



# 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)

**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 14<sup>th</sup> September, 2020**

**Present:** Councillor Mrs. C. Gilsenan (Chairman),  
Councillor L. Foggett,  
Councillor D. Whitfield.  
Alan Macnab, Clerk.

**In Attendance:** 2 Members of the Public.

The meeting started at 6.30 p.m.

### **1435. Welcome**

The Chairman welcomed everyone to the Virtual Meeting and Members of the Parish Council introduced themselves.

### **1436. Public Participation Session**

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

### **1437. Apologies for Absence**

Apologies for absence were received from the Vice Chairman because of difficulties with accessing the meeting using Zoom and Councillors Blacklee and l'Anson because of work commitments.

The Parish Council **agreed** to accept the apologies from the Vice Chairman and Councillors Blacklee and l'Anson.

### **1438. Minutes of the Virtual Parish Council Meeting on the 13<sup>th</sup> July, 2020**

The minutes of the Virtual Parish Council meeting held on the 13<sup>th</sup> July, 2020 were presented.

The Parish Council **agreed** that the minutes were a true record of the proceedings of the meeting. The Chairman signed the minutes after the meeting and returned them to the Clerk.

### **1439. Declarations of Interests**

No declaration of interests were made.

### **1440. Parish Councillor Vacancies**

#### **1440.1 Co-option to the Parish Council**

Chairman's Signature..... *C J Gilsenan* ..... Date..... *12/10/2020* .....

Clerk reported that one application had been received for the three Parish Councillor vacancies from Dr. Adrian Marshall before the advertised closing date and one application from a resident had been received after the closing date. The Parish Council received the Co-option Procedures.

The Parish Council agreed to proceed with the co-option to one of the Parish Councillor vacancies and the application for co-option from the resident which was received after the closing date be considered at the next Parish Council meeting on the 12th October, 2020.

Dr. Marshall addressed the meeting and then left the meeting.

Following a discussion, it was proposed by Councillor Whitfield, seconded by Councillor Foggett and unanimously agreed that Adrian Marshall be co-opted to the Parish Councillor.

Councillor Marshall returned to the meeting and was welcomed to the Parish Council. Councillor Marshall undertook to send the Clerk his completed Acceptance of Office and Register of Members Interests Forms.

#### 1440.2 Advertisement for Parish Councillor Vacancies

The draft advertisement which had been prepared by the Chairman was circulated to the Parish Council with the papers for the meeting.

The Parish Council agreed that the wording of the advertisement be amended to one Parish Councillor vacancy.

#### 1441. Coronavirus Update

The NALC and SLCC Checklist for person to person meetings to resume was circulated with the papers for the meeting.

The Clerk reported that further advice which had been received from the County Durham Association of Local Councils was that person to person meetings should not resume but that virtual meetings should continue for the foreseeable future.

The Parish Council agreed that Parish Council meetings continue to be virtual meetings until information is received from the Government via the County Durham Association that it is safe to resume person to person meetings.

#### 1442. Community Safety

##### 1442.1 CCTV extension in the Water Park. Update

Councillor Foggett reported that the extension of CCTV in the Water Park had been completed and the Model Boat Club were happy with the new system. The existing cameras on the Model Boat Club building were kept but they had been repositioned, Four new cameras had been provided and they were all linked to the CCTV monitors in the Parish Council building and the Model Boat Club building. Remote access was considered which would consist of either:

- a. A BT cable from the Parish Council building to the Model Boat Club building was considered but it was discounted on the grounds that it might be vandalised; or
- b. Wi-Fi hotspot with a mobile SIM card which gives 4g connections to the cameras. The cost will be £30 for an 18 month contract and it will enable a better monitoring of what is happening in the Water Park.

The new system does not cover the MUGA (Multi Use Games Area) but the Community Centre camera points to the entrance to the MUGA.

Chairman's Signature..... *EJ Wilson* ..... Date..... *12/10/2020* .....

Councillor Marshall raised the issue of CCTV signage and agreed to put them up in the Water Park,

The Parish Council agreed to pay £30 for the 18 month contract for the Wi-Fi giving 4g connections to the cameras.

