



Middleton St George Parish Council

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Minutes of the ordinary meeting of the Parish Council held at 6.30pm on Monday 14th November, 2016 in the Parish Council office.

Present: Councillor C. Pease (Chairman),
Councillor Mrs. C. Gilsenan,
Councillor Mrs. M Beadle
Councillor C Everett
Councillor Mrs. V Greenwell
Councillor M Robertson
Alan Macnab, Clerk
No members of the public were present.

98. Chairman's opening address.

The Chairman thanked Councillors who attended the Remembrance Day service and wreath laying on the 13th November, 2016.

99. Apologies for absence

Apologies for absence were received from Councillor Mrs. E. Robertson (Vice Chairman), Councillors S. Crowther, A. Hill and M. Wilson and Borough Councillors B. Jones, Mrs. D. Jones and S. York.

100. Declarations of Interests

Councillor Mrs. M. Beadle and Councillor C. Everett declared interests in Minute No. 108 Allotments.

101. Minutes of the last Parish Council meeting held on the 10th October, 2016

The minutes of the last meeting held on the 10th October, 2016 were presented. The Parish Council **agreed** that they were a true record of the proceedings. The Chairman signed the minutes.

102. Matters Arising

a. Review of utility costs

The Clerk reported that a report will be presented to the next meeting of the Finance Committee and the Parish Council on the utility costs.

b. War Memorial

The Clerk reported that he had sought grant aid for restoring the War Memorial and had received quotes for

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carrying out the necessary restoration work.

It was proposed by the Chairman and seconded by Councillor Mrs. Beadle and the Parish Council **agreed** that the restoration work should be carried out as soon as possible and no grant aid should be sought for the work at this time.

c. Garden of Remembrance

The Clerk reported that the Parochial Church Council had written to him stating that they were in discussion with the Diocese about an access for disabled people to the Garden of Remembrance. The Parish Council expressed concern about the delay in providing a disabled access and agreed that the Clerk will write to the Secretary of the Parochial Church Council to ask for the issue of access to be given a higher priority by the Diocese.

The Chairman reported that St. Laurence’s Church had invited the Parish Council to attend the Carol Service and they had asked if a Councillor will read a lesson at the service.

103. Water Park and Ground Maintenance

Councillor M Robertson gave the following report:

a. Maintenance Plan Update

The handrails have been painted in the Water Park. The two street lights are working but don’t come on until after 8pm so the timers need to be reset. Dog bags have been strewn in the park but further dog bins cannot be installed within the park due to collection difficulties.

New waste bins will be installed in the Water Park in the next few weeks with the Play Area being the second priority for the new bins.

b. Parish Council Offices and Meeting Room

Councillor M. Robertson reported that there is no fire risk assessment for the Offices and Meeting Room. Councillor M. Robertson agreed to carry out the fire risk assessment. The fire extinguishers are serviced in January each year.

There was a need for another small fire extinguisher to be bought. Councillor M. Robertson will advise on the type to be purchased.

The Chairman reported that the last meeting of the Parish Council on the 10th October, 2016 had agreed to the locks to the Parish Council office be changed and users complete an application form to be kept by the Clerk (Minute No. 92 refers). The holders of the keys will be asked to sign a disclaimer. Councillor M. Robertson reported that there was no emergency lighting in the building and if there was a power cut or a lighting failure there would be difficulties experienced in exiting the building. He suggested that a torch be provided for use in the building.

c. Fishing Club Progress

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It was reported that Mr. S. Osbourne could not make the meeting in the previous week. Councillor M. Robertson will find out when Mr. Osbourne will be available to attend a meeting. The Parish Council expressed concern about progress in this matter and emphasised the need to find out if the Fishing Club intended begin using ponds 2 and 3 from April onwards.

The Parish Council also expressed concern about the condition of the ponds which were becoming overgrown with weeds. The Boat Club have the tools to clear the ponds but they do not have the manpower to carry out the task of clearing the weeds.

