



Middleton St George Parish Council

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DUE TO THE CORONAVIRUS LOCKDOWN THIS SCHEDULED MEETING COULD NOT TAKE PLACE IN PERSON. A REMOTE VIRTUAL PARISH COUNCIL MEETING WAS HELD USING ZOOM UNDER THE PROVISIONS OF THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020.

Minutes of the Remote Virtual Meeting of the Parish Council held on Monday 11th May, 2020

Present: Councillor Mrs. C. Gilsenan (Chairman),
Councillor S. Crowther (Vice Chairman),
Councillor L. Foggett,
Alan Macnab, Clerk.

In Attendance: 1 Member of the Public

The meeting started at 6.30 p.m.

1353. Welcome

The Chairman welcomed everyone to the Virtual Meeting including the member of the public who was viewing the proceedings.

1354. Public Participation Session

The Clerk reported that no request to speak to the Parish Council had been received.

1355. Policies and Procedures

1355.1 Amendments to Standing Orders as a result of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The Chairman's report giving the amendments to Standing Orders as a result of the Coronavirus Emergency (2020 Regulations) was circulated with the papers for the meeting.

The Parish Council **agreed** the amendments to the Standing Orders.

1356. Apologies for Absence

Apologies for absence were received from Councillors Blacklee and l'Anson because of illness.

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

1357. Declarations of Interests

No declaration of interests were made.

Chairman's Signature.....

C Gilsenan

Date.....

08/06/2020

1358. Minutes of the Parish Council Meeting on the 23rd March, 2020

The minutes of the Parish Council meeting held on the 23rd March, 2020 were presented. The Chairman drew attention to Minute No. 1327 Consultation on County Durham and Darlington Road Safety Strategy and pointed out that she was the only Parish Councillor who responded to the consultation and this minute should be amended accordingly.

The Parish Council **agreed** that the minutes were a true record of the proceedings subject to Minute No. 1327 being amended to state that the Chairman was the only Parish Councillor to respond to the consultation.

The Chairman signed and returned the minutes to the Clerk.

1359. Councillor Bullock Sabbatical

The Chairman reported that a request had been received from Councillor Bullock for a sabbatical until December 2020 because of the illness of a family member. The request had been granted by the Chairman and Vice Chairman acting under powers delegated at the Parish Council meeting of 6th April 2020.

The Parish Council **agreed** Councillor Bullock's request for a sabbatical.

1360. Vacancies for Parish Councillors – Update

The Clerk reported that there were currently four Parish Councillor vacancies. Two (Former Councillors Beadle and Smith) were advertised after the statutory 14 day notice period with a closing date of 27th March 2020. There has been one expression of interest. Two (Former Councillors McBride and Wilkinson) were awaiting the statutory 14 day notice from Darlington Borough Council.

The Clerk stated that he had been informed by the Democratic Services Officer that no Borough or Parish Council vacancies were being advertised during the current emergency.

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

1361. Coronavirus Emergency Update

The Chairman reported that updates on the procedures which the Parish Council should follow during the Coronavirus Emergency had been received from the Joint Secretaries of the County Durham Association of Local Councils and were sent to all Parish Councillors.

1362. Website Update

Councillor Foggett reported that the website needed updating which was being undertaken. There was also a need for the website to be backed up which would cost £56.00 and the website will be fully in operation in June 2020.

The Parish Council **agreed** to fund the website back up costs of £56.00. Councillor Foggett will give the Clerk an invoice for this amount.

Financial Matters

1363. Financial Report as at the 4th May, 2020

The Clerk gave the financial report for the 2020-21 Financial Year as at the 4th May, 2020. The report gave the reasons for the Contingency Accounts and the reserves,

Chairman's Signature..... *C J Gilson* Date..... *08/06/2020*

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 April 2020:	
13.04.2020. Buyaplan Ltd. Plan for land to the rear of 38, The Front, Middleton One Row. £11.00 + £2.20 VAT = £13.20	
13.04.2020 Ryman Stationary. 4 x A4 Lever arch files. £13.30 + £2.66 VAT + £3.50 Delivery Charge = £19.46.	
Total	- £32.66
Community Account:	
Income	- £129,294.26
Expenditure	- <u>£ 3,501.45</u>
Balance as at the 4th May, 2020	£ 125,792.81

