

Low Coniscliffe & Merrybent Parish Council

MINUTES of the Annual Meeting of Low Coniscliffe & Merrybent Parish Council Meeting held at St Edwin's Church Hall, High Coniscliffe, on Tuesday 14th May 2019 at 7.30 pm

Present: Councillor M Ellerton Councillor S Clark
 Councillor P Ellerton Councillor A Craggs
 Councillor C McLay Councillor L Steel
 Borough Councillor P Cruddas Parish Clerk - Ms J Bell
 One member of the public

Absent:

MINUTE NO.	ITEM	ACTION
70	<p><u>Election of Chair and Vice Chair</u></p> <p>Chair: Councillor M Ellerton proposed and Councillor S Clark seconded that Councillor K Marshallsay be nominated Chair of the Parish Council for 2019-20.</p> <p>Vice Chair: Councillor P Ellerton proposed and Councillor S Clark seconded that Councillor C McLay be nominated as Vice Chair of the Parish Council for 2019-20.</p> <p>No other nominations were received. The Parish Council voted via a show of hands.</p> <p>The Parish Council RESOLVED that Councillor K Marshallsay be elected Chair and Councillor C McLay be elected Vice Chair of the Parish Council for 2019-20 year.</p>	
71	<p><u>Apologies for Absence</u></p> <p>Councillor K Marshallsay and Borough Councillor G Lee.</p>	
72	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
73	<p><u>Public Forum</u></p> <p>The Annual Parish Meeting had been held immediately prior to the Annual Meeting of LCMPC. No matters were raised by the public at the Annual Meeting of LCMPC.</p>	
74	<p><u>Minutes of Low Coniscliffe & Merrybent (LCM) Parish Council Meeting – 12th March 2019</u></p> <p>The Parish Council RESOLVED that the Minutes of the LCM Parish Council Meeting held on the 13th March 2019 be approved. The Minutes were signed by the Chair.</p>	
75	<p><u>Matters Arising & Outstanding Actions</u></p> <ol style="list-style-type: none"> Planning Application 16/01231/FUL Field at OSGR Gate Lane: Talk by a Representative from The Archaeological Practice Ltd. on the Bronze Age Site: Councillor K Marshallsay to arrange another date for the talk. Planning Application for Untidy Land: Councillor L Steel has passed on concerns regarding anti-social behaviour on the site to Borough Councillor Lee. Borough Councillor P Cruddas to contact BC Lee for feedback. Highways Matters – Salt Boxes: Councillor P Ellerton is progressing discussions 	PC

