



Middleton St George Parish Council

msgclerk@aol.com

www.middleton-st-george.org.uk

Draft Minutes of the Meeting of the Parish Council held on Monday 13th January, 2020 in the Parish Council Meeting Room

Present: Councillor Mrs. C. Gilsean (Chairman),
Councillor S. Crowther (Vice Chairman)
Councillor A Blacklee,
Councillor Mrs. H. Bullock,
Councillor L. Foggett,
Councillor W. Wilkinson
Alan Macnab, Clerk.

In Attendance: 2 members of the public.

The meeting started at 6.30 p.m.

1178. Chairman's Opening Address

The Chairman wished everyone a happy New Year.

1179. Public Participation Session

The Clerk reported that there were no notices from members of the public who wished to speak at the meeting

1180. Apologies for Absence

Apologies for absence were received from Councillor l'Anson because of family commitments and Councillor McBride because of work commitments.

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

1181. Declarations of Interests

No declarations of interests were made.

1182. Minutes of the Parish Council Meetings on 10th June and 25th November, 2019

The minutes of the Parish Council meetings held on 10th June and 25th November, 2019 were presented. The Clerk explained that the minutes of the meeting held on the 10th June, 2019 were presented to the meeting because they had not been tabled at the July or September 2019 meetings.

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.

1183. Resignations from the Parish Council

The Chairman reported that Councillors Mrs. M. Beadle and S, Smith had resigned from the Parish Council.

Chairman's Signature..... *C. J. Gilsean* Date..... *10/02/2020*

Councillor Mrs. Beadle for family reasons and Councillor Smith because of a conflict of interest with the Workplace Pensions issue.

The Parish Council **agreed**:

- a. To formally declare that the two vacancies existed and asked the Clerk to notify the Democratic Services Officer at Darlington Borough Council of the two vacancies for a notice to be drawn up and posted for a period of 14 working days.
- b. A letter be sent to Councillor Mrs. Beadle thanking her for her years of service and the work she has carried out.

1184. Volunteers/Arrangements to take on Former Councillor Mrs. Beadle's responsibilities

The Chairman reported that as a result of the resignations of Councillors Mrs, Beadle and Smith the positions of Chair and Vice Chair of the Finance Committee were now vacant. There was also a need to fill Mrs. Beadle's position on the NDP Working Group and The Whinnies Nature Reserve and PACT and as a second Parish Councillor signatory for cheques and on line payments.

The Parish Council asked what membership of the Finance Committee entailed. The Clerk gave an outline of the responsibilities of the Finance Committee. Councillor Ms. Wilkinson agreed to be a member of the Finance Committee.

The Parish Council **agreed** that:

- a. The Clerk will circulate to all Parish Councillors the Terms of Reference for the Finance Committee.
- b. Councillor Ms. Wilkinson be confirmed as a member of the Finance Committee.
- c. Former Councillor Mrs. Beadle be invited to serve as a Co-opted Community Representative on the NDP Working Group.
- d. The Vice Chairman be the second Councillor signatory for cheques and on line payments. The Clerk will arrange for the bank mandate to be changed.

1185. Financial Matters

1185.1 Financial Report as at the 6th January, 2020

The Clerk gave the financial report as at the 6th January, 2020. The report gave the reasons for the Contingency Accounts and the reserves,

a. Parish Council Accounts

Contingency - Saver Account 1 – Barclays	- £21,439.53
Contingency - Saver Account 2 – Barclays	- £16,366.31
Reserves - Account with Darlington Credit Union	- £5,095.42

**Barclaycard Expenditure November and December
2019 and January 2020:**

30.11.2019 Timsons Darlington. Keys cut for the

Chairman's Signature.....*C. J. Gibson*..... Date.....*10/02/2020*.....

