



Minutes of the ordinary meeting of the Parish Council held on Monday 12th February, 2018 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 L. Foggett,
Councillor Mrs. V. Greenwell,
Councillor M. Robertson.
Alan Macnab, Clerk.

In attendance: Mr. J. Walford, Managing Director of Middleton Hall Retirement Village, Mr. S. Tomlinson, Manager, Middleton St. George Cricket Club Football Team, Mr. D. Dodwell, Chair, Darlington Association of Parish Councils and 5 Members of the Public.

The meeting started at 6.30 p.m.

355. Chairman's Opening Address

The Chairman welcomed everyone to the meeting. He stated that the meeting was being recorded and those present should be aware of it.

356. Apologies for absence

An apology for absence was received from Councillor R. Goodchild. The Parish Council **agreed** to accept the apology for absence.

357. Declarations of Interests.

No declarations of interests were made. Although Councillor Mrs. Gilsenan declared an interest in Minute No. 366 immediately before the item was discussed and took no part in the discussions.

358. Minutes of the Parish Council Meeting on the 15th January, 2018

The minutes of the Meeting of the Parish Council held on the 15th January, 2018 were presented.

Councillor Mrs. Gilsenan suggested that the following amendments be made to the minutes:

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

- a. Minute No. 344 Planning Matters a.iv. After “The Chairman will arrange for notices to be produced.” the following wording should be inserted “Drafts of all notices would be circulated for agreement before they were printed off.”
- b. Minute No. 344 Planning Matters. D. Middleton St. George Draft Spatial Plan. After “Councillor Mrs. Gilsenan submitted a response to the Draft Spatial Plan for Middleton St. George to the meeting.” The wording “which had been agreed by the Planning Committee on the 10th January, 2018” should be inserted.
- c. Minute No. 344 Planning Matters. D. Middleton St. George Draft Spatial Plan. Paragraph 2 should read “There was a need for the response to be compared with the submission made to Darlington Borough Council by the former Chairman of the Parish Council which had been based on the outcome of the residents’ meeting in the summer of 2017 before the response is sent to the Borough Council.”

The Parish Council **agreed** the minutes, subject to the above amendments being made.

359. Matters Arising

a. Sadberge Road Site

Councillor M. Robertson reported that out of hours working was continuing to be reported to the Borough Council’s Enforcement Officer who was following up the reports. The main issue was early morning working on the site. Councillor Robertson was continuing to monitor the situation on the site.

360. Resignation from the Parish Council and Declaration of a Vacancy for Parish Councillor

The Chairman reported that Councillor C. Everett had resigned from the Parish Council.

The Clerk gave the procedures to be followed. The Parish Council must formally declare the vacancy which is then notified to the Borough Council’s Elections Officer. The vacancy will be advertised by notice in the three noticeboards, in Darlington Town Hall and on the Parish Council’s website and Facebook page for a statutory period of 14 working days. If 10 electors write to the Borough Council’s Elections Officer demanding an election the election must be called. If at the expiry of the 14 working day period there is no demand for an election, the Elections Officer will inform the Parish Council that they will be free to co-opt to the vacancy. The co-option will be carried out by advertising the vacancy in the three noticeboards and on the Parish Council’s website and Facebook page.

The Parish Council **agreed** that:

- a. The vacancy be formally declared and the Elections Officer be notified accordingly; and
- b. A vote of thanks be given to former Councillor Everett for his service to the Parish Council.

361. Use of the Station Road Playing Field by the Middleton St. George Cricket Football Club

The Chairman introduced Steve Tomlinson, the Manager of the Middleton St. George Cricket Football Club. Mr. Tomlinson had recently taken over responsibility for the football team. He explained that the playing field was used on Sunday by another team because the other pitches which they normally would have used were unplayable. He apologised for not informing the Parish Council as owners of the field before the other team was allowed to play on the playing field on Sunday.

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The Parish Council expressed concern that the playing field was in a poor condition before the game was played and made worse, there was litter on the touchline and bad language was heard. Mr. Tomlinson responded that the referee had passed the playing field fit to play, litter was cleared up after the game. He undertook to ensure that all litter is cleared up after each game and to clamp down on bad language at all future home games.