The Parish Council **agreed** that discussions continued with the Fishing Club to determine their use of the ponds and their willingness to clear the weeds in the ponds.

d. Flyboarding Proposal

The Chairman reported that a request had been received for a flyboarding activity to take place in the Water Park at weekends until Spring 2017. The Chairman had shown the organiser of the activity the ponds and Pond 2 appeared to be the best one for being used by a jet ski and for access. The organiser was insured for the activity and no liability would fall on the Parish Council.

The Parish Council expressed concern about noise, the stability of the banks of Pond 2 where the activity was proposed to take place, the fish stocks in Pond 2 and the nearness of the proposed activity to wildlife habitats.

The Parish Council **agreed** to ask for the guidelines for the activity and to ask for a demonstration of the activity and for information on where the hirer carried out the same activity.

e. Membership of the Committee

The Chairman reported that a representative from the Model Boat Club had put his name forward for membership of the Water Park Committee. A representative from the Community Association was still awaited.

f. Insurance Claim

The Clerk reported that the claimant had written directly to the Parish Council about the claim and that this had been forwarded to the Council's insurers, Zurich, who are handling the claim on behalf of the Parish Council. The claimant had been informed that the matter was being dealt with by the insurers.

104. Planning Matters

Councillor Mrs. Gilsenan reported reported that a meeting of the Planning Committee had been held on the 9th November, 2016 and gave details of the decisions taken.

a. Planning applications received.

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

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i. 16/00936/FUL. Creation of new farm track on land to the east of High Scrogg Farm, Middleton St. George.

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

ii. 16/01012/FUL. Change of use of 2 No. agricultural fields to west to enable the enlargement of existing parking area of garage/repair workshop at Stanway Commercials, Old Slag Works, Middleton St. George.

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

iii. 16/01000/FUL. Conversion of existing garage into habitable room (kitchen) and associated alterations and creation of 1 No additional car parking space at 54, High Stell, Middleton St. George.

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

iv. 16/00967/FUL. Installation of an oil storage tank, external oil boiler and flue for multi fuel stove at The Pump House, Low Middleton, Middleton St. George.

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

v. 16/00966/LBC. Listed building consent for the installation of an oil storage tank, external oil boiler and flue for multi fuel stove at The Pump House, Low Middleton, Middleton St. George.

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

vi. 16/00997/FUL. Erection of single storey extension to rear and conversion of garage into habitable room and associated alterations at 4, Farnborough Court, Middleton St. George.

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

vii. 16/01078/FUL. Erection of single storey extension to side elevation, 2, The Cottage, Low Middleton, Middleton St. George.

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

viii. 16/01105/FUL. Erection of single storey extension to rear, pitched roof over existing porch at front, parking area and footpath crossing to front and replacement detached double garage at the rear, 8 New Row Yarm Road Middleton St George DL2 1EN. The Committee **agreed** that no comment be made on this application.

ix. 16/01100/ADV. Display of non-illuminated development board, residential development land at Sadberge Road, Middleton St George.

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

x. 16/01047/FUL. Proposed inert waste recycling facility, associated buildings and car parking enclosed by 2.4m high palisade fencing, The Powerhouse, DTVA, Middleton St George DL2 1HW.

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The Committee agreed to object to the application on grounds of noise and dust from the proposed operation, noise from the lorries both onsite and gaining access along a road that passes through an inhabited area.

b. Darlington Local Plan 2016 to 2036

The Borough Council's Place Scrutiny Committee on 20th October, 2016 had considered the Consultation feedback to Preferred Strategic Development Locations. The Chairman of the Parish Council, Councillor Mrs. Greenwell and Clerk of the Parish Council attended the meeting. The Chairman had addressed the Committee on behalf of Middleton St George. A report then went to the Borough Council's Cabinet on the 8th November, 2016. There appeared to be contradictions in the report to the Cabinet that Middleton St George would not now be considered as one of the strategic sites, but the wording in the report was not clear.

