



**Minutes of the ordinary meeting of the Parish Council held on Monday 18<sup>th</sup> December, 2017 in the Parish Council Meeting Room**

**Present:** Councillor M. Wilson (Chairman),  
Councillor Mrs. C. Gilsenan (Vice Chairman),  
Councillor Mrs. M. Beadle,  
Councillor S. Crowther  
Councillor N. Embleton,  
Councillor C. Everett,  
Councillor L. Foggett,  
Councillor R. Goodchild  
Councillor Mrs. V. Greenwell,  
Councillor M. Robertson.  
Alan Macnab, Clerk.

**In attendance:** Borough Councillor Mrs. D. Jones and 2 Members of the Public.

The meeting started at 6.30 p.m.

**322. Welcome to Councillor N. Embleton.**

The Chairman and Parish Councillors welcomed Councillor N. Embleton who was attending his first meeting.

**323. Apologies for Absence**

Apologies for absence were received from Councillors S. Crowther and R. Goodchild.

**324. Recording of Absence**

The Clerk reported that Councillor Mrs. Gilsenan had raised the issue of recording absences from meetings and if the absence had to be approved by the Parish Council.

Advice from the NALC was that if a councillor wanted his or her absence from a meeting to be approved by the Parish Council the Parish Councillor should submit their written request together with their reasons for absence before the meeting takes place.

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

**325. Declarations of Interests**

No declarations of interests were made.

**326. Minutes of the Special Parish Council Meeting and the Ordinary Parish Council Meeting on the 13<sup>th</sup> November, 2017**

The minutes of the Special Meeting and the Ordinary Meeting of the Parish Council held on the 13<sup>th</sup> November, 2017 were presented. No amendments were made and the Parish Council **agreed** that both minutes were a true record of the proceedings. The Chairman signed both minutes.

**327. Matters Arising**

**a. Parish Council Facebook Page**

The Chairman reported that he still had not received administrator rights to the Parish Council’s Facebook page and he asked Councillor Mrs. Gilsenan to arrange for administrator rights to be given to him by Friday 22<sup>nd</sup> December, 2017 which she agreed to do.

**b. Story/Miller Homes Site – Update**

Councillor M. Robertson reported that, despite a formal warning for breaching the working hours planning conditions, working outside the permitted hours was still occurring on the site. On Sunday 17<sup>th</sup> December site work on the site occurred all day and lorries were still delivering to the site early in the morning.

The Parish Council agreed that Councillor Robertson will send Borough Councillor Mrs. D. Jones his emails which detail the breaches of planning conditions and he emphasised that they were the incidents which he had witnessed. Borough Councillor Mrs. D. Jones will take the continued breach of planning conditions with Darlington Borough Council and will ask the Legal Section for details of any further sanctions which can be imposed on the companies if they do not comply with the planning conditions.

**c. Drop Kerb, Haxby Road – Update**

Borough Councillor Mrs. D. Jones reported that the drop kerb had been installed at Haxby Road. Councillor L. Foggett asked if a drop kerb can be installed at the entrance to the Virginia Estate and the entrance to the medical practice to the rear of Middleton Hall. Borough Councillor Mrs. D. Jones would look into this.

**d. Co-option to the Parish Council**

Councillor L. Foggett previously requested a copy of the Parish Council’s co-option procedure. It was **agreed** to send this out to all members

**328. Planning Matters**

Councillor Mrs. Gilsenan reported that a meeting on the Planning Committee was held on the 6<sup>th</sup> December, 2017 when the following matters were considered.

**Chairman’s Signature..... Date.....**

**a. New Planning Application**

The Committee considered the following planning application:

17/01077/TF Works to 1 No. Horse Chestnut Tree protected under Tree Preservation Order (No. 8) 1979 - crown raise over public footpath to approx. 2.5m and over the highway by approx. 5.5m. Crown clean to remove harmful deadwood and hangers, 4 Thorntree Villas, Middleton St. George.

The Committee agreed to make no comments on the application.

**b. 17/00847/FUL – 44 Houses Yarm Road.**

Councillor Mrs. Gilsenan, Councillor Mrs. Greenwell and the Clerk had attended the Borough Council’s Planning Applications Committee on the 13<sup>th</sup> December, 2017 which had considered the planning application for 44 houses at Yarm Road, Middleton St. George. The Parish Council had submitted a letter of objection to the planning application and Councillor Mrs. Gilsenan presented the Parish Council’s objections to the Planning Applications Committee. The decision of the Planning Applications Committee was to approve the application.

