

LOCKWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 16th NOVEMBER 2017 AT 7.00 PM AT LINGDALE VILLAGE HALL

PARISH COUNCILLORS PRESENT: Cllrs M.Jefferson (Chairman), M.Brown, A.Clayton, V.Davison, C.Kingham, and S.Young.

MEMBERS OF THE PUBLIC: None

POLICE: None

OTHERS:

CLERK: Mr M.P.Stone

89. APOLOGIES FOR ABSENCE:- Apologies were received from Cllr B.Hardy, Cllr D.Healey and Cllr K.Nolan (ill health) . No apologies were received from Cllr P.Miller.

90. 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 M.Brown declared a non-pecuniary interest in all matters relating to Boosbeck Looking Good.

91. REPRESENTATION FROM RESIDENTS

None.

92. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 19th OCTOBER 2017.

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

93. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 19th OCTOBER 2017 – PROGRESS REPORTS ONLY.

Minute 75/62/46/22a Clerk reported that he was still waiting for an official response from Andy Mollen re our request that all parts of Meadowdale Court are adopted. Request has been supported by Cllr Kay who has indicated that RCBC are minded to refuse the request.

Minute 75/62/46/37 Clerk reported that the new Christmas Lights were now in place on the street lighting columns in Boosbeck and Lingdale and would be switched on later in the month. The lights will be returned to LPC for safekeeping when they are taken down in January.

Minute 75/62/52a) Clerk reported that work to convert 4 village entrance signs to low maintenance was still outstanding. Clerk and Warden were to draw up work schedule, in consultation with the Chair, for outstanding jobs to be completed between now and Christmas, subject to weather conditions.

Minute 77 Clerk reported that he had sent a letter to RCBC confirming the Parish Council's consent to the stopping up of the old part of Swindale Lane now that the new road was complete.

94. TO RECEIVE AN UPDATE ON PARISH COUNCIL WARD VACANCIES

a) Lingdale & Stanghow Ward

Clerk advised that, following the withdrawal of Kate Murray from the co-option process, a new 'Expression of Interest' Notice had been published and displayed on Parish Council noticeboards, Parish Council website and at the Parish Council office at Lingdale Village Hall. The deadline for expressions of interest to be received was noon on Thursday 11th January 2018.

b) Charltons and Margrove Park Ward

Clerk advised that no requests for an election had been received by RCBC following the publication of the notice of Casual Vacancy for the Charltons and Margrove Ward so Council was now able to co-opt if a suitable candidate came forward. An Expression of Interest' Notice had been published and displayed on Parish Council noticeboards, Parish Council website and at the Parish Council office at Lingdale Village Hall. The deadline for expressions of interest to be received was noon on Thursday 11th January 2018.

95. CORRESPONDENCE RECEIVED

Members received the following:-

- a) Letter of thanks from Great North Air Ambulance re donation.
- b) Letter from Moorsholm in Bloom with annual accounts to 31/07/17 and confirmation that Moorsholm would not be entering competitions in 2018.

96. REQUESTS FOR FINANCIAL ASSISTANCE

a) Stanghow Community Centre re Christmas Tree

Members considered the small grant application form which had been submitted requesting a grant towards the costs of a Christmas Tree outside Stanghow Community Centre.

Resolved to award a grant of £50 under section 137 of the Local Government Act 1972.

Funds would be taken from the Christmas Grant budget.

b) Charltons Community Centre re Christmas/New Year party

Members considered the small grant application form which had been submitted requesting a grant towards the costs of a Christmas/New Year party at Charltons Community Centre.

Resolved to award a grant of £100 under section 137 of the Local Government Act 1972.

Funds would be taken from the Christmas Grant budget.

Clerk advised that three additional grant requests had been received for which copies had been tabled. Two of these were small christmas grants and one was a full grant application.

Resolved that all three grant applications would be considered at the meeting.

c) Boosbeck Village Hall re Christmas Carol Service

Members considered the small grant application form which had been submitted requesting a grant towards the costs of a Christmas Carol Service for the pensioners of Boosbeck at Boosbeck Village Hall.

Resolved to award a grant of £50 under section 137 of the Local Government Act 1972.

Funds would be taken from the Christmas Grant budget.

d) Boosbeck Village Hall re Christmas Party for children of Boosbeck.

Members considered the small grant application form which had been submitted requesting a grant towards the costs of a Christmas party for the children of Boosbeck at Boosbeck Village Hall.

Resolved to award a grant of £100 under section 137 of the Local Government Act 1972.

Funds would be taken from the Christmas Grant budget.

Members discussed whether each Christmas Grant should be for £50, Clerk advised that a precedent to award £100 had already been set at the previous meeting when Boosbeck Over 40's had been awarded a grant of £100.

Clerk advised that £150 of Christmas grants had already been awarded and a further £300 had been requested, so if all requests were awarded the total spent this year would be £450 out of a budget of £500. Christmas grants were approved as minuted on a proposal by Cllr S Young, seconded by Cllr A. Clayton.