The Committee agreed that the Chairman of the Parish Council should seek clarification from Darlington Borough Council.

c. Possible Plans for a new Church Centre

Two representatives from the Parochial Church Council of St. Laurence's Church attended the Planning Committee and discussed with the Planning Committee their ideas for a stand-alone building on the land between the Parish Meeting Room and the MUGA in the Water Park.

The Committee suggested that consideration be given to the following options:

- 1) a stand-alone building,
- 2) a joint building with the Parish Council,
- 3) build a church, and integrate these two facilities.

The representatives agreed to take the options to the Diocese, and bring any response back to the next Planning Committee meeting.

d. Major Planning Applications at Station Road, Durham Tees Valley Airport and Middleton Lane

The Parish Council's responses which were agreed at the Extraordinary Meeting of the Parish Council on the 24th October, 2016. The Parish Council objected to all three planning applications. Darlington Borough Council had been informed and the Parish Council's Cumulative Developments letter had been sent to the Borough Council with each of the three responses.

The Chairman considered that another letter should be sent to the Borough Council which would give details of the needs of the village which would have to be addressed if planning permission was to be granted to the developments e.g. schools, medical services, utilities, roads, transport, parking, retail, leisure, and the environment.

The Parish Council **agreed** that:

- i. the Chairman draw up proposals for integrating possible new developments into the village which will be sent to Parish Councillors for their comments and it will then be subject to public consultation before it is sent to the Borough Council.

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ii. The Clerk will examine the planning applications which are due to be heard by Darlington Borough Council's Planning Applications Committee and inform the Parish Council when planning applications in the Parish are being considered by the Committee.

105 Financial Matters

Councillor Mrs. Beadle reported that a meeting of the Finance Committee had been held on the 7th November, 2016.

a. Financial Statement, Progress against the Budget and Bank Reconciliation

i. Financial Statement

The Financial Statement gave the income, expenditure and balances in the Parish Council's accounts as at the 7th November, 2016:

Barclays Saver Account 1: £25,235.15.

Barclays Saver Account 2: £16,210.29

Darlington Credit Union Account: £5,018.66

Barclaycard: £500 limit minus £18.712 expenditure. The expenditure will be reported under the Payments Approved part of the minutes of the meeting.

Community Account: £45,042.36.

ii. Progress against the budget

The Progress against the Budget Statement as at the 7th November, 2016 showed that the projected carry forward from the 2016-17 financial year to the 2017-18 financial year will be £25,671.24.

iii. Bank Reconciliation

The bank reconciliation could now be completed without the need for paper bank statements because the accounts were now accessible on line.

The last Parish Council meeting received the bank reconciliation up to the 31st August, 2016.

The bank reconciliation on the 30th September 2016 showed that the balance of the Community Account held by the Parish Council was £44,668.44 and the Community Account at the bank was £44,878.02 which was a difference of £209.58. The difference was because three cheques for £21.59, £79.99 and £108.00 had not been cleared by the bank.

The bank reconciliation on the 31st October, 2016 showed that the balance of the Community Account held by the Parish Council was £45,042.36 and the balance of the Community Account at the bank was £45,087.95 which was a difference of £45.59. This was due to two cheques for £21.59 and £24.00 had not been cleared by the bank.

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The bank reconciliation on the 7th November, 2016 showed that the balance of the Community Account held by the Parish Council was £45,042.36 and the balance of the Community Account at the bank was £45,066.36 which was a difference of £24.00. This was due to one cheque for £24.00 had not been cleared by the bank.

b. Payments Received and Outstanding

The following payments had been received:

11th October, 2016. Payment from Neasham Parish Council for its contribution towards the external audit of the former Low Dinsdale Parish Council. £18.00.