Concern was expressed about the way in which planning applications were being considered and approved by the Planning Applications Committee and the projected future housing needs.

Following a discussion, the Parish Council agreed that a request be made for a Special Meeting of the Darlington Association of Parish Councils to be held to discuss the concerns raised.

**c. 16/00578/OUT – 350 Houses, Durham Tees Valley Airport.**

Mr. D. Grant, Business Development Director, Durham Tees Valley Airport attended the Planning Committee on the 6<sup>th</sup> December, 2017 and gave details of the building work for the 350 houses at the airport.

As owners of the site, Peel Holdings would have more control over how contractors complied with the conditions which were attached to the planning approval for the site. The main contractors have control over the subcontractors, and it will be the main contractors who are responsible. Peel would also ensure more enforcement because they will control the access points.

Peel will be carrying out infrastructure works (utilities) from Summer (July) 2018 to Easter 2019. There would be no housebuilders on site until Easter 2020, which would be overseen by Peel. The foul water would initially be treated on site at the airport, then run offsite to the East. The water supply was upgraded in recent years. The surface water drainage would run off to the West of the site.

The housebuilding will be still subject to reserved matters and the Parish Council will be consulted on this.

There was no indication as to the number of affordable houses which would be provided on the site.

A request for a green boundary to be provided was raised at the meeting and this would be considered.

**d. 16/00972/FUL – 27 Houses Middleton Lane.**

It was reported that the landowner had agreed to make the following contributions towards improvements in

**Chairman’s Signature..... Date.....**

Middleton St. George under a Section 106 agreement:

£10,500 Bus Stop Contribution

£79,430 Education Contribution

£28,800 Sustainable Transport Contribution (strategic highway network improvements in and around Middleton St George)

£98,410 Amenity Space Contribution (provision of a wildflower friendly informal open space and landscaping area for use by the general public to be provided within the Middleton St George Area).

The Committee had agreed to ask Darlington Borough Council:

- where the amenity space will be located in Middleton St. George, what the area will contain;
- if any funding from this part of the agreement can be allocated to The Whinnies Nature Reserve in Middleton St. George and for
- what strategic highway improvements will be paid for by this contribution and the location of the highway improvements;
- for an up to date list of planning applications which have been approved by the Borough Council in Middleton St. George for which Section 106 contributions have been agreed and a breakdown of the purpose for which each contribution has been made and amount allocated.

The information which was requested had been received.

Following a discussion, it was **agreed** that Parish Councillors should be asked to come up with projects which may be considered for funding under Section 106 agreements.

**e. 16/00976/OUT – 226 houses Station Road.**

Highways England had recommended that planning permission be not be granted until 18<sup>th</sup> March, 2018 to ensure that the A66 Trunk Road continues to serve its purpose as part of a national system of routes for through traffic in accordance with Section 10(2) of the Highways Act 1980 by minimising disruption of the trunk road network and in the interests of road safety.

The Parish Council expressed concern that traffic regularly backed up on the A67 at peak periods. Borough Councillor Mrs. D. Jones reported that the Highways Officers were working on proposals to alleviate the traffic congestion on the A67.

**f. Proposal for 450 houses, school, supermarket and other shop, Yarm Road.**

A letter and pre-application consultation leaflet had been received from Steve Hesmondhalgh Associates concerning proposals for 450 houses, school, supermarket and other shop in Yarm Road. A notice giving the proposal had been posted on the Parish Council's website and Facebook page.

The Committee had expressed concern that that an application would be submitted to Darlington Borough Council even though the Borough Council were consulting with the village on the Local Plan and that this seemed very unfair.

**g. Proposal for 70 houses, Yarm Road, Middleton St. George.**

Mr. J. Saddington of Savills attended the Planning Committee on the 6<sup>th</sup> December, 2017 and explained the proposals for 67 houses in Yarm Road, Middleton St. George.

There would be no affordable homes on the proposed development but that contributions will be made for affordable housing elsewhere in the village, education and highway improvements.

**h. Middleton St. George Draft Spatial Plan**

The Borough Council held a drop in session on the 6<sup>th</sup> December, 2017 from 3 p.m. to 7 p.m. for residents and stakeholders to give their views on the draft spatial plan. The closing date for comments was the 6<sup>th</sup> January, 2017.

The Parish Council **agreed** that the Clerk will ask the Borough Council for an extension of the deadline for comments to the 16<sup>th</sup> January, 2018.

