

## LOW CONISCLIFFE & MERRYBENT PARISH COUNCIL

Minutes of Parish Council Meeting held on 29 November 2016

St Edwin's Church Hall, High Coniscliffe, 7pm

**ATTENDANCE:** Cllrs: M Ellerton (Chair), L Steel, S Gatenby, C McLay, P Ellerton, T Stuckey, A Craggs, M Bailey (Clerk).

**1 Apologies:** WC P Crudass, WC G Lee

**2 Declarations of Interest:** None

**3 Public Forum:** Mr and Mrs Anderson were welcomed to the meeting as members of the public.

**4 Minutes of Last Meeting:**

The minutes from the meeting held on the 26 October 2016 were signed.

**5 Finance and Accounts:**

5.1 Balance in bank account as at 1 November 16 was £12091.13 and £12.95 in petty cash. The estimated bank balance at the end of financial year is £4882.38.

5.2 The budget for the 2017-18 financial year was presented by M Bailey. This includes £5493 for regular outgoings, £3000 election contingency, £4000 for planning consultant contingency, £600 for a new noticeboard in Merrybent and £100 for Low Coniscliffe noticeboard maintenance. The budget was approved and will require a precept of £8390 for the next financial year (an increase of 52%).

**Actions: M Bailey to apply for precept. By 13 Jan 17.**

5.3 Expenses approved since the last meeting: Clerk finance training (£27.00), Petty cash top up (£87.05), Speed visors (£4919.88). Expenses approved at the meeting: Clerk salary Oct/Nov (£166.66), Tax on clerk salary to HMRC (£41.66), additional insurance for speed visors (£59.45).

**6 Matters Arising From the Minutes of the Previous Meeting:**

**6.1 Freedom of Information request.** DBC were asked to provide all documentation associated with current planning applications. The response stated that all information currently available is on the DBC web-site.

**6.2 Advice from Planning Consultant.** The hard copy information relating to any planning application is available for inspection at DBC offices on request should there be any doubt about the content on the web-site.

**6.3 Formal complaint about access to information.** DBC chief planning officer (D Coates) has also stated that all information currently available is on the DBC web-site.

**6.4 Speed visors.** These have been installed and have received favourable comments. The battery life is about 2 weeks before recharging is required. Cllr T Stuckey was thanked for taking on this task. As the batteries require 24h to charge it was resolved that 2 spare batteries are to be purchased. A question was raised about the cost associated with recharging the batteries.

**Actions: M Bailey to raise purchase order for 2 batteries, by 16 Dec 16. M Bailey to enquire about power consumption for recharging, by 16 Dec 16**

**6.5 Conservation Status assessment.** The Parish has not been designated as an area with Conservation status. It was considered that some of the information in the assessment report regarding the age of buildings may not be accurate and requires investigation.

**Action: S Clark to research the age of early buildings in Low Coniscliffe. By 15 Jan 17**

**6.6 Adoption of Phone Kiosk, Low Coniscliffe.** M Bailey has applied for adoption of the kiosk and a response is awaited. Once this is granted a decision will be made on a suitable use for the kiosk, one possibility raised is as a book exchange.

**Action: M Bailey to follow up on a response to the adoption request. By 25 Dec 16.**

**6.7 Enforcement action re untidy land in Low Coniscliffe.** It was reported that little progress has been made and that a site visit is required.

**Action: Cllr S Gatenby, Cllr L Steel and M Bailey to visit the site at 9.30 am on 30 Nov 16 to determine the specific improvements that are required. Following the site visit M Bailey to write to Michael Conyard requesting that these are completed before 31 Jan 17.**

**6.8 Neighbourhood Plan.** This is to be progressed as a matter of priority.

**Action: Cllr M Ellerton and S Clark to meet with people from Blackwell Grange area to get advice on how to progress the Plan. By 31 Dec 16.**

**6.9 Christmas Event.** A Carol Concert on 19 Dec has been publicised. A donation of £275 to support the event was agreed.

**6.10 Transparency Code.** M Bailey presented a detailed breakdown of the costs associated with purchase of a laptop/scanner, commissioning of a web-site, and upload of the required documents from April 2014 to March 2017. A grant is available to fund the initial set-up. The ongoing expenses for web-hosting, technical support, and document upload is built into the budget for next financial year. It was resolved to progress an application for the funds.

**Action: M Bailey to apply for funding by 5 Dec 16.**

## **7 Planning applications and decisions:**

Cllr M Ellerton reported that a decision on the Planning Application for up to 14 dwellings in Low Coniscliffe has a deadline of 19 December, although this could be extended.

**Action: Cllr M Ellerton to ask DBC planning department for a status update. By 19 Dec 16**

Cllr P Ellerton has circulated a draft document with objections related to the Taylor Wimpey proposed development 'Coniscliffe Park'. The meeting agreed this was an excellent document and thanked Cllr P Ellerton for his work in putting it together. It will continue to be developed as the consultation progresses.

A meeting of the Parish Council and Planning Action Group is to be held on 5 December to prepare for a meeting with representatives of Taylor Wimpey and Gladman on 12 December.

## **8 Highway Matters: None**

**9 Parish Matters:** It was resolved that future meetings of the Parish Council will usually be held on a Tuesday rather than a Wednesday.

**10 Items for future consideration:** None

**11 Correspondence:** None

**12 Feedback from Meetings Attended:** None

**13 Date for next meeting:** 24 Jan 2017, 7.00pm

The meeting closed at 8.31pm.

MEW  
24/1/17

## Summary of Decisions and Actions from LC and Mb Parish Council Meeting – 29 Nov 2016

Minute Ref	Decision/Item	Action
5.2	Precept for next financial year to be £8390	M Bailey to apply for precept by 13 Jan 17
6.4	Speed visors: Spare batteries and power consumption	M Bailey to purchase 2 additional batteries and get information on power consumption used for recharging. By 16 Dec 16
6.5	Inaccurate information in Conservation Status assessment report	S Clark to research the age of early buildings in Low Coniscliffe by 15 Jan 17
6.6	Adoption of Phone Kiosk	M Bailey to follow up on a response to the adoption request by 25 Dec 16
6.7	Enforcement action regarding untidy land	Cllr S Gatenby, Cllr L Steel and M Bailey to visit site at 9.30 am on 30 Nov 16 to determine specific improvements required. M Bailey to write to M Conyard with list of improvements and request to be completed by 31 Jan 17
6.8	Neighbourhood Plan	Cllr M Ellerton and S Clark to meet with people from Blackwell Grange area to seek advice on how to progress a plan. By 31 Dec 16
6.9	Christmas event	A donation of £275 was agreed.
6.10	Web-site for compliance with Transparency code	The plan and costs for this were approved. M Bailey to apply for funding by 5 Dec 16
9.1	Parish Council meeting day	This will usually be held on a Tuesday rather than Wednesday starting with the meeting in Jan 17