



# Middleton St George Parish Council

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## **Minutes of the meeting of the Parish Council held on Monday 12<sup>th</sup> November, 2018 in the Parish Council Meeting Room**

**Present:** Councillor Mrs. C. Gilsenan (Chairman),  
Councillor S. Crowther (Vice Chairman),  
Councillor Mrs. M. Beadle,  
Councillor Mrs. H. Bullock,  
Councillor L. Foggett,  
Councillor R. Sansom.  
Alan Macnab, Clerk.

5 Members of the Public were present.

The meeting started at 6.30 p.m.

### **674. Chairman's Opening Address**

The Chairman welcomed everyone to the meeting.

### **675. Public Participation Session**

The Clerk reported that no requests to address the Parish Council had been made.

### **676. Apologies for Absence**

Apologies for absence were received from Councillors Embleton and Blacklee because of work commitments, and Councillor Robertson because of illness.

The Parish Council **agreed** to accept the reasons given for the Councillors apologies for absence.

### **677. Declaration of Interests**

The Chairman declared an interest in agenda item no. 22 the request for financial assistance from the Middleton St. George Community Association as a member of the Committee of the Association.

### **678. Minutes of the Parish Council Meeting on the 8<sup>th</sup> October 2018**

The minutes of the Parish Council meeting held on the 8<sup>th</sup> October, 2018 were presented. The Parish Council **agreed** that the minutes were a true record of the proceedings and the Chairman signed the minutes at the end of the meeting.

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

**679. Matters Arising**

The Clerk reported that the matters arising from the last meeting would be covered by the agenda items for this meeting.

**680. Parish Councillor Vacancy Update**

The Clerk reported that the Elections Officer of Darlington Borough Council had informed him on the 9<sup>th</sup> November, 2018 that there was no demand for an election and the Parish Council could now co-opt to the vacancy. The Clerk also reported that one resident had made an application to be co-opted to the vacancy.

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

- a. The vacancy will be advertised in the three noticeboards and on the Parish Council’s website and Facebook page with a closing date of the 7<sup>th</sup> December and the Parish Council will then co-opt at its meeting on the 10<sup>th</sup> December, 2018
- b. The Clerk will bring a policy for co-option to the Parish Council to the next meeting on the 10<sup>th</sup> December, 2018.

**681. Financial Matters**

The Clerk gave the following financial report.

**681.1 Financial Report 2018-19 as at the 5<sup>th</sup> November, 2018.**

**a. Parish Council Accounts**

<b>Contingency - Saver Account 1 – Barclays</b>	<b>- £21,353.80</b>
<b>Contingency - Saver Account 2 – Barclays</b>	<b>- £16,300.86</b>
<b>Reserves - Account with Darlington Credit Union</b>	<b>- £5,087.79</b>
<b>Barclaycard Expenditure October 2018:</b>	
Wilkinson’s Darlington – 1 lever arch file and Subject dividers	- £2.25
Timson’s Darlington - 3 keys for Councillor Foggett	£21.00
Darlington Library – Photocopying of planning application	£4.95
	<b>£28.20</b>
<b>Community Account:</b>	
Income	- £96,043.27
Expenditure	- <u>£25,814.61</u>
<b>Balance as at the 5<sup>th</sup> November, 2018</b>	<b>£70,228.66</b>

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

**b. Progress against the Budget**

The projected income for the 2018-19 financial year was £99,938.47 and the projected expenditure was £56,703.42 which would result in an anticipated surplus carry forward of £43,235.05 to the 2019-20 financial year.

**c. Bank Reconciliation**

The bank reconciliation as at the 5<sup>th</sup> November, 2018 showed that the Community Account spreadsheet balance held by the Parish Council was £70,228.66 and the Community Account balance held by the bank was the same amount.

**d. Bank Statement**

The bank statement for the Community Account on the 5<sup>th</sup> November, 2018 was presented to the Parish Council and showed that the balance on this date was £70,228.66.

