard Commercial. Jewsons Drain cover £12.80, MSG Post Office 12 first class stamps £8.40 and CDS Darlington lap to charger £20.00	£41.20
10.02.2020	Jo-Anne Garrick Ltd. NDP Professional Services	£1,500.00
10.02.2020	TT Elec Mech. Darlington. PAT Testing	£84.00
23.02.2020	BT Hub Monthly	£40.49
28.02.2020	Cleaner - C. I. Wood Pay	£70.00
28.02.2020	Litter Picker - J. D. Lynn Pay	£530.37
28.02.2020	Clerk - A. W. Macnab Pay	£654.72
28.02.2020	NEST Employer's Pension Contribution – J. D. Lynn	£39.08
	<b>Total</b>	<b>£3,258.54</b>

The Parish Council **agreed** that the payments for February 2020 be made.

### 1232.3 Timetable of Controls for February 2020

The Timetable of Controls report for February 2020 was presented.

The Clerk reported that:

- a. The Parish Council received a statement of receipts and payments to date under each budget heading with actual and planned expenditure in the form of the Progress against the Budget Statement at the meeting.
- b. A schedule of payments which required authorisation was included in the agenda for the meeting.
- c. The list of regular payments was included in the schedule of payments as part of the agenda for the Parish Council meeting.
- d. Counterfoils of cheques will be signed at the meeting.
- e. There were no losses, liabilities or damage which could lead to claims.

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

### 1232.4 Councillor audit of the Accounts from the 1<sup>st</sup> April to the 31<sup>st</sup> December, 2019

Councillor Foggett reported that he had carried out the audit of the accounts for the period 1<sup>st</sup> April to the 31<sup>st</sup> December 2019 and found everything was in good order and there were no issues which should be brought to the Parish Council's attention.

### 1232.5 Risk Management Policy and Risk Assessments. Review

The Chairman reported that the Risk Management Policy and Risk Assessments had been deferred from the Parish Council meeting on the 13<sup>th</sup> January 2020.

The draft amendments to the Policy and Risk Assessments were circulated to the Parish Council with the papers for the meeting.

The Parish Council **agreed** the amendments to the Policy and Risk Assessments.

### 1233. Workplace Pension Report

The Clerk reported that he had met the Joint Secretary of the County Durham Association of Local Councils at

Chairman's Signature..... *C. J. Gibson* ..... Date..... *09/03/2020* .....

County Hall, Durham on the 20<sup>th</sup> January, 2020 for guidance on pensions enrolment and to set up the pension payments. The Joint Secretary had experience of enrolling employees with the NEST Pensions Scheme.

The Joint Secretary set up the on line enrolment of the Litter Picker with NEST and the employer's and employee's payment details.

A bank mandate form was sent by NEST and signed by the Chairman of the Parish Council and the Clerk and sent back to NEST on the 29<sup>th</sup> January, 2020 to arrange for payments to have started on the 31<sup>st</sup> January, 2020. NEST confirmed the receipt of the bank mandate which was proceeding.

The payments which have been arranged are £22.33 per month employer's pension contribution and £27.91 per month employee's pension contribution. The payments are based on the Litter Picker's pay which is the National Minimum Wage.

The Joint Secretary calculated that the Litter Picker should have been enrolled into the pension scheme on the 1<sup>st</sup> August 2016 and there would be a need for the Parish Council to agree the backdating arrangements for which there would be two options.

The Clerk's report gave the following options:

Option 1. Based on the Litter Picker's Gross monthly pay which is £558.28, the employer's contribution and employee's contributions based on the Litter Picker's gross pay based on Total Earnings. . If this option was selected the cost of backdating the employer's and employee's pensions contributions to the automatic enrolment date of the 1<sup>st</sup> August 2016 will be £1,186.80.

Option 2. Based on the Litter Picker's Qualifying Earnings. Qualifying Earnings were defined as pension payments part of which were the earnings threshold for automatic enrolment for taxation purposes. If this option was selected the cost of backdating the employer's and employee's pensions contributions to the 1<sup>st</sup> August, 2016 will be £60.08.

Following a discussion, the Parish Council **agreed** that Option 1 be selected and the employer's and employee's pension contributions be backdated to the 1<sup>st</sup> August 2016 and a payment of £1,186.80 be made to the NEST Pension Scheme.