#### 1442.2 Community Speed Watch

Councillor Foggett reported that Speed Watch training had taken place at Hurworth on the 11<sup>th</sup> August, 2020 but it did not go very well and there was no police presence.

The Parish Council had agreed to the Speed Watch equipment being shared with Bishopton Parish Council but there was a view not from the Parish Council that this should happen but Councillor Foggett reported that hoped to resolve this.

Councillor Whitfield expressed an interest in observing the next community speed watch session

#### 1442.3 Speed Monitoring

Councillor Foggett reported that the Speed Monitor was not in operation but the batteries had been recharged. Three solar panel monitors would cost £4,000 and would be kept in fixed positions. The solar panel monitors was something the Parish Council should consider. Bishopton Parish Council had paid for their solar panel monitors by grants but grant aid had now been restricted.

#### 1442.3 PACT

No meetings had been held and no report was given.

#### 1443. Website Accessibility Regulations Compliance

Details of the Regulations were circulated with the papers for the meeting. Councillor Foggett explained the regulations and its purpose was to allow all people to navigate websites and people can get alternative formats if the website content was not accessible to them. There was speech recognition problems and there was no national standards. A statement must go on the website.

Councillor Foggett reported that he was working to ensure that the Parish Council website was compliant.

#### Financial Matters

#### 1444, Financial Report as at the 7<sup>th</sup> September, 2020

The Clerk gave the financial report for the 2020-21 Financial Year as at the 7<sup>th</sup> September, 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 July 2020:

16.07.2020 Error Amazon Prime Subscription £7.99

Chairman's Signature.....

*CJ Gibson*

Date.....

12/10/2020

**Barclaycard Expenditure August 2020:**

04.08.2020. New Union Flag Hand Sewn 7ft x 3ft 8inches. Flagpole Express	£105.72
11.08.2020 Springfield Post Office Postage for return of flag to Flagpole Express	£ 8.80
12.08.2020 Information Commissioner. Annual Data Fee	£40.00
13.08.2020 Middleton Pharmacy. 2 small hand gel bottles and wet wipes for the Litter Picker	£3.00
13.08.2020 B & Q Darlington. Tape for closing broken steps on The Front	<u>£ 6.72</u>
Sub Total	£164.24
Minus Reimbursement of Amazon Prime Subscription Wrongly taken and not needed	<u>£7.99</u>
<b>Total</b>	<b>£156.25</b>

**Community Account:**

Income	- £138,913.08
Expenditure	- <u>£ 14,094.66</u>
<b>Balance as at the 7<sup>th</sup> September, 2020</b>	<b>£124,818.24</b>

**b. Progress against the Budget**

The income as at the end of the 2020-21 financial year was expected to be £146,425.62 and the anticipated expenditure £66,594.80 which would result in a surplus carry forward of £79,830.82 to the 2021-22 financial year.

**c. Bank Reconciliation**

The bank reconciliation as at the 7<sup>th</sup> September, 2020 showed that the Community Account spreadsheet balance held by the Parish Council was £124,818.24 and the Community Account balance held by the bank was the same amount.

**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 12th August to the 7<sup>th</sup> September 2020 were presented. The bank statement showed the balance in the Community Account at the bank on the 7<sup>th</sup> September, 2020 was £124,818.24.

**1445. Payments received and payments for approval****Payment In:**

Date	Customer	Amount
16.07.2020	HM Revenue and Customs. VAT Repayment April to June 2020	£9.00
03.08.2020	Groundwork. NDP Grant	£8,560.00
	<b>Total</b>	<b>£8,569.00</b>

**Payments for Approval:****Confirmation of Approval under Delegated Powers August 2020**

Date	Supplier	Amount
03.08.2020	E & M Leighton. Repair work to north bank side of Pond 1	£416.40

Chairman's Signature..... *C. J. [Signature]* ..... Date..... *12/10/2020* .....

