



# Middleton St George Parish Council

[msgclerk@aol.com](mailto:msgclerk@aol.com)

[www.middleton-st-george.org.uk](http://www.middleton-st-george.org.uk)

## **Draft Minutes of the Meeting of the Parish Council held on Monday 11<sup>th</sup> November, 2019 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 S. l'Anson,  
Councillor S. Smith,  
Councillor W. Wilkinson  
Alan Macnab, Clerk.

**In Attendance:** Mrs. T. Pemberton, Chair and Mr. R. Chisholm, Planning Officer of the Friends of the Stockton and Darlington Railway, Mr. R. Starrs, Project Officer of the Stockton and Darlington Railway Heritage Action Zone and Mr. W. Appleton and three members of the Angling Club.

The meeting started at 6.30 p.m.

### **1116. Chairman's Opening Address**

The Chairman welcomed everyone to the meeting and especially Trish Pemberton the Chair and Ross Chisholm the Planning Officer of the Friends of the Stockton and Darlington Railway and Richard Starrs, the Project Officer of the Stockton and Darlington Railway HAZ. Trish and Richard attended the meeting to give presentations on the Friends and the Stockton and Darlington Railway HAZ.

### **1117. Apologies for Absence**

Apologies for absence were received from Councillors Blacklee and McBride because of work commitments.

The Parish Council **agreed** to accept the apologies for absence which had been received.

### **1118. Declarations of Interests**

The Chairman declared an interest in agenda item no. 16 Community Centre Fence as a Trustee of the Community Centre. Councillor Foggett declared an interest in agenda item no. 14 Grounds Maintenance Contract as Chair of the Middleton St. George Allotments Association.

### **1119. Minutes of the Parish Council Meeting on the 23<sup>rd</sup> September, 2019**

The minutes of the Parish Council meeting held on the 23<sup>rd</sup> September, 2019 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.

### **1120. Presentation by the Chair of the Friends of the Stockton and Darlington Railway**

Chairman's Signature..... *C. J. Gilsenan* ..... Date..... *16 / 12 / 2019* .....

In her presentation, Trish Pemberton gave the origins, the aims and objectives, the achievements since being formed, the links which had been formed both in this country and abroad and the work which the Friends were carrying out. The key objective was for a 26 mile walking and cycle route across as much of the track of the Stockton and Darlington Railway as possible from Witton Park in County Durham to Stockton on Tees so people can walk and cycle the entire route and working with the Tees Valley Combined Authority and Durham County Council, Darlington Borough Council and Stockton on Tees Borough Council and the communities along the route to prepare for the bicentenary of the opening of the railway in 2025 and the legacy beyond 2025 to act as a catalyst to economic regeneration of the area.

#### **1121. Presentation by the Project Officer of the Stockton and Darlington Railway Heritage Action Zone**

Richard Starrs stated that the Heritage Action Zone was established to help rejuvenate and restore the 26 mile stretch of historic railway, and to help realise its potential to become a major heritage attraction and visitor destination in the build up to its 2025 bicentenary.

The Heritage Action Zone will run over a 5 year period, covers the 26 miles of railway from Witton Park in County Durham, through Shildon, Darlington and Stockton. The Railway operated along this route from 1825, and was the birthplace of the modern railway system, using innovative technology to become a valuable passenger and freight network.

The Heritage Action Zone has a programme of research and designations, which will include aerial surveys, archaeology and building assessments. It will tackle heritage at risk and urgent repairs to historic structures, while ensuring better long term conservation and management. Through developing the line as a visitor attraction, it is hoped that this Heritage Action Zone will help to bring about long term change for this important piece of our history.

The Heritage Action Zone works in partnership with Darlington Borough Council, Durham County Council and Stockton on Tees Borough Council, the Tees Valley Combined Authority and other bodies. It will work with local people to encourage long term economic growth by developing heritage skills, heritage schools resources, training and tourism, as well as providing opportunities for health and recreation, and community events.

The Parish Council thanked Trish Pemberton and Richard Starrs for their presentations.

#### **1122. Deferring items on the Agenda**

The Parish Council agreed that the agenda items on the Water Park under Parks and Grounds, the Financial items including the setting of the budget and precept for 2020-21 and planning matters be discussed at the meeting and the remainder of the agenda be deferred to the next Parish Council meeting on the 25<sup>th</sup> November, 2019.

#### **1123. Parks and Grounds**

##### **1123.1 Water Park**

##### **a. Ponds Structural Survey – Quotations for the Bank Side Work.**

The Vice Chairman reported that two quotations had been received for the clearance and reseeding work to the southern bank side of the ponds opposite the land to the rear of High Stell which was being developed for housing. A further quotation was awaited. There was a wide disparity in the quotations received. The Clerk was asked to send the second quotation to Parish Councillors because it had recently been received. The work clearly involved a large sum of money and that grant aid be sought for the work.

