

LOCKWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 15th MARCH 2018 AT 7.00 PM AT LINGDALE VILLAGE HALL

PARISH COUNCILLORS PRESENT: Cllrs M.Jefferson (Chairman), M.Brown, A.Clayton, V.Davison, A.Groves, D.Healey, C.Kingham, P.Miller, K.Nolan and S.Young.

MEMBERS OF THE PUBLIC: None

POLICE: None

OTHERS: None

CLERK: Mr M.P.Stone

146. APOLOGIES FOR ABSENCE:- Apologies were received from Cllr B.Hardy (working). No apologies were received from Cllr J.Henderson.

147. TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY, PECUNIARY AND NON PECUNIARY INTERESTS.

Cllr M.Jefferson declared a non-pecuniary interest in all matters relating to the Lingdale Lift-Off Group as Chairman of that group, The Neighbourhood Action Partnership (NAP) as Vice-Chair and The Big Local.

Cllr K.Nolan declared a non-pecuniary interest in all matters relating to Charltons Village and The Big Local.

Cllr C.Kingham declared a non-pecuniary interest in Cllr S.Kay.

Cllr M.Brown declared a non-pecuniary interest in Boosbeck Looking Good and Boosbeck Village Hall

Cllr D.Healey declared a non-pecuniary interest in Boosbeck Village Hall as a member of the Management Committee.

Cllr P.Miller declared a non-pecuniary interest in Boosbeck Village Hall as a member of the Management Committee.

148. REPRESENTATION FROM RESIDENTS

None.

149. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 15th FEBRUARY 2018.

Approval of the minutes was proposed by Cllr S.Young, seconded by Cllr A.Clayton and accepted by the members present as a true record.

150. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 15th FEBRUARY 2018 – PROGRESS REPORTS ONLY.

Minute 131/116 Clerk reported that the hay cart planter had been installed and planted at the Little Moorsholm roundabout. Feedback had been mainly positive, although one letter of objection had been received.

Minute 135c Clerk reported that the precept request for 2018/19 had been submitted to Redcar & Cleveland BC on 16th February 2018.

Minute 136 Clerk reported that the Warden had looked at dog glove dispenser positions at Charltons and Stanghow. In consultation with Cllr Nolan and the resident who raised the request, it had been decided to fix the Dog Glove dispenser at Charltons to the gatepost leading into the playing field behind the Community Centre. There was no obvious place to

locate the dispenser at Stanghow so it was agreed that Cllr Young and Cllr Jefferson would meet with the Warden on site to decide on the best location.

Minute 138 The first meeting of the GDPR working party will be held on Wednesday 21st March at 10.00am.

151. CORRESPONDENCE RECEIVED

Members received the following:-

- a) Letter received from Rt Hon. John Bercow MP re UK Parliament Week
- b) Invitation from Loftus Town Council to attend the Loftus Parish Civic Service on Sunday 4th March 2018.
- c) Invitation from RCBC to attend Commonwealth Day ceremony at Redcar Community Heart on Monday 12th March 2018.
- d) Invitation from RCBC to attend Mayor's Charity Ball at Gisborough Hall on Friday 27th April 2018 (Tickets £45 each- Cllr Jefferson and guest to attend).
- e) E-mail from RCBC re Strategic Housing and Economic Land Availability assessment - Call for sites consultation. Clerk to e-mail to councillors.
- f) E-mail received from resident at Charltons re Arriva bus service possibly being withdrawn from the village due to parked cars around the bus stop. Clerk had forwarded to Cllr Anne Watts who was already aware and had suggested that buses may have to pick up from the front of the village.

152. REQUESTS FOR FINANCIAL ASSISTANCE

- a) Grant application from Moorsholm Cricket & Athletic Club

Clerk advised that Moorsholm Cricket & Athletic Club were requesting a grant of £500.

£504.11 remained in the section 137 grant budget for the year to 31st March 2018. From 1st April 2018 the section 137 annual grant budget would be £1,500 of which £500 was allocated for Christmas events and £500 was allocated for next year's Klondike Grand Prix leaving just £500 in total for other grants.

