

# Low Coniscliffe & Merrybent Parish Council

**DRAFT – SUBJECT TO CONFIRMATION**

## MINUTES of the Low Coniscliffe & Merrybent Parish Council Budget & Precept Setting Meeting held at St Edwin’s Church Hall, High Coniscliffe, on Tuesday 16<sup>th</sup> November 2018, at 7.00 pm

**Present:** Councillor M Ellerton (Chair) Councillor L Steel (Vice Chair) Councillor S Clark  
 Councillor A Craggs Councillor P Ellerton Councillor K Marshallsay  
 Borough Councillor G Lee Parish Clerk - Ms J Bell Four Members of the Public

**Absent:**

MINUTE NO.	ITEM	ACTION
19	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor C McLay and Borough Councillor P Crudass.</p>	
20	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
21	<p><u>Public Forum</u></p> <p>Members of the public attending the meeting raised concerns regarding development and variations to planning application 18/00975/FUL. Residents were advised to copy Borough Councillors into any correspondence with Darlington Borough Council regarding concerns raised. Safety concerns were also raised for children regarding traffic accessing the works site.</p> <p>The Parish Council noted the concerns raised. The Parish Council agreed to look at options for signage regarding the traffic around the site.</p> <p>Two members of the public left after this agenda item.</p> <p>The Parish Council <b>RESOLVED</b> to consider the concerns raised under Agenda Item 12 Planning Applications &amp; Decisions and to look at options for signage around the works site.</p>	ME
22	<p><u>Minutes of Low Coniscliffe &amp; Merrybent (LCM) Parish Council Meeting – 11<sup>th</sup> September 2018</u></p> <p>The Parish Council <b>RESOLVED</b> that the Minutes of the LCM Parish Council Meeting held on the 11<sup>th</sup> September 2018 be approved. The Minutes were signed by the Chair.</p>	
23	<p><u>Matters Arising &amp; Outstanding Actions</u></p> <ol style="list-style-type: none"> <li><b>Register of Interests &amp; Acceptance of Office Declarations:</b> The Clerk has forwarded completed forms to DBC. Councillor A Craggs provided his forms at this meeting. The Clerk to forward to DBC.</li> <li><b>Planning Application for Untidy Land:</b> Borough Councillor G Lee has contacted officers at DBC and will chase a response for feedback to the Parish Council.</li> <li><b>Options for PC Access to Legal Representation:</b> The Clerk has contacted DBC and DAPC to clarify options available to Parish Councils. DAPC replied to say this would be discussed at the DAPC meeting on 24.10.18 meeting (see Minute No 32). No feedback has been received from DBC.</li> </ol>	JB GL

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

	<p><b>4 Budget Setting for Neighbourhood Plan Grant Funding:</b> Councillor M Ellerton has recently emailed the Clerk with details of the allocated funding so that the budget can be adjusted to reflect grant income and expenditure. The Clerk to review and progress as necessary.</p> <p><b>5 Budget 2019-22:</b> Comments on the draft budget, due by 30<sup>th</sup> September, were received by Councillor S Clark. See Minute No 24.</p> <p><b>6 Standing Orders:</b> The Clerk circulated draft SOs to Cllrs for return of comments by 5<sup>th</sup> October. See Minute No 28.</p> <p><b>7 Financial Regulations:</b> The Clerk circulated draft Financial Regulations in advance of this meeting. See Minute No 28.</p> <p><b>8 GDPA:</b> The draft data audit log had been circulated for comment by Councillors. The Clerk attended the ICO meeting with Town &amp; Parish Councils. Some Councillors have set up email accounts for LCM PC business. See Minute No 29.</p> <p><b>9 Planning Application 16/01231/FUL:</b> Per 11<sup>th</sup> September Parish Council Meeting, Councillor K Marshallsay to progress requests for further reports and request Durham Archaeological Team representative to attend future meeting of LCM PC.</p> <p><b>10 NDP:</b> Councillor M Ellerton advised that the draft NDP had been submitted to DBC for independent examination. Councillor Ellerton thanked everyone for all the effort that had been put into preparing the NDP. See Minute No 31.</p> <p><b>11 DAPC:</b> The Clerk had provided feedback to DAPC on the views of LCM PC of DAPC as a forum for PCs. See Minute No 32.</p> <p><b>12 Highways Matters – Salt Boxes:</b> Cllr P Ellerton has contacted DBC with request to review provision of salt boxes. A response was awaited.</p> <p>The Parish Council <b>RESOLVED</b> to note the matters arising and progress the actions required.</p>	<p>JB</p> <p>KM</p> <p>PE</p>
<p>24</p>	<p><b><u>Budget Setting &amp; Precept – 2019-22 Proposals</u></b></p> <p>The proposed budget for 19-22 was presented. This now includes an annual training budget for Councillors/Clerk. It was noted that DBC had advised the Chair that the potential cost of a parish election was around £5-6k. The Chair felt that the Parish Council should maintain a level of general reserves to cover unexpected costs and suggested increasing the budget requirement for 19-20 by £800. This would increase the precept from the current £11,450 to £12,250 (7% increase). The Clerk to amend the current plan to reflect this and circulate up-dated details to Councillors for information.</p> <p>It was proposed and seconded that the 19-20 Precept be set at £12,250. The Clerk to inform DBC by the required deadline of 12<sup>th</sup> January 2019.</p> <p>The Parish Council <b>RESOLVED</b> to approve the budget (including an increase in the funding requirement of £800) and set the 2019-20 precept at £12,250.</p>	<p>JB</p>
<p>25</p>	<p><b><u>Financial Statement 18-19</u></b></p> <p>The Clerk presented the Financial Statement 2018-19, detailing the income and expenditure position as at 26<sup>th</sup> October 2018. Income totalled <b>£26,731.35</b> and expenditure totalled <b>£10,462.98</b> giving a balance of <b>£16,268.41</b>. The only item of expenditure over £100 since the last report was the Clerk’s salary.</p> <p>The Parish Council agreed the following expenditure:</p> <ul style="list-style-type: none"> <li>• Clerk Salary and HMRC PAYE</li> <li>• Printing and Stationery purchases by the Clerk</li> <li>• NP Website Management costs from NDP Grant</li> <li>• Neighbourhood Plan Health Check costs from NDP Grant</li> </ul>	