Speed Watch Co-ordinator	£14.75
December 2019	Nil
06.01.2020. Jewsons Darlington Drain Cover	
£12.80	
06.01.2020 Middleton St. George Post Office. 12 first class stamps	<u>£8.40</u>
Total	£35.95
Community Account:	
Income	- £133,967.69
Expenditure	- <u>£ 43,208.49</u>
Balance as at the 6th January, 2020	£ 90,759.20

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 £75,460.00 with a carry forward surplus balance of £62,373.88 to the 2020-21 financial year.

c. Bank Reconciliation

The bank reconciliation as at the 31st December, 2019 that the Community Account spreadsheet balance held by the Parish Council was £90,759.20 and the Community Account balance held by the bank was £90,934.69. A difference of £175.49 which was because cheque numbers 200044 for £4.50, 200046 for £9.99, 200077 for £125.00 and 200078 for £36.00 not being cleared by bank.

d. Accounts Spreadsheet and Bank Statement

The Spreadsheet of all the accounts and the bank statement for the Community Account for 30th November to the 31st December 2019 were presented. The bank statement showed the balance in the Community Account at the bank on the 31st December, 2019 was £90,934.69.

1185.2 Payments received and payments for approval

a. Payments In:

NIL

b. Payments for approval:

Date	Supplier	Amount
13.01.2020	Darlington Borough Council. Grounds Maintenance Contract. January 2020	£579.00
13.01.2020	Scottish Power. Electricity Monthly	£18.00
13.01.2020	Scottish Power. Gas Monthly	£30.00
13.01.2020	HM Revenue and Customs. Clerk's PAYE December 2019	£163.68
13.01.2020	County Durham and Cleveland Training Partnership. Councillors Training	£250.00
16.01.2020	Barclaycard Commercial. Keys to Parish Council building cut for the Speedwatch Co-ordinator	£14.75
23.01.2020	BT Hub Monthly	£40.49
31.01.2020	Cleaner - C. I. Wood Pay	£70.00
31.01.2020	Litter Picker - J. D. Lynn Pay	£558.28

Chairman's Signature..... *C J Gibena* Date..... *10/02/2020*

Date	Supplier	Amount
31.01.2020	Clerk - A. W. Macnab Pay	£654.72
	Total	£2,378.93

The Parish Council **agreed**:

- i. To note the financial report.
- ii. That the payments for January 2020 be made.

1185.3 Timetable of Controls for January 2020

The Timetable of Controls Report for January 2020 was presented.

The Clerk reported that:

- a. No Parish Councillor audit checks have been carried out this year. There was an item on the agenda of the meeting asking for the Councillor auditors to carry out their audit from the 1st April to the 31st December 2019.
- 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 Parish Council reviewed the banking arrangements at its meeting on the 14th October, 2019.
- d. The schedule of payments requiring authorisation formed part of the agenda for the meeting.
- e. A list of regular payments was submitted to the meeting.
- f. Counterfoils of cheques would be signed at the meeting
- g. There were no losses, liabilities or damage which could lead to claims against the Parish Council.
- h. The Risk Management Policy and Risk Register was reviewed at the Parish Council Meeting on the 10th June 2019 and will be reviewed at this meeting. There was a need to amend the policy and risk register in the light of the Ponds Structural Engineer's Report.
- i. The Financial Regulations were reviewed by the Annual Parish Council on the 13th May 2019 and will be reviewed at this meeting

The Parish Council **agreed** that it was satisfied that all the actions to comply with the Timetable of Controls for January 2020 were in place and the reviews would be carried out at this meeting.

1185.4 Timetable of Controls – Councillor Audit of Accounts

Councillor Foggett agreed to carry out the audit of accounts for the period from the 1st April to the 31st December, 2019.

1185.5 Timetable of Controls – Review of the Risk Management Policy and Risk Register

The Risk Management Policy and Risk Register was submitted to the meeting. The Workplace Pension issue was covered by the Compliance with Acts of Parliament heading but that it would be put on the agenda for future meetings.

Chairman's Signature..... CS Gibson Date..... 10/02/2020

The Parish Council **agreed** that the Risk Management Policy and Risk Register should be examined at the Parish Council meeting on the 10th February, 2020 because it appeared that the document which had been sent to Parish Councillors was not the correct one.

1185.6 Timetable of Controls – Financial Regulations

The Clerk reported that there were no changes to the Financial Regulation.

The Parish Council **agreed** to note that no changes had been made to the Financial Regulations.