Councillor Mrs. Gilsean stated that the playing field was meant to be for the use of organised teams of young people from the village and asked for sight of the agreement with the football club.

The Parish Council **agreed** that the agreement with the football club will be put on the agenda of the next Parish Council meeting.

362. Update on the Surgery at Middleton Hall Retirement Village

Mr. Walford, the Managing Director of Middleton Hall Retirement Village addressed the Parish Council on the progress with the temporary doctor's surgery at Middleton Hall and the possibility of a permanent doctor's surgery at Middleton Hall.

A temporary doctor's surgery was provided at Middleton Hall when the former doctor's surgery in Middleton Lane closed. Middleton Hall Retirement Village had provided land to the NHS for a doctor's surgery at no cost to the NHS. Mr. Walford was interested in feedback from the Parish Council on how the village was finding the new location of the doctor's surgery.

Issues of the lack of a regular bus service, footpaths, street lighting and a drop kerb to the site were raised by the Parish Council. Mr Walford reported that every effort was being made to improve the bus service between the surgery and the village and he had held discussions with the Borough Council's Planning Department on the issues of the lack of footpaths, street lighting and an additional drop kerb.

Mr. Walford was asked about how confident he was that a doctor's surgery would be located in the village because there was a trend developing for doctor's surgeries to be grouped together in the urban areas of Darlington and for the views of the doctor's on providing primary medical services in the village.

Mr. Walford responded that the NHS forward plan recognised that Middleton St. George was growing and the Darlington CCG was committed to keeping medical services in the village for this reason. The doctor's serving Middleton St. George were committed to working with Middleton Hall Retirement Village to providing innovative medical services on the site which would benefit the community. Middleton Hall were finding land to locate medical services which may result in other community services being situated on the site.

The next stage was engagement with residents in Middleton St. George to share the vision and to ask if there are other services which could go on the site. The issues which had been raised by the Parish Council were under discussion with Arriva and the Borough Council.

Mr. Walford was thanked for his update.

363. Planning Matters

Councillor Mrs. Gilsean reported that a meeting of the Planning Committee was held on the 7th February, 2018 and gave details of the issues addressed at the meeting.

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

a. Planning Applications Received

i. 17/01151/RM1. Reserved Matters relating to details of access, appearance, landscaping, layout and scale, for residential development of up to 198 no. dwellings pursuant to outline planning permission 15/00976/OUT dated 01 July 2016, (Amended plans received 11th January 2018). Land at rear of High Stell, Middleton St. George.

The draft response to Darlington Borough Council on this application was submitted to the Planning Committee on the 7th February, 2018 and it was amended by the Chair as a result of the points made at the meeting. The amended response was submitted to the Parish Council.

Following a discussion, the Parish Council **agreed** that the submission which gave its objections to the application be submitted to Darlington Borough Council. It was also agreed that the submission be sent to Phil Wilson MP and to Jenny Chapman MP, to all members of Darlington Borough Council's Planning Applications Committee when we had a date for the Committee meeting and to the Tees Valley Mayor.

ii. 17/01195/OUT. Outline planning application for the erection of up to 430 residential dwellings (Use Class C3) with associated landscaping and engineering works, 3 new retail units and provision of new single form Primary School. Field OSGR E435309 N513463, Yarm Road, Oak Tree, Middleton St. George.

The draft response to Darlington Borough Council on this application was submitted to the Planning Committee on the 7th February, 2018 and it was amended by the Chair as a result of the points made at the meeting. The amended response was submitted to the Parish Council.

The Parish Council **agreed** that the submission which gave its objections to the application be submitted to Darlington Borough Council.

iii. 17/01175/FUL. Residential housing development consisting of 63 No dwellings together with car parking, landscaping and associated infrastructure. Field OSGR E435292 N513607, Yarm Road, Oak Tree, Middleton St. George.

The draft response to Darlington Borough Council on this application was submitted to the Planning Committee on the 7th February, 2018 and it was amended by the Chair as a result of the points made at the meeting. The amended response was submitted to the Parish Council.

