

Low Coniscliffe & Merrybent Parish Council

Draft – Subject to Confirmation

MINUTES of the Low Coniscliffe & Merrybent Parish Council Meeting held at St Edwin’s Church Hall, High Coniscliffe, on Tuesday 8th January 2019 at 7.00 pm

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

Absent:

MINUTE NO.	ITEM	ACTION
38	<u>Apologies for Absence</u> Apologies were received from Councillor A Craggs and Borough Councillor P Cruddas.	
39	<u>Declarations of Interest</u> There were no declarations of interest.	
40	<u>Public Forum</u> No members of the public were present.	
41	<u>Minutes of Low Coniscliffe & Merrybent (LCM) Budget & Precept Setting Meeting – 13th November 2018</u> The Parish Council RESOLVED that the Minutes of the LCM Parish Council Budget & Precept Setting Meeting held on the 13 th November 2018 be approved. The Minutes were signed by the Chair.	
42	<u>Matters Arising & Outstanding Actions</u> <ol style="list-style-type: none"> 1 Public Forum – Works Traffic: Councillor M Ellerton to look at options for signage regarding the traffic around the site at Merrybent per discussions at 13.11.18 Meeting. 2 Register of Interests & Acceptance of Office Declarations: The Clerk has forwarded completed forms for Councillor A Craggs to Darlington Borough Council (DBC). 3 Planning Application for Untidy Land: Borough Councillor G Lee advised that DBC have advised the owner that planning application should be progressed before 31.1.19 otherwise DBC will issue a clearance of land enforcement. Councillor Lee will review progress after the 31.3.19 deadline and feedback to the Parish Council. 4 Budget Setting for Neighbourhood Plan Grant Funding: Clerk has updated the budget following receipt of info on NPG Funding from Councillor M Ellerton. 5 Planning Application 16/01231/FUL: Councillor K Marshallsay advised that she had contacted the Archaeological Practice Committee and an interim report has been requested. It was agreed that a representative from Durham Archaeological Team be invited to the Parish Council meeting on 12th March 2019. 6 Highways Matters – Salt Boxes: The salt box at Low Coniscliffe has now been relocated to the left of the exit from the village and painting of the box is to be arranged. The Parish Council agreed to provide a shovel to go with the box. 7 Budget & Precept Setting – 2019-20 Proposals: The Clerk has amended and circulated to Councillors the budget plan reflecting the agreed increase to the 2019-20 Precept. The Clerk has advised DBC of the Precept for 19-20 (on 4.12.18). 	<p>ME</p> <p>GL</p> <p>KM</p> <p>PE</p>

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

	<p>8 Bank Reconciliation: Change of clerk details are reflected for the current account however the Business Reserve Account still needs to be amended. Councillor M Ellerton to contact the bank to arrange.</p> <p>9 Policies & Procedures - Financial Regulations: The Clerk received no feedback from Councillors regarding the review of model FRs requested by 15th November. See Minute No. 46.</p> <p>10 Policies & Procedures - Information & Document Retention: The Clerk received no feedback from Councillors regarding the review of draft I&D Policy requested by 15th November. See Minute No. 46.</p> <p>11 GDPR: Draft data audit log has been updated by the Clerk to include the electoral roll. Privacy Statement not yet produced – Clerk to review and circulate to Councillors. See Minute No. 47.</p> <p>12 Silent Christmas Appeal: A notice was drafted by the Clerk and forwarded to Councillors to approve for printing. Borough Councillor G Lee thanked Councillors and residents for their contributions which were gratefully received.</p> <p>13 Darlington Association of Parish Councils: Councillor P Ellerton to forward feedback from Councillors on proposals for the future of DAPC onto the Chair of DAPC for discussion at the next DAPC Meeting. See Minute No. 49.</p> <p>14 Notice Boards – The bush at the Low Coniscliffe site has been cut back but it is still difficult to post notices. Councillor P Ellerton to look at possibility of moving the planter.</p> <p>15 Nuisance Quad Bikes – Councillor M Ellerton asked Borough Councillor G Lee to contact Borough Councillor Paul Cruddas to follow up on issues previously raised. Councillor M Ellerton to forward relevant details on to Borough Councillor Lee.</p> <p>The Parish Council RESOLVED to note the matters arising and progress the actions required.</p>	<p>ME</p> <p>JB</p> <p>PE</p> <p>PE</p> <p>ME/GL</p>
<p>43</p>	<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 26th December 2018. Income totalled £26,731.55 and expenditure totalled £11,744.45 giving a balance of £14,987.10. Councillors confirmed that expenditure was correctly reflected against each funding stream.</p> <p>Items of expenditure over £100 since the last report were Staffing Costs (£259.77), Neighbourhood Plan Website Fees (£125 funded from NP Grant), Professional Fees re: Neighbourhood Plan (£600 funded from NP Grant) and Christmas Event costs (£200). It was noted that spend on the Christmas Event was not as high as expected and re-imburement of monies is reflected in the Budget Statement. See Minute No 44.</p> <p>The Parish Council approved the following expenditure:</p> <ul style="list-style-type: none"> • Shovel for the Salt Box • Donation to Cockerton Bank (Christmas Concert) • Payroll & HMRC costs for December and January. • Printing costs by the Clerk and Councillors. • Stationery costs to support distribution of planning objections. • Storage boxes for archived documents. • Venue Hire of St Edwin’s Hall Hire 2018 – invoice dates differed to those agreed by the Parish Council. The Clerk to provide St Edwin’s with booked dates to support the payment. • ICO Membership via Direct Debit. • Professional Fees regarding review of the submission of objections for Planning Application 18/01151/FUL Field at Gate Lane. 	