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

	<p>regarding the painting of the salt box and purchase of a shovel and agreed to look at options for the Parish Council to purchase their own salt box.</p> <ol style="list-style-type: none"> 4. Financial Regulations – Review of Processes: Changes in appointment to roles within the Parish Council will require amendments to bank mandates. The Clerk to arrange with relevant Councillors to update details and authorised signatories and to progress on-line banking. 5. Notice Boards: Moving of the planter at the Low Coniscliffe notice board site – see Minute No. 83. 6. Defibrillators: The Parish Council to re-visit discussions regarding defibrillators in the Parish later in the year. Retain this item as an outstanding action pending confirmation of a date for discussion. 7. Financial Statement 2018-19: Surplus funds from the Christmas Carol Concert have been received and reflected in the 18-19 accounts. 8. Budget Statement 2018-19: Councillor M Ellerton confirmed submission of the final Neighbourhood Plan Grant return and advised a residual balance of £1,076 was available for future Neighbourhood Plan costs. 9. Budget Statement 2018-19: Re-alignment of the 19-20 budget was discussed under Minute No. 85. 10. General Data Protection Requirements (GDPR) – Consent & Privacy Notices: See Minute No. 81. 11. NALC Legal Briefing L09-18 Public Sector Bodies (Websites & Mobile Apps)(No 2) Accessibility Requirements 2018: The Parish Council agreed to review requirements to ensure compliance with legislation. Retain this item as an outstanding action pending the review. 12. Legal Topic Notice LTN9E Handling Complaints: The Parish Council agreed to review this against current procedures to ensure the Parish Council’s procedure met requirements. Retain this item as an outstanding action pending the review. 13. AGAR Presentation by Mazars 3.4.19: No Parish Councillor expressed a wish to attend. 14. Grounds Maintenance: An invitation for quotes was drafted. See Minute No. 83. 15. Darlington Association of Parish Councils (DAPC): It was agreed that a rota would be established for Parish Council attendance at DAPC meetings. Attendance at DAPC to be confirmed when notice of the next meeting is available. 16. Big Spring Clean: Parish Councillors supported the event on 23rd and 24th March and thanked all those who got involved. 17. Summer Fete: An update was provided under Minute No. 89. <p>The Parish Council RESOLVED to note the matters arising and progress the actions required.</p>	<p>PE</p> <p>Clerk</p> <p>LCMPC</p> <p>LCMPC</p> <p>LCMPC</p> <p>CLLRS</p>
76	<p><u>Minutes of & Matters Arising from the Extra-Ordinary Parish Council Meeting held on 26th March 2019</u></p> <p>The Parish Council RESOLVED that the Minutes of the Extra-Ordinary Parish Council Meeting to discuss Planning Application 18/01151/FUL held on the 13th March 2019 be approved and noted that actions from the Meeting had been progressed. The Minutes were signed by the Chair.</p>	
77	<p><u>Financial Statement 18-19</u></p> <p>The Clerk presented the Financial Statement detailing the income and expenditure position as at the end of 2018-19. Income totalled £26,778.83 and expenditure totalled £14,608.63 giving a balance of £12,170.20. Items of expenditure over £100 since the last report were Re-imbursment of Legal Fees re: Land at Gate Lane (£574) and Professional Fees re: Neighbourhood Development Plan (£960).</p> <p>A list of expenditure items over £100 for the full year will be posted on Parish Council’s website as is required per the Code of Transparency.</p>	

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

	The Parish Council RESOLVED to note and approve the financial report.	
78	<p><u>Budget Statement 2018-19</u></p> <p>The Clerk presented the Budget Statement as at the end of 2018-19. The outturn for 2018-19 shows income of £26,779 and expenditure of £14,609 giving a year end surplus of £12,170.</p> <p>Income was £4,848 higher than budgeted, mainly due to residual Neighbourhood Planning Grant (NPG) funding (£1.5k) and Donations to fund costs of Planning Applications (£1.3k) carried forward from 2017-18.</p> <p>Expenditure was £3,681 less than budgeted, mainly due to lower than expected costs of Professional Fees and Parish Maintenance. The residual balance of the 2017-18 Neighbourhood Plan Grant was repaid in 18-19.</p> <p>The VAT reclaim for 18-19 was submitted to HMRC at the end of March and was received into the bank in April.</p> <p>Of the £6,692 NP Grant 3 received in 18-19, £5,316 was spend during the financial year, leaving a balance of NP Grant funding of £1,076.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	
79	<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 the end of 2018-19 (Bank Statements dated 5.4.19).</p> <p>1 Current Account: The variance between the Parish Council Accounts and Bank Statement No 211 of £1,181.22 relates to four cheques not yet presented for payment (£1,228.18) and one cheque not yet cleared at the bank (£46.96).</p> <p>2 Business Reserve Account: There was no variance between the Parish Council Accounts and the Bank Statement No 126. It was noted that £500 of the balance on the BRA was required to contribute towards the legal fees in respect of land east of Gate Lane (hedgerow).</p> <p>Councillor C McLay signed the bank reconciliations and statements.</p> <p>The Vice Chair signed the 2018-19 Bank Reconciliation Summary. The Summary supports the information requirements relating to the Annual Governance & Accountability Return (see Minute No. 80).</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	
80	<p><u>Annual Governance & Accountability Return (AGAR) 2018-19</u></p> <p>The Clerk summarised the requirements for completion of the AGAR and advised that the internal auditor had reviewed the 2018-19 accounts on 7th May 2019. The AGAR allows smaller authorities to request exemption from an external auditor Limited Assurance Review where appropriate.</p> <p>Certificate of Exemption from Limited Assurance Review: The Parish Council agreed to request exemption from a limited assurance review. The Clerk and Vice Chair signed the certificate of exemption. The Clerk to forward to the external auditor before 5th July 2019,</p>	