The Parish Council **agreed** that the submission which gave its objections to the application be submitted to Darlington Borough Council.

iv. 17/01199/FUL. Erection of 2 No. blocks of 8 No. sectional precast garages (Revised Scheme) (Garages 19-24 and 23-26. Play Area and Garages, Haxby Road, Middleton St. George.

The Planning Committee agreed that no comment be made on the application but it fully supports the response by the Friends of the Stockton and Darlington Railway.

v. 17/00924/FUL. Erection of a detached dwelling. 18, Middleton Lane, Middleton St. George.

The Planning Committee agreed to object to this application on the grounds set out in the response submitted by the Conservation Officer/Historic Assets Officer) on the 6th February, 2018. The Committee fully supported

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her response, and the points made in reference to this being in Middleton One Row Conservation Area, referencing the importance of the value of private green space and the importance of resisting development on valuable green space. The development would harm the character and appearance of the Conservation Area. Not only would it be contrary to Policy CS14, but the applicant has not provided convincing justification for the development within the NPPF. The application should be refused.

vi. 17/01074/FUL. Replacement and extension of existing patio to the edge of retaining wall, erection of 1100 mm metal balustrade above retaining wall and timber sleeper planter at the bottom with the formation of steps to allow access to lower garden area. 16, Church Lane, Middleton St. George.

The Planning Committee agreed that no comment be made on the application.

vii. 18/00005/LBC. Listed building consent to replace and renovate windows at 19, The Front, Middleton One Row.

The Planning Committee agreed that no comment be made on the application.

viii. 18/00010/CU Change of use from agricultural land to an equestrian use, including the erection of a stable block, with associated hardstanding, fencing, vehicular access and access track Land off Neasham Road, Middleton St. George.

This application was both in Neasham Parish and in Middleton St. George Parish. The draft response to Darlington Borough Council on this application was submitted to the Planning Committee on the 7th February, 2018 and it was amended by the Chair as a result of the points made at the meeting.

The Parish Council considered that there was a need for an archaeological report on the site and this should be included in the Parish Council's submission.

The Chairman of the Darlington Association of Parish Councils who was a Neasham Parish Councillor gave his comments on the application.

Following a discussion, a vote was taken to make no comment on the application. The vote was 7 in favour of making no comments and 1 abstention. The Parish Council therefore **agreed** that no comment be made on the application.

ix. 18/000078/FUL. Amendment of Planning Permission ref. 17/00504/FUL, erection of a 2-storey side extension to 40, The Oaklands, Middleton One Row.

The Planning Committee agreed that no comment be made on the application.

The Parish Council **agreed** to note the decisions taken by the Planning Committee in respect of planning applications iv to vii and ix above.

b. Report and Updates on Planning Applications

i. 16/00972/FUL – 27 Houses Middleton Lane

Councillor Mrs. Gilsenan referred to the Section 106 agreement funding for amenity spaces in Middleton St. George and the need to identify the spaces to benefit from the funding.

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Following a discussion, the Parish Council **agreed** that an item be put on the agenda for the next Parish Council meeting on the 12th March, 2018 and Parish Councillors will be asked to bring their suggestions for the Section 106 agreement funding to the meeting.

ii. 16/00396/OUT – 55 Houses Lancaster House DTVA

No report was given on the request for an improved bus service under the Section 106 agreement for this development.

c. Darlington Borough Council’s Local Plan Housing Targets.

The Borough Council’s Cabinet on the 22nd January, 2018 and the Full Council on the 25th January, 2018 had agreed the housing targets for inclusion in the Local Plan as 492 per year.

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

d. Special Meeting of the Darlington Association of Parish Councils – 17th January, 2018.

The meeting was called by the Borough Council’s Assistant Director for Economic Regeneration to update Parish Councils and Parish Meetings on the housing targets in the Local Plan. Concerns of Parish Councils about how planning applications were considered and approved by the Borough Council’s Planning Applications Committee were expressed at the meeting.

