

LOCKWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 25th JANUARY 2018 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: Jackie Henderson and Alan Groves (To be co-opted onto Council)

CLERK: Mr M.P.Stone

106. APOLOGIES FOR ABSENCE:- No apologies were received from Cllr M.Brown, Cllr V.Davison, Cllr B.Hardy, Cllr D.Healey and Cllr P.Miller.

107. 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.

108. REPRESENTATION FROM RESIDENTS

None.

109. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 16th NOVEMBER 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.

110. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 16th NOVEMBER 2017 – PROGRESS REPORTS ONLY.

Minute 93/75/62/46/22a 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. Clerk advised that he now believed that Andy Mollen was not currently at work and so would chase up the request with Mike Greene.

Minute 98 Clerk reported that Defibrillator leaflets had now been distributed to all households in the villages with Defibrillators. Two Defibrillator Awareness sessions had been run by North East Ambulance Service at Lingdale Village Hall and Margrove Park Village Hall. All financial contributions had now been received so the net cost to the Parish Council for the purchase of the defibrillators was £3,525.

Minute 99 Clerk reported that the Christmas gift books for schools were purchased at a cost of £292.89 and individually wrapped. Members of Council and Clerk visited both Lockwood and Lingdale Primary Schools in the two weeks before Christmas to present the books to the children. A short report with pictures had been sent to Coastal View for publication in the next edition due out 24th January.

Minute 101 Clerk reported that a response had been submitted concerning the public right of way claim in Lingdale detailing comments agreed at the last meeting. No further communication had been received.

Minute 103 Cllr Young asked about the new office opening hours. Clerk confirmed that the new office hours had been in operation since 2nd January. A new sign had been erected outside the Village hall showing the office hours and posters inside the hall had been changed. Stationery was being amended as necessary. It was too early to say if closing the office at 12.30pm would have a major impact on the Clerks output but the early signs were that having two uninterrupted hours every afternoon was helping and allowed the Clerk to plan certain more complex jobs for the afternoon period.

111. TO CONSIDER CO-OPTION OF JACKIE HENDERSON TO FILL THE VACANT POSITION ON THE CHARLTONS AND MARGROVE PARK WARD

Jackie Henderson introduced herself to the members present and then answered questions from the members.

112. TO CONSIDER CO-OPTION OF ALAN GROVES TO FILL THE VACANT POSITION ON THE CHARLTONS AND MARGROVE PARK WARD

Alan Groves introduced himself to the members present and then answered questions from the members.

Jackie Henderson and Alan Groves both left the meeting.

Members considered the candidates for the two vacant positions.

Resolved to co-opt Jackie Henderson to serve as Parish Councillor for the Charltons and Margrove Park Ward on Lockwood Parish Council. (Proposed Cllr Young, Seconded Cllr Clayton, carried unanimously)

Resolved to co-opt Alan Groves to serve as Parish Councillor for the Lingdale and Stanghow Ward on Lockwood Parish Council. (Proposed Cllr Young, Seconded Cllr Clayton, carried unanimously)

113. CORRESPONDENCE RECEIVED

Members received the following:-

- a) Letter of thanks and receipt received from Gwen Skidmore re Boosbeck Over 40's Christmas Grant.
- b) Letter from RCBC confirming date of hearing at Teesside Magistrates Court re stopping up of Swindale Lane at Moorsholm.
- c) E-mail from Minerals and Waste Joint Plan Team with notification of submission of the Minerals and Waste Joint Plan.
- d) Letter from North York Moors National Park Authority re Community Grant 2018/19. Flyers were passed on to Cllr Nolan.
- e) E-mail re proposed closure of Red Cross Office at Saltburn. Cllr Young suggested that Lingdale Youth centre might be a suitable venue.
- f) E-mail re Great British Spring Clean 2018 national event. Clerk advised that a Litter pick had been arranged in Lingdale for Friday 23rd February. Cllrs from other areas of the Parish were advised to contact Claire Bognar if they wished to arrange a litter pick in their villages.
- g) E-mail confirming withdrawal of Stanghow from all In Bloom Competitions in 2018. Cllr Young advised that June and Arthur Murray had stood down from the

Stanghow Residents Association and that there would be an AGM for the Residents Association on 8th February. Chair commented that both June and Arthur Murray had contributed a lot of hard work through the Residents Association to Stanghow's In bloom efforts over the years and so the Parish Council's thanks for their efforts should be duly noted. Clerk confirmed that the Parish Council will be seeking repayment of the £35 entry fee for the 2018 Northumbria In Bloom competition.