**i. Proposed Church Centre**

Representatives from St. Laurence' Church PCC who attended the Planning Committee on the 6<sup>th</sup> December, 2017 reported that the Church would be seeking a long-term lease (around 150 years) at a peppercorn rent and agreement from the Parish Council to move forward, architects had been instructed to design the building and fund raising was being carried out.

The Parish Council expressed concerns about the lease, the costs which would have to be paid by the Parish Council and it had only received an artist's impression of the building.

It was proposed by Councillor Mrs. Greenwell and seconded by Councillor Everett that the Parish Council does not proceed with further negotiations with St. Laurence's Church PCC over the use of the land to the rear of the Parish Council offices in the Water Park for the Church Centre because of:

- The significant increase in the population in recent years due to major housing developments and more housing developments were planned.
- The loss of a large number of its green spaces due to housing developments
- The current consultation by the Borough Council on the Spatial Plan for the village which will provide a pointer to the infrastructure needs of the increased population of the village.

As a result, the Parish Council wished to retain as much green spaces in the village as possible for the anticipated future population needs and this included the green spaces in the Water Park.

The proposal was put to a vote. There were 7 votes in favour of the proposal and 1 against. The proposal was therefore **approved** by the Parish Council.

The Clerk was asked to write to the Secretary of St. Laurence's Church PCC informing her of this decision, but a draft be sent to the Chairman for approval before it is sent.

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

**j. Other Matters**

**i. Garages at Haxby Road**

It was reported that there were still rubble and debris in the area of the garages at Haxby Road.

**ii. Verges and Hedges in Sadberge Road.**

It was reported that the verges and hedges from the A67 to Platform 1 had still not been tidied up.

**iii. Darlington Association of Parish Councils Meeting Section 106 Presentation and Position Statements Report**

Councillor Mrs. Gilson reported that the breakdown of Section 106 agreements for Middleton St. George was not broken down into specific amounts for items such as highways and transport and the provision of better bus services. Borough Councillor Mrs. D. Jones reported that discussions on a more frequent bus service to serve Middleton St. George was on going between the Council and Arriva. The Parish Council needed to decide the priorities for Section 106 money in the village and give this to Darlington Borough Council for inclusion in the planning conditions.

**iv. CPRE Meetings – Methodology for Housing Statistics in the Local Plan**

Councillor Mrs. Gilson reported that the CPRE had written to Darlington Borough Council over the methodology used for calculating the housing statistics for inclusion in the Local Plan.

**v. Neighbourhood Development Plan**

Councillor Mrs. Gilson reported that Planning Committee at its meeting on the 6<sup>th</sup> December, 2017 had considered the issue of updating the Neighbourhood Development Plan and finding out the stage at which the Plan was when it was abandoned.

Borough Councillor Mrs. D. Jones explained that the Neighbourhood Development Plan was stopped because of the Gladman decision in Sadberge Road, Middleton St. George and because of the increased number of planning applications in the village. A completed Neighbourhood Development Plan would have to be notified to Darlington Borough Council to carry out a referendum of residents on it which the Borough Council would not carry out at this time because it was not ready. It was not the right time to restart any work on the Plan until Darlington Borough Council had its Local Plan in place which would be in 2018. The workshops for Middleton St. George included the Borough Council, developers and the Parish Council which decided the future of the village for public consultation. The Parish Council were building its plans into the Local Plan which would then be subject to the referendum.

Following a discussion, the Parish Council **agreed** that research work to find information and guidance for a possible Neighbourhood Development Plan be carried out. Councillor Mrs. Gilson and the Planning Committee carry out this work.

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

### 329. Financial Matters

Councillor Mrs. M. Beadle gave the following financial report.

#### a. 2017-18 Financial Report, Progress against the Budget, Bank Reconciliation and Bank Statement as at the 12<sup>th</sup> December, 2017

##### i. Financial Statement

The Financial Statement gave the income, expenditure and balances in the Parish Council's accounts as at the 12<sup>th</sup> December, 2017 were:

Contingency - Saver Account 1 – Barclays	= £21,313.08
Contingency - Saver Account 2 – Barclays	= £16,269.78
Reserves - Account with Darlington Credit Union	= £ 5,081.45
Community Account	= £55,884.53
Barclaycard Expenditure:	= Nil

##### ii. Progress against the Budget

The progress against the budget statement had been revised by the Clerk to reflect more realistic amounts for the anticipated year end balances. The year end carry forward to the 2018-19 financial year was anticipated to be £37,140.18.