#### **1234. Internet Connection Prices**

The Parish Council agreed to defer this item to the Parish Council meeting on the 9<sup>th</sup> March, 2020.

#### **1235. Planning Matters**

##### **1235.1 Deferred Planning Application**

The following planning application was deferred from the last Parish Council meeting on the 27<sup>th</sup> January, 2020.

20/00024/FUL. Erection of 2 No. industrial units with associated parking and hard standing, Tower House, Teesside Airport.

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

##### **1235.2 New Planning Application**

The following planning application was submitted for consideration by the Parish Council.

Chairman's Signature.....*C.J. Ghera*..... Date.....*09/03/2020*.....

19/01139/FUL. Demolition of existing garage and erection of single storey extension to side with new entrance with pitch roof canopy, replacement of 2 No. bow windows with bay windows to front elevation, replacement of existing entrance door with window at ground floor level, boundary walls to rear and improvement of external steps and patio area and demolition of existing two storey rear extension and replace with enlarged two storey flat roof extension (resubmission), 20, The Front, Middleton One Row.

The Parish Council **agreed** that this planning application be deferred to the next meeting on the 24<sup>th</sup> February, 2020 to determine if there are any objections.

### **1236. Neighbourhood Development Plan (NDP) Update**

The Chairman reported that the Design Codes Workshop was held on the 29<sup>th</sup> January, 2020 and Jo-Anne Garrick was drafting the Plan and the policies within it.

### **1237. Stockton and Darlington Railway Heritage and Platform 1 Public House**

#### **1237.1 Railway Heritage Working Group**

The Chairman reported that Mrs. Crowther was seeking grant aid to restore the Waiting Shed Wall. The next meeting of the Working Group will be held in March 2020

#### **1237.2 Asset of Community Value and Statement of Significance for Platform 1 Public House**

The Chairman reported that when the Asset of Community Value application for Platform 1 was submitted to Darlington Borough Council a request was made for the minutes of the Parish Council meeting which agreed to submit the application. The Clerk responded that the minutes had not been written at that time but gave the Borough Council a statement which indicated that the application had been approved by the Parish Council on the 27<sup>th</sup> January 2020. This statement was accepted by the Borough Council.

The Chairman also reported that the Trustees of the Friends of the Stockton and Darlington Railway had agreed to pay £500 which was half the cost of the Statement of Significance for Platform 1. The Parish Council had agreed to pay £500 for the Statement at its meeting on the 13<sup>th</sup> January, 2020 (Minute No. 1193 refers).

### **1238. Request for Corporate Membership of the Friends of the Stockton and Darlington Railway**

The Chairman referred to an email from the Membership Secretary of the Friends asking if the Parish Council will consider becoming a Corporate Member. The Corporate Membership fee was £50 per year.

Following a discussion, the Parish Council **agreed** to become a Corporate Member of the Friends of the Stockton and Darlington Railway and to pay the £50 membership fee.

### **1239. Street Naming**


The Clerk reported that Darlington Borough Council had asked for the Parish Council's views on the naming of the streets on the estate to the rear of The Greenway, Middleton St. George.

The Parish Council **agreed** that the Clerk will ask Darlington Borough Council to ask the Grendon Gardens Residents Panel for their views on the names suggested.

### **1240. Other Matters**

#### **1241. Parking and Road Safety in the centre of Middleton St. George**

The Clerk reported that he had still not had a reply from the Highways Officer concerning the issues raised by

Chairman's Signature.....  ..... Date..... 09/03/2020 .....

the Chairman and Vice Chairman at their meeting with the Highways Officer in August 2019 and the road safety and parking concerns which were raised by the Grendon Gardens Residents Panel.

The Parish Council **agreed** that the Clerk will write again to the Highways Officer asking for a reply.

#### 1242. Potholes

Councillor McBride reported that there was a large pothole outside the Country Harvest store in Middleton Lane It was also reported that area of road near start of path alongside the playing field which always has a massive puddle when it rains heavily

The Clerk reported that the potholes were reported to the Highways Officer who is arranging for a survey to be carried out to repair them.