Concern was raised by Cllr Jefferson and two other members, who were also village representatives on the Big Local, that the application stated that £1,000 of funding had been requested from the Klondike when Moorsholm were not members of the Big Local and had not applied to the Tees Valley Community Foundation Klondike Fund. Members were unhappy about information contained within the application and also concerned about the implications of awarding £500 at a time when the grants budget had been drastically reduced. Chair stated that local organisations need to be aware that the Council's ability to award large grants has gone and so the Council needed to be more conservative with its grant awards in order to be as fair as possible to all applicants.

Three proposals were put forward:-

- i) Cllr Young proposed that £100 be awarded (seconded by Cllr Brown).
- ii) Cllr Healey proposed that a decision should be postponed until next month to allow more enquiries to be made regarding the funding claims on the application. (seconded by Cllr Nolan).
- iii) Cllr Clayton proposed that £400 should be awarded (seconded by Cllr Kingham).

A vote was taken and with 6 votes to 2 each for the other proposals it was **resolved** to postpone a decision until next month to allow more enquiries to be made regarding the funding claims on the application.

- b) Grant application from Boosbeck Village Hall

Chair advised Boosbeck members that they could apply to the Big Local for grants of less than £300 and would receive a decision within a week.

Cllr Clayton proposed that Boosbeck Village Hall apply to the Big Local for the funding with the Parish Council supporting their application if they were not successful with the Big Local. Cllr Young proposed that Boosbeck Village hall be awarded £50 in line with similar grants awarded at Christmas.

Resolved that Boosbeck Village Hall be awarded a grant of £50. Members confirmed that the cheque should be made payable to Boosbeck Community Centre.

Members of Boosbeck Village Hall Management Committee did not participate in the vote.

Members discussed the reduced grant funding budget and **resolved** to add an item to the agenda for a future meeting to look at amending the grant criteria and consider setting fixed grant amounts.

153. FINANCE

a) To approve all payments required in undertaking the council's business since the last meeting that are to be accounted for in the 2017-2018 financial year.

The Clerk provided members with the Finance Report for March 2018 giving full details of all financial transactions undertaken since the last meeting of the council which included the BACS payments, direct debits, transfers, income and cheque payments (vouchers 102916 to 102917) that the council was required to pay.

Clerk advised of a further cheque for £124.98 (voucher 102918) payable to Mike Jefferson as reimbursement for the purchase of safety boots and trousers for the Parish Warden (£81.98) and also for the purchase of compost (£43.00) for the hay cart planter at Little Moorsholm (Lockwood in Bloom budget) .

Members **resolved to agree** all payments and transactions undertaken.

A discussion took place regarding the responsibility for the Warden wearing appropriate safety wear for the job he was undertaking. Clerk advised that as long as the Council provides the appropriate safety wear, if the Warden chose not to wear it, for whatever reason, then it would be his responsibility. **Resolved** that Clerk would look into producing a declaration for the Warden to sign over use of safety wear whilst on Parish Council business.

b) To review and adopt the Financial Risk Assessment and Management Report.

Clerk explained that this document was reviewed and adopted annually as part of the Council's financial audit process. No material changes had been made to the document since last year.

Resolved to adopt the Financial Risk Assessment and Management Report as presented (proposed by Cllr Clayton, seconded by Cllr Nolan).

c) To consider making an application to HSBC for Business Internet Banking access on the Parish Council's HSBC accounts to facilitate a more efficient management of the Council's accounts and payments.

Clerk advised that all payments would continue to be presented to members and agreed as part of the monthly finance report before online payments were actioned, except in the case of emergency payments which would be reported to the next meeting.

Resolved that the Clerk would complete the application form and place on the agenda for consideration at the next Finance Committee meeting so that any necessary financial checks can be agreed before the application is submitted to HSBC (Proposed by Cllr Clayton, seconded by Cllr Kingham).

