

Low Coniscliffe & Merrybent Parish Council

MINUTES of the Low Coniscliffe & Merrybent Parish Council Meeting held at St Edwin's Church Hall, High Coniscliffe, on Tuesday 11th September 2018, at 7.00 pm

Present: Councillor P Ellerton (acting Chair) Councillor S Clark
 Councillor C McLay Councillor K Marshallsay
 Councillor L Steel Borough Councillor G Lee
 Parish Clerk - Ms J Bell

Absent: Borough Councillor P Cruddas

MINUTE NO.	ITEM	ACTION
1	<u>Apologies for Absence</u> Councillor M Ellerton and (via Councillor P Ellerton) Councillor A Craggs.	
2	<u>Declarations of Interest</u> There were no declarations of interest.	
3	<u>Public Forum</u> No members of the public were present.	
4	<u>Minutes of Low Coniscliffe & Merrybent (LCM) Parish Council Meeting – 10th July 2018</u> The Parish Council RESOLVED that the Minutes of the LCM Parish Council Meeting held on the 10 th July 2018 be approved. The Minutes were signed by the acting Chair.	
5	<u>Matters Arising & Outstanding Actions</u> <ol style="list-style-type: none"> 1 Register of Interests & Acceptance of Office Declarations: The Clerk to forward completed forms to DBC and chase outstanding submissions from Councillor A Craggs. 2 Annual Governance & Accountability Return 17-18: The AGAR is available on the Parish Council's website. 3 Planning Application for Untidy Land: Borough Councillor G Lee advised that there had been no progress and agreed to contact DBC for a response at the next meeting. 4 Neighbourhood Plan: Neighbourhood Plan was included on the Agenda – refer to Minute No. 13. 5 Community Forest: It was noted that the Community Forest was a protected site and it is identified in DBC's emerging Local Plan as green space. 6 Change of Clerk: DBC have been notified of the change of Clerk. 7 Re-site Water Pump to Original Location in Low Coniscliffe: This had not been progressed. It was felt unlikely that DBC would agree to re-siting. 8 Options for PC Access to Legal Representation: This had not been progressed. The Clerk to contact DBC to clarify options available to Parish Councils. <p>The Parish Council RESOLVED to note the matters arising and progress the actions required.</p>	<p>JB</p> <p>GL</p> <p>JB</p>

Signed..... Date.....
 Chair of the Parish Council

6	<p><u>Financial Statement 18-19</u></p> <p>The Clerk presented the Financial Statement 2018-19, detailing the income and expenditure position as at 27th August 2018. Income totalled £26,731.35 and expenditure totalled £10,074.63 giving a balance of £16,656.72. Items of expenditure over £100 since the last report include a £2,880 payment to Jo-Anne Garrick Ltd for Neighbourhood Plan Consultancy Fees (funded from NP Grant).</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	
7	<p><u>Budget Statement 2018-19</u></p> <p>The Clerk presented the Budget Statement 2018-19 as at 27th August 2018. The forecast for 2018-19 shows estimated income of £27,291 and estimated expenditure of £16,207 giving a forecast year end surplus of £11,084. A budget is to be set to reflect funding from the NP Grant. Councillor M Ellerton to provide grant funding details to the Clerk.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	ME
8	<p><u>Bank Reconciliation 18-19</u></p> <p>The Parish Clerk presented the Bank Reconciliation Statements for the Current and Business Reserve Accounts as at 31st July 2018.</p> <p>1 Current Account: The variance of £2,991.85 between the Parish Council Accounts and the Bank Statement No 204 was due to cheques not yet presented at bank as detailed on the reconciliation.</p> <p>2 Business Reserve Account: There was no variance between the Parish Council Accounts and the Bank Statement No 118.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	
9	<p><u>Budget Setting & Precept – 2019-22 Draft Proposals</u></p> <p>In preparation for the Budget Setting & Precept Meeting, a draft budget for 19-22 was discussed. It was agreed to include an annual training budget for Councillors/Clerk and review level of general balances. The Parish Council also discussed projects that they felt would be beneficial for the parish and agreed to look at fund raising or available grants to progress these.</p> <p>The Parish Council RESOLVED that Councillors would provide the Clerk with comments on the draft budget by 30th September to enable presentation and agreement of the budget and precept for 2019-20 at the Budget Setting & Precept Meeting to be held on 13th November.</p>	CLLRS
10	<p><u>Policies & Procedures</u></p> <p>1 Standing Orders: The Clerk to circulate draft Standing Orders to Councillors for comment and feedback by 5th October for approval of Standing Orders at the next meeting.</p> <p>2 Financial Regulations: The Clerk to review model Standing Financial Instructions (SFIs) and circulate draft for LCM Parish Council for discussion at the next meeting.</p>	JB/CLLRS JB