Date	Supplier	Amount
07.08.2020	Scottish Power. Electricity Monthly	£5.00
11.08.2020	Direct Signs. Water Park Sticker Signs	£30.00
12.08.2020	CI Print and Design Ltd. Printing of 2,500 Platform One questionnaires	£180.00
12.08.2020	HM Revenue and Customs. Clerk's PAYE August 2020	£163.60
12.08.2020	Flagpole Express. Delivery Charge for the replacement Union Flag	£3.48
12.08.2020	Scottish Power. Gas Monthly.	£30.00
17.08.2020	Barclaycard Commercial. Incorrect Amazon Prime subscription. Reimbursement sought	£7.99
19.08.2020	Geo. Michie Ltd. Unlocking doors and replacing locks at Old Toilet Block, The Front, Middleton One Row	£282.00
24.08.2020	BT Hub Monthly	£31.99
27.08.2020	NEST Pensions. J. D. Lynn. Employers and Employees Contribution August 2020	£47.44
28.08.2020	Cleaner - C. I. Wood Pay	£70.00
28.08.2020	Litter Picker - J. D. Lynn Pay	£563.31
28.08.2020	Clerk – A. W. Macnab Pay	£654.72
	<b>Total</b>	<b>£2,485.93</b>

#### Payments for Approval September 2020

Date	Supplier	Amount
07.09.2020	Scottish Power. Electricity Monthly	£5.00
12.09.2020	Scottish Power. Gas Monthly.	£30.00
14.09.2020	WEL Medical. Defibrillator Cabinet – Devonport Hotel	£546.00
14.09.2020	Sound and Vision. CCTV Extension Model Boat Club Building	£1,525.00
14.09.2020	Councillor Gilsenan. Reimbursement of Survey Monkey Fee for the Platform 1 On line Questionnaire Response	£19.00
14.09.2020	Friends of the Stockton and Darlington Railway Corporate Membership Renewal	£50.00
	Barclaycard Commercial. 28.07.2020 Minus Incorrect deduction of Amazon Prime Subscription £7.99 28.07.2020 Flagpole Express Union Flag £105.72. 11.08.2020 Springfield Post Office Return of Union Flag Postage £8.80. 13.08.2020 Middleton Pharmacy. Hand gel and wipes for Litter Picker £3.00. 13.08.2020 Information Commissioner's Office Annual Data Protection Fee £40.00. 19.08.2020 B & Q Darlington Orange cloth tape for sealing off the steps on The Front £6.72.	
16.09.2020	21.08.2020 Annual Card Fee £32.00.	£188.25
24.09.2020	BT Hub Monthly	£31.99
27.09.2020	NEST Pensions. J. D. Lynn. Employers and Employees Contribution September 2020	£47.44
30.09.2020	Cleaner - C. I. Wood Pay	£70.00
30.09.2020	Litter Picker - J. D. Lynn Pay	£563.31
30.09.2020	Clerk – A. W. Macnab. National Pay Award from 01.04.2020 New Pay Rate £14.02 per hour (SCP22) x 60 hours per month = £841.20 minus PAYE (19.99%) £168.16 = £673.04 Net Pay plus arrears back to 01.04.2020 £91.60	£764.64
	<b>Total</b>	<b>£3,840.63</b>

Chairman's Signature..... *C. J. Gilson* ..... Date..... *12/10/2020* .....

The Parish Council **confirmed** the approval of the retrospective payments for August 2020 which were authorised by the Chairman and Vice Chairman under delegated powers and **agreed** that the payments for September 202 be made.

#### **1446. Timetable of Controls for August and September 2020**

The Timetable of Controls report for August and September 2020 was presented.

##### **a. Timetable of Controls for August 2020**

The Clerk reported that:

- i. The Parish Council was sent the Financial Report on the 5<sup>th</sup> August, 2020 during the recess which gave the receipts and payments to the 5<sup>th</sup> August, 2020 under each budget headings which compared the actual expenditure to the appropriate date against that planned as shown in the budget.
- ii. The Parish Council was sent the Financial Report on the 5<sup>th</sup> August, 2020 during the recess which gave a schedule of payments which required authorisation. The Parish Council agreed that during the recess all payments would be authorised by the Chairman and Vice Chairman. The schedule of payments will be reported to the Parish Council on the 14<sup>th</sup> September, 2020 and minuted.
- iii. The Parish Council was sent the Financial Report on the 5<sup>th</sup> August, 2020 during the recess which gave a list of regular payments.
- iv. All payments were made during the recess by standing orders and bank transfers because of the Covid-19 pandemic. No cheques were drawn up during this period.
- v. There were no losses, liability or damage to Council property during the recess.