1187. Workplace Pensions

The Parish Council received a report from the Clerk explaining the reasons for the lack of progress with placing the Litter Picker in the NEST Pensions Scheme. The Clerk explained that the reason was the Pensions Regulations were complicated to understand and he had tried several times to find a pensions expert who could help him to carry out the tasks of enrolling the litter picker on the NEST Pension Scheme and setting up the payments but he had not received any help whatsoever. In addition, he had tried to obtain help from NEST to complete these tasks but the guidance was both long and detailed and when he had tried to carry out the on line enrolment the NEST website did not accept the Parish Council's Employers PAYE Number.

The Clerk apologised to the Parish Council and admitted that he should have notified the Parish Council that he was having difficulties with the Workplace Pension for the Litter Picker.

Following a discussion, the Parish Council **agreed** that the Clerk will seek help from the Joint Secretaries of the Durham Association of Local Councils for help to enroll the Litter Picker on the NEST Pension Scheme and to set up the payments and will report on progress to the Parish Council meeting on the 10th February, 2020.

1188. Planning Matters

1188.1 Pending Applications. Applications for sites allocated in the DBC Draft Local Plan

The Chairman reported that an extension had been granted by Darlington Borough Council to the following application until the 31st January 2020

16/00976/OUT - Up to 260 dwellings, Station Road, Middleton St. George (site 099 on Draft Local Plan Policies Map).

The Chairman also reported that there had been no further information on the following planning application:

19/00231/OUT – 160 houses, land behind The Greenway, Middleton St. George (site 375 on Draft Local Plan Policies Map).

1188.2 Land behind High Stell, Middleton St. George

The Chairman reported that no issues had been raised.

1188.3 Planning Appeal

The Parish Council's submission to the Planning Inspector for the following planning appeal was submitted for information:

18/01108/FUL. Erection of 55 dwellings. Land east of Middleton Lane, Middleton St. George.

1188.4 New Planning Application

Chairman's Signature..... *C.J. Gibson* Date..... *10/02/2020*

The following new planning applications was submitted for the Parish Council's consideration.

19/01165/FUL. Partial conversion of Hotel (Use Class C1) to 6 No. self-contained residential apartments (Use class C3) with separate mangers accommodation, erection of two storey rear extension with glazed balcony areas, installation of 2 No. windows to basement, 2 No. windows to western elevation, reinstatement of front door and reconfiguration of rear garden, carpark and service yard. 16-18, The Front, Middleton One Row.

The Parish Council **agreed** that it broadly supported the planning application but asked the Planning Officers to take note of the objections.

1189. Noise and Disturbance at The Front, Middleton One Row

The Parish Council received an email from a resident living on The Front at Middleton One Row complaining about the noise and disturbance at the front of The Devonport at Middleton One Row on land which was leased by the Parish Council to The Devonport, parking and parking at the front of the hotel and parking along The Front.

The Parish Council **agreed** that the Clerk will write to the resident asking her to take the matters up with the owners of The Devonport and if there is no improvement to come back to the Parish Council who will take the matters up with Darlington Borough Council and the issue of parking along The Front should be taken up with the Highways Department at the Borough Council.

1190. Neighbourhood Development Plan (NDP) Update.

The Chairman reported that the next meeting of the NDP Working Group will be held on the 14th January, 2020 at 2 p.m. Mrs. Beadle would be invited as a Co-opted Member.

1191. Bid for Section 106 Funding for bank side work in the Water Park Update

The Clerk reported that following the last meeting on the 16th December, 2019 he had written to Darlington Borough Council asking for Section 106 funding to be transferred from the wildflower meadows project to the strengthening work to the southern bank sides of the ponds in the Water Park and he had received an acknowledgement that the request was under consideration.

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

- a. Request a meeting with the Head of Planning at Darlington Borough Council to determine how the bank side work can be moved forward.
- b. Contact the developer of the field behind High Stell to ask to use the field to access the bank side.

1192. Middleton St. George Heritage Group

The Chairman reported that the first meeting of the Middleton St. George Heritage Group will be held on the 21st January at 2 p.m. to oversee the Stockton and Darlington Railway celebrations in 2025 in the village. The meeting will be attended by representatives of the Friends of the Stockton and Darlington Railway and the Project Officer of the Stockton and Darlington Railway Heritage Action Zone.