The Clerk confirmed that the Precept for 2020-21 which was £46,086.00 had been received. A payment of £746.21 had been received from the Darlington & District Model Boat Club for the rent and electricity charges and the VAT repayment of £882.25 for January to March 2020 had also been received.

b. Progress against the Budget

The anticipated income for the 2020-21 financial year was expected to be £136,801.31 and the anticipated expenditure £66,594.80 which would result in a surplus carry forward of £70,206.51 to the 2021-22 financial year. Income was £129,294.26 and the expenditure £3,501.45 as at the 4th May 2020.

c. Bank Reconciliation

The bank reconciliation as at the 4th May, 2020 showed that the Community Account spreadsheet balance held by the Parish Council was £125,792.81 and the Community Account balance held by the bank was the same amount. The two unpresented cheques for a total of £14.49 had been written off and the accounts adjusted accordingly

d. Accounts Spreadsheet and Bank Statement

The Spreadsheet of all the accounts including the transactions in the Community Account and the bank statement for the period from the 2nd April to the 1st May 2020 were presented. The bank statement showed the balance in the Community Account at the bank on the 1st May, 2020 was £125,803.25.

1364. Payments received and payments for approval

a. Payment In:

Chairman's Signature..... *CT. Gbena* Date..... *08/06/2020*

Date	Customer	Amount
01.04.2020	Darlington and District Model Boat Club Rent and Electricity Charge	£746.21
03.04.2020	Darlington Borough Council. Parish Precept 2020-21	£46,086.00
06.04.2020	HM Revenue and Customs. VAT January to March 2020 Repayment	£882.25
30.04.2020	Unpresented cheques to MSG Community Association 200044 £4.50 and 200046 £9.99. Total £14.49 Cheques cancelled	£14.49
	Total	£47,728.95

Payments for Approval:

a. Retrospective Payment - April 2020

Date	Supplier	Amount
07.04.2020	Scottish Power. Electricity Monthly	£69.00

The Parish Council agreed the £3.00 monthly payment to Scottish Power by standing orders at its meeting on the 6th April, 2020. Scottish Power notified the Parish Council that the payments were increasing to £69.00 on the 7th April, 2020. Following representations to Scottish Power the standing order payments were reduced to £3.00 from the 7th May, 2020

b. May 2020

Date	Supplier	Amount
07.05.2020	Scottish Power. Electricity Monthly	£3.00
11.05.2020	HM Revenue and Customs. Clerk's PAYE April 2020	£163.68
11.05.2020	Scottish Power. Gas Monthly	£30.00
11.05.2020	County Durham Association of Local Councils and NALC 2020-21 subscription	£595.29
11.05.2020	Gordon Fletcher. Internal Audit Service	£125.00
18.05.2020	Barclaycard Commercial. Buyaplan Ltd. Purchase of Plan of land to the rear of 38, The Front, Middleton One Row for the planning application £13.20 and Ryman Stationery Purchase of 4 x A4 lever arch files £19.46	£32.66
24.05.2020	BT Hub Monthly	£40.49
27.05.2020	NEST Employer's and Employee's Pension Contribution - J. D. Lynn May 2020	£47.44
29.05.2020	Cleaner - C. I. Wood Pay	£70.00
29.05.2020	Litter Picker - J. D. Lynn Pay	£563.31
29.05.2020	Clerk - A. W. Macnab Pay	£654.72
	Total	£2,325.59

The Parish Council agreed the retrospective payment in April 2020 and the payments for May 2020 be made.

1365. Timetable of Controls for May 2020

The Timetable of Controls report for May 2020 was presented.

- The Annual Governance and Accounting Return (AGAR) for 2019-20 and supporting documents were completed in April 2020. The internal audit was completed on the 2nd May 2020. The internal auditor's report will be submitted under a separate item at this meeting. This meeting will also decide if the AGAR should be approved by the Annual Parish Council Meeting or by an Ordinary Parish Council Meeting before it is submitted to Mazars, the external auditors. The Parish Council Meeting on the 6th April, 2020

Chairman's Signature..... *CJ Gibson* Date..... *08/06/2020*

under Minute No. 1335.3 agreed that the Annual Meeting of the Parish Council would be held at a later date along with the approval of AGAR.