Chairman's Signature..... *CJ Gabe* ..... Date..... 16/12/2019 .....

The Parish Council were informed that £98,000 Section 106 funding had been allocated from a planning application to provide wildflower friendly informal open spaces and landscaping for use by the general public in the village. A bid had been made by the Parish Council for funding from this source for open spaces in November 2018. The Parish Council considered that part of this funding may be considered for the bank side work in the Water Park.

The Parish Council **agreed** that the Chairman will bring the bid letter made last year to the next meeting and further consideration be given to a bid for funding from this source for the bank side work.

**b. Angling Club Report**

Mr. Appleton asked the Parish Council for their views on the independent report on the ponds which he had commissioned and for the work which the Parish Council wanted the Angling Club to carry out.

The Parish Council view was that the report tended to reinforce the structural report which had been carried out by the reservoir engineer and asked Mr. Appleton for the qualifications and experience of the author of the independent report which he had commissioned.

The Parish Council's structural report from the reservoir engineer had expressed concerns about the platforms which the Angling Club had installed in relation to the stability of the bank sides.

Following a discussion, the Parish Council agreed that:

- i. Once the southern facing banks were cleared, it will engage a reservoir engineer to comment on the platforms on the bank sides, if the platforms were satisfactory to ensure that the stability of the bank sides would not be undermined or the further work which would be needed.
- ii. Following the reservoir engineer's report a meeting will be convened with Mr. Appleton to find a solution which would be satisfactory for all parties.
- iii. Mr. Appleton will give the Clerk the qualifications and experience of the author of the independent report which he had commissioned.

**c. Drains**

Councillor Mrs. Bullock reported that the work to clear and repair the drains in the road between the Parish Council building and the Community Centre building had been carried out and she had checked to ensure that the work had been carried out.

**d. Drain Cover**

Councillor Mrs. Beadle reported that the drain cover on the north facing side of the Parish Council building was missing and it was a health and safety hazard.

The Parish Council **agreed** that the Clerk will arrange for a new drain cover to be installed.

**e. Rear security light on the Parish Council building**

The Vice Chairman reported that the security light at the rear of the Parish Council building was on continuously.

The Parish Council **agreed** that the Clerk will arrange for the light to be readjusted so that it does not come on during daylight hours.

Chairman's Signature..... *e. J. Gibena* ..... Date..... *16/12/2019* .....

**f. Community Centre Fence Update**

The Clerk reported that he had written to the Acting Chair of the Community Centre about the height of the fence but that there had been no reply and he would again write to the Acting Chair.

**1124 Financial Matters**

**1124.1 Financial Report as at the 5<sup>th</sup> November, 2019**

Councillor Mrs. Beadle gave the financial report as at the 5<sup>th</sup> November, 2019. The report gave the reasons for the Contingency Accounts and the reserves,

**a. Parish Council Accounts**

<b>Contingency - Saver Account 1 – Barclays</b>	<b>- £21,396.74</b>
<b>Contingency - Saver Account 2 – Barclays</b>	<b>- £16,333.64</b>
<b>Reserves - Account with Darlington Credit Union</b>	<b>- £5,095.42</b>
<b>Barclaycard Expenditure September and October 2019:</b>	
30.09.2019 Royal British Legion. Poppy Wreath	£12.00
27.09.2019 Minus Amazon Prime Subscription wrongly added to the account	<u>£7.99</u>
<b>Total</b>	<b>£4.01</b>
31.10.2019 Amazon. 1 Union flag, 1 Remembrance flag and 1 St.7 George's flag 5' x 3'	£11.39
<b>Community Account:</b>	
Income	- £133,967.69
Expenditure	- <u>£ 33,192.04</u>
<b>Balance as at the 5<sup>th</sup> November, 2019</b>	<b>£100,775.60</b>

**b. Progress against the Budget**

The anticipated income for the 2019-20 at the end of the financial year was £137,833.88 and the anticipated expenditure was expected to be £72,279.00 with a carry forward surplus balance of £65,554.88 to the 2020-21 financial year.

**c. Bank Reconciliation**

The bank reconciliation as at the 5<sup>th</sup> November, 2019 showed that the Community Account spreadsheet balance held by the Parish Council was £100,775. and the Community Account balance held by the bank was £100,790.09. A difference of £14.49 which was because cheque numbers 200044 for £4.50 and 200046 for £9.99 not being cleared by bank.

**d. Bank Statement**

The bank statement for the Community Account on the 5<sup>th</sup> November, 2019 was presented and showed the balance in the Community Account at the bank was £100,790.09.