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

e. Middleton St. George Draft Spatial Plan

The Parish Council’s draft response which had been prepared by Councillor Mrs. Gilsenan was submitted to the Planning Committee on the 7th February, 2018. The draft submission was amended by the Councillor Mrs. Gilsenan as a result of the points made at the meeting. The amended response was submitted to the Parish Council.

The Parish Council **agreed** the Parish Council’s submission on the Draft Spatial Plan and it be sent to Darlington Borough Council.

f. Proposed Church Centre

The Parish Council **agreed** that this item be taken off the agenda until May 2018.

g. Public Rights of Way

Councillor Mrs. Gilsenan referred to the change in the law on public rights of way.

The Parish Council **agreed** that Mrs. Shorney was being asked to go through the map of public rights of way in the parish and give her comments on her findings to the Parish Council.

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364. Financial Matters

Councillor Mrs. Beadle gave the following financial report.

a. 2017-18 Financial Report, Progress against the Budget, Bank Reconciliation and Bank Statement as at the 5th February, 2018.

i. Financial Statement

The Financial Statement gave the income, expenditure and balances in the Parish Council's accounts as at the 5th February, 2018 were:

Contingency - Saver Account 1 – Barclays	-	£21,353.80
Contingency - Saver Account 2 – Barclays	-	£16,300.86
Reserves - Account with Darlington Credit Union	-	£5,081.45
Community Account	-	£51,582.27
Barclaycard Expenditure February 2018:		
Paper for the printer and photocopier	£13.20	
Photocopier cartridges	<u>£69.99</u>	- £83.19

ii. Progress against the Budget

The year end carry forward to the 2018-19 financial year was anticipated to be £37,212.53.

iii. Bank Reconciliation

The bank reconciliation on the 5th February, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £51,582.27 and the Community Account balance held by the bank was £51,645.09. A difference of £62.82 which was due to one cheque for £26.82 and one cheque for £36.00 not being cleared by the bank.

iv. Bank Statement

The bank statement showed that the balance of the Parish Council's Community Account on the 5th February, 2018 was £51,645.09.

b. Payments received and outstanding and Payments for Approval.

i. Payments received

The Clerk reported that the following payment had been received after the papers for the meeting was sent to the Parish Council:

Date	Customer	Amount
08.02.2017	Middleton Fisheries. Rent for using ponds 2 and 3 for November and December 2017 and January 2018	£300.00

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ii. Payments to the Parish Council which are outstanding

Date of invoice	Customer	Amount
	N I L	

lii. Payments for Approval:

Date	Supplier	Amount
12.02.2018	Scottish Power – Gas Monthly	£55.00
12.02.2018	M. Palfreman. Grounds Maintenance January 2018	£666.41
12.02.2018	Inspirar – Website Training	£300.00
12.02.2018	Darlington Borough Council Election Expenditure	£5,645.14
12.02.2017	The Land Registry. Land ownership search – High Stell	£4.00
16.02.2018	Barclaycard Commercial	£83.19
22.02.2018	BT Hub Monthly	£38.50
28.02.2018	Cleaner - C. I. Wood Pay	£70.00
28.02.2018	Litter Picker - J. D. Lynn Pay	£510.00
28.02. 2018	Clerk - A. W. Macnab Pay	£559.80
	TOTAL	£7,932.04

c. Timetable of Controls – February 2018

The Timetable of Controls Report for February 2018 was presented. The Clerk reported that the actions which were given in the report had been carried out. There were no notification of any losses, liabilities or damage which could lead to claims against the Parish Council.

d. Arrangements for the Councillor internal audit of accounts from 1st November, 2017 to 31st January, 2018.

The Clerk reported that arrangements were being made for Councillor Goodchild to carry out the audit of the accounts for this period.

e. Charging for the use of Parish Council facilities

Councillor Mrs. Beadle reported that the Finance Committee had considered if a charge or contribution should be made for the groups using the Parish Council Meeting Room. Councillor Mrs. Beadle gave the groups who were using the room. At present no charges were levied or contributions requested.