1193. Platform One Public House

The Parish Council received in the papers for the meeting Guidance from Darlington Borough Council on making an application for registration as an Asset of Community Value, the application form and an email from the Vice Chair of the Friends of the Stockton and Darlington Railway which gave details of a possible Statement of Significance for the public house and the coal depot to the rear of the building which would strengthen the case for Platform One to be retained as a public house on historic and heritage grounds. The Friends Vice

Chairman's Signature..... *C J G. Beadle* Date..... *10/02/2020*

Chair proposed that payment for the Statement of Significance may be part funded by the Friends but it would have to be decided by the Friends Trustees and partly by the Parish Council. The cost of the Statement of Significance would be £1,000 plus VAT.

Councillor Blacklee agreed to contact CAMRA to obtain copies of the Asset of Community Value applications which they had submitted to Darlington Borough Council.

The Parish Council **agreed** that:

- a. It will part fund the Statement of Significance with the Friends of the Stockton and Darlington Railway if the Trustees of the Friends agree to part fund the Statement. The Parish Council's contribution will be £500.
- b. Councillor Blacklee will draw up the Asset of Community Value application and the Clerk will submit the application to Darlington Borough Council.

1194. Other Matters

1195. Parking and Road Safety in the centre of Middleton St. George

The Clerk reported that no response had been received from the Highways Officer but that he would ask him for a reply on these issues.

1196. Grounds Maintenance Contract 2020-23 Update

The Clerk reported that invitations to submit quotations for the Grounds Maintenance Contract 2020-23 had been sent to five grounds maintenance contractors on the 3rd January 2020 with a closing date for submission of quotations as the 7th February 2020 and the examination of the quotations and letting the contract at the Parish Council on the 10th February 2020.

It was pointed out that the hedges to the rear of the playing field and Belle Vue Allotments had not been cut for some considerable time which were part of the Grounds Maintenance Contract.

The Parish Council **agreed** that the Clerk will write to the contractor asking him to cut the hedges to the rear of the playing field and Belle Vue Allotments as soon as possible.

1197. CCTV and Website

Councillor Foggett reported that one of the companies he was seeking a quotation for CCTV had ceased trading but that he would seek three quotations.

The website has been moved to the new host but the former host had not provided the necessary password and he was pursuing the former host for this.

1198. Community Safety

1198.1 MSG PC Speed Monitor – Update

Councillor Foggett reported that the Speed Monitor battery is re-charged every ten days but the battery was not adequate. The cost of a repair and upgrade of the Monitor would be £2,000 and he asked the Parish Council if it would give him permission to open up the Unit to see what work needed to be carried out.

The Parish Council **agreed** to permit Councillor Foggett to open up the Speed Monitoring Unit and to determine the work which needed to be carried out.

Chairman's Signature..... *C J Glover* Date..... *10/02/2020*

1198.2 Speed Watch

Councillor Foggett reported that no speed watch monitoring had been carried out because of the dark winter months. Bodycams had been provided by the police.

1199. Items brought to the Parish Council's attention that may benefit the community and enhance the village

Councillor Mrs. Bullock referred to the table of items which had been circulated with the papers for the meeting. The items were concerned with how the village looked and how improvements can be made, It was a forward planner to benefit the community and enhance the village and provide information to the Parish Council to take decisions.

There was a need for ask private companies for the cost of the items but to go out the community to ask them for their views.

Areas where enhancements could take place were the MUGA, the play area including providing seating and facilities for disabled persons and the Water Park.

The Parish Council **agreed** to take forward the table of items which Councillor Mrs. Bullock provided. The following Councillors would be responsible for leading on the items:

The Vice Chairman to lead on research and the Children's Play Area.
Councillor Mrs. Bullock for parking for the Water Park Access Road, etc.
The Chairman for the Community Centre, Parish Council and all users
The Chairman for the MUGA
The Vice Chairman for the Bike Track
Councillor Foggett for the Parish Council rooms and external lighting.