Resolved that from 2018 all Christmas grant applications would be considered at the November meeting so the Christmas grant budget could be distributed fairly amongst all villages within the Parish.

e) Stanghow Community Centre

A full grant application had been received from Stanghow Community Centre which had been tabled. The project was to replace the toilets at the Community Centre. A £5,000 grant had been applied for from the Sirius Minerals fund and £1,000 was being requested from the Parish Council. Remaining funds of £1,738 were to be taken from existing Community Centre funds.

Resolved to award a grant of £1,000 under section 133 of the Local Government Act 1972. Funds would be taken from the Village Hall Grants budget. (proposed by Cllr M Brown, seconded by Cllr C Kingham).

97. 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 November 2017 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 102901 to 102905) that the council was required to pay.

Clerk advised that the cheque for £580 had still not been paid to Boosbeck Village Hall as they were still having problems setting up the bank account.

Two additional cheques were required. £260 for Springboard Media Limited for the design and printing of the defibrillator leaflets (voucher 102906) and £35 for Northumbria in Bloom for Stanghow's entry for 2018 (voucher 102907).

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

b) To receive confirmation of the appointment of external auditors for five financial years from 2017/18 to 2021/22 by the Smaller Authorities Audit Appointments (saaa)

Clerk had circulated notice from saaa confirming that Mazars LLP would be the appointed external auditors for smaller authorities in the Cleveland & Durham area.

98. TO RECEIVE AN UPDATE ON THE PUBLIC ACCESS DEFIBRILLATOR PROJECT

Clerk reported that 2,000 leaflets had been designed and printed and were ready to be distributed to households and businesses in each of the five villages where a new defibrillator had been installed.

Clerk had already delivered 350 leaflets in Lingdale. Cllr Clayton had agreed to deliver to Little Moorsholm estate, Cllr Young had agreed to deliver in Stanghow, Cllr Jefferson had agreed to deliver Lingdale High Street, Bellwood Avenue and Moorcock Row and Cllr Healey had agreed to collect and arrange delivery for Boosbeck. Clerk would deliver Charltons and Margrove Park.

Clerk reminded members of the Defibrillator awareness sessions taking place on Wednesday 29th November at Lingdale Village Hall from 2-4pm and at Margrove park Village Hall from 6-8pm

99. TO CONSIDER PURCHASE OF BOOKS AS CHRISTMAS GIFTS TO ALL CHILDREN AT LOCKWOOD PRIMARY SCHOOL AND LINGDALE PRIMARY SCHOOL.

Clerk and Chair advised that following debate over the granting of money to fund the purchase of selection boxes for all the children last Christmas, it had been agreed that it would be much better for the Parish Council to purchase books for the children this year. Clerk advised that there were currently 208 pupils on the roll at Lockwood Primary School and 96 at Lingdale Primary School. Clerk had researched the purchase and was confident that by purchasing boxed sets from the Book People, a book for each child plus wrapping paper could be purchased for around the £300 mark.

Resolved that Clerk be authorised to purchase the appropriate number of books, taking into account age and gender information supplied by both schools, to ensure that each child would receive a wrapped book from the Parish Council for Christmas. The budget was set at £300 although members agreed to a little leeway if the final cost was slightly over this budget.

100. TO CONSIDER PLANNING APPLICATIONS

a) R/2017/0723/CA

PROPOSAL: CHANGE OF USE AND CONVERSION OF FORMER METHODIST CHURCH TO SINGLE DWELLING HOUSE. WORKS TO INCLUDE INTERNAL AND EXTERNAL ALTERATIONS INCLUDING REMOVAL OF ROOF TO REAR VESTRY AND REPLACE WITH FLAT ROOF WITH BALCONY/GARDEN ABOVE.

LOCATION: MOORSHOLM METHODIST CHURCH, GUISBOROUGH ROAD, MOORSHOLM, TS12 3JA

APPLICANT: MS S WILLIAMS

Resolved that Lockwood Parish Council have No Objections to the application subject to any neighbour comments.

b) NYM/2017/0505/MEIA

Clerk advised that further information had been submitted to the NYMNPA by Sirius Minerals in respect of this application and so a further 21 day consultation period had commenced.

This application was for minor modifications to the Sirius Minerals Woodsmith Mine site at Sneatonthorpe and did not affect the Lockwood Beck intermediate access shaft.

Resolved that no comments would be submitted to the NYMNPA as the area affected by the modifications was outside the Lockwood Parish Council area.

101. TO CONSIDER RESPONSE TO PUBLIC RIGHT OF WAY CLAIM IN LINGDALE

An e-mail had been received from Tony Gordon at RCBC requesting Parish Council comments on a public right of way issue in Lingdale. The email and map showing the right of way concerned had been circulated to members with the agenda.