The Parish Council **agreed** that:

- i. the payments given in the schedule be approved;
- ii. the actions in the Timetable of Controls report which had been carried out be noted; and
- iii. it does not levy a charge or request a contribution from the groups using the Parish Council Meeting Room.

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365. Assets Register

The Clerk circulated a report with the papers for the Parish Council meeting which gave the Assets Register for the year ended 31st March, 2016 and 31st March, 2017. The value of the assets in these two years were included in the Annual Statutory Return. His review had found that there were locations and assets which had not been included in the registers for these years.

As a result he had produced a revised Assets Register as at the 8th February, 2018 which gave the asset, the location of the asset, the date of acquisition of the asset, the method of valuation, the value as at the 31st March 2017, the purchase price and value as at the 8th February 2018, the insurance valuation of the assets and the officer responsible for managing the assets. The assets purchased since the 1st April 2017 and those which were not included in the previous assets registers were included in the revised Assets Register. The Clerk explained that those assets where the purchase price could not be determined were valued at £1.

The Parish Council **agreed** that the revised Assets and the total value of the assets as at the 8th February, 2018 of £183,142.66 be approved.

366. Request for a Section 137 Grant. Middleton St. George Community Centre

Councillor Mrs. Gilsean declared an interest in this item and took no part in the discussions.

The Clerk presented a request from Middleton St. George Community Centre to purchase a defibrillator.

The Parish Council **agreed** that the Clerk will write to the Community Centre to ask for the location where the defibrillator will be located and for confirmation that it will be available 365 days each year for use by the village should the need arise and that further consideration will be given to the request when the information is received.

367. Parks and Grounds

a. Water Park

i. Broken Stile

The Clerk reported that the Borough Council's Rights of Way Officer had responded about the broken stile and was awaiting a response from the Community Pay Back Team who will repair the stile.

ii. Risk Assessment

The Water Park risk assessment was circulated with the papers for the meeting in response to information on inland water safety which a resident had received from RoSPA in the light of the proposed High Stell development which was next to the Water Park and the concerns a housing estate next to the ponds may be hazardous to young children.

The Parish Council reiterated that it had a duty of care to all users of the Water Park but it all users also had a duty of care to themselves. Children and young people could not be stopped from entering the Water Park but it was the responsibility of all parents to monitor where their children were.

Following an examination of the risk assessment, the Parish Council **agreed** that:

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

5 new warning signs stating 'Danger. Deep Water.' be purchased and erected at each of the 5 entrances to the Water Park.

To include in the High Stell response that Darlington Borough Council should be asked to carry out a risk assessment (as recommended by RoSPA).

b. Playground and Playing Field

i. Health and Safety.

Councillor Crowther reported that he had checked the play area and no problems were found.

ii. Maintenance Issues

Councillor Crowther reported that the gate into the play area closes rapidly and needed to be repaired so that it closes more slowly

iii. Repair Work to Play Area

Councillor Mrs. Greenwell reported that she was still trying to contact the company to carry out the minor repairs in the play area.

iv. Car Park Sign – Update and Written Agreement for the use of the car park

The Clerk reported that he had circulated a draft car park sign to the Parish Council by email. The responses suggested amendments to the wording which had now been carried out. The revised sign was shown to the meeting.

The Clerk also reported that he was drawing up a written agreement with Mr. Hill for the use of the car park.

c. The Front

Councillor Mrs. Beadle reported that a grant application for work to reduce the height of the trees on The Front will be completed by the Programme Manager of Groundwork North East. Councillor Mrs. Beadle will give further information to the Parish Council when this has been completed.

d. Adult Play/Exercise Equipment

Councillor Mrs. Greenwell circulated catalogues from adult play/exercise equipment manufacturers to the Parish Council. The funding of the equipment was discussed and it was felt that match funding or Section 106 funding be sought to pay for the equipment. The issue of insurance also needed to be addressed.