##### **b. Timetable of Controls for September 2020**

- i. The first draft of the three year budget was presented to the Parish Council on the 13<sup>th</sup> July 2020. The second draft will be presented to the Parish Council on the 12<sup>th</sup> October, 2020 for comments and amendments.
- ii. The statement of receipts and payments to date and progress against the budget statement at this meeting.
- iii. The schedule of payments which required authorisation was included as part of the agenda for this Parish Council meeting. Invoices were provided to support the schedule of payments.
- iv. A list of regular payments was presented at its meeting.
- v. No cheques are being drawn up during the Covid-19 pandemic and they were replaced by standing orders and bank transfers.
- vi. The Parish Council received at the meeting the report giving details of the fees and charges which were being levied to enable it to review the fees and charges.
- vii. There were no losses, liabilities or damage which could lead to claims in September 2020.
- viii. The Code of Conduct was reviewed at the Parish Council meeting on the 13<sup>th</sup> July, 2020 as a result of draft proposals for a new National Code of Conduct.

Chairman's Signature..... *CJ Gilson* ..... Date..... *12/10/2020* .....

ix. The Parish Council reviewed its Standing Orders at its meeting on the 11<sup>th</sup> May, 2020 and amendments were made to cover the Parish Council's decision making process during the Covid-19 pandemic.

x. The Parish Council meeting on the 13<sup>th</sup> July, 2020 deferred the review of the Risk Management Policy and Risk Assessments until this meeting when the revised Policy and Risk Register which includes Covid-19 hazards and the measures to reduce the risk of Covid-19.

The Parish Council **agreed** to note the report giving the controls for August and September 2020.

#### **1447. Risk Management Policy and Risk Assessments**

The Parish Council received in the papers for the meeting the Risk Management Policy and Risk Assessments which included the risks and mitigating measures relating to Covid-19.

The Parish Council reviewed the policy and risk assessments and **agreed** the Risk Management Policy and Risk Assessments which will be placed on the Parish Council's website.

#### **1448. Draft Budgets for 2021-22, 2022-23 and 2023-24**

The Clerk reminded the meeting that projects and identifying how to fund the projects for inclusion in the 2021-22 budget should be given to him before the Parish Council meeting on the 12<sup>th</sup> October, 2020. The final budget for 2021-22 will be submitted to the Parish Council on the 9<sup>th</sup> November, 2020 which will determine the level of precept for 2021-22.

#### **1449. Report on the completion of the Councillor Audit of Accounts for April to June, 2020**

Councillor Foggett reported that he had carried out the Councillor Audit of Accounts for April to June 2020 and had found no issues which should be brought to the attention of the Parish Council.

#### **1450. Annual Governance and Accountability Return (AGAR) 2019-20 Update**

The Clerk reported that he had not received Mazars, the external auditor's report on the AGAR for 2019-20.

#### **1451. National Joint Council for Local Government Staff Pay Award 2020-21. Clerk's Pay**

The Parish Council received the Chairman's report and National Joint Council for Local Government Staffs Circular giving the 2020 pay award which would be backdated to the 1<sup>st</sup> April, 2020.

The Clerk's pay was based on Spinal Column 22 of the NJC Salary Scales. The hourly rate for his post was £13.64 per hour which would increase to £14.02 per hour with effect from the 1<sup>st</sup> April, 2020. The Clerk works for 60 hours each month and his gross monthly pay would be £841.20, the deduction for PAYE would be £168.16 and his net pay would be £673.04 each month backdated to the 1<sup>st</sup> April, 2020.