#### 1243. Grounds Maintenance Contract 2020 to 2023

The Parish Council was informed that two quotations had been received for the Grounds Maintenance Contract for 2020 to 2023 and the quotations were presented to the meeting. The Parish Council also received the specification for the contract.

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

- a. The quotation of £5,366 (including VAT) with a 3% increase each year from Darlington Borough Council for the Grounds Maintenance Contract from 2020 to 2023 be accepted.
- b. The Clerk will Inform Darlington Borough Council that its quotation was accepted and an agreement be drawn up with Darlington Borough Council and the company which also quoted for the contract but was unsuccessful be informed.
- c. The Clerk will arrange a meeting with Darlington Borough Council in March 2020 to give details of how the contract will be carried out. The meeting will be attended by the Chairman, Councillor Foggett and the Clerk.

#### 1244. Community Projects

Councillor Bullock reported that one of the projects was improved car parks in the Water Park and the Community Centre and there was a need for plans to be drawn up and prices obtained for this which would give to dovetail with any proposals for the MUGA. A site meeting in the MUGA was arranged for the 25<sup>th</sup> February ~~but the Chairman could not attend.~~ C J G

The Parish Council **agreed**:

- a. To Councillor Bullock continuing to obtain quotations for the car park.
- b. The Chairman, Vice Chairman and Councillor Bullock to continue to research other areas
- c. ~~Another~~ site meeting for the MUGA be arranged and the meeting be attended by the Chairman, ~~Vice Chairman~~ and Councillor Bullock. C J G

#### 1245. Parish Council Meeting Room and Storage

Councillor Bullock reported she had obtained two prices for a new 35cm table for the Meeting Room which was narrower than the existing table. The Community Centre had surplus chairs which could be used to replace the existing chairs in the room.

Storage would consist of a fitted cupboard and shelving for which a quotation had been obtained.

Chairman's Signature..... *C J Gilman* ..... Date..... *09/03/2020* .....

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

- a. To keep the existing chairs in the Meeting Room.
- b. That a new table top be purchased utilising the existing table legs at a cost of £150 + VAT.
- c. That the quotation of £484 + VAT for fitted cupboards and shelving be erected in the Meeting Room be accepted.

**1246. Parish Council Building Gully**

The Parish Council **agreed** that the quotation of £350 from Diamond Drainage for the repair to the gully at the side of the Parish Council building be accepted.

**1247. Parks and Grounds**

**1247.1 Water Park**

**a. Reservoir Bank Side Work**

The minutes of the Reservoirs Group meeting on the 3<sup>rd</sup> February, 2020 were submitted with the papers for the meeting. The meeting recommended to the Parish Council that:

- i. The clearance of the southern bank side of the reservoirs be carried out as an immediate priority. The Parish Council to pay for the work from its reserves which have been set aside in case of major structural repairs. It was considered that the work would come under this category, as well as from the budget category for Water Park maintenance, and from other Parish Council funds. Once the Vice Chairman has clarified the quotes and specifications with the two companies, it will be recommended the Parish Council decide upon which company to carry out the work.
- ii. The work to be carried out on the southern bank side of the reservoirs will be the clearance of all vegetation on the bank side, the removal of the hedge at the foot of the bank side, the pollarding of the trees on the bank side and the grass re-seeding of the bank side.
- iii. A decision on the bathymetric survey quotes can be taken subsequently, together with registration of the reservoirs under the Reservoirs Act as recommended by the Structural Engineer.
- iv. As the Parish Council hopes to meet with the Head of Planning at Darlington Borough Council to discuss the type of projects in the village which can and cannot be funded from Section 106, any questions regarding possible funding for the Water Park could be raised during such a meeting.

The Parish Council received three quotations for the work of clearing the southern bank side and re-seeding. The Vice Chairman reported that he would be meeting one of the contractors who quoted for the work to clarify the boundary issues,

Following a discussion, the Parish Council **agreed** that the Vice Chairman will make a recommendation to it on the contractor who will be asked to carry out the bank side work following his meeting with the contractor.

**b. Mirror for the entrance to the Water Park**

The Clerk reported that the mirror had been received and it would be erected by one of the Parish Councillors.

Chairman's Signature..... *C. J. Gilbert* ..... Date..... *09/03/2020* .....



