

LOW CONISCLIFFE & MERRYBENT PARISH COUNCIL

Minutes of the Annual Parish Meeting and the Parish Council AGM held on 22 May 2018 St Edwin's Church Hall, High Coniscliffe, 7pm

Present: Cllrs: M Ellerton (Chair), P Ellerton, A Craggs, T Stuckey, L Steel, WCllr G Lee
M Bailey (Clerk).

Apologies: Cllr C McLay (holiday), WCllr P Crudass

No members of the public were in attendance.

A minute of silence was held as a mark of respect following the recent sad death of PCllr S Gatenby.

ANNUAL PARISH ASSEMBLY

1 Chair's Report: The annual report of Parish Council was presented by the Chair. This included a tribute to P Cllr S Gatenby followed by a summary of Parish activities, finances, successes and improvements planned for the next 12 months. It was noted that the volume and complexity of issues progressed by the PC and the wider community over the last 2 years had been achieved through the hard work and dedication of all those involved. The PC appreciate the support of all those who have contributed to these successes.

Action: M Bailey to post copies of the Report on Parish noticeboards and on the Parish Council web-site.

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 McLay for completion, then all forms to be taken to the Town Hall. By 16 Jun 18.

2 Election of Chair:

Cllr M Ellerton was elected as Chair.

3 Election of Vice-chair:

Cllr L Steel was elected as Vice-chair.

4 Apologies for absence: As above.

5 Declarations of Interest: None.

6 Public Forum: W Cllr G Lee reported that the landslip on the A67 between High Coniscliffe and Piercebridge was under investigation / repair.

7 Minutes of Last Meeting: The minutes from the meeting held on 13 March 2018 were accepted and signed.

8 Finance and accounts

8.1 The balance in the bank account as at 1 May 18 was £19331.83 and £40.44 in petty cash. This included donations of £1260.21.

8.2 Expenses approved since the last meeting: Legal expenses for Land Registry response (£966.00), Legal expenses for conveyancing assessment (£265.20), Return of residual funds from NP grant (£1447.68), Repair of speed visor (£680.40), PC insurance premium (£206.08) and Advertisement for NP consultation (£420.00).

8.3 Expenses approved at the meeting: Clerk salary Apr / May 18 (£220.00), Tax on clerk salary to HMRC (£55.00), Postage (£8.55), Copy OS map and stationary (£16.60), Travel expenses for land owner (£56.70), Gazebo repair (£15.78), Clerk stationary expenses (£68.98), Speed visor post and packing (£30.00), Weedkiller (£15.98), NP noticeboards (£20.00), Printer ink (£17.00), NP event refreshments (£15.85 and £16.42).

8.4 Certificate of Exemption. The Parish Council has an income / expenditure of below £25000 and is exempt from external audit of the Annual Return 2017/18. The Certificate of Exemption was approved
ACTION: M Bailey to email certificate to the External Auditor. By 31 May 18.

8.5 Annual Return 2017/18. The Annual Governance Statement for 2017/18 was presented and approved.

8.6 Annual Return 2017/18. The Bank Reconciliation and Accounting Statement for 2017/18 was presented and approved. The Parish Council expressed thanks to R Burges for completing the internal audit of the accounts. The internal auditor highlighted a need improve collection of receipts / invoices from some suppliers, and made a suggestion to reduce expenditure on printer ink. The period for Exercise of Public Rights is from 4 June to 14 July 18.

ACTION: M Bailey to display notice of Exercise of Public Rights, including on PC website. By 4 June 18.

9 Matters Arising from the Minutes of the Previous Meeting:

9.1 **Planning application for untidy land in Low Coniscliffe:** W Cllr G Lee has held further meetings with parties at DBC. The matter has not been resolved and further enquiries are to be made.

Action: W Cllr G Lee to update PC at next meeting.

9.2 **Neighbourhood Plan:** The 6 week consultation period on the draft plan ends on 2 June 18. An application is to be made for a further grant. The draft plan is to be given a 'health check' by external consultants before progressing further.

Action: M Ellerton to report on further progress at the PC meeting in July 18.

9.3 **Damage in community forest:** No further progress.