Chairman's Signature..... *C.J. Gbena* ..... Date..... *16/12/2019* .....

## 1124.2 Payments received and payments for approval

### a. Payments In:

Date	Customer	Amount
01.10.2019	Darlington Borough Council. Repayment of Grounds Maintenance Contract 01.04.2019 to 30.09.2019	£2,315.14
07.10.2019	HM Revenue and Customs. VAT Repayment 01.07.2019 to 30.09.2019	£627.38
15.10.2017	Gladman Developments Ltd. Repayment of costs incurred by MORA due to Neasham Road Appeal	£4,900.00
17.10.2019	Darlington Borough Council. Litter Picker's Contribution 01.10.2019 to 31.03.2020	£2,800.00
	<b>Total</b>	<b>£10,642.52</b>

### b. Payments for approval:

Date	Supplier	Amount
01.11.2019	Darlington Borough Council. Grounds Maintenance Contract. 1 <sup>st</sup> April to 30 <sup>th</sup> November 2019	£2,894.14
07.11.2019	Scottish Power. Electricity Monthly	£3.00
07.11.2019	Scottish Power. Gas Monthly	£16.00
11.11.2019	HM Revenue and Customs. Clerk's PAYE November 2019	£163.68
11.11.2019	Diamond Drainage & Groundworks Ltd, Middlesbrough. Drainage cleaning and restoration work outside the Parish Council building in the Water Park	£980.00
11.11.2019	Northumbria in Bloom 2020 Entry Fee	£125.00
11.11.2019	Councillor Mrs. Gilsean. Reimbursement of rail fare to attend the CDALC AGM	£10.70
17.11.2019	Barclaycard Commercial. Royal British Legion Remembrance Wreath £12.00 minus Amazon Prime Subscription deducted in error in October 2019 £7.99.	£4.01
23.11.2019	BT Hub Monthly	£40.49
30.11.2019	Cleaner - C. I. Wood Pay	£70.00
30.11.2019	Litter Picker - J. D. Lynn Pay	£558.28
30.11.2019	Clerk - A. W. Macnab Pay	£654.72
	<b>Total</b>	<b>£5,519.88</b>

The Parish Council **agreed**:

- i. To note the financial report and the income received since the last meeting.
- ii. That the payments for November 2019 as detailed above be made.

## 1124.3 Approval of arrangements for payment to Darlington Borough Council for the Grounds Maintenance Contract

The Clerk reported that difficulties were being experienced with the direct debit arrangements which had been put in place for paying Darlington Borough Council for the Grounds Maintenance Contract. Payments had been made from the Parish Council's bank account to Darlington Borough Council's account on the 1<sup>st</sup> October and the 1<sup>st</sup> November, 2019 but both payments made been returned to the Parish Council's account. When he questioned the Parish Council's bank they stated that the direct debit required authorisation which had been made. As a result of this difficulty, the Clerk had cancelled the direct debit which was agreed by Darlington Borough Council and instead paying for the Ground Maintenance Contract by bank transfers each month until the end of the contract on the 31<sup>st</sup> March, 2020.

Chairman's Signature..... *C.J. Gilsean* ..... Date..... *16/12/2019* .....

The Clerk reported that the work which had been carried out by the Grounds Maintenance Team had been received. The issue of the use of weed killer by the Grounds Maintenance Team was raised. The Clerk stated that he had raised the complaint with the Supervisor but he had not received a reply. The Parish Council suggested that when the contract was re-let from April 2020 there should be a meeting with the contractor to give details of the areas to be covered by the contract and to address other issues relating to the contract.

The Parish Council **agreed**:

- i. The arrangements which the Clerk had made to pay Darlington Borough Council by bank transfer.
- ii. That the Clerk will contact the Supervisor of the Grounds Maintenance Team to ask for an explanation why weed killer was used.
- iii. That a pre meeting with the contractor when the Grounds Maintenance Contract is let from April, 2020.

#### **1124.4 Timetable of Controls for November 2019**

The Timetable of Controls Report for November 2019 was presented.

The Clerk reported that:

- a. The recommendation for the precept for the 2020-21 financial year and the budgets for 2020-21 to 2022-23 would be made to this meeting.
- b. A statement of receipts and payments to date under each budget heading and progress against the budget statement was submitted to the meeting.
- c. The schedule of payments requiring authorisation formed part of the agenda for the meeting.
- d. A list of regular payments was submitted to the meeting.
- e. There were no losses, liabilities or damage which could lead to claims against the Parish Council.

The Parish Council **agreed** that it was satisfied that all the actions to comply with the Timetable of Controls for November 2019 were in place.