**681.2 Payments received and payments for approval**

**a. Payments received**

Date	Customer	Amount
16.10.2018	Darlington Borough Council. Litter Picker's Grant 01.10.2018 to 31.03.2019	£2,800.00

**b. Payments for authorisation**

**Retrospective Payments**

Date	Supplier	Amount
11.10.2018	Darlington Borough Council. Planning Application Fee for the Tommy Statuette	£117.00
17.10.2018	Barclaycard Commercial. Payment of Norton virus £84.99 (inc. VAT) and Registration Fee to the Information Commissioner's Office £40.00	£124.99
25.10.2018	Groundwork North East. Fees for the Middleton One Row Heritage Views Project	£540.00
	<b>Total</b>	<b>£781.99</b>

**November 2018 Payments**

Date	Supplier	Amount
12.11.2018	Scottish Power Gas Monthly	£71.26
12.11.2018	Middleton St. George Community Association. Purchase of Remembrance Flag for the Village Flagpole	£4.50
12.11.2018	Middleton St. George History Group. Remembrance Exhibition	£20.00
12.11.2018	M. Palfreman. Grounds Maintenance. August 2018. See Minute No. 686 below.	£679.83
12.11.2018	County Durham and Cleveland Training Partnership. Course Fee. Councillor Gilsenan. Chair's Training 6 <sup>th</sup> September, 2018	£27.00

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

Date	Supplier	Amount
16.11.2018	Barclaycard Commercial. Payment of Wilkinson's Darlington lever arch file and subject dividers £2.25, Timpson's, key cutting for Councillor Foggett £21.00 and Darlington Library, photocopying of planning application £4.95.	£28.20
16.11.2018	BT Hub Monthly	£42.91
30.11.2018	Cleaner - C. I. Wood Pay	£70.00
30.11.2018	Litter Picker - J. D. Lynn Pay	£532.44
30.11.2018	Clerk - A. W. Macnab Pay	£633.60
	<b>Total</b>	<b>£2,109.74</b>

The Parish Council agreed the retrospective payments and payments for November 2018.

### c. Fishing Club

The Clerk reported that he had received a response from the organiser of Middleton Fisheries stating that his colleague had made paid the rent for August 2018 and that he would meet the Clerk to discuss the rent and the Water Watcher. The Clerk stated that no payments had been received for rent from Middleton Fisheries. The last payment was made into the Parish Council's bank account on the 3<sup>rd</sup> September 2018 for rent for July 2018. He had given the organiser some dates for a meeting but the organiser had not responded. Middleton Fisheries owed rent for August to October 2018.

The Parish Council **agreed** that the Clerk will write to the organiser of Middleton Fisheries giving him 30 days to pay the outstanding rent.

### d. Timetable of Controls for November 2018

The Timetable of Controls Report for November 2018 was presented. The Clerk reported that all the control requirements for November were being met.

The Clerk reported that since writing the report the Parish Council had received a claim for the accident in zip wire area of the play area on the 17<sup>th</sup> October, 2018 which had been referred to the Parish Council's insurers. Following his report to the Parish Council meeting on the 22<sup>nd</sup> October, 2018 on the accident in the zip wire area he had placed an order with Darlington Borough Council to repair the ground where the accident occurred and that this would be carried out within the next two weeks. The Borough Council had pointed out that the repair would be temporary and would need to be inspected regularly to ensure that the ground was not subsiding. The Clerk was seeking a more permanent solution to the ground underneath the zip wire to ensure that it does not subside in the future and in the meantime the zip wire would continue to be taken out of use.

The Parish Council noted the report on the Timetable of Controls.

## 682. Budget and Precept Setting for the 2019-20 Financial Year

The budget and precept setting report for the 2019-20 financial year was circulated with the papers for the meeting.

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

The Clerk reported that the budget was drawn up on the basis that there will be a surplus carry forward from the 2018-19 financial year to the 2019-20 financial year of £43,765.05. The Clerk's report highlighted the following budget pressures in the 2019-20 financial year:

1. An increase in the National Minimum Wage from £7.83 per hour to £8.21 per hour from the 1<sup>st</sup> April, 2019 which was the rate paid to the Litter Picker.
2. The national pay settlement for part time Clerks from the current rate paid to the Clerk of £13.20 per hour to £13.64 per hour from the 1<sup>st</sup> April, 2019.
3. Additional costs as a result of the work to prepare the new Neighbourhood Development Plan which cannot be anticipated and which may not be subject to grant aid.
4. An increase in utility payments.
5. An increase in the Ground Maintenance contract.
6. An increase in Property Maintenance.
7. Election costs.
8. The income from the fishing club which was uncertain.