##### iii. Bank Reconciliation

The bank reconciliation on the 12<sup>th</sup> December, 2017 showed that the Community Account spreadsheet balance held by the Parish Council was £55,884.53 and the Community Account balance held by the bank was £55,884.53.

##### iv. Bank Statement

The bank statement showed that the balance of the Parish Council's Community Account on the 12<sup>th</sup> December, 2017 was £55,884.53.

#### b. Payments received and outstanding and Payments for Approval.

##### i. Payments received.

Date	Customer	Amount
10.11.2017	Darlington Borough Council. Litter Picker Recharge 01.10.17 to 31.03.18	£2,800.00
15.11.2017	Darlington and District Model Boat Club. Electricity Recharge for 26 <sup>th</sup> July to 1 <sup>st</sup> November 2017	£26.86
	<b>Total</b>	<b>£2,826.86</b>

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

**ii. Payments outstanding.**

<b>Date of invoice</b>	<b>Customer</b>	<b>Amount</b>
01.11.2017	Middleton Fisheries. Rent for using ponds 2 and 3 for November 2017	£100.00
01.12.2017	Middleton Fisheries. Rent for using ponds 2 and 3 for December 2017	£100.00
	<b>Total</b>	<b>£200.00</b>

**iii. Payments for Approval**

<b>Date</b>	<b>Supplier</b>	<b>Amount</b>
12.12.2017	Scottish Power – Gas Monthly	£55.00
16.12.2017	Southern Electric – Electricity Charge	£74.52
18.12.2017	Councillor Mrs. Gilsean Train Fare to attend Durham Association of Local Councils AGM at County Hall, Durham	£10.00
18.12.2017	N. Woods Heating and Plumbing. Annual Boiler Service and Gas Safety Certificate	£60.00
18.12.2017	M. Palfreman. Grounds Maintenance November, 2017	£666.41
18.12.2017	HM Revenue and Customs Clerk's PAYE August to October 2017	£419.40
18.12.2017	Julia Storey Rent for Belle View Allotments	£125.00
22.12.2017	BT Hub Monthly	£35.99
22.12.2017	Cleaner - C. I. Wood Pay	£70.00
22.12..2017	Litter Picker - J. D. Lynn Pay	£510.00
22.12.2017	Clerk - A. W. Macnab Pay	£559.80
	<b>TOTAL</b>	<b>£2,586.12</b>

**c. Timetable of Controls – November 2017**

The Timetable of Controls Report for December 2017 was presented The Clerk reported that the actions which were given in the report had been carried out.

**d. Review of the Assets Register**

The Clerk reported that work was on-going to update the Assets Register.  
The Parish Council **agreed**:

- i. that the payments given in the schedule be approved; and
- ii. to note that the actions in the Timetable of Controls report had been carried out.

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

### **330. Parks and Grounds**

#### **a. Water Park**

The Clerk reported that he had written again to the Borough Council's Rights of Way Officer about the broken stile and was awaiting a reply.

The Clerk reported that the Boot Camp sign at the entrance to the Water Park had been removed. The Boot Camp was organised by Death or Glory Fitness, the sessions in the Water Park were:

Tuesday 1830-1915

Thursday 1830-1915

Saturday 0815-0845

The individual session cost was £2.08 and the average attendance is 4 people per session. The Clerk had asked for a risk assessment from the organiser but it had not been received.

#### **b. Play Area and Playing Field**

The Clerk reported that the weekly health and safety inspection continues to be carried out and the forms are emailed to Councillor Crowther.

Councillor Mrs. Greenwell reported that she and the Clerk had met with a representative of Streetscape Products on the 5<sup>th</sup> December, 2017 in the Play Area. The representative highlighted the need for caps on the multi play unit which were missing and he was going to source and fit them. Councillor Mrs. Greenwell was awaiting a response on the matting which had sunk in two places.

The Clerk reported that he had received a report that the light near the play area was not working. The Clerk will report the light to the Borough Council's Street Lighting Team with the number of the lighting column.

The Clerk reported that a response had been received from Mr. Hill concerning the parking area in Woodlands Green. Mr. Hill was happy to have the gate unlocked at all times so that anyone else can use the Car Park. However any signs put up should be from the Parish Council as the land owners. All his staff have already signed a agreement to use the car park on the understanding that the Parish Council accept no responsibility for any damage caused whilst in the car park.

