

**LOCKWOOD PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
THURSDAY 19th APRIL 2018 AT 7.00 PM AT LINGDALE VILLAGE HALL**

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

**MEMBERS OF THE PUBLIC: None**

**POLICE: None**

**OTHERS: None**

**CLERK: Mr M.P.Stone**

**162. APOLOGIES FOR ABSENCE:-** Apologies were received from Cllr M.Brown (working) Cllr P.Miller (working) and Cllr K.Nolan (taken ill at meeting). No apologies were received from Cllr B.Hardy and Cllr D.Healey.

**163. 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.

**164. REPRESENTATION FROM RESIDENTS.**

None.

**165. TO RECEIVE AN UPDATE FROM SIRIUS MINERALS.**

Clerk advised members that representatives from Sirius Minerals were unable to attend the meeting and so would be invited to attend the May meeting.

**166. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 15th MARCH 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.

*Cllr A Clayton left the meeting to take Cllr Nolan home.*

**167. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 15th MARCH 2018 – PROGRESS REPORTS ONLY.**

**Minute 153c** Clerk reported that the HSBC Business Internet Banking application form had been completed at the Finance, Personnel and Policy meeting. A £10,000 daily limit had been applied to Bill Payments and all other payment options had been set at zero.

**Minute 154** Clerk reported that the Freedom of the Parish awards ceremony would be held at the Lingdale Tavern on Wednesday 25th April (7pm for 7.30pm). There would be a carvery meal, followed by the ceremony and entertainment from ‘No Regrets’. The Freedom scrolls had been ordered and received at a cost of £142.80 plus vat. All other costs of the evening had been met by the two recipients, Borough Cllr Steve Kay and Parish Cllr Mike Jefferson

## 168. CORRESPONDENCE RECEIVED

### Members received the following:-

- a) Notice received from Redcar & Cleveland Borough Council re Skelton Public Footpath No 232 Definitive Map and Statement Modification Order 2018. Clerk updated new members with the background to this issue. It appeared that a compromise agreement had been reached with the two parties, resulting in the footpath being re-routed and designated as a public footpath from High Street, Lingdale to the existing Skelton Public Footpath. Members had no objection to the order.
- b) E-mail from Margaret Middleton at CLCA inviting member councils to put forward any topics which they would like to see raised at a meeting with the Tees Valley Mayor, Ben Houchen. Clerk explained that the CLCA had set up a meeting with the Tees Valley Mayor and that this was an opportunity to raise any issues that Council had within the local community with the Mayor. As an example Clerk said he expected local policing would be one of the issues likely to be raised at the meeting. No issues were put forward by members and so Chair asked that if Members think of any issues after the meeting they E-mail them to the Clerk who will send out to all members before submitting to the CLCA.

*Cllr A. Clayton rejoined the meeting.*

- c) LCR Magazine Spring 2018.
- d) Countryside Voice Magazine Spring 2018.
- e) E-mail re North York Moors National Park Authority Design Awards 2018
- f) Notification from NALC of section 137 expenditure limit for 2018-2019 of £7.86 per elector.

## 169. REQUESTS FOR FINANCIAL ASSISTANCE

### a) **To reconsider grant application from Moorsholm Cricket & Athletic Club** (Originally considered at March meeting).

Clerk advised that he had spoken to Keith Harding at Moorsholm Cricket & Athletic Club. The grant application submitted to Lockwood Parish Council had been completed based on grants which were intended to be applied for in relation to the funding for the project. The application was submitted to the Council before the outcome of the other applications was known. Once contact was made regarding a possible application for Klondike funding it was made clear to Moorsholm Cricket & Athletic Club that as Moorsholm is not a member of the East Cleveland Villages Big Local and is not on the route of the Klondike, groups based in Moorsholm are not entitled to funding from this source. No grant application has therefore been submitted for Klondike Funding and the £1,000 that was to be applied for will be met from club funds.

Clerk advised that any grant awarded to Moorsholm Cricket & Athletic Club would come from the 2018/19 budget which was £1,000

Members discussed the reduced budget available and agreed that only a small grant could be awarded to enable as many local groups as possible to benefit from the funding during the year.

Cllr Young proposed awarding a grant of £100, which was seconded by Cllr Davison.