Although there would be a reduction in PAYE payments on the Clerk's pay the rate of the reduction was not known.

As a result of these pressures it was recommended that the precept be increased by 2% from £45,182 to £46,086 in the 2019-20 financial year with effect from the 1<sup>st</sup> April, 2019. This would result in the anticipated surplus carry forward from 2019-20 to 2020-21 of £35,775.05. The Clerk also reported that there would be a need for the Parish Council to increase its income from the 2020-21 financial year onwards because it was anticipated that its income would reduce to £88,233.04 in 2020-21 and £77,147.04 in 2021-22 and whilst expenditure would continue to have to be rigidly controlled there was increases in national pay awards and utility payments which were anticipated to increase and which were outside the Parish Council's control.

The Parish Council **agreed**:

- a. That the precept for the 2019-20 financial year be increased by 2% from £45,182 to £46,086 with effect from the 1<sup>st</sup> April, 2018.
- b. The budget for the 2019-20 financial year.

## **683. Planning Matters**

### **683.1 New Planning Applications**

The following planning applications were submitted for consideration.

18/00972/RM1. Reserved matters relating to Layout, Scale, Appearance, Access and Landscaping attached to outline planning permission 16/00396/OUT dated 21 February 2018 (Outline planning permission for residential development of up to 55 dwellings with all matters reserved (amended Arboricultural Survey received 6 June

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2016) (amended Site Location Plan, Parameters Plan, Constraints Plan, Design & Access Statement and Planning Statement received 29 June 2016) (additional Retrospective Heritage Statement received 29 June 2016) (Additional Ecology Report received 4 October 2016)(Amended Site Location Plan received 13 February 2018)). Lancaster House, Durham Tees Valley Airport.

The Parish Council **agreed** that no comment be made on this planning application.

18/00591/FUL. Variation of condition 3 (Approved Plans) attached to planning permission 16/01256/FUL dated 19 June 2018 for residential development comprising 12 No. dwellings (Revised scheme) - to permit the substitution of house types and amended layout. Field to the east of Oak Tree Inn, Yarm Road, Middleton St. George.

The draft letter to Darlington Borough Council on this planning application was circulated to the Parish Council before the meeting. The Parish Council **agreed** the draft letter and asked that it be sent to the Borough Council.

### **683.2 Gladman Developments Limited. Land off Neasham Road, Middleton St. George – Appeal to the Planning Inspectorate**

It was reported that a letter dated the 19<sup>th</sup> October 2018 had been received from Darlington Borough Council informing the Parish Council that Gladman Developments Limited had made an appeal to the Planning Inspectorate over the planning application for land off Neasham Road, Middleton St. George because the application had not been determined by Darlington Borough Council. The letter gave details of how views can be put to the Planning Inspector before the 22<sup>nd</sup> November, 2018. The letter was circulated to all Parish Councillors.

The Parish Council view was that the development was would be adjacent to the Conservation Area, and would therefore impact on its setting and there would be a very significant impact on Middleton St. George because of the traffic from the development would be routed through the centre of the village. The Parish Council should also work with Neasham Parish Council because the development was within its and Middleton St. George parishes and legal representation should be sought to present the Parish Council's case at the public inquiry. The CPRE gave the Clerk the name of a barrister who specialised in planning appeals.

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

- a. That the Clerk will contact the CPRE to find out if the barrister would represent the Parish Council at the public inquiry, to ask for his fees for the work and to invite the barrister to the Parish Council meeting on the 19<sup>th</sup> November, 2018; and
- b. That the Clerk will contact Neasham Parish Council to invite representatives to attend the Parish Council meeting on the 19<sup>th</sup> Nov ember, 2018.
- c. The letter to the Planning Inspector which was circulated with the papers for the meeting.

### **684. Utility Charges – Update**

The Clerk reported that a two year contract for the supply of electricity to the Parish Council building had been negotiated with Scottish Power which the consultant who negotiated the price on behalf of the Parish Council would save the Parish Council £639.12 each year. Prices for the supply of gas could not be obtained until January 2019 because of contractual issues with the current supplier.

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

**685. Request for a Section 137 Grant. Middleton St. George Community Centre to purchase a defibrillator – Update**

Councillor Mrs. Beadle reported that Councillor Blacklee had contacted Neasham Parish Council to find out the costs of installing and running a defibrillator. £1,000 had been donated for the defibrillator and there was a likelihood that there would be two defibrillators in the village. Councillor Blacklee was liaising with the Community Centre to determine the correct location and would provide training on how to use the machine.

