

## LOCKWOOD PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 21st SEPTEMBER 2017 AT 7.00 PM AT LINGDALE VILLAGE HALL

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

**MEMBERS OF THE PUBLIC:** None

**POLICE:** None

**OTHERS:**

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

**58. APOLOGIES FOR ABSENCE:-** Apologies were received from Cllr A.Conroy (School open evening), Cllr B.Hardy (Held up in traffic), Cllr C.Kingham (Holiday) and Cllr K.Nolan (Holiday).

#### **59. TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY, PECUNIARY AND NON PECUNIARY INTERESTS.**

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

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 P.Miller declared a non-pecuniary interest in all matters relating to Boosbeck Village Hall.

Cllr D.Healey declared a non-pecuniary interest in all matters relating to Boosbeck Village Hall.

#### **60. REPRESENTATION FROM RESIDENTS**

None.

#### **61. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 20th JULY 2017.**

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.

#### **62. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 20th JULY 2017 – PROGRESS REPORTS ONLY.**

**Minute 46/17/163** LLO Noticeboard - Clerk reported that advertising consent had been granted by RCBC, the noticeboard was now in place and an unveiling ceremony hosted on Monday 4th September attended by the Mayor of R&C.

**Minute 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 46/34** Clerk reported that the Parish Council logo has been incorporated on the Lingdale Village FC kit.

**Minute 46/37** Clerk had spoken to David Murphy at Lite who had confirmed that our Christmas Lights order should be completed this week and despatched for delivery early next week. Clerk had also spoken with John Ward at Bouygues (RCBC lighting contractors) who

will collect lights for installation in Lingdale and Boosbeck. Andy Mollen at RCBC had also been informed.

**Minute 47.** Clerk now has a copy of the Track & Field Project insurance policy which shows £1,000,000 public liability cover in place for benches on the track until 18/03/18.

**Minute 51** Xerox had confirmed that we are on a Primary Rental period and contracted until 31/5/18 and would be charged rental up until that date for any early cancellation of the contract. Clerk advised that we will give 90 days notice to cancel the contract as at 31/5/18 on or before 28/2/18.

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

**Minute 52b)** Clerk reported that he had not received any pictures or locations of any salt bins in poor condition. Chair reported that he is liaising with RCBC and has been advised that the salt bins are to be replaced across the area. Chair also requested that new salt bins are set on paving slabs to prevent discolouration of grassed area around the bins.

**Minute 52c)** Clerk reported that he had difficulty arranging a meeting with Andy Roberts/Claire Bognar/Steve Kay and Mike Jefferson due to holidays and unavailability. The meeting will now take place on Tuesday 17th October at 10.30am and will look at RCBC responsibilities for grass cutting and other issues for 2018. Clerk advised that he now has maps showing the Coast & Country areas of responsibility for Lingdale.

**Resolved** that similar maps be requested for Boosbeck.

### **63. CORRESPONDENCE RECEIVED**

#### **Members received the following:-**

a) Letter from Post Office re Local Public Consultation Decision for Boosbeck. The Parish Council's response was the only response to the consultation. The new post office service was now operational in Boosbeck and no complaints had been received from members of the public.

b) Letter from Cllr Kingham resigning from Village Hall Management Committee over palisade fencing around Village Hall.

Clerk reported that an incident had been reported to Chair & Warden of youths climbing on the roof of the Village Hall. Chair/Clerk and Warden had looked at the possible access points and believe that the gate adjacent to the low roof on the right front of the building allows persons to climb on the gate to access the low roof which is clearly dangerous.

As a result of this incident and the conclusion as to where the access was gained, the Parish Warden has applied anti-vandal paint to the top of the gate and erected an anti vandal paint warning sign at eye level on the gate itself.

Clerk had reported the incident and the action taken by the Parish Council to RCBC who have forwarded to their buildings insurers who replied with some standard guidance.

Clerk was also seeking clarification from our own insurers in terms of public liability around any injury sustained by persons either on the fencing or through climbing on the roof.

c) Parish Councillor Expression of Interest from Kate Murray.

Clerk tabled a copy of the e-mail received earlier that day from Kate Murray.

**Resolved** to invite Kate Murray to attend the next meeting of the Parish Council to address members and answer any questions before members take a decision on co-option to fill the vacant position on the Lingdale and Stanghow Ward.

### **64. REQUESTS FOR FINANCIAL ASSISTANCE**

a) Boosbeck Community Centre (retrospective application)

Clerk advised that the original application had been posted to the old Parish Council address but had been returned to sender by the Post Office due to underpaid postage.

Cllr Young asked what contribution the applicant was making to the event as the application form implies that a grant is being requested to cover all costs. Cllr Healey advised that total costs for staging the event were around £1,500 and only £580 of those costs was being requested from the Parish Council.