The Lead Councillors to provide reports and bring updates to future meetings

1200. Parks and Grounds.

1200.1 Water Park

a. Bathymetric Survey

The Parish Council received two quotations for the Bathymetric Survey of the ponds in the papers for the meeting but consideration of the quotations will be carried out in a special meeting to be attended by the Chairman, Vice Chairman and Councillor l'Anson to accord with the decision taken under Minute No. 1191 of this meeting for Section 106 funding.

b. Angling Club Report

No report was given.

c. Drain cover for the side of the Parish Council building

The Clerk reported that a temporary drain cover had been provided over the exposed drain but that concrete surrounds had crumbled away leaving the drain exposed.

The Parish Council **agreed** that Councillor Mrs. Bullock will contact Diamond Drains to carry out the necessary report to the drain.

Chairman's Signature..... *C J Gilman* Date..... *10/02/2020*

d. Provision of a mirror at the entrance to the Water Park

A number of designs and the prices of mirrors for the entrance to the Water Park to improve visibility were circulated with the papers for the meeting.

The Parish Council **agreed** that the preferred security mirror was the one which cost £61.74 (including VAT) from Barriers Direct.

e. MUGA. Proposals from Middleton Rangers JFC Update

The Chairman reported that she attended a meeting with the Chairman of Middleton Rangers JFC, the Sports Officer from Darlington Borough Council on the 9th January, 2020 at the MUGA. The Sports Officer is obtaining quotations for the work which will be submitted to the Parish Council. The proposals will be available to all members of the community to use and fully inclusive.

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

f. Sign in the Water Park

The Parish Council received a report that one of the signs had been pulled out of its base and a resident had offered to re-erect it. It was considered that the poles were not adequate to hold the signs. A bar was needed at the bottom of each pole which could not be pulled out.

The Parish Council **agreed** that the resident's offer to re-install the sign be accepted with gratitude.

1200.2 Play Area and Playing Field

The Vice Chairman reported that there were small tripping hazards on the floor of the play area.

The Parish Council **agreed** that the Clerk will contact the Playgrounds Officer at Darlington Borough Council to arrange for the repairs to the floor of the play area to be carried out.

1200.3 The Front, Middleton One Row

a. Middleton One Row Woodland Management Project Update

The Chairman reported that an on-site meeting with the Head of Planning at Darlington Borough Council will be held on the 24th January, 2020 at 2 p.m. to progress the project.

b. Work on Parish Council land to the rear of 38, The Front, Middleton One Row. Update

The Clerk reported that the requirement for planning permission and arborist assistance would be discussed with the Head of Planning on the 24th January.

c. Sculpture

The Chairman reported that the sculpture with information boards will be present at the Community Centre Open Day on the 25th January, 2020.

1201. PACT

The Chairman reported that because of the resignation of one of the Parish Councillors who attended the PACT meetings there was a need for the Parish Council to have a representative at the meeting. Councillor Blacklee agreed to attend the PACT meetings as the Parish Council's representative.

Chairman's Signature..... *C.J. Gibson* Date *10/02/2020*

1202. Teesside Airport Consultative Committee

The Vice Chairman reported that the January meeting of the Consultative Committee had been held. The south side development road and the south side development was discussed. He had raised the bike track with Airport staff who were making enquiries to see if land was available.

1203. VE Day Commemorations 8th May, 2020 – Update

The Chairman reported that the next meeting of the VE Day Commemorations Organising Group would be held on the 21st January which clashed with the Parish Council meeting. Councillor Blacklee indicated that he would like to attend future meetings of the Group.

1204. Councillors Reports and Items for Future Meetings

1204.1 Shelving and Storage in the Parish Council Meeting Room

Councillor Mrs. Bullock agreed to obtain quotations for shelving and storage facilities in the Meeting Room.

1204.2 Defibrillator

Councillor Blacklee reported that the defibrillator outside the Londis Convenience Store in The Square would be moved because Londis was installing a new cash machine and he was looking for a another location in the centre of the village.

1205. Date of Next Meeting

Monday 27th January, 2020 (Planning) at 6.30 p.m.

The meeting ended at 8.45 p.m.

Chairman's Signature..... *C.J. Gibson* Date..... *10/02/2020*