- h) E-mail received from CLCA re Local Government Finance Settlement. Clerk advised that this confirmed that the Government did not intend to apply the referendum principles to Parish Council precept increases for a further 3 years.
- i) Letter of thanks and receipts received from Charltons Community Centre re Christmas Grant.

114. REQUESTS FOR FINANCIAL ASSISTANCE

None.

115. 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 December 2017 and January 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 102908 to 102913) that the council was required to pay.

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

b) To receive the Bank Reconciliation as at 31st December 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.

c) To receive the Budget Variance Statement as at 31st December 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. All other budget headings which were in deficit were overspent by less than £200 and all were explained.

116. TO CONSIDER THE PURCHASE OF A LARGE PLANTER FOR THE LITTLE MOORSHOLM ROUNDABOUT USING REMAINING FUNDS IN THE 2017-2018 IN BLOOM BUDGET.

Clerk advised that there was £1,782.25 remaining in the 2017-18 In Bloom budget due mainly to local groups not participating in the 2017 competitions. Members had previously provisionally agreed to use this money to purchase a planter for Little Moorsholm.

Chair had asked Godbold Blacksmiths at Egton to draw up a design and costing based on a Hay Cart planter to reflect the farming heritage of the area. The design was circulated along with the cost of £2,745 +vat. Chair advised that he had secured £1,500 of funding from The Big Local towards the project. Members felt that whilst other villages had received significant investment from the Parish Council in recent years, Little Moorsholm had received nothing and so felt it was appropriate that remaining In Bloom funds should be put towards a feature Hay Cart planter, which would sit on the Little Moorsholm roundabout.

Clerk advised that Chair would need to check that the Big Local would be happy for the funds to come to the Parish Council. The Parish Council would then purchase the planter and it would be added to the Parish Council's asset register and would be solely the Parish Council's responsibility.

Resolved that the Parish Council would fund up to a maximum of £1,782 towards the cost of the planter subject to agreement being received from the Big Local for their contribution to be passed on to the Parish Council

117. TO RECEIVE AN UPDATE ON THE GENERAL DATA PROTECTION REGULATION (GDPR) AND CONSIDER THE COUNCIL'S CURRENT POSITION ON THE APPOINTMENT OF A DATA PROTECTION OFFICER (DPO).

Clerk tabled a summary report detailing offers received from Redcar & Cleveland Borough Council and Billingham Town Council, both of which were initially looking for a salary contribution, although no specific costs had, as yet, been supplied by any organisation.

Clerk also advised that Cllr Kingham had submitted a proposal to form a committee to look specifically at the issues around the GDPR and the appointment of a DPO which would be presented to the next meeting on 15th February 2018.

Members agreed that a salary contribution could result in the Parish Council paying too much for the service, relative to the amount of work required and that a service level agreement that allowed the Council to pay on a job by job basis would be the better option as long as the resource was available to the Council when it was required. It was also accepted that there may be more work involved in the 1st year to ensure that correct procedures were in place so 1st year costs may be greater than subsequent years.

118. TO CONSIDER USING VOLUNTEERS TO WORK WITH THE COUNCIL'S EXISTING RESOURCES ON SPECIFIED WORK AROUND THE PARISH

Chair advised that Council had the opportunity to use a small number of volunteers to assist with work around the Parish. Clerk had checked with the Council's Insurers who had advised that there were no restrictions on such activity, although appropriate training should be given if volunteers are using power tools and they should have the relevant licence or certificate to use chainsaws. Council would need to provide appropriate training, protective work wear and do a risk assessment for each job. Insurers also advised that the Council keep a register with the names of volunteers who should also sign to say they have understood any training or instructions given for any job they are assisting with.