Signed..... Date.....
Chair of the Parish Council

	The Parish Council RESOLVED to review the draft SOs and provide any comments to the Clerk by 5 th October. The Parish Council also RESOLVED to review draft SFIs on circulation by the Clerk.	
11	<p><u>General Data Protection Requirements (GDPR)</u></p> <p>The Parish Council discussed the GDPR. It was agreed that the draft data audit log would be circulated to Councillors for review to ensure that all data held was recorded. It was noted that a review of policies & procedures would also be required. The Clerk to attend a forthcoming ICO visit to the region for further information on the GDPA requirements.</p> <p>The use of separate email accounts for LCM business was requested. The Clerk to provide details to Councillors to enable these to be set up.</p> <p>The Parish Council RESOLVED to note the requirements of the General Data Protection Act and to review requirements to ensure compliance.</p>	<p>JB/CLLRS JB</p> <p>JB/CLLRS</p>
12	<p><u>Planning Applications</u></p> <p>Log of Applications Received: Details of planning applications received and progress regarding submission deadlines and outcomes were presented.</p> <p>Planning Application 18/00023/OUT (14 dwellings): It was noted that this application had gone to appeal. Representations to the Planning Inspectorate are required by 4th October.</p> <p>Planning Application 16/01231/FUL (37 dwellings) – Archaeological Site Survey: Councillor K Marshallsay provided an up-date. Durham Archaeological Team have confirmed that works are now complete. Councillor Marshallsay to request copies of drone search and architects report and invite a representative of DAT to a future meeting to provide feedback.</p> <p>Planning Applications 17/00632/OUT (535 dwellings) and 17/00636/OUT (985 dwellings): Negotiations are continuing between Highways England and DBC. An Environmental Impact Assessment will not be undertaken until after the outcome of those discussions.</p> <p>The Parish Council RESOLVED to note the up-date and action as required.</p>	KM
13	<p><u>Neighbourhood Development Plan – Update:</u></p> <p>Councillor S Clarke provided an up-date. The draft NDP has been subject to a health check by an independent body which resulted in a few minor alterations by the Neighbourhood Planning Consultant appointed by the NP Steering Group. It was proposed, seconded and agreed that the Draft NDP be submitted to DBC for independent examination.</p> <p>The Parish Council RESOLVED to submit the Draft NDP to DBC for independent examination.</p>	ME
14	<p><u>Correspondence and Feedback from Meetings</u></p> <p>Correspondence: Where possible correspondence received has been circulated to Councillors via email.</p> <p>Darlington Association of Parish Councils (DAPC): DAPC has sought feedback on the continuation of DAPC as a forum for parish councils. Councillors discussed their expectations of DAPC and agreed that LCM Parish Council would attend a future DAPC meeting. The Clerk to provide feedback to DAPC.</p>	JB

Signed..... Date.....
Chair of the Parish Council

	<p>Borough Councillors' Feedback: Litter Free Durham has been nominated for an Award, a new litter enforcement contract is in place, Boundary Commission recommending that rural areas of Darlington be covered by the Darlington MP not Sedgefield, Crown Street library to remain open and continuing investigations regarding the landslip road may mean further closures.</p> <p>The Parish Council RESOLVED to note the feedback provided and to attend a future meeting of DAPC.</p>	
15	<p><u>Parish Matters</u></p> <p>Quad Bikes: A resident of the parish had raised a complaint re: nuisance quad bikes on fields. Borough Councillors have responded with feedback from the police and details have been forwarded to the parish resident.</p> <p>Christmas Concert: To take place on Monday, 17th December 2018.</p> <p>The Parish Council RESOLVED to note the feedback provided.</p>	
16	<p><u>Highways Matters</u></p> <p>Salt Boxes: Discussion took place regarding the location of salt boxes. The Parish Council to ask DBC to review the provision within the Parish.</p> <p>Littering: Concerns were raised regarding littering following several summer camps near the river over the summer months. The council discussed the provision of signage. It was agreed this would be reviewed in the spring.</p> <p>The Parish Council RESOLVED to contact DBC regarding the salt boxes and review requirements for signage in 2019.</p>	PE
17	<p><u>Items for Future Consideration</u></p> <p>Internet Banking: It was agreed that internet banking would be beneficial. To be included as part of the review of Standing Financial Instructions.</p> <p>The Parish Council RESOLVED to implement internet banking.</p>	
18	<p><u>Date and Time of Next Meeting</u></p> <p>The Parish Council RESOLVED that the next meeting will be the Budget & Precept Setting Meeting of Low Coniscliffe & Merrybent Parish Council – Tuesday, 13th November 2018, at 7.00 pm at St Edwin's Church Hall, High Coniscliffe.</p>	

Signed..... Date.....
Chair of the Parish Council