**686. Grounds Maintenance Contract**

The Clerk reported that the invitation to tender and contract specification documents had been sent to four grounds maintenance contractors on the 29<sup>th</sup> and 30<sup>th</sup> October, 2018. The closing date for submission of the quotations was the 7<sup>th</sup> December, 2018 and the quotations would be opened and considered by the Parish Council on the 10<sup>th</sup> December, 2018.

It was reported that the hedge cutting in the allotments which was completed in September 2018 was very poor and it was not finished.

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

- a. The report on progress with obtaining quotations for the grounds maintenance contract be noted.
- b. The Clerk will point out to the current grounds maintenance contractor the fact that the hedge cutting work in the allotments were very poor and the work was not finished and the grounds maintenance contractor's invoice for September 2018 which showed that hedge cutting had been completed would not be paid.
- c. The Clerk will also query if the July 2018 invoice included the cutting of the allotment hedges or not. The schedule of work for July included the cutting of the allotment hedges.

**687. Parks and Grounds**

**687.1 Water Park**

**a. Broken Stile Update**

The Clerk reported that he would remind the Borough Council's Rights of Way Officer again about the broken stile.

**b. Safety Signs Update**

Councillor Foggett agreed to liaise with Councillors Blacklee and Embleton to install the signs.

**c. Ponds Structural Survey – Update**

The Clerk reported that two quotations had been received and he will give the prices quoted and the specification to the Parish Council meeting on the 26<sup>th</sup> November, 2018.

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

**d. Incidents in the Park – Water Watcher**

Councillor Mrs., Beadle reported that there was some confusion about where the Water Watcher lived.

The Parish Council agreed that Councillor Mrs. Beadle and the Clerk find out where the Water Watcher lived and to visit him to ask for the extent of his involvement with fishing in the Water Park,

**e. Drains and Gullies**

The Clerk reported that he had received a reply from the resident whose expertise was in solving drainage issues. The resident had now replied suggesting a sleeve and he would let the Clerk know where the sleeve can be purchased and its cost.

**f. Street Lights**

The Parish Council was asked to consider extra lighting in the Water Park between the Community Centre car park and the Parish Council offices. The cost of repairing the existing lights had been obtained by the Clerk from Darlington Borough Council but the Parish Council decided that the costs of restoring power and the electricity charges could not be afforded.

Following a discussion, the Parish Council agreed that Clerk will obtain two quotations for restoring the power to the street lights and the electricity charges and then discuss sharing the costs with the Community Centre.

**687.2 Playground and Playing Field**

The Clerk reported that a solicitor’s letter had been received for the accident to the resident underneath the zip wire. The solicitor’s letter had been referred to the Council’s insurers. Darlington Borough Council will be carrying out the work to repair the ground underneath the zip wire to make it level and would also be carrying out the repairs to the play area which had been highlighted in the RoSPA inspection report in July 2018. The Clerk confirmed that the Borough Council will inspect the repairs when they have been completed and issue a certificate.

**687.3 The Front, Middleton One Row**

**a. Cleaning of Seating**

The Clerk reported that the resident who had offered to clean the seats had not responded to requests for an update on when the work will be carried out. He stated that he would approach Darlington Cares to see if they can carry out this work.

The Clerk also agreed to check the number of seats/benches in the parish and make sure the correct number was entered on the Assets Register (an updated version of which would be circulated to all Councillors).

**b. Trees Project**

The Parish Council **agreed** to defer this item to the next meeting to enable Councillor Mrs. Beadle to circulate her report on the project.

**688. The Whinnies Nature Reserve**

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



Councillor Mrs. Beadle reported that the gate had been put back and she was concerned about the obstruction of the paths by overgrown trees which needed to be cut back.

**689. Policies and Procedures**

**689.1 Website**

Councillor Foggett reported that all documents had been put onto the website and he was still trying to obtain the hits statistics.

**689.2 Disabled access to the Parish Council Offices/Meeting Room**

Councillor Mrs. Beadle reported that there was a need to purchase a disabled bay template and spray paint to mark the disabled bay at the entrance to the Parish Council building.

