



Lockwood Parish Council

Lingdale Village Hall, Meadowdale Court, Lingdale

Saltburn by the Sea, Cleveland TS12 3HF

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Office Hours: Monday to Friday 9.00am to 12.30pm

TO ALL MEMBERS OF LOCKWOOD PARISH COUNCIL

In accordance with the provisions of Schedule 12 (parts 2, 4 & 6) of the Local Government Act 1972, you are hereby summoned to attend;

THE ANNUAL MEETING OF LOCKWOOD PARISH COUNCIL

which will be held on **Friday 16 October 2020 at 2pm in Lingdale Village Hall** and all Members of the said Council are hereby summoned to attend. Members of the public are welcome to attend.

AGENDA

1. To elect a Chair of Lockwood Parish Council for the municipal year 2020/21.
2. To complete the signing of the "Declaration of Acceptance of Office" by the Chair.
3. Apologies for absence.
4. Declarations of interests.

Members must declare any Disclosable Pecuniary, Pecuniary Non-Pecuniary Interest they may have on any matter that appears on this agenda. A form will be circulated at the meeting.
5. To elect a Vice-Chair of Lockwood Parish Council for the municipal year 2020/21.
6. To confirm the minutes of the meetings held on 28 May 2020, 21 August 2020, and 9 October 2020.
(Attached herewith)
7. To confirm the amount of the Chair's allowance as outlined in Section 15(5) of the Local Government Act 1972.
8. To appoint signatories for Bank Accounts and confirm payroll arrangements pending the appointment of the Parish Clerk.
9. To review and adopt the Terms of Reference and Delegation Scheme.

10. To appoint Members to serve on the following Committees:

Allotments Committee;
Finance, Personnel and Policy Committee;
Planning Committee; and,
Lingdale Village Hall Committee.

To agree the Panel for the appointment of the Parish Clerk.

11. To appoint Members to serve on the following Outside Bodies:

Cleveland Local Council's Association;
North York Moors National Park – Northern Area Parish Forum;
Tees Valley wildlife Trust; and,
Sirius Foundation.

12. To review and adopt Lockwood Parish Council Standing Orders.

(As circulated)

13. To review and adopt Lockwood Parish Council Financial Regulations.

(As circulated)

14. To confirm the dates and times of Parish Council Meetings, which by custom and practice are usually held on the 3rd Thursday of the month and the dates for meetings of the Allotments Committee, Finance, Personnel and Policy Committee, Planning Committee and Lingdale Village Hall Committee, which have been circulated. (It must be noted however, that due to the current Covid regulations dates and times may be varied).

Mrs S Fenwick

Temporary Clerk of the Parish Council: 9 October 2020

LOCKWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD REMOTELY ON THURSDAY 28th MAY 2020 AT 7.00 PM

PARISH COUNCILLORS PRESENT: Cllrs A. Slater (Chair), C.Kingham, J.Halliday and D.Williams.

MEMBERS OF THE PUBLIC: None

CLERK: Ms M.Kingham

1. TO RECEIVE AND CONSIDER APOLOGIES FOR ABSENCE

Cllrs A.Groves and S.Tyrka.

2. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS

None.

3. REPRESENTATION FROM RESIDENTS

None.

4. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 13th FEBRUARY 2020

Approval of the minutes was proposed by Cllr J Halliday, seconded by Cllr D Williams and accepted by the full council as true.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 13th FEBRUARY 2020 – PROGRESS REPORTS ONLY

None.

6. CORRESPONDENCE

- **STANGHAW RESIDENTS GROUP WOULD LIKE THE DOG GLOVE DISPENSER THAT WAS TAKEN DOWN AND REMOVED FROM THE VILLAGE RETURNED. THEY HAVE AGREED TO INSURE, INSTALL AND FILL THE DOG GLOVE DISPENSER THEMSELVES. Members **RESOLVED to donate the DOG GLOVE DISPENSER TO THE GROUP.****
- **LINGDALE LIFT OFF SECRETARY HAS SENT SEVERAL ABUSIVE LETTERS REGARDING THE PARISH CLERK. SHE WAS INSTRUCTED TO CEASE AND IT WAS SUGGESTED THAT SHE ASK ANOTHER MEMBER OF THE GROUP TO COMMUNICATE WITH THE COUNCIL.**
- **THE CHAIR DISCUSSED HAVING GIVEN A COMMITMENT TO JUST ONE YEAR AS CHAIR. HE STATED AN INTENTION TO RESIGN AS CHAIR BUT REMAIN AS A COUNCILLOR FROM THE NEXT MEETING. THE VICE CHAIR AGREED TO TAKE OVER AS CHAIR FROM THIS POINT.**