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

	<p>It was noted that there had been a delay in payments for PC Security and ICO Membership due to the need for on-line payments. The Clerk is enquiring into alternative payment options, pending discussions on introduction of on-line banking and debit cards, but no response has yet been received.</p> <p>The Parish Council <b>RESOLVED</b> to note and approve the financial report.</p>	
26	<p><b><u>Budget Statement 2018-19</u></b></p> <p>The Clerk presented the Budget Statement 2018-19 as at 26<sup>th</sup> October 2018. The forecast for 2018-19 shows estimated income of <b>£27,291</b> and estimated expenditure of <b>£16,299</b> giving a forecast year end surplus of <b>£10,992</b>.</p> <p>The Parish Council <b>RESOLVED</b> to note and approve the financial report.</p>	
27	<p><b><u>Bank Reconciliation 18-19</u></b></p> <p>The Parish Clerk presented the Bank Reconciliation Statements for the Current and Business Reserve Accounts as at 26<sup>th</sup> October 2018 (Bank Statements dated 5.10.18).</p> <p><b>1 Current Account:</b> The variance of £36 between the Parish Council Accounts and Bank Statement No 206 was due to a cheque not yet presented at bank as detailed on the reconciliation.</p> <p><b>2 Business Reserve Account:</b> There was no variance between the Parish Council Accounts and the Bank Statement No 120.</p> <p>It was noted that Councillor M Ellerton had contacted the bank to update the change of contact details following the change in Clerk. The address has been amended but the name details still need amending. A copy of the bank mandate was also required to ensure this was reviewed and amended as required. Councillor M Ellerton to progress.</p> <p>The Parish Council <b>RESOLVED</b> to note and approve the financial report and to note actions required to up-date the bank details.</p>	ME
28	<p><b><u>Policies &amp; Procedures</u></b></p> <p><b>1 Standing Orders:</b> The Clerk had circulated draft Standing Orders to Councillors for comment and feedback by 5<sup>th</sup> October. Following discussion, the Parish Council agreed to adopt the Standing Orders.</p> <p><b>2 Financial Regulations:</b> The Clerk circulated draft Standing Financial Instructions (SFIs) for review prior to discussion at the meeting. The Financial Regulations govern the conduct of financial management by the Parish Council and the main points were highlighted. It was agreed that Parish Councillors would review the document further and provide any feedback to the Clerk by 15<sup>th</sup> December so that the Financial Regulations can be approved at the next meeting.</p> <p><b>3 Information &amp; Document Retention Policy:</b> A draft policy was presented providing proposals for document retention that would support the requirements of the GDPR and the Parish Council's document management procedures. It was agreed that Councillors would review the draft and provide feedback to the Clerk by 15<sup>th</sup> December so that the policy can be approved at the next meeting.</p> <p>It was noted that policies and procedures should be reviewed annually at the Annual Meeting in May.</p>	Cllrs  Cllrs