- A statement of receipts and payments was submitted to the meeting.
- A schedule of payments requiring authorisation was submitted to the meeting.
- A list of regular payments was submitted to the meeting.
- The two Parish Councillors who act as auditors will be decided when the Parish Council considers if the Annual Parish Council Meeting should be held or not this year later in the meeting.
- The authorisation of cheque and credit card signatories will be reviewed when the Parish Council considers if the Annual Parish Council Meeting should be held or not this year.
- There were no cheques to be signed. Therefore the counterfoils of the cheques were not signed.
- There were no notifications of losses, liabilities or damage which could lead to claims.
- The decision to hold an Annual Parish Council Meeting or not will be taken later in the meeting.

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

1366. Annual Governance and Accountability Return (AGAR) 2019-20. Internal Auditor's Report

The Internal Auditors Report on the Parish Council's 2019-20 accounts and the system of key internal controls which were identified in the AGAR for internal audit was presented. The following areas of activity were examined by the Internal Auditor:

- Payroll
- Creditors
- Risk Management
- Income collection and banking arrangements
- Petty cash (none)
- Assets
- Debtors
- Budgetary control including year-end procedures.
- Exercise of public rights for 2018-19.

Following an examination of each of these areas, the Internal Auditor made no recommendations to the Parish Council for the audit.

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

1367. Internet Connection Prices

Councillor Foggett reported that he had discussed the internet connection prices with BT at length. BT were prepared to reduce the price paid by the Parish Council to £27.99 per month for a 24 month contract. He had also contacted Talk Talk who had quoted £21.50 for an 18 month contract. He recommended that BT might be able to improve the price quoted for possibly a faster broadband.

The Parish Council **agreed** to accept the BT price quoted but asked Councillor Foggett to see if there are other providers who will quote cheaper prices.

Planning Matters

Chairman's Signature..... *C.J. Gibson* Date..... *08/06/2020*

1368. Notification of Planning Decisions

The Parish Council were informed that decisions had been taken on the following planning applications:

The following applications had received planning permission:

19/00573/FUL. Erection of 3 Affordable Bungalows, land off Yarm Road, Middleton St. George.

20/00092/FUL. Erection of a single storey rear extension, 33 The Front, Middleton One Row.

20/00109/FUL. Application under Section 73 of the Town and Country Planning Act 1990 for the variation of condition 3 (approved plans) attached to planning permission 19/00040/FUL dated 9 April 2019 – to permit substitution of house type and changes to Plot 8 site..., field to the East of Oak Tree Inn, Middleton St. George.

20/00205/TF Works to various trees protected under Tree Preservation Order..., 61 Middleton Lane, Middleton St. George.

20/00228/CON. Footpath diversion and Construction Management at White House Farm, Sadberge Road, Middleton St. George.

The Parish Council agreed to note the report.

1369. Notification of Planning Appeal Decision

The Parish Council were informed that the following planning appeal had been dismissed by the Planning Inspector:

2-bedroom detached dwelling with off-street parking for 2 vehicles, at 22 Westacres, Middleton St. George.

The Parish Council agreed to note the report.

1370. New Planning Applications

The following new planning applications were submitted for consideration by the Parish Council.

20/00234/FUL. Erection of two storey rear extension. 48 Washington Avenue, Middleton St. George.

20/00245/CON - Field At OSGR E435307 N513463 Yarm Road Oak Tree, Middleton St. George.

The Parish Council agreed to make no comments on the above two planning applications

20/00258/FUL. Change of use to form outdoor paved seating area to front and installation of ventilation/extraction equipment to side elevation (Retrospective Application), Devonport Hotel 16 – 18 The Front, Middleton One Row.

The Parish Council received an email from a resident and the licence between the Parish Council and The Devonport. Following a discussion, the Parish Council agreed:

- a. To ask the applicant to satisfy the Parish Council that this development has not encroached onto Parish Council land at the front of The Devonport which has been leased to the hotel and any encroachment onto this land will be subject to the Parish Council's permission.

Chairman's Signature..... *CJ Gibson* Date..... *08/06/2020*

b. To support residents' concerns and asked that conditions be imposed which will reduce or eliminate their concerns.