The National Circular also gave the annual leave entitlement for full time employees i.e. who work 37 hours 5 days each week and 365 days each year will be increased from 21 days to 22 days for employees with less than 5 years with effect from the 1<sup>st</sup> April, 2020 and a further 3 days after 5 years of continuous local government service. The Clerk works for 15 hours each week over 5 days and 60 hours each month. His leave entitlement is therefore 9 days plus 1.2 days because he has over 5 years continuous local government service (5 years with Whessoe Parish Council and 4 years with this Parish Council).

The Parish Council **agreed** to implement the provisions of the NJC for Local Government Staffs Pay Award for 2020-21 specifically:

a. To increase the Clerk's pay at SCP 22 from £13.68 to £14.02 per hour with effect from the 1<sup>st</sup> April, 2020.

Chairman's Signature..... *C.J. Gerson* ..... Date..... *12/10/2020* .....

- b. To pay the backdated arrears of £91.60 for the period from April to August 2020.
- c. To pay the backdated arrears of PAYE contributions to HMRC of £22.48 for the period from April to August 2020.
- d. To note that the additional costs can be contained with existing budget headings.
- e. The Clerk's annual leave entitlement will be 10.2 days for 2020-21 effective from the 1<sup>st</sup> April, 2020.

**Planning Matters**

**1452. Planning Applications considered and decided by Darlington Borough Council's Planning Applications Committee on the 22<sup>nd</sup> July and 5<sup>th</sup> August, 2020.**

The following planning applications were approved by the Borough Council's Planning Applications Committee with conditions:

20/00258/FUL. Change of use to form outdoor paved seating area to front and installation of ventilation/extraction equipment to side elevation (Part retrospective Application - outdoor paving area) (Additional Information received 24th June 2020). Devonport Hotel, 16-18, The Front, Middleton One Row.

20/00104/FUL. Change of use from storage (Use Class B8) to shop (Use Class A1) including installation of new shop front, windows and doors. Building adjoining 16, Station Terrace, Middleton St. George.

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 (Amended site layout plan received 14th January 2019 Amended plans received 9th May 2020). 16- 18, The Front, Middleton One Row.

**1453. Planning Applications considered and decided by the Parish Council during the recess**

The following planning applications were considered by the Parish Council during the recess and the decision was that no comments be made

20/00547/FUL. Demolition of outhouse/store and conservatory and erection of single storey rear extension with flat roof and lantern, double garage to side elevation, porch to front elevation and new boundary wall up to 1.5m high, 47, Oak Tree Close, Middleton St. George.

20/00578/TF. Works to 1 No. Horse Chestnut tree protected under Tree Preservation Order No. 7, 1980 - crown reduction to west facing crown as per submitted details. 1, Cedar Grove, Middleton St. George.

20/00638/FUL. Change of use of land from open space to enclosed garden and re-location of rear 1.8m high boundary fence (Retrospective Application. 49, St. George's Gate, Middleton St. George.

20/00660/FUL. Replacement of WC Facility including ramped access. Teesside International Airport.

The following application was made by the Parish Council:

20/00556/TF. Works to 3 No. trees protected under Tree Preservation Order (No. 9) 2019 (W1) - Conifer (T1) crown reduction to 50% in height and felling of 2 No. trees (T2) Spruce Pine (T3) Yew. Land to the rear of 38, The Front, Middleton One Row.

The following planning application was received but it was withdrawn:

Chairman's Signature..... *C.J. Gower* ..... Date..... *12/10/2020* .....



30/000695/TF. Felling of 1 no. OK TREE (t2)(t\$) Protected under Tree Preservation Order (No. 6) 1973. 6, Church Close, Middleton St. George.

**1454. Planning Decisions taken by Darlington Borough Council under delegated powers**

The following planning applications were considered and decided by Darlington Borough Council under delegated powers:

20/00300/FUL. 4 bungalows Yarm Road, Middleton St. George. Planning Permission granted with conditions.

20/00334/TF. Works to 3 No. Yew Trees (G1) protected under Tree Preservation Order (No6) 2010, 7 Church Lane, Middleton St. George. Planning permission refused.

