

LOCKWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 19th OCTOBER 2017 AT 7.00 PM AT LINGDALE VILLAGE HALL

PARISH COUNCILLORS PRESENT: Cllrs M.Jefferson (Chairman), A.Clayton, C.Kingham, K.Nolan, and S.Young.

MEMBERS OF THE PUBLIC: None

POLICE: None

OTHERS:

CLERK: Mr M.P.Stone

71. APOLOGIES FOR ABSENCE:- Apologies were received from Cllr M.Brown (working) and Cllr B.Hardy (Held up in traffic). No apologies were received from Cllr V.Davison, Cllr D.Healey, and Cllr P.Miller.

Clerk informed members that the position of Cllr Andrea Conroy had been terminated due to non attendance at meetings for more than six months. A Casual Vacancy had been advertised for the Charltons and Margrove Ward with a closing date of 3rd November for nominations to be received.

72. 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 Community Centre and The Big Local.

Cllr A.Clayton declared a non-pecuniary interest in all matters relating to Lingdale Village Hall.

73. REPRESENTATION FROM RESIDENTS

None.

74. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 21st SEPTEMBER 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.

75. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 21st SEPTEMBER 2017 – PROGRESS REPORTS ONLY.

Minute 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 62/46/34 Clerk reported that the Parish Council logo had not been incorporated on the Lingdale Village FC kit due to the additional printing cost which the club could not afford. Other sponsors had also been left off with only The Big Local on the shirts as main sponsors. Other ideas were being considered to reflect the Parish Council contribution including a one off shirt with the logo on which could be shown in a display case, a plaque which could be displayed in the changing rooms and including the logo on any official correspondence.

Resolved that the idea of a one off shirt which could be displayed in a case in the Village Hall be pursued with Lingdale Village FC.

Minute 62/46/37 Clerk reported that the Christmas Lights order had been delivered. Clerk had spoken with John Ward at Bouygues (RCBC lighting contractors) who has collected the lights ready for installation in Lingdale and Boosbeck next week. The lights will be returned to LPC for safekeeping when they are taken down in January.

Minute 62/52a) Clerk reported that work to convert 4 village entrance signs to low maintenance was still outstanding

Minute 62/52c) Clerk reported that a meeting had been held with Andy Roberts from RCBC at which a number of public space maintenance issues were discussed. Notes from the meeting were tabled for members. The following points were noted.

All general amenity grassed areas including football pitches were cut on a 15 working day cycle. Any areas that were missed should be reported as soon as possible whilst the team was still in the local area or the area would have to wait until the next cycle to be cut.

All public footpaths are cut annually following an agreed cutting cycle. Members noted that the footpath from Lingdale Playing Field to Stanghow was a very well used path so a meeting was to be arranged with Kevin Wilson to see if an additional cut can be arranged for next year. The possibility of partnership working with RCBC to tidy the footpath in the early summer as part of the RCBC Love It campaign was also discussed.

Work will take place to tidy Prospect Park as part of the Love It initiative on 8th November. Clerk to contact Andy Mollen or Kerry Mundy at RCBC to establish which salt bins are due to be replaced.

Better communication will be established between representatives of Lingdale Village FC and Andy Roberts at RCBC to improve issues relating to the playing surface of the football field. Andy Roberts agreed to help with labour and top soil if Lingdale Village FC were prepared to purchase turf to repair the goalmouths during the close season.

Claire Bognar was to check ownership of the properties at Chadderton Close, Boosbeck to establish the point of contact for resolving the issue of the steps being damaged by the wheelie bins.

Minute 63b Clerk tabled a copy of the response from the Council's insurers confirming that the Council as a corporate body and not any individual councillor would be liable to any claim for damages as a result of persons injuring themselves whilst attempting to climb the perimeter fencing around the Village Hall.

76. TO CONSIDER CO-OPTION OF KATE MURRAY TO FILL VACANT POSITION ON THE LINGDALE AND STANGHOW WARD

Clerk advised members that he had received an e-mail from Kate Murray withdrawing her interest in the position due to additional work commitments, but expressing a desire to reapply at some point in the future when her work commitments have receded. She also wished members to be reassured regarding her and her husband's intentions to restore and improve the church building on the crossroads so that it is no longer an eyesore.

77. CORRESPONDENCE RECEIVED

Members received the following:-

- a) Notice of general Meeting of CPRE North Yorkshire on Monday 16th October.

- b) Receipt of Financial Statements from Stanghow Residents Group to 31/08/17.
- c) Letter from RCBC re stopping up of Highways at Swindale Lane, Lockwood Beck.

Resolved that Lockwood Parish Council consent to the stopping up of Swindale Lane as identified on the plan attached to the request.

- d) North York Moors Local Plan – Current Thinking consultation.