Note: The Parish Council **agreed** to revise its original decision on this planning application in a letter to the Planning Officer dated the 20th May, 2020. Although the Parish Council wished to clarify details concerning the boundaries with the Parish Council land, as well as conveying the concerns raised by residents in an email received regarding noise and parking, it considered that the initial response did not set out the situation appropriately.

The Parish Council appreciated the hard work put in by the owners of the Devonport to make the establishment a viable concern, aiming to do so sensitively with regard to the Conservation Area and with regard for the concerns of local residents, the majority of whom regarded the Devonport as an important asset to village life.

20/00297/FUL. Erection of single storey rear extension, 9 The Beeches Middleton St. George.

The Parish Council **agreed** to make no comments on this planning application.

20/00300/FUL. Erection of 4 no. 2 bedroom affordable bungalows. Land Off Yarm Road Yarm Road, Middleton St. George.

The Parish Council **agreed** that it could not comment on the above planning application until the traffic assessment statement is received and asked if the traffic assessment is sent to the Clerk to enable him to forward it to the Parish Council.

The Parish Council were concerned that as a result of additional bungalows being provided more entry points to Yarm Road will be created which is a busy road and by increasing the number of entry points onto Yarm Road there would be a greater risk created. The Parish Council asked for the 30 MPH speed limit to be extended along the length of Yarm Road including this development.

1371. Work on Parish Council land to the rear of 38, The Front, Middleton One Row. Update

The Clerk reported that the planning application for this work was submitted to Darlington Borough Council on the 27th April, 2020. A decision on the planning application was expected to be received in mid June 2020.

1372. Sculpture, The Front, Middleton One Row

The Chairman reported that Groundwork had submitted a Planning Conditions Application (technical specifications - Total height 1.5m) to Darlington Borough Council for the installation of 1 interpretive sculpture along the public footpath the Teesdale Way. Village Green, The Front, Middleton One Row. This was linked to the Planning Permission ref. 18/00476/FUL dated 9th August 2018.

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

1373. Middleton St George Neighbourhood Development Plan (NDP)

1373.1 Chairman's Report

The Chairman's report was submitted with the papers for the meeting. The Chairman's report gave the following information:

- The end of funding report for the period ending 2020. There was an underspend of £1,800.00 which had been returned to the funding body.

Chairman's Signature..... *CT Gibson* Date..... *05/06/2020*

- An application for future funding can be made from the next funding period from 2020. Jo-Ann Garrick, the consultant, had provided an estimate of the cost of the work which would be needed to take the NDP to the Examination Stage. The estimate will be considered at this meeting.
- The original and new estimates.
- Advice on Engagement (Consultation) on the Draft Plan and Next Steps.
- Design Codes/Design Guide which had been signed off by AECOM.
- Meetings of the NDP Working Group.
- The request which has been made to Darlington Borough Council for the Screening Opinion.
- The next steps in the work toward the NDP.

The Chairman's report gave recommendations for consideration by the Parish Council.

1373.2 Fee Proposal for additional work to take the NDP up to Examination Stage

The estimate from Jo-Anne Garrick for additional work on the NDP was submitted with the papers for the meeting. The estimated cost was £4,500.00.

The Parish Council **agreed**:

- To note the Chairman's report.
- To approve the quotation of £4,500 for professional fees from Jo-Anne Garrick to take the NDP to the next stage.
- To amend the estimate for funding for the engagement/consultation period based on the advice and information from Jo-Anne Garrick.
- To approve the Chairman to apply for further funding in the period from April 2020.
- To approve the engagement/consultation process and estimates which were given in the Chairman's report.

1373.3 Design Guide

The final version of the Design Guide was submitted with the papers for the meeting.

The Parish Council **agreed** to note the Design Guide.

1373.4 Updated Draft Plan

The updated Draft Plan with the tracked changes was submitted with the papers for the meeting.

The Parish Council **agreed** to note the updated Draft Plan.

1373.5 Updated Local Green Spaces and Protected Open Spaces

The updated Local Green Spaces and Protected Open Spaces document was submitted with the papers for the meeting.