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

	<p>It was noted that Councillor A Craggs had donated a brassiere for use by the Parish Council at the Christmas Carol Concert. The Clerk to provide Councillor P Ellerton with the details required for inclusion on the asset register.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	JB
44	<p><u>Budget Statement 2018-19</u></p> <p>The Clerk presented the Budget Statement 2018-19 as at 26th December 2018. The forecast for 2018-19 shows estimated income of £27,291 and estimated expenditure of £16,394 giving a forecast year end surplus of £10,897.</p> <p>Neighbourhood Plan Development Grant: The budget has been adjusted to reflect £6.4k NPD Grant funding. The Parish Council expected to fully utilise the funding available in 18-19.</p> <p>Councillors discussed the possibility of providing defibrillators within the parish. It was agreed to look at options in more detail. Borough Councillor G Lee to forward details to the Clerk who would forward on to Parish Councillors.</p> <p>It was noted that virements to the 19-20 Budget would be required for any changes to the current budget plan.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	GL/JB
45	<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 26th December 2018 (Bank Statements dated 5.12.18).</p> <p>1 Current Account: There is no variance between the Parish Council Accounts and Bank Statement No 208.</p> <p>2 Business Reserve Account: There was no variance between the Parish Council Accounts and the Bank Statement No 122.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	
46	<p><u>Policies & Procedures</u></p> <p>1 Financial Regulations: The Clerk circulated draft Financial Regulations for acceptance by the Parish Council. Councillors requested that a Petty Cash float be maintained – this would require re-drafting of the Financial Regulations. It was agreed to continue to operate with a petty cash float on a trial basis with feedback at the Parish Council Meeting in March.</p> <p>It was agreed that the Parish Council would review processes to ensure that all other draft Financial Regulations were adopted. This included introduction of internet banking and card payments and review of authorised signatories. It was agreed that Councillor K Marshallsay would verify the bank reconciliations for the bank accounts.</p> <p>The draft Financial Regulations to be reviewed and confirmed at the Annual Parish Council Meeting in May.</p> <p>2 Information & Document Retention Policy: The Parish Council agreed to adopt the Policy.</p>	JB/CLLRS

Signed..... Date.....
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	<p>The Parish Council RESOLVED to continue to hold a petty cash float on a trial basis and to review processes to ensure compliance with all other sections of the draft Financial Regulations prior to review at the March meeting for adoption at the May meeting.</p> <p>The Parish Council also RESOLVED to adopt the Information & Document Retention Policy.</p>	
47	<p><u>General Data Protection Requirements (GDPR)</u></p> <p>The Parish Council was now registered with the Information Commissioner’s Office, although the Clerk is querying information requested regarding a Data Protection Officer.</p> <p>Not all Councillors have set up separate email accounts for LCM business and some of those who have were experiencing problems with access. Where assistance is sought Councillors were reminded of the need to ensure compliance with data protection requirements.</p> <p>The Parish Council RESOLVED to note the requirements of the General Data Protection Act and to review requirements to ensure compliance.</p>	
48	<p><u>Planning Applications</u></p> <p>Log of Outstanding Applications Received: Details of planning applications were presented and discussed, particularly:</p> <p>Planning Application 18/00975/FUL – Variation of Condition 22 re: 1 Merrybent: Permission granted with conditions. Details available via Darlington Borough Council’s website.</p> <p>Planning Application 18/01151/FUL – Field at Gate Lane: The application includes major changes to the original application. The Parish Council and Action Group have drafted a document objecting to the application, which will be reviewed by a planning consultant before submission to Darlington Borough Council.</p> <p>Councillor P Ellerton raised concerns over the S13 Declaration of Ownership that was required on submission of planning applications. It was confirmed by Borough Councillor G Lee that the Planning Authority are not required to ask for evidence at the time of submission.</p> <p>The Parish Council RESOLVED to note the up-date and action as required.</p>	
49	<p><u>Correspondence and Feedback from Meetings</u></p> <p>Correspondence: Where possible correspondence received has been circulated to Councillors via email. Hard copy correspondence was circulated at the meeting. Discussion included:</p> <p>2019 Buckingham Palace Garden Party: Durham ALC have been allocated 4 places. Nominations from Parish Councils will be entered in a ballot. The Parish Council agreed to nominate Councillor M Ellerton in recognition of her long-standing contribution to the Parish Council. The Clerk to forward nomination details to Councillors.</p> <p>Darlington Association of Parish Councils (DAPC): The next meeting of DAPC is to be held on 6th February at 6.30 pm at Hurworth Grange. It was agreed that Councillors P Ellerton and S Clark would attend the next meeting. The Clerk to inform DAPC.</p> <p>Borough Councillors Feedback: Councillor G Lee welcomed attendance at the Holocaust Memorial Appeal to be held on 28th January at QE 6th Form in Darlington.</p> <p>The Parish Council RESOLVED to note the feedback provided and the actions required.</p>	<p>JB</p> <p>JB</p>

Signed..... Date.....
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50	<p><u>Parish Matters</u></p> <p>Big Spring Clean: The Parish Council would like to be involved in the 2019 Spring Clean event.</p> <p>The Parish Council RESOLVED to note the feedback provided.</p>	
51	<p><u>Highways Matters</u></p> <p>Arriva Bus Strike: Borough Councillor G Lee advised that restricted services were being operated. Restrictions were expected to continue for at least two weeks.</p> <p>The Parish Council RESOLVED to note the feedback provided.</p>	
52	<p><u>Items for Future Consideration</u></p> <p>No matters raised.</p>	
53	<p><u>Date and Time of Next Meeting</u></p> <p>The Parish Council RESOLVED that the next meeting will be the Parish Council Meeting of Low Coniscliffe & Merrybent Parish Council – Tuesday, 12th March 2019, at 7.00 pm at St Edwin’s Church Hall, High Coniscliffe.</p>	

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