20/00458/FUL. Erection of conservatory to rear elevation, 49 St George's Gate, Middleton St. George. Planning permission granted.

20/00521/TF. Felling of 1 no. Sycamore tree (T125)(T1) protected under Tree Preservation Order (No.8) 1979, 9 Thorntree Villas, Middleton St. George. Planning permission granted with conditions.

20/00619/TFC. Permission to fell willow, TPO on beech). Notification to carry out works to trees in a designated Conservation Area - Felling of 1 no. Beech tree (T1) and 1 no. Willow tree, 6 Church Lane, Middleton St. George. Notice of split decision.

The Parish Council expressed concern that no response had been received from the Highways Officer to the points raised on 20/00300/FUL in respect of the additional entrances onto Yarm Road which would be generated by this planning application and the request for traffic calming measures and a lower speed limit in Yarm Road.

The Parish Council **agreed** that these issues be taken up with the Planning Officer responsible for 20/00300/FUL.

**1455. Work to trees on Parish Council land to the rear of 38, The Front, Middleton One Row**

The Delegated Powers Report and Decision Notice for this planning application which had been made by the Parish Council were circulated with the papers for the meeting. The decision was to refuse planning permission once again. However, it was noted that Delegated Report stated that Arboricultural Officer and Structural Engineer Reports had not been received within the timeframe, and an extension had not been requested. Also, that two letters of support for the proposal had been received outside the timeframe.

Following a discussion, the Parish Council **agreed** that the Clerk will ask the Planning Officer for Reports from the Arboricultural Officer and Structural Engineer.

**1456. New Planning Applications**

The following new planning applications were considered by the Parish Council:

20/00713/TF. Works to 2 No. Lime trees (T22, T23) protected under Tree Preservation Order (No. 7) 1980 - crown lift up to 20% and removal of deadwood. 16, Castle Close, Middleton St. George.

20/00689/TF. Works to 3 no. Whitebeam trees protected under Tree Preservation Order (Bo, 2) 2007 - T1(T3) & T2(T2) fell/remove, T3(T1) removal of deadwood and crown reduce and re-shape by 2.5m, as per arborists report. Lancaster House, Teesside International Airport.

Chairman's Signature..... *C.J. Gilson* ..... Date..... *12/10/2020* .....

20/00780/TF. Felling of 1 No. Horse Chestnut Tree (T1) protected by Tree Preservation Order 1979 No 8 (T54)  
1 Thorntree Villas, Middleton St. George.

The Parish Council **agreed** that no comments be made on the above planning applications.

#### **1457. Neighbourhood Development Plan**

The Chairman reported that preparations were being made with Jo-Anne Garrick for the consultation on the Draft Neighbourhood Development Plan. The consultation period would be from the 28<sup>th</sup> September to the 23<sup>rd</sup> November, 2020.

Responses had been received to the letter notifying land owners and residents that the Parish Council was looking to designate areas of local green space and protected open space which they owned in the Neighbourhood Development Plan. The letter was a courtesy one which gave the land owners and residents notice of the consultation period on the Plan which included the green spaces and protected open spaces. It was hoped that the Chairman and Clerk would meet the land owners and residents who preferred their green spaces not to be designated or protected and involve Jo-Anne Garrick in the consultation.

#### **1458. Darlington Local Plan. Public Consultation**

The Parish Council's response which had been prepared by the Chairman was circulated with the papers for the meeting. The Chairman reported that the response had been sent to Darlington Borough Council and it was posted on the Local Plan Portal. The closing date for comments was the 17<sup>th</sup> September, 2020.

#### **1459. Platform One Public House**

The Chairman reported that the Residents Survey results was circulated to Parish Councillors and published on the Parish Council's website and Facebook page on the 28<sup>th</sup> August, 2020. The results were considered by the Steering Group on the 1<sup>st</sup> September, 2020.

The Steering Group terms of the stage of the process, and what the next steps were. The Group also discussed what skills would be needed. There were no volunteers or nominations for committee roles which would have to be sorted out at a subsequent meeting.