Chairman's Signature..... *C J Garrick* Date..... *08/06/2020*

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

1373.6 Congratulations to the Chairman

The Parish Council **congratulated** the Chairman for her professional leadership of the Neighbourhood Development Plan process.

Other Matters

1374. Middleton St. George Stockton and Darlington Railway Heritage Steering Group

1374.1 Minutes of the Steering Group on the 13th March, 2020

The agreed minutes of the Railway Heritage Group on the 13th March, 2020 were circulated for information.

1374.2 Platform One Public House

The Chairman reported that notification had been received from the Head of Planning at Darlington Borough Council that the owners of the Public House were going to dispose of the site.

Because the Public House and site was registered as an Asset of Community Value the community had until 14th June to register an expression of interest in buying Platform One and its land. The Chairman wrote to the Head of Planning to ask if there was any interest in the site. He replied that he did not know if there was any interest in the site.

Following a discussion, the Parish Council **agreed** that the Chairman will email all members of the Railway Heritage Steering Group for their views on the future of the site and to report back to the Parish Council.

1375. Parks and Grounds

1375.1 Water Park

a. Signage at the entrance to the Water Park

The Chairman's report on the sign at the entrance to the Water Park was circulated with the papers for the meeting. A request had been received from Mr. Appleton of the Angling Club for signage at the entrance in view of the fact that the original sign had fallen over and information on the sign was out of date including reference to a Water Bailiff which no longer existed and reference should be made to the Water Watcher. There was also a need for the sign to include existing information for example 'no dog fouling and dogs must be kept on a lead.' Mr. Appleton had erected the frame for the sign in its original position and had received a quotation of £70 for the new sign.

The Parish Council **agreed** that Mr. Appleton bring the design for the new sign to the next Parish Council meeting. The Model Boat Club be asked if they wished to be included on the new sign.

b. MUGA Fencing

Councillor Foggett reported that some young people were found in the MUGA during the lock down and despite the gates having been locked. There was a gap in the fence which allowed the young people to enter the MUGA. Councillor Foggett also reported that the notice on the front gate to the MUGA had been removed.

The Parish Council **agreed** that the Clerk will inspect the MUGA fencing and obtain a price for replacement panel.

Chairman's Signature..... *CJ Gibben* Date..... *08/06/2020*

c. Work to the southern facing slope of the three former reservoirs – Update

The Clerk reported that the planning application for work to the south facing bank had been submitted to Darlington Borough Council on the 11th May, 2020.

The Vice Chairman asked if access for the contractor to carry out the work on the bank from the field which was being developed for housing could not be achieved in the Autumn of 2020 because the field was waterlogged. The alternative would be over land owned by the Community Centre and to the side of the MUGA.

The Parish Council agreed that the Clerk will ask the contractor to clarify how he will access the bank to carry out the work.

1376. Virtual Annual Parish Council Meeting

The Clerk asked the Parish Council to fix a date for the Annual Parish Council Meeting to approve the AGAR for 2019-20 and to decide the public right of access to the accounts. The Chairman advised that, under the 2020 (Coronavirus) Regulations, there was no requirement to hold an Annual Parish Council Meeting this year because of the Coronavirus Emergency and the AGAR could be approved at an ordinary Parish Council meeting.

The Parish Council agreed that:

- a. The Annual Parish Council Meeting will not be held this year and the next one will take place in 2021.
- b. The AGAR for 2019-20 and the dates for the publish right of access to the accounts will be submitted to the next ordinary Parish Council Meeting on the 8th June, 2020.
- c. The Chairman and Vice Chairman will remain in place until May 2021

1377. Councillors' reports and items for future agendas

1377.1 Keys for the front gate to the Water Park

The Chairman reported that she held a key for the front gate. Mr. Appleton had a key to check the fish in ponds 2 and 3. The Community Centre nursery also had a key for the front gate but that she would check to see if the Model Boat Club had a key or not.

1377.2 Resumption of Fishing

The Chairman reported that, as a result of the Government's announcement, the angling club will be re-starting on the 13th May, 2020 and will observe the social distancing requirements.

1378. Date of Next Meeting

Monday 8th June 2020 at 6.30 p.m.

The meeting ended at 7.50 p.m.

Chairman's Signature..... *CJ Gibson* Date..... *08/06/2020*