7. TO APPROVE REMOTE MEETING ADDENDUM TO STANDING ORDERS

DURING THE CORONAVIRUS PANDEMIC, THE GOVERNMENT HAS TEMPORARILY REMOVED THE LEGAL REQUIREMENT FOR LOCAL AUTHORITIES TO HOLD PUBLIC MEETINGS IN PERSON. THEY CAN NOW BE HELD VIRTUALLY BY USING VIDEO OR TELEPHONE CONFERENCING TECHNOLOGY. Members **RESOLVED to accept the addendum to the Standing Orders to enable remote meetings to take place.**

8. FINANCE

a) To approve all payments required in undertaking the council's business received since the last meeting to be included in the 2019/20 financial year.

The Clerk provided members with a Finance Report for March 2020. This gave full details of all financial transactions undertaken since the last meeting of the council which included the Bill

Lockwood Parish Council serves the villages and hamlets of: Aysdalegate, Boosbeck, Charltons, Gerrick, Kilton Thorpe, Lingdale, Little Moorsholm, Margrove Park, Moorsholm, Slapewath and Stanghow

payments, direct debits, transfers, income and cheque payments the council was required to pay. Members **RESOLVED** to accept the March payments.

b) **To approve all payments** required in undertaking the council's business received since the last meeting to be included in the **2020/21** financial year.

The Clerk provided members with Finance Reports for April 2020 and May 2020. These gave full details of all financial transactions undertaken since the last meeting of the council which included the Bill payments, direct debits, transfers, income and cheque payments the council was required to pay. Members **RESOLVED** to accept the April and May payments.

c) **To approve the Annual Internal Audit Report 2019/20**

Members **RESOLVED** to approve the Annual Internal Audit Report 2019/20

d) **To approve the Annual Governance Statement 2019/20**

Members **RESOLVED** to approve the Annual Governance Statement 2019/20

e) **To approve the Accounting Statements 2019/20**

The Clerk presented the statement of accounts which showed that the Council had year end balances of £47,831.95. Members **RESOLVED** to approve the Statement of Accounts for the year ended 31st March 2020

f) **To approve the Explanation of Significant Variances report**

Members **RESOLVED** to approve the explanation of significant variances report for 1st March 2020.

g) **To receive the VILLAGE HALL Accounting Statements 2019/20**

Members **RESOLVED** to approve the Lingdale Village Hall accounting statement for year end 31st March 2020.

9. PARISH MATTERS

a) **Clerk's Report**

The Clerk reported that the Parish Warden is on sick leave.

b) **Chairs Reports**

- **Chair of Allotments**

- Members **RESOLVED** that Allotment business would be contracted within the Parish Council meeting in future, apart from in exceptional circumstances.

- **Chair of Village Hall**

- The Village Hall has been closed since March 2020 and there is no indication yet of when it will open. As the Village Hall is a charity it was eligible to receive the Retail, Hospitality and Leisure Grant Fund (RHLGF).

- **Chair of Finance & Personnel**

- Members **RESOLVED** that Finance & Personnel business would be contracted within the Parish Council meeting in future, apart from in exceptional circumstances.

- **Chair of Lockwood Parish Council**

- The Chair thanked Councillors for their input to the meeting and for their perseverance during the difficult year. He also pointed out that the Parish Clerk was often unfairly criticised for Parish Council decisions, when she is not actually a decision maker.

c) **Ward Councillors Reports**

- **Lingdale & Stanghow.** Issue of parked cars belonging to the garage is now resolved as the tenant has now moved on. Issue of graffiti covering a bench painted by Fred Ramage was discussed. Cllr Williams has spoken to Fred and will obtain feedback when Fred starts any new projects.
- **Boosbeck.** No issues reported.
- **Moorsholm.** Park still closed.
- **Charltons & Margrove.** Play equipment is rotten and Cllr Kay of RCBC is discussing the replacement.

10. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

Staffing issues were discussed.

11. DATE AND TIME OF NEXT MEETING

TBA

Meeting closed at 8.15PM

Signed:

Cllr Kingham

Dated:

(Acting Chair of the Council)

Signed:

Ms M Kingham (Clerk to the Council)

Dated:

LOCKWOOD PARISH COUNCIL MEETING

21 August 2020

An extraordinary meeting of the Lockwood Parish Council was held on 21 August 2020 in Lingdale Village Hall at 10am.

PRESENT Parish Councillor C Kingham (Chair)
Parish Councillors D Dowson, C Foggo,
J Halliday, M Lanigan and C Quartermain.

OFFICIALS S Fenwick and A Nixon (Redcar and Cleveland
Borough Council).