The Parish Council **agreed** that Councillors will take the catalogues away and come back with some ideas for the type of equipment which may be installed for consideration at the next Parish Council meeting on the 12th March, 2018.

e. Fly Tipping, Water Park

The Chairman reported that an incident of fly tipping had occurred in the Water Park. The fly tipping had been cleared up by the Borough Council. He had examined the CCTV film from the site and whilst he could see a car

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

the registration number was not visible because it was dark at the time.

368. The Whinnies Nature Reserve

Councillor Mrs. Beadle reported that an event was held during the week commencing the 5th February. Hedge laying had been carried out. The dog bins were now being emptied regularly.

369. Standards Committee

Councillor Mrs. Gilson reported that a meeting of the Standards Committee was held on the 22nd January, 2018 when the following matters were discussed and recommendations made for consideration by the Parish Council. Councillor Foggett asked why the new title of the Committee which was the Policies and Procedures Committee was not being used. The response was that it will be used for future meetings of the Committee.

a. Councillor Training

The Clerk reported that he had written again to the Secretary of the Durham Association of Local Councils for alternative dates in March and April, preferably Mondays, for the training because the dates given by the Secretary were not convenient and he was awaiting a reply from the Secretary,

b. Important Documents List

The Important Documents List was being updated by Councillor Mrs. Gilson and it will be presented at the next Parish Council meeting on the 12th March, 2018.

c. Standing Orders Amendments

The amended Standing Orders were circulated with the papers for the meeting. A query was raised in relation to the change in point 24 Communicating with Darlington Borough Councillors.

Following a discussion, it was proposed by Councillor Mrs. Greenwell and seconded by Councillor Mrs. Gilson that the whole Standing Order amendments be approved and that the amendment to point 24 did not take anything away from the value and input of the Ward Councillors at Parish Council meetings

On being put to the vote there was 4 votes in favour of the motion, 3 votes against the motion and 1 abstention. The motion was therefore carried.

d. Draft Agendas and Minutes of Parish Council meetings

Councillor Foggett asked if draft agendas and draft minutes for all Parish Council meeting be sent to all Parish Councillors to enable them to insert items for the agenda and to make amendments to the minutes before the meeting.

The Parish Council **agreed** that the draft agenda of future Parish Council meetings and the draft minutes of the previous Parish Council meetings be sent to Parish Council in advance of the meeting for the insertion of agenda items and for amendments to be made to the minutes by Parish Councillors.

e. Community Liaison Committee Terms of Reference

Councillor Mrs. Gilson explained that although the Committee had been disbanded by the Parish Council at

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

its meeting held on the 15th January, 2018 the Terms of Reference should be agreed so that if the Committee is resurrected in future the Terms of Reference will be in existence.

The Parish Council **agreed** the Terms of Reference for the Community Liaison Committee.

f. Venue, Format and Agenda for the Annual Parish Meeting/Assembly

Councillor Mrs. Gilsean reported that the Committee considered holding the Annual Parish Meeting with an Assembly to enable residents to ask the Parish Council questions. The Clerk explained that the Parish Council must hold an Annual Parish Council Meeting each year in May in order to approve the Annual Statutory Return which included the Annual Governance Statement, to receive reports from Committee Chairs, to elect the Chairman and Vice Chairman of the Parish Council and appoint Parish Councillors to Committees and outside bodies.

Following a discussion, the Parish Council **agreed** that the ordinary meeting of the Parish Council will be held on Monday 14th May, 2018 and the Annual Parish Meeting Assembly will be held on Monday 21st May, 2018 in either the Community Centre or the WI Hall.

g. First aid arrangements

Councillor Mrs. Beadle reported that she had purchased a first aid kit for the Litter Picker which should be attached to his cart. The Litter Picker should be advised to go to a resident if he suffers cuts when he is carrying out his duties. The river banks at Middleton One Row were checked once each year. The Clerk will include the river banks in the risk assessments.

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

h. Policies for Approval

The Standards Committee recommended that the following policies be approved by the Parish Council:

- Public Participation in Parish Council Meetings.
- Recording of Meetings.
- Social Media Policy
- How to use the Parish Council's Facebook page.
- Public Participation and Recording of Meetings Notice for the Parish Council Meeting Room.