The consultation included areas of Important Undeveloped and Community Spaces.

Charltons had been included in the proposed Settlement Hierarchy. No important undeveloped spaces had been identified but 4 community spaces had been identified at Charltons.

Deadline for responses is 24th November 2017 so members were asked to look into the documents in more detail and feed any comments back to the next meeting.

78. REQUESTS FOR FINANCIAL ASSISTANCE

- a) Moorsholm Memorial Hall re Christmas Tree

Members considered the small grant application form which had been submitted requesting a grant towards the costs of an illuminated Christmas Tree outside Moorsholm Memorial 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.

- b) Great North Air Ambulance

Members considered the letter received from the Great North Air Ambulance requesting a donation. Clerk advised that Council had made a donation of £50 last year and £100 the previous year.

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

79. 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 October 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 102895 to 102900) that the council was required to pay.

Clerk advised that the cheque for £580 had not yet been paid to Boosbeck Village Hall as they still do not have a bank account.

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

- b) **To approve the Statement of Accounts for the half-year ended 30th September 2017.**

Members **resolved** to approve the Statement of Accounts.

- c) **To receive the Bank Reconciliation as at 30th September 2017.**

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.

- d) **To receive the Budget Variance Statement as at 30th September 2017.**

Members received the Budget Variance Statement. Clerk advised that the cost of the defibrillator project showed as -£9,625 to expenditure budget and the grant income received showed as a positive variance to the income budget of £6,100. The net cost was to be taken from Council reserves.

- e) **To approve and accept the annual return for the year ended 31 March 2017 along with the external auditor's certificate following completion of the audit by BDO.**

Clerk advised that a clean audit had been received from BDO with no issues raised.

Resolved to approve and accept the annual return and the external auditor's report.

f) To approve the use of BACS as a payment method for payments to Skelton DIY Ltd as per regulation 6.9 of the Financial Regulations (2017) adopted by the council on 18/05/17.

Resolved to approve.

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

Clerk presented members with an updated report on the current state of the project. Funds were currently outstanding from Boosbeck Village Hall and Lingdale Village Hall.

All five devices have been registered with manufacturer to increase the warranty from 7 years to 10 years and have been registered with the North East Ambulance Service. All five devices are now fully operational.

All cabinets are being checked weekly by Parish Warden, logged and reported monthly to the Ambulance service to keep the cabinets active on their systems.

An article has been sent to Coastal View for publication in the next edition.

Copy has been sent to Wel Medical for the production of 2,000 information leaflets which will be distributed to homes in Stanghow, Lingdale, Boosbeck, Margrove Park and Charltons. Two Defibrillator Awareness sessions have been arranged in conjunction with the North East Ambulance Service for Wednesday 29th November 2017 at Lingdale Village Hall from 2-4pm and at Margrove Park Village Hall from 6-8pm. All bookings must be made through the Parish Council office. The dates had been advertised in the Coastal View article and on the information leaflets.

81. TO CONSIDER ADOPTION OF POLICIES AS RECOMMENDED BY THE FINANCE, PERSONNEL AND POLICY COMMITTEE

a) Health & Safety and Lone Working Policy

Resolved to adopt this policy as presented.

b) Social Media Policy

Clerk reported that concern had been raised by a member of the Council who was not present that the policy would prevent that member from speaking their mind on their personal facebook account. Clerk believed that all members should follow the code of conduct and the proposed Social Media Policy at all times as, even when posting on a personal social media account, members of the public still relate to the fact that members are councillors and so expect higher standards of behaviour. Clerk offered to make additional enquiries to clarify this understanding and report back to the next meeting.

Resolved to defer adoption of the policy pending clarification of the impact of posting on personal social media accounts.

82. TO CONSIDER THE LOCAL GOVERNMENT BOUNDARY COMMISSION ELECTORAL REVIEW OF REDCAR AND CLEVELAND WARDING ARRANGEMENTS.

Resolved to request that the RCBC Lockwood Ward boundary is brought back in line with the Lockwood Parish Council boundary. This will remove the confusion caused by the current set-up where the Lockwood Parish Council area is made up of the entire Lockwood Ward and half of the Westworth Ward.

83. TO APPOINT AT LEAST ONE COUNCILLOR (UP TO A MAXIMUM OF THREE COUNCILLORS) TO SERVE ON THE LINGDALE VILLAGE HALL MANAGEMENT COMMITTEE

Clerk reported that following the resignation of Gloria Robinson as a councillor and the resignation of Cllr Chris Kingham from the Lingdale Village Hall Management Committee, the committee now only had four members which was causing issues with quoracy at meetings. The constitution stated that at least five members of council should be part of the Management Committee, along with up to two non councillors.