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

	<p>Risk Management Plan (RMP): The Clerk presented a draft Risk Management Plan for consideration by the Parish Council. Parish Councillors to review the document to ensure all risks were covered and to feedback in time for approval at the next meeting. Discussion took place regarding a Risk Management Training event being offered by Durham County Council. Parish Councillors to review the draft RMP before deciding whether training was appropriate.</p> <p>The Parish Council RESOLVED to adopt and/or review the policies as detailed above.</p>	<p>CLLRS</p> <p>CLLRS</p>
82	<p><u>Insurance – Review and Confirmation of Cover Requirements</u></p> <p>Following request for quotations for insurance for 2019-20 it was agreed that Zurich Municipal Insurance be appointed as the Parish Council’s insurer for 19-20. Confirmation that the insurance would cover the requirements of the planned Summer Fete was to be sought.</p> <p>The Parish Council RESOLVED to insure with Zurich Municipal Insurance for the financial year 19-20.</p>	<p>Clerk</p>
83	<p><u>Summer & Winter Bedding Contract</u></p> <p>Following a request for quotations for summer & winter bedding, it was agreed that Elm Ridge be offered the contract. Elm Ridge to be contacted to arrange for removal of the tree in the planter in front of the notice board at Low Coniscliffe.</p> <p>The Parish Council RESOLVED to offer Elm Ridge the contract for Summer & Winter Bedding for 19-20.</p>	<p>SE</p>
84	<p><u>Financial Statement 19-20</u></p> <p>The Clerk presented the Financial Statement 2019-20, detailing the income and expenditure position as at 5.5.19. Income totalled £24,420.20 and expenditure totalled £708.10 giving a balance of £23,712.10. Items of expenditure over £100 were Legal Fees in respect of HMLR First Registration (£617.00).</p> <p>The Parish Council approved the following items of expenditure for 2019-20:</p> <ul style="list-style-type: none"> • Clerk Salary & HMRC PAYE payments for 2019-20 reflecting annual salary of £1,624 gross. • CDALC Annual Membership Fee 19-20 • Elm Ridge – Summer & Winter Bedding Maintenance 19-20 • Zurich Municipal - Insurance cover 19-20 • Printing Costs of Clerk • Reimbursement of Parish Council Costs – Various: Councillor P Ellerton • Reimbursement of Parish Council Costs – Various: Councillor S Clark (funded from Neighbourhood Plan Grant) <p>Parish Councillors were asked to submit any claims for expenses using the form previously circulated.</p> <p>The Parish Council RESOLVED to note and approve the financial report.</p>	<p>CLLRS</p>
85	<p><u>Budget Statement 2019-20</u></p> <p>Budget Statement:</p> <p>The Clerk presented the Budget Statement 2019-20 as at 5th May 2019. The forecast for 2019-20 shows estimated income of £25,081 and estimated expenditure of £18,276 giving a forecast year end surplus of £6,804.</p>	