The Parish Council **agreed** that all the policies which were submitted be approved.

i. Website Update

Councillor Foggett reported that the website was up to date. Councillor Gilsean and he had attended the Website training. A form on the website does not work and Inspirar, the website hosts, will be changing it to another server. This may necessitate that the website will be down for a short period or up to 72 hours.

The Parish Council **agreed** that it was necessary for the work to be carried out on the website.

j. Parish Clerk appraisal arrangements

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

The Standards Committee recommended that the appraisal of the Clerk should be carried out. The appraisal of staff must be carried out by people with experience of carrying out this work.

Following a discussion, the Parish Council **agreed** that the appraisal of the Clerk will be carried out in March or April 2018 by the Chairman of the Parish Council and Councillor Crowther.

k. Disabled access to the Parish Council Offices/Meeting Room

The Clerk reported that he had been in contact with the Chair of Darlington Association for Disability to ask for the cost of carrying out an accessibility audit of the Parish Council Offices/Meeting Room to enable the Parish Council to comply with the Equality Act 2010. The response received was that the accessibility audit would cost £200.

Councillor Mrs. Beadle reported that she had been in contact with an accessibility auditor for his advice and he had made suggestions to enable the Offices/Meeting Room to comply with the Equality Act. Councillor Mrs. Beadle had asked the consultant for a quotation which was awaited.

Concerns were expressed that there may not be room in the Parish Council Offices to locate a disabled toilet.

The Parish Council **agreed** to discuss the access arrangements when the quotation was received and to ask if the disabled toilets in the Community Centre can be used by people using the Parish Council Offices/Meeting Room.

370. General Data Protection Regulations – Update

The Clerk circulated a table which gave the types of personal information which was held by the Parish Council. The source of the information, who the information is shared with, who has access to the information, where the information is stored and the retention period were being completed. He emphasised that the work to comply with the Regulations was on-going and further guidance was awaited from Durham Association of Local Councils.

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

371. Clerk’s Working Hours

The Clerk presented a table giving his hours of work which were as follows:

Week commencing 14 th January, 2018	- 26.55 hours.
Week commencing 21 st January, 2018	- 28.45 hours.
Week commencing 28 th January, 2018	- 23.15 hours.
Week commencing 4 th February, 2018	- 27.50 hours.

The Parish Council **agreed** that the Clerk continues to record his hours and present them to the Parish Council.

373. Battle’s Over. A Nation’s Tribute – Update

The Clerk reported that he had received a reply from the Community Centre about how to commemorate the centenary of the end of the First World War. Some Parish Councils were planning to hold a commemorative tea and perhaps this should be the way for Middleton St. George to remember the centenary.

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

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

374. Big Spring Clean 2018

The Clerk reported that an email had been received from Councillor Gerald Lee informing the Parish Council about the Litter Free Durham Big Spring Clean which will start on February 19th and finish on April 15th 2018 and inviting participation in litter picks in the Borough.

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

375. Councillors Reports and Items for Future Meetings

Councillor Mrs. Gilsenan asked for the following items to be placed on the agenda for the next Parish Council meeting for monitoring and updating:

- The Model Boat Club lease.
- The Fishing Club Lease.
- The Freedom of Information Policy.
- The Communications Policy.
- The Complaints Policy.
- The Fire Safety Risk Assessment.
- Clerk's Membership of the Society of Local Council Clerks.
- The Local Council's Awards Scheme.
- PACT Crime Figures.

Councillor Foggett asked for an update on the complaint which had been made to the Borough Council's Monitoring Officer. The Monitoring Officer had now reported on the complaint. The Chairman replied that the report had been received and he needed to discuss points in the report with the Monitoring Officer which had now been completed and the report will be presented to the next Parish Council meeting.

The Parish Council **agreed** that the items will be placed on the agenda for the next Parish Council meeting on the 12th March, 2018.

376. Date of Next Meeting

The Parish Council **agreed** that the next meeting of the Parish Council will be held on **Monday 12th March, 2018 at 6.30 p.m. in the Parish Council Meeting Room.**

The meeting ended at 9.35 p.m.

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