Clerk advised that Council had spent £530 of the £2,000 budget in 2017/18

Cllr Jefferson stated that the Parish Council should continue to support the Village Halls and Community Centres within Lockwood and proposed that the full award of £580 be made to Boosbeck Community Centre. This was seconded by Cllr Young.

**Resolved** to award a grant of £580 under section 137 of the Local Government Act 1972.

Cheque would be handed over once the bank account had been set up.

b) Boosbeck Over 40's

Clerk advised that this was a grant which had been given as part of the Council's Christmas grant program in recent years.

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

## 65. 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 Reports for August and September 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 102885 to 102894) that the council was required to pay.

Clerk advised that a go-pro body camera had been purchased for the Parish warden to wear when out working alone. A risk assessment of potential situations the warden could find himself in when working alone had been carried out. As an employer the Parish Council has a duty to protect its employees from any potential harm from members of the public and so the camera had been purchased on safety grounds at a cost of £170.41 +vat

The Wel Medical invoice for £11,550 (including vat) for purchase of the 5 defibrillator packages had been paid on 17/08/17.

The £50 cost of catering supplied by Lingdale Tavern was now to be paid to the Clerk as expenses as Clerk had been asked to pay on collection and so had used his personnel visa card.

Clerk advised that the Allotment Committee had looked at three quotes for the purchase of a new 20ft shipping container to replace the old rusty container in the Parish Compound. The new container would be purchased from Cleveland Containers at a cost of £2,150 +£50 for the padlock and £140 for delivery. Total cost would be £2,340+vnt = £2,808. Cleveland Containers would dispose of the old container free of charge and delivery was scheduled for week commencing Monday 6th November. Cllr Jefferson commented that whilst we are asking tenants on our allotments to adhere to certain standards we have to ensure that Parish Council land and assets is also maintained at an acceptable standard and at present the Parish Compound falls below that standard.

**Resolved** to proceed with the order from Cleveland Containers at a cost of £2,340+vnt

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

## 66. TO RECEIVE AN UPDATE ON THE PUBLIC ACCESS DEFIBRILLATOR PROJECT

Clerk gave the following report. Funds had been received from The Big Local, RCBC, Charltons Community Centre, Stanghow Community Centre. Funds were currently

outstanding from Boosbeck Village Hall, Margrove Park Village Hall and Lingdale Village Hall.

5 Defibrillators and cabinets had been received on 3rd August 2017.

AEP (NE) (Village Hall electrical contractors) had been asked to install the cabinets at cost of £160+vat per unit. There was a delay in installation due to AEP having a full work schedule in schools during the summer holidays.

4 cabinets at Stanghow, Lingdale Pharmacy, Boosbeck and Charltons were installed on Tuesday 19th September. Clerk and Parish Warden installed the defibrillators on Wednesday 20th September. All four devices have been registered with manufacturer to increase the warranty from 7 years to 10 years and also registered with the North East Ambulance Service. All four devices are now operational.

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

There had been some problems with registering for the Guardian Vigilance system as the system requires unique e-mail for each package and we require one e-mail as Parish Council is maintaining all cabinets. Wel Medical's IT support team were due to call on Friday to rectify the problem.

Clerk had contacted SLCC (Society of Local Council Clerks) advisory service over concerns that the Council would not be able to reclaim vat on the part of the Wel Medical invoice for which funds were received from outside bodies. Advice had been received from the SLCC confirming the Clerk's view that vat could be reclaimed on the whole invoice as all the defibrillators remained the property of the Parish Council, would appear on the Council's asset register and would be maintained by the Parish Council. The beneficiaries of the defibrillators would be any member of the public in need of a defibrillator not the organisations would had contributed to the costs or awarded grants.

Outstanding issues were as follows:-

Re-arrange installation of cabinet at Margrove Park as timing was not convenient for Jackie Henderson on Tuesday.

Produce copy for the information flyers

Need to arrange training sessions with North East Ambulance Service.

Waiting for guidance from SLCC advisory team on the vat element of the invoice.

*Cllr Miller left the meeting.*

## **67. COMMITTEE REPORTS**

### **a) To receive a report on Allotment Committee meeting held on 11th September 2017.**

Draft minutes had been circulated. Cllr Jefferson reported that the Best Allotment Awards evening on Friday 15th September had been very successful with Mr Darren Bennison once again winning the Best Allotment award. Moorsholm Allotments had won a gold in the Northumbria in Bloom awards.

### **b) To receive a report on Planning Committee meeting held on 14th September 2017.**

Draft minutes were tabled at the meeting.