Resolved to allow the use of volunteers as long as they did not use any power tools, were fully supervised at all times and had completed all the necessary paperwork. Clerk to set up registration form for volunteers to complete and a job sheet for the volunteer to sign on the day of the work. Risk Assessments would also be completed for each task.

119. TO CONSIDER PLANNING APPLICATIONS

a) R/2017/0877/FF

PROPOSAL: DEMOLITION OF EXISTING CONSERVATORY AND REPLACE WITH SINGLE STOREY EXTENSION AT FRONT.

LOCATION: WELL FARM, LOW STANGHOW ROAD, STANGHOW, TS12 3JY

APPLICANT: MR & MRS ANTHONY MYERS

Clerk advised that due to the full council meeting being postponed last week, the deadline for responses had now passed. As no objections had been received from Councillors, a 'No Objection' response had been submitted to RCBC.

120. TO CONSIDER NOMINATIONS FOR BUCKINGHAM PALACE GARDEN PARTY ON 15th MAY 2018

Resolved that Mike Jefferson be nominated to represent Lockwood Parish Council in the ballot. (Proposed by Cllr A Clayton, Seconded by Cllr S.Young)

121. COMMITTEE REPORTS

a) To receive a report on the Village Hall Management Committee meeting held on 13th December 2017.

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

b) To receive a report on Allotment Committee meeting held on 8th January 2018.

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

c) To receive a report on the Finance, Personnel and Policy Committee meeting on Thursday 11th January 2018.

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

Clerk explained that the committee had agreed a budget which would be recommended to full council for approval at the next meeting on 15th February 2018.

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

Cllr Kingham tabled a feedback report from the RCBC Governance committee held on 21st November 2017. A discussion took place around proposals to change the criteria on which Councillors are disqualified from holding office. Feedback from the Governance Committee was to be sent to the DCLG as part of a review of the criteria.

123. PARISH MATTERS

a) Clerk's report

Clerk advised that he had reported 6 tyres which had been dumped on Kilton Lane.

The Grant application submitted to Sirius Minerals Foundation on behalf of Lingdale Village Hall to allow replacement of the Fire Exit doors at the rear of the main hall had been successful. Grant acceptance forms had been returned and we were now waiting for payment of the money.

Clerk and Cllrs Clayton and Young had attended a Village Halls Conference organised by the Tees Valley Rural Community Council (TVRCC) at Saltburn on 25th January.

Clerk and Parish Warden were due to attend a Local Community Advisory Service (LCAS) seminar at Peterlee on Wednesday 1st February which was looking at Accident and Claims reviews, Risk Assessments, Lone Working and Safeguarding.

b) Chairman's Report.

The Chair reported that the Klondike Grand Prix would take place on Sunday 29th April 2018. A meeting was being held at Sunnyfield House, Guisborough on Thursday 1st February to explain about funding which was available to support Community groups putting on entertainment for the event.

A Back to work hub, supported by the Big Local, was being launched in Skinningrove in February.

c) Ward Councillor Reports.

Cllr Young reported that Stanghow Community Centre had received £5,000 from the Sirius Minerals Foundation and the Stanghow Residents Association had received £1,000

Cllr Kingham reported that Sirius Minerals had held a meeting with residents in Moorsholm.

Cllr Nolan reported that she had now retired from the Management Committee at Charltons Community Centre and had also stepped down from the Tees Valley Wildlife Centre. No feedback had been received following the meeting held with Sirius Minerals. A dog waste bin in the village which had been removed has now been replaced. Reports had been received that the Council run bus service which serves the village had recently missed the village out.

124. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

No items were discussed.

125. DATE AND TIME OF NEXT MEETING

Parish Council Meeting - Thursday 15th February at 7.00pm

The meeting closed at 9.13pm

Signed:M.Jefferson, Chairman, Date 15/02/2018

Signed:Clerk to the Council, Mr M.P.Stone Date 15/02/2018