#### **c. The Front**

Councillor Mrs. Beadle reported that the plan of the trees to be reduced in height had not been carried out because there was a need for the trees to be reduced in height to be identified and this will not be carried out until January 2018. Groundwork North East will carry out this work which will cost £100 which will be refunded from the grant. Planning permission will be needed for this work.

#### **d. Projects**

Councillor Mrs. Greenwell reported that a project could be play equipment for adults and that she will bring a brochure to the next meeting to show the Parish Council the equipment which may be installed.

**e. The Whinnies Nature Reserve**

Councillor Mrs. Beadle reported that the Durham Wildlife Trust was applying for grant aid for The Whinnies. St. George’s CE Academy had been approached to form a link with the Trust and the academy were interested in forming a link with the Trust.

The Parish Council **agreed**:

- i. that the Boot Camp use of the Water Park be reviewed in six months; and
- ii. the Parks and Grounds reports be noted.

**331. Standards Committee**

The Parish Council agreed that the next meeting of the Standards Committee will be held on Monday 22<sup>nd</sup> January, 2018 at 6.30 p.m. in the Parish Council Meeting Room.

**332. Risk Management Policy and Risk Register**

The Parish Council received the Risk Management Policy and Risk Register which superseded the Risk Assessments which had been drawn up by the Internal Auditor in 2016.

The Clerk explained that the policy and risk register gave the risks which exist in all the Parish Council’s operations, an evaluation of the likelihood and the impact if the risks occurred on the business of the Parish Council and how the risks can be minimised. Durham Association of Local Councils had emphasised the importance for councils to have risk management and risk assessment policies in place to comply with the new Governance conditions in the annual return. In addition, the new auditors, Mazars, will be looking closely at the risk management arrangements which Parish Councils have in place.

Following a discussion, the Parish Council **agreed** the Risk Management Policy and Risk Register.

**333. General Data Protection Regulations – Update**

The Clerk reported that further guidance was awaited from Durham Association of Local Councils on the Regulations.

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

**334. Clerk’s Pay**

At the last Parish Council on the 13<sup>th</sup> November, 2017 the Clerk was asked to keep a note of the hours he works each week and the work he carries out and report to the next Parish Council meeting

The Clerk presented a report to the meeting which showed that his working hours were as follows:

Week commencing 12 <sup>th</sup> November, 2017	- 30.15 hours.
Week commencing 19 <sup>th</sup> November, 2017	- 28 hours.
Week commencing 26 <sup>th</sup> November, 2017	- 25.15 hours.
Week commencing 3 <sup>rd</sup> December, 2017	- 29.45 hours.

**Chairman’s Signature..... Date.....**

Following a discussion, the Parish Council **agreed** that the Clerk will continue to note his hours for the next month and bring the report to the next meeting.

**335. Parish Council Training. Durham Association of Local Councils Bespoke Training – Update**

The Clerk reported that Durham Association were prepared to carry out the training of Parish Councillors, including new Parish Councillors, in the Parish Council Meeting Room but they needed a date and time when the training may be carried out.

The Parish Council **agreed** that the Clerk will ask if the training can be provided by Durham Association of Local Councils on either Monday 29<sup>th</sup> January or Monday 5<sup>th</sup> February, 2018 in the evening.

**336. Website Training**

The Clerk reported that the website training which was due to be held on the 13<sup>th</sup> December, 2017 had to be postponed due to heating problems in the Parish Council offices.

The Parish Council **agreed** that the Clerk will contact Inspirar to re-arrange the website training to take place during the day in the Parish Council Meeting Room.

**337. Battle’s Over. A Nation’s Tribute 11<sup>th</sup> November 2018**

The Clerk reported that an email had been received from the Chair of the National Association of Local Councils via the Durham Association of Local Councils to commemorate the centenary of the end of the First World War on the 11<sup>th</sup> November, 2018. A special guide from the Pageant Master had been produced which had been circulated to the Parish Council.

It was pointed out that there may be relatives of the forces personnel who fell in the First World War and whose names are commemorated on the War Memorial.

Following a discussion, the Parish Council **agreed** that the Clerk will contact St. George’s Academy to ask if they wish to participate in any events.

**338. Date of Next Meeting**

The Parish Council agreed that the next meeting will be held on Monday 15<sup>th</sup> January, 2018 at 6.30 p.m. in the Parish Council Meeting Room.

The meeting ended at 9.10 p.m.

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