



# Middleton St George Parish Council

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

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From: Alan Macnab, Clerk to the Parish Council

To: Members of the Middleton St. George Parish Council

You are hereby summoned to attend a meeting of Middleton St. George Parish Council at the in the Parish Council Office on **Monday 11<sup>th</sup> September, 2017 at 6.30 p.m. in the Parish Meeting Room** for the transaction of the following business.

Members of the Public are invited and may address the Council at the discretion of the Council.

## AGENDA

1. Parish Councillor Vacancies. Co-option to one vacancy and election arrangements for the two vacancies.
2. Chairman's opening address.
3. Apologies for absence.
4. Declarations of interest.
5. Minutes of the Parish Council meeting held on the 10<sup>th</sup> July, 2017 and the Extraordinary Meeting of the Parish Council on the 14<sup>th</sup> August, 2017.
6. Matters arising.
  - a. Update on the move of Felix House Surgery.
  - b. Village emblem.
  - c. Sadberge Road allotments.
  - d. Staff pensions.
7. Planning Matters. (Cllr Catherine Gilsean). Notes of the meeting held on the 6<sup>th</sup> September, 2017.
  - a. Planning applications received. (See Annex A).
  - b. Lancaster House, Durham Tees Valley Airport.
  - c. Middleton St. George Master Plan.
  - d. Proposed Church Centre.
  - e. Other matters to report.
8. Financial Matters (Cllr Maggie Beadle). Notes of the meeting held on the 4<sup>th</sup> September, 2017.
  - a. 2017-18 Financial Statement, Progress against the Budget, Bank Reconciliation and Bank Statement as at the 4<sup>th</sup> September, 2017.
  - b. Payments received and outstanding. (See Annex A.)
  - c. Payments for approval. (See Annex A.)
  - d. Outcome of the External Audit of Accounts 2016-17 by BDO LLP.
  - e. Timetable of Controls – September 2017 (report enclosed). Review of Fees and Charges, Losses, Liabilities and Damage to Council Property, Review of Financial Regulations and Finance Committee Terms of Reference (Financial Regulations and Committee Terms of Reference enclosed)

- f. Review of the Assets Register (enclosed).
  - g. Annual Governance Statement – Compliance Statement 2017-18 (report enclosed)
  - h. Risk Management Policy and Risk Register
  - i. Finance and Transparency Compliance Report (report enclosed).
9. Draft 2017-18 and 2018-19 Budgets (enclosed).
10. Parks and Grounds. Notes of the meeting held on the 19<sup>th</sup> July, 2017
- a. Water Park.
  - b. Playground and Playing Field – Health and Safety, RoSPA report, Maintenance Issues and Football Pitch and Goalposts.
  - c. Seating and Trees on The Front.
  - d. Christmas Tree.
  - e. Future Projects.
11. The Whinnies Nature Reserve.
12. Standards. (Cllr Catherine Gilsenan).  
Health and Safety Procedures.
13. Review of Committees.
14. Speed monitoring. (Councillor M. Wilson).
15. Representative to the Durham Association of Local Councils AGM on Saturday 21<sup>st</sup> October, 2017 at 10 a.m. at County Hall, Durham.
16. Date of next meeting.  
Monday 9<sup>th</sup> October, 2017.

Alan Macnab  
Clerk to Middleton St. George Parish Council

**ANNEX A**

**PLANNING APPLICATIONS**

| Reference No | Location  | Proposal  |
|--------------|---|---|
| 17/00788/FUL | Thorntree Gatehouse, Thorntree Villas, Middleton St. George.                      | Erection of single storey rear extension and the addition of a ground floor side facing window.   |
| 17/00774/FUL | Land Adjoining Technology House, Durham Tees Valley Airport, Middleton St. George | Variation of condition 2 (Approved Plans) attached to planning permission 17/00049/FUL dated 14 June 2017 for the erection of 5 light industrial/storage units and offices including demolition of existing sub-station and re-routing of cables to main existing sub-station (Additional Phase 1 Desktop Study received 3rd May 2017) - to permit an increase in size of unit 5. |