**MEMBERS OF THE
PUBLIC IN
ATTENDANCE** D Bennison, A Clayton, C Drelloar, A Groves, J
Henderson, R Jackson, A McKenzie, A J Murray,
Mrs Murray and S Templemen

12. **APOLOGIES FOR ABSENCE** – D Williams (Candidate for co-option)

13. **DECLARATION OF DISCLOSABLE PECUNIARY, PECUNIARY AND
NON-PECUNIARY INTERESTS**

None received

14. **TEMPORARY PARISH CLERK AND ADMINISTRATIVE SUPPORT
ARRANGEMENTS**

The Legal Manager and Deputy Monitoring Officer from Redcar and Cleveland Borough Council advised that Sue Fenwick from Redcar and Cleveland Borough Council had been designated as the Temporary Parish Clerk to support the administrative arrangements until a permanent Parish Clerk is appointed.

He advised that the vacancy had been advertised and applications received but the arrangements to interview had been put on hold due to the Parish Council being inquorate. However, following this meeting the process for the appointment of the Parish Clerk would recommence.

RESOLVED that the information be noted and the appointment of the Parish Clerk recommence.

15. **EXPRESSIONS OF INTEREST FOR CO-OPTION TO LOCKWOOD
PARISH COUNCIL**

The Legal Manager and Deputy Monitoring Officer from Redcar and Cleveland Borough Council advised that Lockwood Parish Council had the following vacant seats:

- Boosbeck Ward – 3 vacant seats;
- Charltons and Margrove Ward – 2 vacant seat; and,
- Lingdale and Stanghow Ward – 3 vacant seats.

8 written expressions of interest for co-option to the above seats had been received. 3 candidates had expressed interest in Boosbeck Ward, however, only 1 candidate had expressed an interest for the Charlton Ward and 4 candidates had expressed interests for the Lingdale and Stanghow Ward.

All written expressions of interest were circulated to Members at the meeting. In addition, all interested parties were invited to the meeting and given the opportunity to present to the Parish Council the reasons why they wanted to become a Parish Councillor. Only 1 of those who had expressed an interest were unable to attend the meeting.

At the conclusion of all the presentations the Chair asked all the candidates whether or not they would consider a seat in another ward if they were unsuccessful in their first choice.

The Chair then announced that the deliberations would take place and it was:

RESOLVED that the press and public be excluded from the meeting on the grounds that the deliberations may contain exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

16. CO-OPTED MEMBERS TO LOCKWOOD PARISH COUNCIL

The Legal Manager and Deputy Monitoring Officer from Redcar and Cleveland Borough Council reminded Members that where the number of candidates was less than or equal to the number of vacancies, those candidates shall be appointed to the Parish Council if they met the eligibility criteria as set out in s.79 of the Local Government Act 1972 (as amended), and were not disqualified under s.80 of the Act.

He also reminded Members that if there were more candidates than vacant seats the person co-opted must receive a majority vote.

At the conclusion of the deliberations on all candidates it was:

RESOLVED that:

1. Following a unanimous vote, the candidates listed below be co-opted to Lockwood Parish Council:
 - Boosbeck Ward – A Groves, A McKenzie and A J Murray
 - Charltons Ward - J Henderson;

2. Following a majority vote, the candidates listed below be co-opted to Lockwood Parish Council:
 - Lingdale and Stanghow Ward - D Bennison, A Clayton and S Templeman; and,
3. The vacant seat on the Charltons and Margrove Ward be re-advertised for co-option.

LOCKWOOD PARISH COUNCIL MEETING

9 October 2020

An extraordinary meeting of the Lockwood Parish Council was held on 9 October 2020 in Lingdale Village Hall at 2pm.

PRESENT Parish Councillors A Clayton, A Groves, J Halliday, J Henderson, A McKenzie and A Murray.

OFFICIALS S Fenwick (Temporary Parish Clerk)

IN ATTENDANCE S Dorchell (RCBC)

17. APPOINTMENT OF CHAIR

The Temporary Parish Clerk advised that in the absence of a Chair of the Parish Council, Members would need to appoint a Chair for the purpose of this meeting.

RESOLVED that Parish Councillor A Clayton be appointed as Chair for the purpose of this meeting.

Parish Councillor A Clayton then took the Chair for the remainder of the meeting.

18. APOLOGIES FOR ABSENCE – None

19. DECLARATION OF DISCLOSABLE PECUNIARY, PECUNIARY AND NON-PECUNIARY INTERESTS

None received

20. DATE AND TIME OF THE ANNUAL PARISH COUNCIL MEETING

Members were asked to consider the date and time of the Annual Parish Council Meeting.

RESOLVED that the Annual Parish Council Meeting be held on Friday 16 October 2020 at 2pm in Lingdale Village Hall.