**Resolved** to award Moorsholm Cricket & Athletic Club a grant of £100 towards their kitchen refurbishment and new bar project under section 137 of the LGA 1972.

## 170. 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 the period from 8th March 2018 until 31st March 2018 giving 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 (vouchers 102918 to 102919) that the council was required to pay.

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

**b) To approve all payments required in undertaking the council's business since the last meeting that are to be accounted for in the 2018-2019 financial year.**

The Clerk provided members with the Finance Report for April 2018 giving full details of all financial transactions undertaken since the 31st March 2018 which included the Bill payments, direct debits, transfers, income and cheque payments (vouchers 102920 to 102928) that the council was required to pay.

Two additional payments were required. £17.00 to CLCA for the LCR magazine subscription and £899.63 to Zurich municipal for the renewal of the insurance policy.

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

**c) To approve the Statement of Accounts for the financial year ended 31st March 2018.**

Clerk presented the statement of accounts which showed that the Council had year end balances of £54,532.58. Clerk advised that the Annual Governance Statement and Annual Accounting Statements which form part of the annual return to the external auditor will be presented to Council at the May meeting after receipt of the internal auditor's report as recommended by Mazars LLP, the new external auditor.

**Resolved** to approve the Statement of Accounts for the year ended 31st March 2018

**d) To receive the Bank Reconciliation for the financial year ended 31st March 2018.**

Clerk reported that the Bank Reconciliation, which had previously been verified by Cllr Jefferson as Chair of the Finance Committee, had been further verified to the HSBC bank statements prior to the meeting by Cllr Kath Nolan. This meets the requirement under regulation 2.2 of the Financial Regulations (2017) for a member, other than the Chairman or a bank signatory, to verify the bank reconciliation.

**e) To approve the use of Telephone Banking and Internet Banking as a payment method for Bill Payments to Skelton & Gilling Estates as per regulation 6.9 and 6.10 of the Financial Regulations (2017) adopted by the Council on 18/05/17.**

**Resolved.**

**f) To approve the use of Direct Debit as a payment method for invoice payments to Gbiz it as per regulation 6.7 of the Financial Regulations (2017) adopted by the council on 18/05/17.**

**Resolved.**

**171. TO CONSIDER PROPOSAL FROM COUNCILLOR KINGHAM THAT THE PARISH COUNCIL CONSIDERS DESIGNATING AS GREEN SPACE ANY AREAS OF THE PARISH THAT THE COUNCIL WISHES TO PRESERVE**

Cllr Kingham advised members that this issue had been brought to Council before and wanted to raise awareness that the Government was looking to release parks and green spaces for development and remind members that if any local areas needed protecting members should act now.

The Lingdale Wildlife Meadow on the former shaleheap had been prime building land before it started to sink and had subsequently been turned into a wildlife meadow and now had protection as a Local Wildlife Site.

Members also discussed the Lingdale Playing Field and park areas at Margrove Park and Charltons.

The RCBC local plan can provide protection for sites that are listed as green spaces and a Neighbourhood Plan, if developed, could be used to offer further protection from development.

**Resolved** to check the current designation of the Lingdale Wildlife Meadow and to investigate which other sites within the Parish have any special protection.

## **172. COMMITTEE REPORTS**

### **a) To receive minutes of Allotment Committee meeting held on 9th April 2018.**

Draft minutes from the meeting were tabled. No issues were raised.

Chair reminded members that the Parish Warden was available to carry out work in the villages within the Parish. Cllr Young advised that Lockwood View at Stanghow, which was a mental health charity, also offered their services to assist local groups.

### **b) To receive minutes of Finance, Personnel & Policy Committee meeting held on 12th April 2018.**

Clerk advised that the minutes had not yet been prepared and would be circulated at the next meeting. Clerk also advised that he was working on a four year finance plan from 2018/19 to 2021/22 which had been presented in draft form to the Finance meeting. The aim was to produce a balanced budget by 2021/22 and to demonstrate how the Council can meet its obligations and maintain an acceptable reserve. Salary costs needed to be updated once the new two year pay award is finalised and some cost savings still need to be found. The final version will be presented to full council later in the year.

