



# Middleton St George Parish Council

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## **Minutes of the ordinary meeting of the Parish Council held at 6.30pm on Monday 10<sup>th</sup> October, 2016 in the Parish Council office.**

**Present:** Councillor C. Pease (Chairman)  
Councillor Mrs. E Robertson (Vice Chairman)  
Councillor Mrs. C. Gilsenan,  
Councillor A. Hill,  
Councillor Mrs. M Beadle  
Councillor C Everett  
Councillor Mrs. V Greenwell  
Councillor M Robertson  
Councillor M Wilson  
Councillor S. Crowther  
Alan Macnab, Clerk

**In attendance:** Councillor D. Dodwell, Chairman of the Darlington Association of Parish Councils.  
4 members of the public.

### **78. Welcome from the Chairman**

The Chairman welcomed everyone to the meeting. He informed councillors of the need to respond to emails if they are an action addressee in order to be able to conduct business between monthly meetings. . However, if they are addressed as 'cc' or 'For Info' is in the title or beginning of text then they do not have to respond unless they have something to add. Also, to keep email at a manageable level, think about the address list and do not automatically reply all to everything.

### **79. Apologies for absence**

Apologies for absence were received Councillor B. Jones, Councillor Mrs. D. Jones and Councillor S. York.

### **80. Declarations of Interests**

No declarations of interests were made.

### **81. Minutes of the last Parish Council meeting held on the 12<sup>th</sup> September, 2016**

The minutes of the last meeting held on the 12<sup>th</sup> September, 2016 were presented. The Parish

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

Council **agreed** that they were a true record of the proceedings. The Chairman signed the minutes.

## **82. Matters Arising**

### **a. Maintenance Issues**

The Chairman reported that the Low Dinsdale sign in the play area has been removed and one post was used to hang the dog bin. The Parish Council now has the key for the goal posts.

### **b. Review of utility costs**

The Clerk reported that the review was on going. He had determined the tariffs paid and was calculating the amounts on an annual basis to compare the payments with other utility companies.

### **c. War Memorial**

The Clerk reported that a response on the ownership and maintenance of the war memorial had been received from St. Laurence's Church Parochial Church Council. Research indicates that it is the Parish Council who is responsible for the repair and maintenance of the War Memorial as it is owned by the residents of the village. It was paid for by public subscription in 1922 and repaired, again by public subscription in 1997. The Parish Council **agreed** to:

- i. accept responsibility for the repair and maintenance of the war memorial; and
- ii. the Clerk applying for grant aid to repair the war memorial.

### **d. Garden of Remembrance**

The Clerk reported that a letter had been received from the Secretary of St. Laurence's Church Parochial Church Council.

The Parochial Church Council is in discussion with the Church Commissioners and the new owner about the positioning and best type of path leading to the Garden. As this will have to be as accessible as possible for people with mobility difficulties the Parochial Church Council needed to make sure it meets their needs while not encroaching on land that belongs to the new owner of the building. The Clerk will keep the Parish Council apprised of progress.

## **83. Northumbria in Bloom Update.**

Mrs. Porter presented a report on the Village Northumbria in Bloom entry. She gave the history of the entries which culminated in the Gold Award in 2015 and Silver Gilt Award in 2016. Mrs. Porter reported that the Allotment Association, Mr. Short's garden, and Middleton Hall Retirement Village were awarded Gold and 12 Central was awarded Silver. Middleton Hall Retirement Village also won their category also in 2016.

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Mrs. Porter gave details of the tubs, containers and baskets which the Group holds, the judging and the Group's balance sheet.

Mrs. Porter asked if further efforts could be made to put planters and seating on Dinsdale Bridge.

Mrs. Porter presented the Silver Gilt Award to the Parish Council.

The Parish Council **agreed** to continue to support the work of Village's Northumbria in Bloom Group and thanked Mrs. Porter for her report.