The results of the survey and the setting up of the Steering Group had been sent to the Plunket Foundation for further advice to be given.

The Chairman also reported that she and the Clerk had met with a developer who was interested in Platform One to explore the ideas for the public house. The developers had doubts that it was not viable as a stand along public house but that other amenities could be located in the building such as a craft workshop or science café.

The Parish Council **agreed** that reports from the Steering Group be made to future meetings.

#### **1460. Ministry of Housing Communities and Local Government "Planning for the Future." White Paper**

The Parish Council agreed to:

- a. Agree any comments via email to sent to CPRE's response
- b. Consider its individual response at next meeting

Chairman's Signature.....  ..... Date 12/10/2020.....

## Other Matters

### 1461. Grounds Maintenance Contract Update

The Clerk reported that a request was made to the Grounds Maintenance Officer of Darlington Borough Council to meet the Chairman, Councillor Foggett and the Clerk to discuss the performance of the contract and he was waiting for some dates when the meeting can be held.

### 1462. Survey of Trees on Parish Council Land

The Clerk reported that during the recess three quotations had been sought and received for the survey of trees on Parish Council land in the Water Park (not the south facing bank side of the three former reservoirs), the Playing Field and on the road side on The Front at Middleton One Row. The quotation of £558.00 from Elliott Consultancy Limited had been accepted by the Chairman and Vice Chairman acting under delegated powers. Elliott Consultancy Limited were informed and their report was awaited.

### 1463. Request from residents for tree work on Parish Council land adjoining their properties

The Clerk reported that requests had been received from residents for trees on the path on the Mount Pleasant Close side of the Playing Field, the Woodland Green side of the Playing Field and the High Stell side of the Water Park to be reduced in height because they overshadowed their properties and branches may fall and injure members of the public.

The Parish Council **agreed** to wait for the Tree Survey before any action is taken on the trees in the three locations.

### 1464. Parks and Grounds

#### 1464.1 Water Park

##### a. South Facing bank side clearance and reseeding

The Clerk reported that the last meeting of the Parish Council on the 8<sup>th</sup> June, 2020 agreed that the contractor be asked to carry out the clearance work in the Autumn of 2020 and the re-seeding and reinstatement work in the Spring of 2021. The contractor responded that if the work was spread over two seasons the cost would increase by 20%.

The Parish Council reconsidered its decision and **agreed** that the clearance work and reseeding and reinstatement of the south facing bank side be carried out in the Autumn of 2020.

##### b. Damage to the bank side of Pond 1.

The Clerk reported that the damage to the bank side of Pond 1 had been repaired and reseeding carried out.

##### c. Provision of Lifebuoys/Throw Ropes

The Water Safety Report for the Water Park which was carried out by RoSPA in June 2015 was circulated with the papers for the meeting. The report acknowledged that lifebuoys or throw ropes may be subject to vandalism or used as swimming floats and it did not specifically recommend that they be provided.

Following a discussion, the Parish Council **agreed** that the views of its insurers should be sought on the RoSPA report and the implications for the Parish Council if lifebuoys or throw ropes were not provided and a drowning accident occurred.

Chairman's Signature..... *C J Gibson* ..... Date..... *12/10/2020* .....

**d. MUGA Fencing**

The Clerk reported that the damaged panels on the MUGA fencing had been replaced.

**e. Proposal for the MUGA**

The Chairman's report which gave the background to the request for the MUGA to be converted to an all weather surface with lighting and the actions which had been taken to date was circulated with the papers for the meeting.

A group had been formed to take the proposal forward and to seek funding.

The Parish Council **agreed**:

- i. That the group continue to obtain the various quotes, and also to research other relevant information
- ii. That pre-application advice request be submitted to Darlington Borough Council/
- iii. In principle, to pay for the Pre-Application advice request application at a cost of £400 (for a minor development).

**f. Mirror at the entrance**

The Clerk reported that he had received a reply from the Chairman of the Community Centre concerning the positioning of the mirror at the entrance to the Water Park. The reply indicated that it was now not necessary for a mirror to be installed at the entrance because signage and visibility had been improved.