14th October, 2016. Payment from Darlington Borough Council for its contribution towards the Litter Picker for the period from the 1st October, 2016 to the 31st March, 2017. £2,800.00.

There were no outstanding payments.

c. Payments for Approval

The following payments were approved:

Date	Supplier	Amount
12.11.16	Scottish Power – Gas monthly payment	£1.00
14.11.16	Royal British Legion. Remembrance Sunday Wreath	£12.00
14.11.16	Barclaycard payments (see Financial Statement 1.4 for details)	£18.71
14.11.16	Elveden Estates. Supply and delivery of Christmas Tree	£965.00
14.11.16	HM Revenue and Customs. PAYE	£559.20
24.11.16	BT Hub monthly payment	£34.49
30.11.16	J. D. Lynn – Litter Picker	£489.60
30.11.16	C. I. Wood – Cleaner	£70.00
30.11.16	A. W. Macnab - Clerk	£559.80
30.11.16	M. Palfreman – Grounds Maintenance	£653.00
	Total	£3,362.80

d. Budget and Precept Setting for 2017-18

The Parish Council received the budget statement for 2017-18 which showed that the projected income plus estimated balance carried forward would be £85,884.39 and the expenditure would be £49,823.00 leaving a year-end balance of £36,061.39 to carry forward to the 2018-19 financial year. The budget statement was prepared on the basis of the precept for 2017-18 being increased from £45,182 to £48,880 to compensate for the loss of the £3,523 Council Tax Support Grant which was being withdrawn by Darlington Borough Council on the 1st April, 2017.

The Parish Council received an email from the Finance Officer at Darlington Borough Council following queries by Parish Councillors on the number of properties in the Parish on which Council Tax and the Precept was based.

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The Parish Council discussed increasing the precept for the 2017-18 financial year to compensate for the loss of the Council Tax Support Grant of £3,523. This could be done in one or several steps. If in steps then the reserve would have to cover any shortfall. Councillors would consider the options and agree a way forward at the next meeting.

e. Audit Action Plan

The Parish Council received the audit action plan which gave the actions taken to implement the internal auditor’s recommendations. The Clerk confirmed that the audit action plan had been sent to the internal auditor who would be carrying out a half yearly audit of the accounts on the 5th December, 2016.

f. Staff Pensions

The Clerk reported that there is a legal requirement for the Parish Council to offer pensions to employees who qualified. The only employee who qualified for a pension based on his earnings was the Litter Picker. The Litter Picker had asked for a pension and efforts were being made to find a pension for the Litter Picker. A full report will be submitted to the next Parish Council meeting.

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

106. Assets Register and Insurance

The Parish Council received the Assets Register which had been compiled by the Clerk.

The Parish Council **agreed** that the Assets Register gave all its assets but that it be amended to divide the assets into major and minor items.

107 Playground

Councillor Everett reported that:

- a. The risk assessment needed to be carried out.
- b. Repairs to two posts and three rails were needed.
- c. Dog fouling continued to be a problem. The Parish Council discussed a number of measures which included the erection of signs which had been erected in Middlesbrough and cost £24 for each sign. CCTV. Changing the bylaws for no dogs to be allowed on the playing fields. Putting a warning newspost on the website.

The Parish Council **agreed** that:

- i. The Clerk will carry out the risk assessment as soon as possible.
- ii. Councillor Everett to give the Chairman a list of materials needed to carry out the repairs.
- iii. The Chairman will put a notice on the website about dog fouling. Up to 6 signs will be purchased from from the supplier.

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108. Allotments

It was reported that the allotments on Killinghall Row and Belle View which the Parish Council lease from the owners were on one year leases. If they were on five year leases the Allotment Association could apply for grant aid.

It was also reported that there was a need for a survey of the drainage to the Sadberge Road allotments because water was getting into the pipes on the road which is higher than the allotments and flooding had occurred on the allotments.