#### **84. Water Park and Ground Maintenance**

Councillor M. Robertson reported on the following matters:

##### **a. Maintenance Plan Update.**

A request had been made to Darlington Borough Council for larger bins for the Water Park. Arrangements needed to be made to install the barrier post at the top of the grass ramp in the Water Park.

##### **b. Fishing Club Progress**

The Chairman of the Parish Council reported that he had not received any further proposals from the Fishing Club about using the Water Park for organised fishing. Mr. Osbourne was away until Christmas. He had visited the Model Boat Club who have equipment and a boat for cleaning the ponds. There was a need for a meeting with representatives from the fishing club, the Model Boat Club and the Community Centre to draw up plans for the future of the Water Park.

The Parish Council **agreed**:

- i. to the Chairman of the Parish Council inviting representatives of the organisations based in the Water Park to a meeting of the Water Park and Ground Maintenance Committee and for Councillor M. Robertson to establish a date for the meeting.
- ii. The agreed allocation to the Fishing Club of £440 for equipment to clean the ponds be held in abeyance until the equipment which the Model Boat Club is trialed.

#### **85. Planning Matters**

Councillor Mrs. Gilsean reported that a meeting of the Planning Committee had been held on the 5<sup>th</sup> October, 2016 and gave details of the decisions taken.

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

**a. Planning applications received.**

The following planning applications were considered and decisions taken by the Planning Committee.

16/00904/ADV. Residential development land at Sadberge Road, Middleton St. George. Display for non-illuminated development boards, fascia sign and 4 No flagpoles.

The Committee **agreed** that no comment be made on this application.

16/00922/FUL. Mown Meadow, 64, Middleton Lane, Middleton St. George. Variation of condition 3 (approved plans) of planning permission 07/0225/FUL dated 30/01/2008 for the conversion of existing dwelling to 4 No. apartments and erection of 3 No. townhouses in three storey form, car parking and ancillary works to permit erection of 2 No. detached houses with attached garages and garden rooms instead of 3 No. townhouses and parking area to front for 2 cars.

The Committee **agreed** that this application be regarded as a new application, not a variation to an existing application, since the previous application has lapsed and because this variation includes newly proposed extensions. We also have reason to believe that there are archeological artifacts on the land (a doorway arch from a monastery or priory from Neasham)

Application Reference No. 16/00861/LBC - Listed Building Consent to replace 5 No. existing windows with double glazed, hardwood vertical sash windows on the front elevation at South View, 13, The Front, Middleton One Row.

The Committee **agreed** that no comment be made on this application.

**b. Darlington Local Plan 2016-2036 Draft Sustainability Appraisal Scoping Report**

The Chairman of the Parish Council had submitted a response to the consultation on the Draft Sustainability Appraisal Report which had previously been circulated to Parish Councillors for comment.

**c. Neighbourhood Planning Bill. Response from the Parish Council**

Councillor Mrs. Gilsean reported that a response had been submitted to the National Association of Local Councils on the Neighbourhood Planning Bill

**d. New Planning Applications**

The Chairman of the Parish Council informed the Parish Council that the following planning applications had been received:

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

16/00578/OUT. Outline application for residential development for up to 350 dwellings and local services centre (Class A1 top A5, D, D1, C2 and Sui Generis (Vehicle Showroom) together with associated access, car parking open space and landscaping with all matters reserved (Amended Noise Assessment and Flood Risk Assessment received 6th September 2016 and 27th September, 2016) on Land to the East of Oak Tree Farm, Durham Tees Valley Airport, Yarm Road, Oak Tree, Middleton St. George.

16/00972/FUL. Residential development comprising 27 No dwellings (Revised Application). Field at OSGR E434495 N513028, Middleton Lane, Middleton St. George.

16/00976/OUT. Outline Application for the demolition Of Existing Buildings and the erection of up to 226 Residential Dwellings (Use Class C3), Primary School (Use Class D1) And Associated Access, Landscaping and Engineering Works with Details of Appearance, Layout on land to the west and south of Station Road Station Road Middleton St. George.