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

	<p>Re-alignment of 19-20 Budget:</p> <p>The Parish Council were asked to approve the re-alignment of the budget to reflect expenditure identified since the budget set at November meeting:</p> <ul style="list-style-type: none"> • Salary: Additional £120 to reflect pay award increase that was more than 2% inflation reflected in the budget. • Subscriptions: Additional £40 for PC Security • Neighbourhood Plan Grant: Set budget to reflect the carry forward of NP grant funding of £1,076 split between Professional Fees (£130) & Admin (£946). <p>The Parish Council RESOLVED to note and approve the financial report and to approve the re-alignment of the 19-20 budget.</p>	
86	<p><u>Bank Reconciliation 19-20</u></p> <p>Bank Reconciliation Statements for the Current and Business Reserve Accounts would be presented at the next meeting as statements were not received in time for the 14th May meeting.</p> <p>It was noted that the bank mandate would require change to reflect the change in Chair, Vice Chair and Clerk. The Clerk and Councillor M Ellerton to arrange as required.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	Clerk/ ME
87	<p><u>Planning Applications</u></p> <p>Log of Outstanding Applications Received: Details were presented of outstanding planning applications.</p> <p>The Parish Council RESOLVED to note the update.</p>	
88	<p><u>Correspondence and Feedback from Meetings</u></p> <p>Correspondence: Where possible correspondence received has been circulated to Councillors via email.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • Training for Councillors – CDALC were organising a training day in June for Councillors to include Roles/Responsibilities, Powers, Code of Conduct, Meetings, etc. The Clerk to forward details to Councillors to confirm any interest in attending. It was also noted that Darlington Borough Council were holding a training event for new councillors on 10th June. Councillors to contact the Clerk to confirm any interest in attending. • VAT Training – CDALC were holding a free event on 24th September. It was felt this may be appropriate for the Clerk to attend. Councillors to discuss with the new Clerk and let CDALC know by 31st August if a place was required. <p><u>DALC Smaller Councils Forum:</u> The next meeting is to be held at 2.00 pm on 23rd May in Shildon.</p> <p><u>PACT:</u> The next meeting is to be held at 7.00 pm on 15th May at Heighington Village Hall. Borough Councillor P Cruddas was attending and agreed to raise the issues of anti-social behaviour within the Parish.</p> <p>The Parish Council RESOLVED to note the feedback provided.</p>	Clerk CLLRS Clerk/ CLLRS
89	<p><u>Parish Matters</u></p>	

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

	<p>Local & Parish Council Elections: Parish Councillors were elected uncontested so the elections on 2nd May 2019 did not include Parish Council Election. Parish Councillors are required to complete and submit Acceptance of Office and Register of Interest forms, as well as election expenses forms. Register of Interest forms will be published on Darlington Borough Council's website as well as the Parish Council's website.</p> <p>Clerk/RFO Vacancy: The current Clerk's date of leaving will be 31st May 2019 and the new Clerk will take up post on 1st June 2019. The Clerk to forward draft letter of appointment to the Chair and Vice Chair.</p> <p>Summer Fete: The Parish Council agreed a donation of £250 towards the Summer Fete that was to be held on 7th July. Confirmation that the Parish Council is covered by insurance for holding a fete is awaited.</p> <p>The Parish Council RESOLVED to note the feedback provided.</p>	Clerk
90	<p><u>Highways Matters</u></p> <p>Road closure for drainage works at Gate Lane is expected.</p> <p>The Parish Council RESOLVED to note the feedback provided.</p>	
91	<p><u>Items for Future Consideration</u></p> <p>Signage within the Parish: Councillor L Steel to arrange provision of signage on gates in the Parish to remind dog owners to keep dogs on leads and to remove any fouling.</p> <p>The Parish Council RESOLVED to approve provision of signage as detailed above.</p>	LS
92	<p><u>Dates for Meetings 2019-20</u></p> <p>Dates of meetings 19-20 were agreed at the Budget & Precept Setting Meeting of LCMPC on 13th November 2018. To confirm the dates agreed are as follows:</p> <p>Meetings of LCM Parish Council: Annual Parish Council Meeting – Tuesday, 14th May 2019 – 7.30 pm Parish Council Meeting – Tuesday, 9th July 2019 – 7.00 pm Parish Council Meeting – Tuesday 10th September 2019 – 7.00 pm Budget & Precept Setting Meeting – Tuesday 12th November 2019 – 7.00 pm Parish Council Meeting – Tuesday 14th January 2020 – 7.00 pm Parish Council Meeting – Tuesday 10th March 2020 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Tuesday 14th May 2019 – 7.00 pm to 7.30 pm</p> <p>The Parish Council RESOLVED to note the Parish Council meeting dates for 2019-20.</p>	
93	<p><u>Date and Time of Next Meeting</u></p> <p>The Parish Council RESOLVED that the next meeting will be the Low Coniscliffe & Merrybent Parish Council – Tuesday, 9th July 2019. The meeting will be held at St Edwin's Church Hall, High Coniscliffe.</p>	

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