Cllr Clayton asked about the possibility of the Clerk having a debit card. Clerk advised that although this would solve a number of problems with online/telephone ordering, it also presented a greater risk as it would be used prior to approval by members and so strict controls would need to be put in place to guard against any potential fraudulent use and to ensure that the Council's internal controls were adequate. This would be considered by the Finance Committee at a future meeting.

154. TO CONSIDER PROPOSAL FROM COUNCILLOR KINGHAM THAT THE PARISH COUNCIL CONSIDER HONOURING THOSE WHO HAVE MADE A DIFFERENCE TO OUR AREA BY AWARDING THE FREEDOM OF LOCKWOOD AND INVITING NOMINATIONS FOR THE HONORARY TITLE OF “FREEMAN OF LOCKWOOD”.

Cllr Kingham tabled a paper giving details of her proposal (under the Local Democracy, Economic Development and Construction Act 2009 (s29)) to use the power given to Parish Councils to award honorary freeman or freewoman titles within the parish council area along with two nominations for the award.

Cllr Jefferson stated that he would like to see some sort of recognition put in place to reward long standing Councillors after certain periods of service and requested that this be placed on the agenda for discussion at a future meeting.

Cllr Kingham explained her proposal to members and stated that her nominations to receive the award would both be deserving recipients. The awards were recognition awards and carried no rights or financial benefits.

Clerk asked for clarification from Cllr Kingham as to whether it was her intention to open up the process to outside nominations in addition to the two nominations she had proposed. Cllr Kingham confirmed that she did not wish to open up the process and believed it was a matter for the Parish Council to decide.

A lengthy discussion took place with some members feeling that the Parish should be made aware of the scheme so that people have the opportunity to nominate other local people who may do work in the community for consideration of an award. Consideration was also given to how many people should receive the award and how often it would be awarded. It was felt that this could be an annual award although it would only be presented if a deserving case had been put forward.

Clerk advised that the vote should be split into two parts, firstly to decide if the Parish Council wishes to proceed with awarding the Freedom of Lockwood and secondly to decide on the nominations proposed for the award.

Resolved that Lockwood Parish Council would look to honour those who have made a difference to our area by awarding the honorary title of Freedom of Lockwood. (Cllr Davison abstained from the vote).

As one of the persons nominated by Cllr Kingham to receive the award, the Chair, Cllr Jefferson left the room. Cllr Young took the chair.

Cllr Kingham proposed that, as per her tabled nomination, Steven Metcalfe Kay and Michael John Jefferson both be awarded the honorary title of ‘Freeman of Lockwood’.

Cllr Young agreed that both do good work in the Parish and were good candidates.

Resolved that Steven Metcalfe Kay and Michael John Jefferson both be awarded the ‘Freedom of Lockwood’. (Cllr Davison abstained from the vote).

Resolved that the publicity generated when the awards are presented at the Annual Parish assembly in May would be used to highlight the award scheme and advise residents of the Parish that if any resident knows of any person deserving of the award, they need to speak with a Parish Councillor so a full nomination can be put forward by the Parish Councillor at the January meeting of the Parish Council.

Cllr M Jefferson resumed the chair.

155. TO CONSIDER THE DAY TO DAY MANAGEMENT SUPPORT OF THE PARISH CLERK (Proposed by Cllr Young).

Cllr Young stated that she had asked for this item to be placed on the agenda following a recent incident where the Clerk had indicated that he was to book himself and the Warden on a training course. Cllr Young felt that Council should give consent for training and development of the Clerk, especially as not all training on offer was worth attending.

Members agreed that there should be an approvals process in place and that this should be clearly stated.

Clerk advised that he had looked into the good practice guidelines for management of a clerk and had tabled a document with an extract from the 'Being a Good Employer' guide published by NALC which stated that, although the clerk is answerable to the full council, the best practice was for the management of the clerk to be delegated to the Personnel Committee with clear terms of reference agreed by the council.

Clerk also tabled some suggested amendments to the Terms of Reference of the Finance, Personnel and Policy Committee to give that committee delegated powers to manage the clerk's holiday requests, sickness absence and training and development needs.