The deadline for submitting comments on these applications was the 27<sup>th</sup> and 28<sup>th</sup> October, 2016. The Parish Council view was that public consultation must be carried out on the applications and it could not be carried out within the timescale set by Darlington Borough Council and there had to be an extension granted to enable public consultation to take place and for the Parish Council to formulate its response based on the public consultation.

The Parish Council **agreed** that:

- i. The Clerk will ask Darlington Borough Council for an extension of the deadline date for submitting comments on the three applications to the 9<sup>th</sup> November, 2016.
- ii. A public consultation meeting be held on Saturday 22<sup>nd</sup> October, 2016 at 10 a.m. in either the Cricket Club or the Community Centre.
- iii. Publicity for the public meeting should be through the Northern Echo, BBC Radio Tees and the local television news programmes. Notices of the meeting should be affixed to all entry and exit points in the Parish and in the three noticeboards.
- iv. An extraordinary meeting of the Parish Council be held during the week immediately following the public consultation meeting to draw up the Parish Council's responses to the three applications.

## **86. Financial Matters**

Councillor Mrs. Beadle reported that a meeting of the Finance Committee had been held on the 4<sup>th</sup> October, 2016 and gave details of the decisions taken.

### **a. BDO Report**

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

The Chairman of the Parish Council advised that the BDO certificate for 2015/16 had finally been received. Also that he had invited the internal auditor to carry out an interim audit of accounts to assess our progress in early December 2016, as previously agreed.

**b. Budget Review**

The budget review for 2016-17 had been carried out at the last Finance Committee meeting.

Internet banking was being set up with Barclays Bank and cards and pin numbers for the Chairman of the Parish Council and the Chair of the Finance Committee to authorise payments to employees was awaited.

The Chairman of the Parish Council proposed that the limit on the Barclaycard to be increased from £200 to £500 to cover purchases. The motion was seconded by Councillor M. Robertson.

**c. Financial Statement, Progress against the Budget and Bank Reconciliation**

**i. Financial Statement**

The Clerk submitted the financial statement as at the 3<sup>rd</sup> October, 2016 which showed the income, expenditure and balances in the Parish Council's accounts. The balances in the accounts were as follows:

Saver Account 1	- £21,235.15
Saver Account 2	- £16,210.29
Account with Darlington Credit Union	- £ 5,018.66
Barclaycard	- £0.00
Community Account	- £44,808.24.

**ii. Progress against the Budget**

The Clerk submitted the Progress against the Budget Statement as at the 3<sup>rd</sup> October, 2016. The projected carry forward to the 2017-18 financial year was anticipated to be £24,604.39.

**iii. Bank Reconciliation**

The Clerk presented the Bank Reconciliation Statement which could only be completed because of the absence of bank statements for September, 2016 and the ongoing difficulties with Barclays Bank in accessing on line banking which would hopefully be resolved soon.

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

The Bank Reconciliation as at the 31<sup>st</sup> August, 2016 showed that the Community Account at the bank had a balance on this date of £47,735.09 whereas the Community Account held by the Parish Council showed a balance on this date as £47,485.09 which was a difference of £250. This was the result of two cheques for a total of £250 not being cashed at the bank.

**d. Payments received and outstanding**

No payments to the Community Account had been received. Invoices had been sent to Darlington Borough Council for £2,800 which was its contribution to the Litter Picker for the period from the 1<sup>st</sup> October, 2016 to the 31<sup>st</sup> March, 2017 and to Neasham Parish Council for £18 which was its share of the final statutory audit of the former Low Dinsdale Parish Council. The cheque for £18 was presented at the meeting by the Chairman of Neasham Parish Council.