Resolved that the following comments would be submitted in response.

i) The Parish Council is aware that there are ongoing legal issues between the two parties concerned.

- ii) Parish Councillors who have lived in the village all of their lives could not recall the path being used as a public footpath.
- iii) The Parish Council is aware of the issues the landowner has experienced with dog owners leaving filled dog poo bags in the field which had then been consumed by horses grazing in the field, contributing to the death of two horses.
- iv) There is an existing public footpath which runs parallel to the path in question (route code 118/32/1-3) which links into Skelton Public Footpath No 31 from Moorcock Row, a few hundred metres further down the High Street.

102. COMMITTEE REPORTS

a) To receive a report on Allotment Committee meeting held on 13th November 2017.

Clerk reported that Cleveland Containers had attempted to deliver the new storage container earlier that day but had aborted the delivery as the vehicle carrying the storage container became stuck in the soft ground at the Parish Compound. As well as disrupting traffic for 2 hours, the vehicle had damaged the compound gates, and fencing caused serious rutting inside the compound and also damaged the public footpath outside the compound. The damage to the public footpath had been reported to RCBC and had been inspected by the highways inspector. The inspector was satisfied that the footpath was not dangerous and had issued a six day ticket for its repair along with a further section of the footpath which was in need of repair before the damage was caused.

Clerk would liaise with Cleveland Containers, Chair and Parish Warden to carry out any necessary work and discuss a plan for how best to install the new container before attempting a second delivery.

b) To receive a report on the GDPR Training at Spennymoor Town Hall on Wednesday 1st November 2017.

Clerk, Cllr A Clayton and Cllr S Young had attended the training session.

Cllr Clayton reported that the session had been poorly received at the time and had been discussed at the CLCA meeting the previous evening. It was felt that the presentation had been poor, there was no new information and the company giving the presentation did not have any detailed knowledge of the local government sector.

An amendment had been proposed to the legislation to exempt small charities and Parish Councils with less than 5 employees from some of the requirements of the legislation but it was not yet known what the outcome of this amendment would be and which parts of the legislation Parish Council's may be exempt from. At this stage it looked as though all Parish Council's would have to appoint a Data Protection Officer and various options were being considered for this role involving multiple Councils joining together to share the cost of appointment.

Cllr Clayton advised that she was attending the CLCA Training Committee meeting in December at which this matter would be discussed further.

Cllr Clayton also advised that the CLCA was arranging a meeting with the Tees Valley Mayor at which Clerks would also be invited to attend.

Cllr Clayton requested that a separate agenda item be established to report on meetings of outside bodies attended by members of the Council. **Resolved** that Clerk would add to the agenda for the next meeting.

Chair advised that it was now 9.00pm. **Resolved** to continue with the meeting.

103. PARISH MATTERS

a) Clerk’s report

Clerk advised that following his appraisal meeting with Cllr Jefferson and Cllr Young, changes had been proposed to the office opening hours and clerks lieu time to help provide uninterrupted working time in the afternoons and a flexible approach to managing a heavy workload.

It had been proposed that

- i) As from Tuesday 2nd January 2018 the office opening hours would be 9am until 12.30pm Monday to Friday. Clerks working hours remain as 9am until 2.30pm Monday to Friday.
- ii) Clerk would continue to work flexible hours outside of the stated office hours by working overtime when required to meet deadlines and taking the time back at quieter times.
- iii) For specific projects where it was not possible to complete the job satisfactorily within normal working hours, Clerk would apply to Full Council in advance for permission to work paid overtime. The amount of overtime would be agreed with Full Council in each instance and would be capped by an overtime budget agreed as part of the budget setting process at the beginning of the year.

Resolved to adopt all of the proposed changes to Clerk’s working arrangements (proposed by Cllr A Clayton, seconded by Cllr S Young).

b) Chairman’s Report.

The Chair reported that the presentation of awards for this year’s Northumbria in Bloom ‘Its Your Neighbourhood’ had taken place at Gateshead on Wednesday 1st November. Both the Lingdale Lift Off Community Allotment and the Street Eats Project had received an ‘Outstanding’ award. St Chad’s had received a ‘Thriving’ .Chair thanked all those who had contributed to the awards. It was proposed that the grounds of Lingdale Village Hall be entered into next year’s competition. This would be looked at by the Village Hall Committee.

c) Ward Councillor Reports.

Cllr Kingham reported that five trees were to be cut down in Moorsholm.

Cllr Brown reported vandalism at the bus stop in Boosbeck.

Cllr Clayton asked if a date could be arranged to put up the Christmas decorations in the Village Hall and requested help from members to do so once a date had been agreed.

104. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

No items were discussed.

105. DATE AND TIME OF NEXT MEETING

Parish Council Meeting - Thursday 18th January at 7.00pm

The meeting closed at 9.20pm

Signed:M.Jefferson, Chairman, Date 25/01/2018

Signed:Clerk to the Council, Mr M.P.Stone Date 25/01/2018