Following a discussion, the Parish Council **agreed** that positioning the mirror at the entrance to the Water Park pointing towards oncoming traffic on Station Road be investigated.

**1464.2 Play Area and Playing Field**

**a. RoSPA Inspection**

The ROSPA inspection of the play area and playing field was circulated with the papers for the meeting. The Clerk reported that the recommendations in the report had been carried out before the play area and playing field were reopened.

**b. Health and Safety Inspection**

No report was given because of the absence of the Vice Chairman.

**c. Removal of Swing Seats to aid Social Distancing**

The Clerk reported that two swing seats had been removed by the Play Area Maintenance Officer of Darlington Borough Council to help with social distancing in the play area. One of the seats removed was broken and needed replacing at some future date. Both seats were stored in the Parish Council Meeting Room.

**d. Use of Football Pitch by Middleton Rangers JFC**

The Chairman reported that the football pitch would be used by Middleton Rangers JFC for the 2020-21 season. The agreement had been signed by the Chairman and the Chairman of Middleton Rangers JFC and had been sent to the Clerk.

Chairman's Signature..... *C J Gibson* ..... Date..... *12/10/2020* .....

### **1464.3 The Front, Middleton One Row**

#### **a. Woodland Management Project Update**

The Chairman reported that had tried to contact Groundwork for a progress report but they were operating with reduced staffing and she would continue to ask for a progress report.

#### **b. Old Toilet Block. Unlocked and New Locks fitted**

The Clerk reported that a locksmith had unlocked the Old Toilet Block and had fitted new locks in anticipation of it being used to store the sleeper blocks from the trackbed of the Stockton and Darlington Railway.

#### **c. Steps at the eastern end of The Front repair work Update**

The Clerk reported that a resident had reported that two or three wooden steps had slipped and lay at the side of the steps. A joiner had been called to carry out the work and he will check if the work has been completed.

#### **d. Defibrillator**

Councillor Blacklee submitted a written report that the Defibrillator had been installed on the wall of The Devonport.

The Parish Council **agreed** that the Clerk will add the defibrillator to the Assets Register and inform the Parish Council's Insurers.

### **1465. Stockton and Darlington Railway**

The Chairman informed the meeting that the 195<sup>th</sup> Anniversary Celebrations on the 26<sup>th</sup> September, 2020 in Stockton on Tees had been cancelled because of the Covid-19 pandemic but it was hoped that events will be held at a later date.

The Chairman also reported that a reply had been received from the Membership Secretary in respect of storing the sleeper blocks.

### **1466. Former Stockton and Darlington Railway trackbed cycle and pathway**

The Clerk was asked to find out if Darlington Borough Council will be responsible for the upkeep and maintenance of the surface of the cycle and pathway as well as the surrounding greenery.

### **1467. Review of Private Hire and Hackney Carriage Licensing Policies and Procedures**

The Private Hire and Hackney Carriage Licensing Policies and Procedures were circulated with the papers for the meeting.

The Parish Council **agreed** that no comments be made on the review of the policies and procedures.

### **1468. Councillors Training**

The Parish Council **agreed** that the Clerk will send Councillor Marshall details of the training provided for new Parish Councillors.

### **1469. Councillors' reports and items for future agenda**

#### **1469.1 Stockton and Darlington Railway October Heritage Action Zone (HAZ) Festival**

Chairman's Signature..... *C. J. Gibson* ..... Date..... *12/10/2020* .....

The Chairman reported that a video of the Festival was being made and she will circulate details when filming will take place when she hears from the Chair of the Friends of the Stockton and Darlington Railway.

**1469.2 Parish Council Meeting Room Former Chairs**

Councillor Foggett reported that the old chairs were still stored in the Meeting Room and he will contact the Chairman of the Cricket Club to arrange for them to be collected.

**1470. Date of next meeting**

**Monday 12<sup>th</sup> October, 2020 at 6.30 p.m.**

The meeting ended at 8, 57 p.m.

Chairman's Signature..... *C J Gibbon* ..... Date..... *12/10/2020* .....