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

	<p>The Parish Council <b>RESOLVED</b> to adopt the Standing Orders and to further review the Financial Regulations and Information &amp; Document Retention Policy. Councillors to provide any comments on the Financial Regulations and Information &amp; Document Retention Policy to the Clerk by 15<sup>th</sup> December and bring back these documents for approval at the next meeting.</p>	
29	<p><b><u>General Data Protection Requirements (GDPR)</u></b></p> <p>The draft data audit log was circulated to Councillors for review to ensure that all data held was recorded. It was highlighted that the parish electoral roll needed including, although this was a public document. The Clerk to up-date the audit log.</p> <p>The Clerk attended Great Aycliffe Town Council for the ICO visit to the region on 17<sup>th</sup> September. The ICO highlighted some of the requirements that Parish Councils need to consider, including registering as data controllers and establishing appropriate policies and procedures to ensure compliance with the GDPR.</p> <p>Parish Councillors were reminded of the need to use separate email accounts for LCM business.</p> <p>It was agreed that the Clerk would look at producing a Privacy Statement for circulation and discussion at the next meeting.</p> <p>The Parish Council <b>RESOLVED</b> to note the requirements of the General Data Protection Act and to continue to review requirements to ensure compliance.</p>	<p>JB</p> <p>Cllrs</p> <p>JB</p>
30	<p><b><u>Planning Applications</u></b></p> <p><b>Log of Applications Received:</b> Details of planning applications received and progress regarding submission deadlines and outcomes were presented.</p> <p><b>Planning Application 18/00856/FUL (4 dwellings):</b> Meeting of LCM PC held on 16<sup>th</sup> October to discuss the application. The Parish Council has responded to DBC with objections to the proposals and the outcome was awaited.</p> <p><b>Planning Application 18/00975/FUL (Variation to Condition 22 16/00496/FUL):</b> It was felt that the planning drawings were not clear. The Parish Council to request additional information from DBC and request an extension to the response deadline.</p> <p><b>Planning Application 16/01231/FUL Proposed Residential Development on Land off Gate Lane, Low Coniscliffe:</b> Developers have distributed a leaflet to residents advising of the submission of a variation of conditions application. Councillor M Ellerton has spoken to DBC regarding the application who advised that the variation does not significantly change the original application and that only if 3 or more objections are raised would the application go through the Planning Committee. The Parish Council agreed to discuss the application via the Action Group.</p> <p>The Parish Council <b>RESOLVED</b> to note the up-date and action as required.</p>	
31	<p><b><u>Neighbourhood Development Plan (NDP) – Update:</u></b></p> <p>Councillor M Ellerton advised that the draft NDP had been submitted and consultation will begin week commencing 20<sup>th</sup> November 2019. LCM PC were the first parish council to have completed and submitted a NDP.</p> <p>The Parish Council <b>RESOLVED</b> to note the up-date.</p>	

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Chair of the Parish Council

32	<p><b><u>Correspondence and Feedback from Meetings</u></b></p> <p><b>Correspondence:</b> Where possible correspondence received has been circulated to Councillors via email. Hard copy correspondence was circulated at the meeting. It was also noted:</p> <ul style="list-style-type: none"> <li>• <b>Training for new Councillors</b> – the training planned by Middleton St George PC had been cancelled. DALC would not be offering any training until next year.</li> <li>• <b>Silent Christmas Appeal</b> – the Parish Council wished to support this cause and agreed to print and circulate notices to parish residents along with the notice of the Christmas Concert. Clerk to draft notice and send to Councillors to approve before printing.</li> </ul> <p><b>Darlington Association of Parish Councils (DAPC):</b> Councillor P Ellerton attended for LCM PC on 24<sup>th</sup> October 2018 and provided feedback. It was felt that the association will continue but its role requires development and the support, including financial support, of the parish councils. The next meeting of DAPC will be at the end of January when formal aims and objectives would be agreed and officials appointed. Councillor P Ellerton asked for any feedback on the proposals by the end of November so that these can be passed on to DPAC. The Parish Council also agreed that all Councillors would attend DPAC on a rota basis.</p> <p><b><u>DALC Smaller Councils Forum:</u></b> The date of the next meeting was noted as 22.11.18, to be held in Horden. No Councillor was able to attend.</p> <p>The Parish Council <b>RESOLVED</b> to note the feedback provided and the actions required.</p>	JB  Cllrs/PE Cllrs
33	<p><b><u>Parish Matters</u></b></p> <p><b>Christmas Concert:</b> To take place on Monday, 17<sup>th</sup> December 2018. A volunteer to fulfil the role of Santa was required. Councillor A Craggs volunteered a donation to purchase a brazier. The Parish Council agreed a payment of £200 towards the Christmas Concert and £85 for the Cockerton Band.</p> <p><b>Notice Boards:</b> The bush at the Low Coniscliffe site makes posting and reading notices difficult. Councillor P Ellerton agreed to attend to the matter.</p> <p><b>Nuisance Quad Bikes:</b> Concerns were raised about continued nuisance quad bikes. Councillor M Ellerton to contact Borough Councillor Paul Cruddas to follow up on issues previously raised.</p> <p>The Parish Council <b>RESOLVED</b> to note the feedback provided and actions required.</p>	PE  ME
34	<p><b><u>Highways Matters</u></b></p> <p>There were no matters raised.</p>	
35	<p><b><u>Items for Future Consideration</u></b></p> <p>There were no matters raised.</p>	
36	<p><b><u>Schedule of Meetings</u></b></p> <p>A schedule of future meetings was presented and agreed.</p> <p>The Parish Council <b>RESOLVED</b> to meet per the schedule presented at the 13<sup>th</sup> November 2018 meeting.</p>	

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

36	<b><u>Date and Time of Next Meeting</u></b>  The Parish Council <b>RESOLVED</b> that the next meeting will be the Parish Council Meeting of Low Coniscliffe & Merrybent Parish Council – Tuesday, 8 <sup>th</sup> January 2019, at 7.00 pm at St Edwin’s Church Hall, High Coniscliffe.	
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Signed..... Date.....  
Chair of the Parish Council