#### **1125. Finance Committee Report**

Councillor Mrs. Beadle reported that the Finance Committee met on the 5<sup>th</sup> November, 2019. The Committee was not quorate but it made the following recommendations at its meeting on the 5<sup>th</sup> November, 2019 to the Parish Council:

- Amendments to the Committee's Terms of Reference which will be submitted to the next Parish Council meeting on the 25<sup>th</sup> November, 2019 for approval.
- The Committee received the budget summary and calculations for 2020-21 to 2022-23 from the Clerk.
- There will be no changes to the income budget headings.
- The following changes were made to the expenditure budget headings:
  - Utilities - 10% increase in 2021-22 and 2022-23.

Chairman's Signature..... *C.T. Gibson* ..... Date..... *16/12/2019* .....

- A new budget heading called IT, Administration and Printing with £1,000 for 2020-21 (possible replacement lap top) and 5% increase in 2021-22 and 2022-23 on existing Administration and Printing budget heading of £600.
- PAYE and Pensions - 3% increase in the employer's contribution to the Litter Picker's pension from 2020-21 to 2022-23.
- Section 137. Increase the budget by £500 from 2020-21 to 2022-23 by deleting the Christmas Costs budget heading.
- Christmas costs. Delete this budget heading.
- Cameras. Increase the budget heading for 2020-21 from £250 to £1,000 and £250 for 2021-22 and 2022-23.
- Reimbursements. Delete this budget heading.
- No changes be made to the remaining expenditure headings.

Based on the budget calculations presented to the Committee, taking into consideration the above recommendations, there will be a sufficient budget surplus carry forward from the 2019-20 financial year to the 2020-21 financial year. The Committee therefore recommended that the precept be unchanged from its current level of £46,086.00 in the 2020-21 financial year.

#### **1126. Budget and Precept Setting for 2020-21**

The budget and precept setting report for the 2020-21 financial year was circulated with the papers for the meeting which included the recommendations made by the Finance Committee on the 5<sup>th</sup> November, 2019.

The Clerk reported that the budget projections in the report showed that the projected surplus carry forward from the 2019-20 financial year to the 2020-21 financial year will be £65,554.88. On this basis there would be no need to increase the precept for the 2020-21 financial year and therefore it should remain at £46,086.

The Parish Council agreed:

- a. That the precept for the 2020-21 financial year remain at its current level of £46,086.
- b. The budget for the 2020-21 financial year.

#### **1127. Planning Matters**

##### **1127.1 Planning Decisions.**

It was reported that the following planning application had been approved by Darlington Borough Council.

19/00553/FUL. Proposed track bed improvements, widening of existing path, alterations and improvements at crossing points (provision of timber edge restraints and renew or relocate existing access controls) (additional heritage impact assessment received 26 June 2019 and amended heritage impact assessment received 9 July 2019) | Disused Railway Trackbed To A67 A66 Yarm Road To Little Burdon, Darlington.

##### **1127.2 Land to the rear of High Stell, Middleton St. George**

- a. Meeting with the Managing Director of Homes by Carlton

Chairman's Signature..... *C J Gibson* ..... Date..... *16/12/2019* .....

The Chairman submitted a report on the meeting with the Managing Director of Homes by Carlton on the 4<sup>th</sup> November, 2019. The issue of access to the site was discussed and the Chairman agreed to check the access arrangements.

**b. Darlington Borough Council (Public Footpaths 1 and 4 Parish of Low Dinsdale) Diversion Order 2019 –**

The Parish Council received the Confirmation of Order for the footpaths diversions which was dated 4<sup>th</sup> November 2019.

**1127.3 Land at Station Road, Middleton St. George**

The Parish Council received notification from Darlington Borough Council that an extension of the time limit for this planning application had been extended to the 6<sup>th</sup> December, 2019.

**1127.4 Neighbourhood Development Plan**

The Chairman reported that the meeting with AECOM to discuss the design codes had been postponed and was being rearranged.

Jo-Anne Garrick will be attending the Parish Council meeting on the 25<sup>th</sup> November, 2019 to give a progress report on the Neighbourhood Development Plan and supplementary documents.

**1128. Darlington Borough Council's New Proposals for Dog Control**

The Parish Council received information on the Borough Council's new proposals for controlling dogs.

The Parish Council **agreed** that it will not respond to the proposals but that individual Parish Councillors may wish to respond.

**1129. Date of Next Meeting**

Monday 25<sup>th</sup> November, 2019 at 6.30 p.m. for planning matters and matters which were deferred from this meeting.

The meeting ended at 8.30 p.m.

Chairman's Signature.....

*eJ Gbena*

Date.....

*16/12/2019*