The Parish Council **agreed** that the Clerk will write:

- a. to the owners of the Killinghall Row and Belle View Allotments to ask for five years leases.
- b. to Darlington Borough Council to ask if a drainage survey can be carried out at Sadberge Road.

109. Community Liaison

The Chairman gave the report on the following matters:

a. Residents Planning Meeting

The meeting was well attended and the feedback formed the basis of the Parish Council’s submissions on the three major planning applications.

b. Residents Survey and Next Steps

The response to the resident’s survey was poor possibly because it was not distributed to each property in the Parish.

There were 51 responses which was not really sufficient on which to base a Parish Plan. However, the responses were in line with expectations and, together with previous surveys, there may be sufficient data to draw up an outline Parish Plan.

The Chairman also reported that he had written to the Principal Planning Officer of Darlington Borough Council asking for a response to his Cumulative Development Letter which gives an indication how the Borough Council should deal with infrastructure issues if the planning applications for major housing developments are approved.

c. Website

The website is regularly updated and no problems have been experienced with it.

d. Facebook

The Facebook page is operational and has had 65 likes.

e. Review of Keyholders

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At the last Parish Council meeting on the 10th October, 2016 it had been agreed to change the locks to the Parish Council offices and meeting room under Minute No. 92.

The Chairman reported that he will prepare a keyholders list, for the Clerk to populate with the names and addresses of the keyholders, a set of rules and a booking in and out system. A new padlock and a new door lock with a thumb turn on the inside of the door to enable the occupants to exit the building.

A request was made for the HAW Cocks Homes to use the Parish Council meeting room on Tuesday evenings.

The Parish Council **agreed** that:

- i. The Clerk will buy a new padlock for the entrance to the Parish Council Offices with 7 keys. 4 for the Parish Council, 1 for the Painting Group, 1 for St. Laurence's Church PCC and 1 for the Painting Club.
- ii. The use of the Parish Council by the HAW Cocks Homes be approved.
- iii. A booking in and out system be introduced.
- iv. The Clerk will check the insurance position for public gatherings.

110. Christmas Tree

The Clerk reported that following the last Parish Council meeting on the 10th October, 2016 (Minute No. 90) it was agreed that the Christmas Tree will be purchased from Elveden Estates an order had therefore been placed with Elveden Estates for the Christmas Tree. He had asked Elveden Estates to deliver the tree during the week commencing the 21st November, 2016 to ensure that it was in place for the Christmas Fayre on the 28th November.

PAT testing of the electrical equipment had been carried out on the 8th November, 2016. The tree lights had failed the PAT test. There was therefore a need to buy or hire new sets of lights for the Christmas Tree.

The Clerk submitted quotes which he had obtained for supplying replacement tree lights.

The Parish Council **agreed** that the Clerk will approach the Street Lighting Officer of Bradford Metropolitan Borough Council who carried out the fixing of the lights to the tree and connecting the lights to the mains in previous years for a quotation for carrying out this work again this year.

111. IT and CCTV

At the last meeting on the 10th October, 2016 the Parish Council agreed under Minute No. 91 to the Chairman of the Parish Council drawing up a list of ICT support in the office which is needed and to obtain an assessment and a quotation of the CCTV requirements and to submit a report to the next Parish Council meeting.

The Chairman reported that he had received three quotations for CCTV and security lighting for the Council Office and Boat Club.. The quotations were based on two standalone systems with four channels each. It was not possible to reconfigure to a single system as there was no line of site between locations without chopping several trees down. The cameras would be HD, low voltage infrared for night use. A spare channel would be available for a future solution to monitoring the Play Park.

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The quotes were:

Tees Valley Security - £1,650 + VAT

Swift Security - £3,957.24 + VAT

IT4Vision - £3,690 + VAT.

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

- a. The quotation from Tees Valley Security be accepted.
- b. CCTV for the play park be put on hold pending an affordable solution.

The meeting ended at 9.15 p.m.

Alan Macnab
Parish Clerk

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