There was an outstanding payment to BDO LLP of £120 for the final statutory audit of the former Low Dinsdale Parish Council. The Parish Council’s contribution was £102 and the contribution from Neasham Parish Council was £18. The payments must be made by the successor Parish Councils.

**e. Payments for Approval**

The following payments were submitted for the approval of the Parish Council.

<b>Date</b>	<b>Customer</b>	<b>Amount</b>
06.10.16	SSE Southern Electric - Electricity supply	£228.59
12.10.16	Scottish Power – Gas monthly payment	£1.00
25.09.16	BT Hub monthly payment	£34.49
30.09.16	J. D. Lynn – Litter Picker	£489.60
30.09.16	C. I. Wood – Cleaner	£70.00
30.09.16	A. W. Macnab - Clerk	£559.80
30.09.16	M. Palfreman – Grounds Maintenance	£653.00
30.09.16	BDO	£402
	<b>Total</b>	<b>£2,438.48</b>

**f. Budget 2017-18 and 2018-19**

The Finance Committee had agreed at its meeting on the 4<sup>th</sup> October, 2016 that the following amendments be made to the budgets for the 2017-18 and 2018-19 financial years:

- i. The Property Maintenance and Cameras expenditure headings be split into separate headings.
- ii £1,000 be allocated to the Property Maintenance and £1,000 be allocated to the Cameras budget headings.
- iii The Audit expenditure heading allocation of £250 be increased to £650 with £400 allocated for the first quarter and £250 for the last quarter of the 2017-18 and 2018-19 financial years.

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**g. Audit Action Plan**

The Clerk had drawn up the actions which had been carried out on the internal auditor's report.

**h. Staff Pensions**

The Clerk reported that the Parish Council had been notified by the Pensions Regulator that the staging date for the Parish Council to start assessing if any employee qualified for a workplace pension and start the process of writing to employees was the 1<sup>st</sup> August, 2016. The deadline for completing the assessment and writing to employees and informing the Pensions Regulator was the 4<sup>th</sup> January, 2017.

The Clerk stated that the only employee who mandatorily qualifies for being offered a pension was the Litter Picker whose earnings entitled him to be offered a pension. The clerk also qualified for a pension but has decided not to ask the Parish Council for one.

The Chairman reported that the Litter Picker's annual appraisal would be held at the end of October and asked the Clerk to make the arrangements for the meeting to be held. The offer of a pension to the Litter Picker be discussed with him at the meeting.

**i. Minimum Wage Increase**

The Clerk reported that the minimum wage increased on the 1<sup>st</sup> October, 2016 to £2.70 per hour. Because the Litter Picker was already receiving this amount there would be no increase in his pay.

The Parish Council **agreed:**

- a. To note progress made on the BDO report.
- b. That the Barclaycard limit be increased from £200 to £500.
- c. To note the Financial Statement, Progress against the Budget Statement and the Bank Reconciliation Statement.
- d. To note the payments outstanding.
- e. The payments as set out in the table under 86e above.
- f. The amendments to the 2017-18 and 2018-19 budgets.
- g. To note the reports on the Audit Action Plan, Staff Pensions and the Minimum Wage.

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**87. Standards.**

**a. Assets Register.**

The Clerk reported that the work to complete the Assets Register was on going.

**b. Budget Information to the Website.**

The Chairman of the Parish Council reported that the budget information for the current 2016-17 is now available on the website.

**c. Insurance**

The Clerk reported that the insurance premium with Zurich had been increased to cover the new play equipment in the Play Area.

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

**88. Playground**

Councillor Everett reported on the following matters:

**a. Health and Safety Check**

The Clerk was asked to give his health and safety report to Councillor Crowther to sign it off.

**b. Maintenance Issues**

The broken fence had been repaired. Further work was needed to repair the fencing. Councillor Everett will compile a list of repairs which are needed and arrange for the repairs to be carried out.

**c. Dog fouling**

There was a problem with discarded takeaways and plastic bottles as well as dog fouling in the play area.