Clerk advised that the Standing Orders, Financial Regulations and Terms of Reference & Delegation scheme were all reviewed annually and adopted by Council each year at the Annual meeting of the Council.

Resolved that the clerk's suggested changes to the terms of reference would be considered in more detail at the next Finance, Personnel and Policy Committee meeting. This meeting would also look at any necessary changes to the Standing Orders and Financial Regulations prior to all three documents being recommended for adoption at the annual meeting in May.

156. TO CONSIDER PLANNING APPLICATION

PROPOSAL: Use of existing vacant building as a mixed use cafe/bar (class A3/A4) (Part retrospective)

LOCATION: Vacant building, Margrove Park Holidays, Margrove Park, Saltburn-by-the-Sea, TS12 3BZ

APPLICANT: Mr Wayne Scott

No objections had been received from members of the public or councillors.

Resolved that the Parish Council had No Objections to the application.

157. COMMITTEE REPORTS

a) To receive minutes of Village Hall Management Committee meeting held on 20th February 2018.

Draft minutes from the meeting had been circulated prior to the meeting.

Clerk confirmed that Lingdale Village Hall had been successful in their bid for funding from the Tees Valley Community Foundation to support events on the day of the Klondike Grand Prix.

b) To receive minutes of Allotment Committee meeting held on 12th March 2018.

Members received the draft minutes from the meeting which had been tabled.

No issues were raised.

158. TO RECEIVE REPORTS FROM MEETINGS OF OUTSIDE BODIES ATTENDED BY COUNCILLORS.

a) Cllr Clayton had attended the latest meeting of the Cleveland Local Council Association (CLCA).

The CLCA had been invited to send a delegation to meet with Tees Valley Mayor, Ben Houchen. Member councils would be contacted and given the opportunity to raise any issues for discussion at the meeting.

CLCA membership fees for the coming year would be based on 6.86p per elector.

b) Cllr Clayton had also attended the County Training Partnership meeting. The following training events were planned:-

- i) Year end audit update with new external auditors, Mazars LLP at Billingham Town Council on Wednesday 21st March, 6pm (Clerk attending).
- ii) Allotment North Eastern Regional Event at Shotton Hall, Peterlee on 11th

- April. (Clerk plus 4 Councillors attending)
- iii) Clerk's Bullying & Harassment training at Shotton Hall, Peterlee on 2nd May (9am until 4pm - Clerk's only)
- iv) GDPR training in May/June. This will take place after the release of help and support guides due to be published by SLCC and NALC.
- v) Training for Councillors and Chairs in Cleveland following May 2019 local elections.

159. PARISH MATTERS

a) Clerk's report

Clerk tabled his holiday request form containing dates for all 25 days of his holiday entitlement for 2018/2019. This included 21 days as per his contract, 2 additional statutory days as per his contract and 2 days carried over from 2017/18 as allowed under the terms of his contract. Members approved the holiday and the form was duly signed by the Chair.

Clerk advised that his current lieu time owed was 2.5 hours.

Clerk reminded members that he was to attend the audit update meeting with the Council's new external auditors, Mazars LPP at Billingham on Wednesday 21st March.

b) Chairman's Report.

Chair reported that plans for this year's Klondike Grand Prix on Sunday 29th April 2018 were on track.

c) Ward Councillor Reports.

Cllr Young reported that the traffic lights on Stanghow Road to facilitate the installation of a power cable to the Sirius Minerals site at Lockwood Beck would be in place for 6 weeks .

Cllr Kingham reported that a snowplough had overturned into a ditch in Moorsholm during the recent bad weather.

Cllr Nolan raised the issue of busses not going into Charltons due to parking problems.

160. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

No items were discussed.

161. DATE AND TIME OF NEXT MEETING

Parish Council Meeting - Thursday 19th April at 7.00pm

The meeting closed at 9.02pm

Signed:M.Jefferson, Chairman, Date 19/04/2018

Signed:Clerk to the Council, Mr M.P.Stone Date 19/04/2018