Resolved that Cllr Sandra Young be appointed to the Lingdale Village Hall Management Committee on a proposal by Cllr A.Clayton, seconded by Cllr M.Jefferson. Steps would also be taken to attract two non councillors to the committee.

84. TO CONSIDER PLANNING APPLICATIONS

- a) R/2017/0675/FF
PROPOPSAL:RAISING THE HEIGHT OF GARAGE ROOF BY 900MM
LOCATION: 22 WAND HILL, BOOSBECK, TS12 3AW
APPLICANT: MR T DAVISON

Resolved that Lockwood Parish Council have No Objections to the application.

- b) R/2017/0682/FF
PROPOPSAL:DORMER EXTENSIONS TO FRONT ELEVATION
LOCATION: 6 WHARTON PLACE, BOOSBECK, TS12 3AH
APPLICANT: MR K DALE

Resolved that Lockwood Parish Council have No Objections to the application.

- c) NYM/2017/0505/MEIA

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.

85. COMMITTEE REPORTS

- a) **To receive a report on Allotment Committee meeting held on 9th October 2017.**

Draft minutes were tabled at the meeting. Clerk advised members that the Allotment Committee had resolved to increase all allotments rents by 5% with effect from 1st October 2018. Members resolved to endorse this decision. The new shipping container would be delivered to the Parish Compound week commencing Monday 6th November by Cleveland Containers who would take away the old container at the same time.

- b) **To receive a report on the Finance, Personnel and Policy Committee meeting held on 12th October 2017.**

Draft minutes were tabled at the meeting.

Clerk advised members of the new General Data Protection Regulations (GDPR) which come into force from May 2018 and which were likely to have both resource and cost implications due to the amount of work involved to identify and amend all necessary procedures and documentation to ensure compliance as well as the need to appoint a Data Protection Officer (DPO). A number of Legal Briefings had already been published by NALC on the subject as more of the requirements become clear. All local Town & Parish Clerks were working together on the issue and had requested specific support (such as standard wording for use on common documents) from NALC, tailored to the requirements of small town and Parish Councils with limited resources and limited budgets. The County Durham and Cleveland County Training Partnership were hosting two training sessions for Clerks and Councillors at Spennymoor Town Hall on 1st November which would be attended by the Clerk and Cllrs Clayton and Young. Clerk would report back to Council when more is known of the specific requirements that LPC would need to implement to comply with the regulations.

86. PARISH MATTERS

a) Clerk's report

Clerk advised that he was on holiday next week from 23/10 until 27/10 and was taking a lieu day on Monday 30th October so the Parish Council office would be closed until Tuesday 31st October.

Clerk advised members that Virgin Media plans to cable Boosbeck and Lingdale had been shelved for the foreseeable future, partly due to rising costs of the project and not helped by the low demand evidenced by registrations of interest from the local community.

b) Chairman's Report.

The Chair reported that John Stonehouse had asked him to organise a grand opening for his new upstairs restaurant at The Tavern. The Mayor of Redcar & Cleveland had accepted an invitation to attend the event on Friday 10th November at 7pm which would include a free carvery. All Councillors and their partners were invited. Chains of Office would be worn.

A young gentleman from Lingdale had been introduced to the Street Eats project by an agency as a volunteer. Chair requested permission from members to explore with the agency the possibility that the young man could carry out some voluntary work alongside our Parish Warden when he required additional resource on some of his work. Members agreed to allow the Chair to explore the possibilities and report back to a future meeting.

The presentation of awards for this year's Northumbria in Bloom 'Its Your Neighbourhood' would take place at Gateshead on Wednesday 1st November.

Chair circulated a menu for a Christmas meal at the Royal George in Skelton. Responses along with date and menu choices would be required by Friday 3rd November. All members would be required to pay for their own meals.

c) Ward Councillor Reports.

Cllr Clayton had attended the launch of the South Tees Regeneration Master Plan. Work would commence next year on the 25 year plan. The area included stretched from Coatham Sands to South Bank.

Cllr Kingham reported that RCBC were upgrading Back Lane at Moorsholm.

Cllr Nolan reported a police presence at Charltons due to a number of night time burglaries. A number of houses in the village were for sale and new people were moving into the village. Concern had been raised over the shaking of houses caused by the seismic testing carried out by Sirius Minerals. Residents were seeking a meeting with Sirius Minerals to gain assurances about future drilling. Clerk would contact Heather King for an update.

87. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

No items were discussed.

88. DATE AND TIME OF NEXT MEETING

Parish Council Meeting - Thursday 16th November at 7.00pm

The meeting closed at 9.00pm

Signed:M.Jefferson, Chairman,

Date 16/11/2017

Signed:Clerk to the Council, Mr M.P.Stone Date 16/11/2017