Cllr Clayton reported that the meeting had been held to discuss an application for a single storey extension on the eastern elevation and a carport with balcony on the western elevation at The Woodyard, Margrove Park. The applicant had been due to attend the meeting but was

unable to do so. The meeting had resolved that the Council had No Objections to the application.

A new application had been received the previous day (**R/2017/0601/RS**) for a proposed joinery workshop including offices at The Warren Workshop, Margrove Park for Traditional Beams. Members considered this application and **resolved** that the Parish Council had 'No Objections' to the application.

**c) To receive a report on the Village Hall/Community Buildings Event held at Shotton Hall, Peterlee on 7th September 2017.**

Clerk reported that himself and Cllr Clayton had attended the event which had proved to be very useful. Comfort was taken from a number of matters which were discussed where our procedures were now in place and working correctly, however Clerk had identified 16 items which either needed to be checked to ensure that we were using current guidelines or where action needed to be taken to ensure compliance. A number of matters related to regular users of the Village Hall and so Clerk would be writing a letter to all of our regular users to tackle the issues raised. Examples included a new accident book with tear off portions to protect people's identity (Data Protection), hirers contents not insured under the Council's policy if stored in the Village Hall and ensuring that keyholders do not have the Village Hall address on the keyfob.

## **68. PARISH MATTERS**

**a) Clerk's report**

Clerk advised that he had currently accrued 7.25 hours in lieu time due mainly to the Allotment Awards evening and an evening Planning Committee meeting.

Clerk advised on the following incidents which had occurred during the summer recess.

**Monday 31st July** - Found guttering at rear of LVH on floor. Suspect someone had accessed roof looking to steal guttering. All guttering clips were intact. Only damage was to downpipe. Cost £70 to refit.

**Tuesday 8th August** - External gate and padlocks taken from a plot on the Lingdale Playing Field allotment site and all windows smashed in shed and greenhouse

**Monday 14th August** - Greenhouse frame stolen from allotment plot on Lingdale Playing Field allotment site.

**Monday 14th August** - advised that the Heritage Park Mining Feature had been daubed with paint. RCBC had jet washed the site to remove most of the paint but the clean up is not perfect and the site now needs repainting. Incident had been reported to the Police.

**Monday 18th September** - advised of damage to Little Moorsholm Noticeboard Perspex sheets in both doors damaged. Doors removed and notices taken out waiting repair/replacement perspex sheets. Incident had been reported to Police.

Clerk reported that due to events that had occurred during the summer, he was looking at producing a Lone Working Policy and Social Media Policy to present to the next Finance, Personnel and policy meeting with a view to having them adopted by Full Council.

New stickers had been applied to all the dog glove bins with the Parish Council logo stating 'Supplied and Maintained by Lockwood Parish Council'.

**b) Chairman's Report.**

The Chair reported that the feature noticeboard outside the Village Hall was now in place thanks to funding from The Big Local. Each Big Local village was entitled to a similar feature and so the Chair requested that Cllrs from Boosbeck, Charltons and Margrove Park should

think about what they would like in their villages with a view to making an application for funding to The Big Local.

Chair reported that there had been a break in at Lingdale Primary School where a number of bikes were stolen.

Chair reported that he had held meetings with Housing Association representatives and the police to discuss upkeep of property and damage caused in the village. It was hoped that the meetings would become a regular event.

**c) Ward Councillor Reports.**

**Cllr Young** reported that Stanghow had won Gold in the Northumbria in Bloom awards and had been awarded Best Small Village. Arthur Murray had also received a special award.

Various types of fly-tipping had been reported at the Aerials on Stanghow Ridge Road.

**Cllr Brown** reported that loose paving slabs had been causing problems at Chadderton Close in Boosbeck. The problem was being caused by RCBC operatives bouncing wheelie bins down the steps. RCBC had been contacted and had repaired the steps, only for the same problem to arise on bin collection day last week. Cllr Brown to provide details so this item can be added to the agenda for the meeting with Andy Roberts in October.

Rubbish had been dumped at the Boosbeck end of Jenny Frisk Lane.

Asbestos had now been collected from the Cleveland Street footpath at Hobdale Allotments.

Extra parking spaces were required at Brookside as ruts were being cause in the grass where the refuse collection lorry was having to run over the grass to avoid parked cars. It was suggested that Cllr Brown arrange a meeting with lesley Conroy from Coast & Country to see if extra parking spaces could be provided.

The stone wall on the approach to Skelton Green had been damaged and was in need of repair.

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

No items were discussed.

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

Parish Council Meeting - Thursday 19th October at 7.00pm

The meeting closed at 8.57pm

Signed: .....M.Jefferson, Chairman, Date 19/10/2017

Signed: .....Clerk to the Council, Mr M.P.Stone Date 19/10/2017