

## LOW CONISCLIFFE & MERRYBENT PARISH COUNCIL

**Minutes of the Annual Parish Meeting and the Parish Council AGM held on 18 May 2016  
St Edwin's Church Hall, High Coniscliffe, 7pm**

**Present:** Cllrs: M Ellerton (Chair), L Steel, P Ellerton, S Gatenby, C McLay, WC P Crudass,  
M Bailey (Clerk).

**Apologies:** Cllr A Craggs, Cllr T Stuckey, WC G Lee.

No members of the public attended the meeting.

### ANNUAL PARISH ASSEMBLY

**1 Chair's Report:** The annual report of Parish Council was presented by the Chair. This included a summary of Parish activities, finances, successes and improvements planned for the next 12 months.

**Action: M Bailey to post copies of the Report on Parish noticeboards.**

**2 Agenda topics from the Public:** None.

### AGM

**1 Acceptances of Office:** The forms for Declaration of Acceptance of Office and Register of Members Interests' were completed and signed by all Cllr's present at the meeting.

**Action: M Bailey to provide copies of forms to Cllr Craggs and Cllr Stuckey for completion, then all forms to be taken to the Town Hall.**

**2 Election of Chair:**

Cllr M Ellerton was elected as Chair.

**3 Election of Vice-chair:**

Cllr Steel was elected as Vice-chair.

**4 Apologies for absence:** As above.

**5 Declarations of Interest:** None.

**6 Public Forum:** None.

**7 Minutes of Last Meeting:** The minutes from the meeting held on 13 April 2016 were accepted and signed.

**8 Matters Arising from the Minutes of the Previous Meeting:**

8.1 Code of Conduct: All Cllrs were given a copy for reference.

8.2 Elm Ridge planting: Contract in place with Elm Ridge Garden Centre and work commences end of May.

8.3 Bus shelter improvement: Resolved that the 2 bus shelters that are in a poor state of repair should be renovated.

**Action: M Bailey to contact DBC to arrange the work.**

8.4 Parish event on 12 June: Preparations are progressing very well thanks to the enthusiastic organising committee. On advice from DBC the event is classed as a Garden Party and does not require an entertainments licence. Signage will be needed to designate the entrance and exit points. It was resolved that the Parish Council will make a donation of £200 with a contingency of up to £300 should there be a shortfall in funds to meet expenses.

**Action: M Bailey to ask DBC about any additional insurance that might be required.**

8.5 National Planning Framework: Cllr P Ellerton has sent letter to Clive Betts to raise concerns.

8.6 Speed visor: The requirement for a Speed Visor system was discussed in detail with WC Crudass. A further 2 quotes are needed together with a detailed case to support the expenditure. It was reported that Durham CC have a mobile system that is available on loan to parishes in Teesdale. A further meeting will be required to make a final decision once all relevant information has been assembled.

**ACTION: Cllr P Ellerton to request 2 further quotes for units having a similar specification to the Dorman Unipart system. Cllr P Ellerton to contact WC Lee and WC Crudass to request that they ask DBC to make a mobile unit available on loan as per Durham CC.**

8.7 Black boxes located on lamp posts in Merrybent: These were removed shortly after the meeting in April.

#### **9 Finance / Accounts:**

9.1 Annual Governance Statement for 2015/16 was presented and approved.

9.2 Bank Reconciliation and Accounting Statements for 2015/16 were presented and approved.

9.3 R Burges to be asked to carry out Internal Audit of Annual Return for 31 March 2016.

**ACTION: M Bailey to arrange internal audit. To be completed in time for the Exercise of Public Rights during 1 July to 11 Aug 16.**

9.4 Expenses approved: Salary for Clerk for April and May 16 (£166.66) and associated PAYE to HMRC (£33.33),

9.5 Bank balance as at 30 April was £15252.19 and £116.47 in petty cash. The bank balance includes the precept of £5530.00 for 2016/17. It was resolved there would be no transfer of funds from the Current Account to the Business Reserve Account.

**10 Planning Applications:** Application received for extension to Sunnyside, 18 Merrybent. Plans were not available to view at the meeting.

**ACTION: All Cllrs to review plans available on DBC web-site and feedback any concerns to M Ellerton for decision.**

**11 Planning Decisions:** None.

#### **12 Highway Matters:**

12.1 The 2 damaged traffic islands in Merrybent still require repair.

**ACTION: M Bailey to contact DBC and enquire on the expected date for repairs to be completed.**

12.2 An accident involving a large lorry on 13 May has been reported. The driver sustained cuts to the right side of brow and damage to two electric wired poles number 1 and 2. This was reported to Highways at DBC.

**13 Parish Matters:** None

**14 Items for Future Consideration:** None.

**15 Correspondence:** None

**16 Feedback from Meetings Attended:** None

**17 Date for next meeting:** 13 July 2016, 7.00pm

*M. Elwick*