**FINANCIAL**

**Payments In:**

| Date       | Customer  | Amount           |
|------------|---|------------------|
| 07.07.2017 | HM Revenue and Customs. VAT Repayment                     | £2,195.99        |
| 21.07.2017 | Southern Electricity. Reimbursement of overpayment        | £237.64          |
| 01.08.2017 | Darlington & District Model Boat Club. Electricity Charge | £37.11           |
|            | <b>Total</b>  | <b>£2,470.74</b> |

**Payments Outstanding:**

| Date       | Supplier  | Amount         |
|------------|---|----------------|
| 02.08.2017 | BDO LLP External Audit                                | £396.00        |
| 29.08.2017 | County Durham Association of Local Councils. Training | £54.00         |
|            | <b>Total</b>  | <b>£450.00</b> |

**Payments for Approval:**

**Retrospective Approvals:**

| Date       | Supplier   | Amount           |
|------------|--|------------------|
| 02.08.2017 | M. Palfreman. Grounds Maintenance June and July 2017 | £1,332.82        |
| 14.08.2017 | Scottish Power - Gas Monthly                         | £55.00           |
| 16.08.2017 | Barclaycard Commercial. Payment made                 | £31.00           |
| 23.08.2017 | BT Hub Monthly                                       | £35.99           |
| 31.08.2017 | Cleaner - C. I. Wood Pay                             | £70.00           |
| 31.08.2017 | Litter Picker - J. D. Lynn                           | £510.00          |
| 31.08.2017 | Clerk - A. W. Macnab                                 | £559.80          |
|            | <b>Total</b>   | <b>£2,594.61</b> |

**Payments:**

| Date       | Supplier  | Amount  |
|------------|---|---------|
| 11.09.2017 | M. Palfreman. Grounds Maintenance August 2017         | £666.41 |
| 11.09.2017 | County Durham Association of Local Councils           | £54.00  |
| 11.09.2017 | BDO LLP External Audit                                | £396.00 |
| 11.09.2017 | Royal British Legion. Remembrance Sunday Wreath       | £12.00  |
| 11.09.2017 | HM Revenue and Customs. Clerk's PAYE May to July 2017 | £419.40 |

| <b>Date</b> | <b>Supplier</b>                      | <b>Amount</b>    |
|-------------|--------------------------------------|------------------|
| 14.09.2017  | Scottish Power - Gas Monthly         | £55.00           |
| 16.09.2017  | Barclaycard Commercial. Payment made | £34.35           |
| 23.09.2017  | BT Hub Monthly                       | £35.99           |
| 31.09.2017  | Cleaner - C. I. Wood Pay             | £70.00           |
| 31.09.2017  | Litter Picker - J. D. Lynn           | £510.00          |
| 31.09.2017  | Clerk - A. W. Macnab                 | £559.80          |
|             | <b>TOTAL</b>                         | <b>£2,809.60</b> |

### Summary

Community Account as at the 4<sup>th</sup> September, 2017

| <b>Income</b>         |                   | <b>Outgoing:</b>  | <b>Balance:</b>   |
|-----------------------|-------------------|-------------------|-------------------|
| Carried forward       | £36,424.91        |                   |                   |
| Precept               | £45,182.00        |                   |                   |
| VAT Refund            | £2,765.65         |                   |                   |
| Rent and Electricity: |                   |                   |                   |
| Model Boat Club       | £917.71           |                   |                   |
| Projects Section 106  | £4,553.64         |                   |                   |
| Reimbursement         |                   |                   |                   |
| - Electricity         | £237.64           |                   |                   |
| <b>Total</b>          | <b>£90,081.55</b> | <b>£29,176.84</b> | <b>£60,904.71</b> |