The Chairman of the Parish Council reported that he had discussed the installation of CCTV in the play area with the police and Darlington Borough Council and was awaiting replies

The Parish Council considered measures to try to reduce the incidence of dog fouling and litter in the play area and agreed to defer the matter as there were several more pressing matters at present.

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

## 89. Community Liaison

The Chairman of the Parish Council reported on the following matters.

### a. Residents Survey

The survey forms were distributed to the shops and other outlets on the 30<sup>th</sup> September and he was regularly checking to find out the number of completed survey forms. The survey forms had also been placed on the website.

### b. Website

A training session on the website was delivered by Inspirar on the 3<sup>rd</sup> October. The website is working and is regularly updated and he invited Parish Councillors to view the website.

### c. Facebook

The Chairman of the Parish Council reported that the Middleton St. George Community Association had been very helpful in putting Parish Council information on its Facebook page.

The creation of the Facebook page was being carried out by Inspirar. Councillor Mrs. Gilsean will contact Inspirar to find out what is happening and report on progress to the Parish Council.

The Parish Council **agreed** to note the report on Community Liaison.

## 90. Christmas Tree

The Clerk reported that no further quotations for the providing a Christmas Tree had been received and Elveden Estates were the only supplier to give a quotation.

The Parish Council **agreed** that the quotation of £965 from Elveden Estates for a 24ft Spruce Christmas Tree be accepted and the Clerk to make the arrangements for the Christmas Tree to be installed and lit.

## 91. ICT and CCTV Support

The Chairman of the Parish Council reported that there were three printers in the office and one does not work. Despite searching the loft there was no projector or screen.

There were also four CCTV cameras on the Model Boat Club building in the Water Park and there were cameras on the Parish Council office building. Both were standalone systems with no maintenance package or operating instructions. He considered that there was a need for a specialist security company to assess our holding and their operation and configuration. It was proposed that

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

the Chairman contact several companies to see if a free assessment and quotation could be provided to review and modify our current systems . Also to investigate options to provide CCTV cover for the Play Park if responses from DBC are unfavourable.

The Parish Council **agreed** to the Chairman of the Parish Council drawing up a list of ICT support which is needed in the office and to obtain an assessment and a quotation of the CCTV requirements and to submit a report to the next Parish Council meeting.

## **92. Keys for the Parish Council office and use of the office by outside bodies**

The Chairman of the Parish Council reported that there was a need for the locks to be changed in the offices because there was no record of who possessed keys to the office.

The Chairman suggested that there was a need for users of the office to complete an application form and the form and a record of users be kept by the Clerk.

The Parish Council **agreed** that the locks to the Parish Council office be changed and users complete an application form to be kept by the Clerk.

The Council would consider applications at the next meeting.

## **93. Residents Survey**

The Chairman of the Parish Council reported that a preliminary report on the residents’ survey will be given to the next Parish Council meeting.

## **94. Airport Consultative Committee**

Councillor M. Robertson reported that the Committee had received four noise complaints. The owners were actively looking to bring in other airlines to use the airport. The access road will not go ahead until the planning permission for the development has been obtained.

## **95. Parking along Middleton Lane**

Councillor Crowther reported on problems of parking opposite and in front of the dentist’s surgery in Middleton Lane which blocked the road. It was suggested that photographs be taken and a report be made to Darlington Borough Council’s Highways Section with a request that no parking be extended on both sides of the road in this area.

## **96 Car Parking, Parish Council Offices**

The Parish Council **agreed** that the sign giving advice on car parking in the area of the Parish Council offices and the Community Centre be placed in the Parish Council offices.

Chairman’s Signature..... Date.....

**97. Date of next meeting**

The Parish Council **agreed** that the next meeting of the Parish Council will be held on Monday 14<sup>th</sup> November, 2016 at 6.30 p.m. in the Parish Council offices.

The meeting ended at 8.30 a.m.

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