**c. Water Park Entrance Sign**

It was reported that the entrance sign had fallen over. The Clerk was asked to contact Councillor Blacklee to ask him to telephone Councillor Foggett who has wooded posts which can be used when the sign is re-erected.

**d. No Horses Sign**

The Chairman reported that horses were seen in the Water Park despite a notice at the entrance stating that horses were not permitted to enter the Water Park but there was no sign at the other end of the Water Park which can be accessed.

The Parish Council agreed that a 'No Horses' sign be erected at the far end of the Water Park and the Vice Chairman will identify the exact location for the sign.

**e. Parish Council Gazebo**

The Parish Council were informed by the Community Centre that it stored a gazebo which the Parish Council owned.

Following a discussion, the Parish Council agreed that the ownership of the gazebo be passed to the Community Centre on the understanding that it may be borrowed by the Parish Council if it is needed.

**f. Painting the step to the entrance to the Parish Council building**

Councillor Bullock reported that the painting of the step was in hand and would be carried out when the weather improves.

**1247.2 Play Area and Playing Field**

**a. Health and Safety Report**

The Vice Chairman reported that he had carried out the health and safety inspection and no issues were found which would cause concern.

**1247.3 The Front, Middleton One Row**

**a. Woodland Management Project Update**

The Parish Council agreed to defer the update to the next meeting on the 24<sup>th</sup> February 2020.

**b. Work on Parish Council land to the rear of 38, The Front, Middleton One Row. Update**

The Clerk reported that the suggested arborist had not responded to his request for a quotation for carrying out the survey work to support the planning application but that he had written to six other arborists for quotations for the work and was awaiting their replies. He will bring the quotations received to the next meeting on the 24<sup>th</sup> February 2020.

**c. Sculpture**

The Chairman reported that the design of sculpture was progressing. The design would include a fish and the place where it will be erected had been agreed.

**1248. Policies and Procedures**

**1248.1 Representation on Outside Bodies Policy**

Chairman's Signature..... *CJ Gibson* ..... Date..... *09/03/2020* .....

The draft policy was circulated with the papers for the meeting.

The Parish Council **agreed** the Representation on Outside Bodies Policy

#### **1248.2 Operation London Bridge**

The draft policy was circulated with the papers for the meeting.

The Parish Council **agreed** the Operation London Bridge Policy and asked that it be shared with St. Laurence's Church.

#### **1249. CCTV and Website**

##### **1249.1 CCTV**

Councillor Foggett reported that 4 quotations had been received for the replacement CCTV system.

The quotations were examined by the Parish Council and it was **agreed** that the quotation of £1,490 from Sound and Vision be accepted.

##### **1249.2 Website**

Councillor Foggett reported that the website had been updated with the inserts supplied by the Clerk. The new website was still not working but he was trying to rectify the faults.

#### **1250. Community Safety**

##### **1250.1 Speed Monitor**

Councillor Foggett reported that the speed monitor had been examined by an electrical engineer. Solar panels had been placed on the top of the speed monitor but it was in a fixed position. The cost was £50 per panel plus £80 for the work to fit the solar panels.

##### **1250.2 Community Speed Watch**

Councillor Foggett reported that he was still waiting for the new body cams.

#### **1251. Teesside International Airport Consultative Committee**

The Vice Chairman stated that there was nothing to report and the next meeting would be held in March.

#### **1252. VE Day Commemorations 8<sup>th</sup> May, 2020**

The Parish Council received a request from the organisers asking for a donation towards the cost of the Commemorations.

The Parish Council **agreed** that the Clerk will write to the organisers to ask if the costs given in their letter was the total costs of the event and if other organisations were contributing to the costs.

#### **1253. Report from Darlington Association of Parish Councils (DAPC) Meeting**

The Chairman's report on the meeting of Darlington Association of Parish Councils on the 29<sup>th</sup> January 22 was tabled for the information of the Parish Council.

Chairman's Signature..... *C J Gibson* ..... Date..... *09/03/2020* .....

**1254. Councillors Reports and Items for Future Meetings.**

No reports and items for future meetings was submitted.

**1255. Date of Next Meeting**

Monday 24<sup>th</sup> February 220 at 6.30 p.m. Planning Matters.

The meeting ended at 9 p.m.

Chairman's Signature.....*C J Gibena*..... Date.....*09/03/2020*.....