### **c) To receive minutes of the GDPR working Party meeting held on 21st March 2018**

Draft minutes from the meeting were tabled.

Clerk advised that at the GDPR training for Councillors held at Skelton Civic Hall on Wednesday 18th April, Sue Bridges, Data Protection Officer for RCBC had ruled out providing a Data Protection Officer service for Town & Parish Councils as RCBC did not have the resources to commit to the role. Clerks had held a meeting with Garry Stonehouse from Gbiz it to discuss how our documents in the cloud and our websites are compliant with GDPR and he had offered to perform the DPO role for the TPC's that Gbiz support. Garry Stonehouse was to look at undertaking a training course to meet the requirements of being a DPO and Clerks were to investigate whether there would be any conflict of interest. This solution would have many benefits as IT solutions to GDPR issues would be rolled out to all local TPC's

## **173. TO RECEIVE REPORTS FROM MEETINGS OF OUTSIDE BODIES ATTENDED BY COUNCILLORS.**

a) Cllr Young had attended the Community Enhancement Forum where a talk had been given by a representative from the employment agency regarding volunteers working without losing their benefits. If someone on benefits wishes to offer their services as a volunteer, their benefits would not be stopped as long as they were still available to accept paid work if an opportunity presented itself.

## **174. PARISH MATTERS**

### **a) Clerk's report**

Clerk reported that local TPC (Town & Parish Council) Clerks had held a meeting with Garry Stonehouse from Gbiz it to discuss how our documents in the cloud and our websites are compliant with GDPR. The Google Cloud is automatically compliant. Storage of data is protected and transfer of all data is encrypted and stored randomly. Garry has offered to perform the DPO role for the TPC's that Gbiz support and was to look at undertaking a training course to meet the requirements of being a DPO. Clerks are to investigate whether

there would be any conflict of interest. This solution would have many benefits as IT solutions to GDPR issues would be rolled out to all local TPC's.

Clerk will be attending SLCC GDPR training at Guisborough Town Council on Tuesday evening (24th April) from 4-6pm

**b) Chairman's Report.**

Chair reminded members of the Freedom of the Parish awards ceremony at 7pm on Wednesday 25th April at which the RCBC Mayor and Mayoress would be present.

Arrangements for the Klondike Grand Prix were on track.

A litter pick was to be held in Lingdale on Friday 27th April starting from Lingdale Village Hall at 10.00am to ensure that the race route through the village was clear of litter. Cllr Clayton had arranged for an accordion player as part of the village entertainment. Bunting was to be put up next week by the Parish Warden and Cllrs Jefferson and Groves.

Cllr Henderson asked if there was any bunting for Margrove Park. Cllr Jefferson informed Cllr Henderson that there was bunting, t-shirts, medals and flags which should be with the Big Local representative for the village.

**c) Ward Councillor Reports.**

**Cllr Groves** reported that not all the potholes had been filled on Kilton Lane. Cllr Jefferson advised that although some potholes had been filled, a number still remained in a dangerous condition and so a meeting had been called with the Borough engineer to look at the problem.

**Cllr Davison** reported that Prospect Place had experienced a power failure on Wednesday 18th April which had been reported and fixed within 30 minutes.

**Cllr Kingham** reported issues with the road surface on the track leading to Grange Farm. Cllr Kingham also reported receiving a number of daily phone calls reporting to be from Microsoft or BT and warned fellow councillors to be wary of giving out any personal information to such calls.

**Cllr Clayton gave a report on behalf of Cllr Nolan** who had not attended the latest meeting of the Northern Area Forum. Cllr Nolan also wished to advise members that there were a number of empty houses in Charltons as residents were moving out due to trouble in the village.

**175. THE COUNCIL WILL NOW BE IN PRIVATE SESSION**

No items were discussed.

**176. DATE AND TIME OF NEXT MEETING**

- Annual Parish Assembly - Thursday 10th May 2018 at 7.00pm
- Annual Meeting of the Parish Council- Thursday 17th May 2018 at 6.30pm
- Parish Council Meeting - Thursday 17th May 2018 at 7.00pm

The meeting closed at 8.45pm

Signed: .....M.Jefferson, Chairman, Date 17/05/2018

Signed: .....Clerk to the Council, Mr M.P.Stone Date 17/05/2018