Action: M Ellerton to give update at next PC meeting.

9.4 **Repair of speed visor:** Complete and back in operation. Insurance claim has been received.

9.5 **Training in changes to External Audit:** This was not required.

9.6 **Nuisance parking on grass verges in Merrybent.** W Cllr P Crudass has raised the concern with DBC highways without success. It was reported that an increasing number of residents have placed short white painted sticks on the verges outside their property to deter nuisance parking. DBC have taken photographs and no further action against residents has been taken. The ongoing situation is being monitored.

9.7 **Correspondence with Close Thornton:** A response was sent and no further information has been received.

9.8 **Big Spring Clean:** This not completed this year due to unavailability of volunteers. There is not considered to be a serious litter problem in the Parish.

9.9 Summer Event: This is to be held on 8 July 18 (1 to 5pm).

9.10 Recruitment of Clerk: No applications have been received. The current Clerk has agreed to extend his period of notice subject to attendance at up to 6 meetings per year and a salary increase from £1480 to £1650 per annum effective from 1 Apr 18. The PC resolved to accept these requirements.

ACTION: Cllr M Ellerton to progress recruitment of replacement Clerk.

9.11 Planting of floral displays: A quotation has been received from Elmridge Nurseries. A proposal was also submitted by Cllr T Stuckey. It was reported that guidance from DBC legal advises against placing work with P Cllrs for financial gain. An option to have the work done on an expenses basis was discussed. It was agreed that further advice would be taken from DBC legal before making a final decision.

ACTION: W Cllr G Lee to discuss with DBC legal the possibility of placing this work with a P Cllr on an expenses basis. By 23 May 18.

9.12 Maintenance of speed visors: Cllr T Stuckey submitted a proposal for maintenance of the speed visors in Merrybent. This will require further discussion pending the outcome of advice from DBC legal.

10 Planning applications and decisions: None

11 Highway Matters: None.

12 Parish Matters:

12.1 Update on legal matters. It was reported that HMLR have determined there is no basis for awarding costs against the PC arising from the withdrawal of applications made for adverse possession of land.

12.2 General Data Protection Regulations (GDPR). The PC are designated as a 'data controller' under the GDPR that are effective from 25 May 18. The PC are required to register with the Information Commissioners Office (ICO). It is not necessary for the PC to appoint a Data Protection Officer (DPO) and may employ the services of a DPO consultant if necessary. Completion of a template Data Audit Questionnaire will determine the actions necessary to comply with the regulations.

Action: M Bailey to register PC as a data controller with the ICO. By 31 May 18.

13 Items for Future Consideration: Memorial / charitable donation in memory of P Cllr S Gatenby.

14 Correspondence: Information received from CPRE, Seafarers UK and Glasdon was circulated to the meeting.

15 Feedback from Meetings Attended: None

16 Date for next meeting: 10 July 2018, 7.00pm

The meeting closed at 9.11pm

M Ellerton 10/7/18

Summary of Decisions and Actions from LC and Mb AGM – 22 May 18

Minute Ref	Decision/item	Action
1	Register of Interests and Acceptance of Office Declarations	Cllr C McLay to complete forms by 31 May 18. M Bailey to take forms to Town Hall and upload to PC web-site by 16 Jun 18
8.4	Certificate of Exemption	M Bailey to email certificate to External Auditor. By 31 May 18.
8.6	Annual Return 2017-18	M Bailey to post notification of Exercise of Public Rights on noticeboards / web-site by 4 Jun 18.
9.1	Planning application for untidy land	W Cllr G Lee to update PC at next meeting
9.2	Neighbourhood Plan	Cllr M Ellerton to report on progress at next PC meeting.
9.3	Community Forest	Cllr M Ellerton to update PC at next meeting
9.10	Recruitment of Clerk	Cllr M Ellerton to progress recruitment.
9.11	Planting of floral displays	W Cllr G Lee to seek advice from DBC legal regarding possibility of awarding work to a P Cllr on an expenses basis. By 23 May 18.
12.2	Registration of PC as a 'data controller'	M Bailey to register PC with ICO. By 31 May 18.