The Parish Council **agreed** that the disabled bay template and spray paint be purchased to enable the disabled bay to be marked.

**690. Speed Monitor – Update**

Councillor Foggett reported that the speed monitor was placed in Middleton Lane for three weeks and showed the results to the Parish Council. Above the line on the graph showed that motorists were exceeding the speed limit. The results showed that Middleton Lane had a greater number of motorists who exceeded the speed limit than Killinghall Row but that Killighall Row had a greater volume of traffic. There was an incident of a motorist exceeding 70 MPH in Killinghall Row which had been reported to the local PCSO.

Councillor Foggett agreed to carry on being responsible for speed monitoring and he also reported that there was a need to purchase a second solar powered speed monitor.

The Parish Council **agreed** to thank Councillor Foggett for his report and to put the statistics onto the Parish Council’s website and Facebook page.

**691. Community Speed Watch**

Councillor Foggett agreed to liaise with the other Community Speedwatch volunteers and the police regarding this scheme, and Councillor Gilsenan would share the request for volunteers on Facebook again.

**692. Remembrance Weekend**

The Parish Council agreed that the weekend commemorations of the centenary of the end of the First World War were a success.

The Clerk reported that the Planning Officer had confirmed that if the Tommy statuette was erected with a wall behind it this would require planning permission and he asked the Parish Council for guidance.

The Parish Council **agreed** that:

- a. The planning permission for the Tommy statuette be discontinued.
- b. The Tommy statuette be brought out for public display during the Remembrance weekend each year.

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

c. It will review if there was a need for a permanent display in September 2019.

**693. Northumbria in Bloom**

**a. 2019 Entry**

The Clerk reported that the entry for 2019 will be made on the 14<sup>th</sup> November, 2019.

**b. Forming a Community Group**

The Parish Council considered how to organise the 2019 entry following the retirement of the organiser. There was a need for a named person to call meetings, liaise with village organisations and businesses, draw up a list of jobs to be carried out and create a rota for watering and plant care. It was reported that the former organiser was prepared to continue to grow the plans and was happy to share her knowledge and experience. Councillor Mrs. Bullock volunteered to lead the 2019 entry with the Chairman and Councillor Mrs. Beadle's assistance to form a voluntary group. Councillor Mrs., Bullock, the Chairman and Councillor Mrs. Beadle will meet the former organiser to start the process.

The Parish Council **agreed** that a notice would be posted on the Website and Facebook Page inviting residents to register their interest in volunteering for this project.

**c. Freedom of Middleton St. George Parish**

The Parish Council considered the award of Freedom of the Parish. The Clerk explained that in accordance with the Local Government Act there would have to be a special separate meeting of the Parish Council and the award must be supported by at least two-thirds of the Parish Councillors present at the meeting.

The Parish Council **agreed** that the Special Meeting which will be called to consider the Freedom of the Parish will be held on Monday, the 26<sup>th</sup> November, 2018 at 6.30 p.m. in the Parish Council Meeting Room.

**694. Recording Equipment for Meetings**

The Parish Council **agreed** that the Clerk will bring details of the cost of recording equipment to the next Parish Council meeting on the 10<sup>th</sup> December, 2018.

**695. Darlington Association of Parish Councils. Request from the Chairman of the Association**

The Clerk reported that an email had been received from the Chairman of Darlington Association of Parish Councils asking for the support of the Parish Council to the continuation of the Association.

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

**696. Polling Station Review Consultation**

The Clerk reported that the review of polling stations for the 2019 elections had closed and the polling station for the village may be the WI Hall.

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

**697. Councillors Reports and Items for Future Meetings**

Councillor Mrs. Bullock suggested that the Parish Council have a get-together meal on the evening of the 7th January, 2019.

The Chairman asked the Parish Council to consider the work that needed to be completed before the Parish Council's term of office ends in May 2019.

**698. Dates of Next Meetings**

The Parish Council **agreed** that the dates of the next meetings will be as follows:

- Monday 19<sup>th</sup> November, 6.30pm. Special Meeting of the Parish Council on Section 106
- Thursday 22<sup>nd</sup> November, 2 p.m. Neighbourhood Development Plan Working Group.
- Monday 26<sup>th</sup> November, 2018 at 6.30 p.m. Planning Matters.

The meeting ended at 8.52 p.m.

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