

LOCKWOOD PARISH COUNCIL

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

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

MEMBERS OF THE PUBLIC: 1

POLICE: None

OTHERS: Graeme Aldous (Moorsholm Memorial Hall)

CLERK: Mr M.P.Stone

46. APOLOGIES FOR ABSENCE:- Apologies were received from Cllr M.Jefferson. No apologies were received from Cllrs B.Hardy, D.Healey and P.Miller.

47. 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 K.Nolan declared a non-pecuniary interest in all matters relating to Charltons and to The Big Local.

Cllr S.Young declared a non-pecuniary interest in Stanghow Residents Group.

48. REPRESENTATION FROM RESIDENTS.

None.

49. REQUESTS FOR FINANCIAL ASSISTANCE

Moorsholm Memorial Hall re Moorsholm Show.

Graeme Aldous, Vice-Chairman of Moorsholm Memorial Hall, addressed the meeting explaining to members that the Moorsholm Show was a large event staged on the last Saturday in August each year to raise funds for the Memorial Hall. The show schedule had started out as a single sheet and was now an ambitious 24 page booklet. 300 copies were produced at a cost of £180 which were distributed to every house in the community as well as through local groups and at outlets such as the Danby Show. The Parish Council had supported the cost of producing the schedule for the last four years and in return had received recognition on every page of the schedule, as well as an advert on the back page. Graeme Aldous acknowledged that the Clerk had advised him that the grant budget had been cut this year and that Council had agreed that grants to local groups would be limited to £50. Members discussed the application for a grant of £180 and noted that the policy previously agreed was that with a smaller grant budget and in order to be fair to all groups applying for small grants, all applicants would receive £50.

Cllr Kingham asked if a higher grant could be given in recognition of the advertising the Parish Council received in the publication.

Cllr Clayton proposed that a grant of £100 be awarded, seconded by Cllr Kingham.

Cllr Henderson proposed that a grant of £50 be awarded, seconded by Cllr Brown

Resolved to award Moorsholm Memorial Hall a grant of £50 under section 137 of the LGA 1972 by five votes to two.

Graeme Aldous left the meeting.

50. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 21st JUNE 2018.

Approval of the minutes was proposed by Cllr K.Nolan, seconded by Cllr A.Groves and accepted by the members present as a true record.

51. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 21st JUNE 2018 – PROGRESS REPORTS ONLY.

Minute 35 Clerk advised that Sue Jeffrey and Amanda Skelton are booked to attend the Full Council meeting on 15th November 2018.

Minute 40 Clerk advised that the telephone line was switched to Onecom on 12/07/18. Now awaiting transfer of the broadband service. BT had advised that there would be no penalty fees for switching provider as the Council was close to the end of the 2 year contract.

Minute 43 a ii) Clerk had spoken to Andy Roberts at RCBC who had confirmed that grass verges were planned to be cut every 3 weeks and confirmed that the verges at Stanghow would be cut before the scarecrow festival. Roadside gutters are normally swept every 12 weeks and again AR confirmed that the gutters at Stanghow would also be swept before Scarecrow festival.

Minute 43 a iv) Clerk confirmed that a report on the overgrown footpath between Lingdale and Boosbeck church had been passed on to the Public Rights of Way (PROW) team.

Minute 43 a v) Clerk reported that a quote had been received from Marske Alarms for the installation of security cameras at the Village Hall. The cost of installing two cameras at the front of the building, one in the foyer and one covering the left hand side of the building plus a 2TB hard drive and 22" HD monitor sited on a wall bracket in front of the desk would be £920 plus vat. Additional cameras to cover the right and rear of the building would be £170 plus vat each making a total cost of £1,260 plus vat. Further quotes would be sought before a decision was taken.

Minute 43 c Clerk had checked with both local clerks and national clerks and reported that overwhelming opinion was that it was not considered appropriate for elected councillors to drive council owned vehicles. They should be for the use of employees/officers of the council only. Some Councillors still did not accept this advice and so Clerk agreed to seek an opinion from Steve Newton, Monitoring Officer at RCBC.

52. TO RECEIVE AN UPDATE ON THE RECRUITMENT PROCESS FOLLOWING THE RESIGNATION OF THE CLERK AND RESPONSIBLE FINANCIAL OFFICER

Clerk reported that following a meeting of the Finance, Personnel and Policy Committee, which had agreed the recruitment timeline, locations for the advert, job advert, job description, person specification and job application form, the job advert had been published on the Parish Council website, all six Parish Council Noticeboards, at Lingdale Village Hall, on the Job Centre Plus website - Find a Job, and sent to all local council clerks in the Cleveland area through the Cleveland Local Council Association. Closing date for receipt of applications was Monday 6th August, Shortlisting would take place on Tuesday 7th or Wednesday 8th August with interviews taking place on Monday 13th or Tuesday 14th August.

53. TO RECEIVE AN UPDATE ON THE COUNCILLOR VACANCY IN THE LINGDALE AND STANGHOW WARD ON LOCKWOOD PARISH COUNCIL

Clerk advised that the official period for members of the public to call for an election had now passed and so the Parish Council was now free to co-opt. Clerk showed members the proposed co-option vacancy advert with a closing date of Thursday 13th September for expressions of interest to be received, so they could be considered at the Full Council meeting on Thursday 20th September.

Resolved that the co-option vacancy notice be published as presented and displayed on the Parish Council website, Parish Council noticeboards around the Parish, and at Lingdale Post Office. Cllr Groves to post on the Lingdale Forum.

54. CORRESPONDENCE RECEIVED

Members received the following:-

- a) E-mail from local resident re motor bikes on Lingdale Playing Field. Clerk had advised the resident that the issue was known to police and had been discussed with the police at a recent Lockwood NAP meeting. Clerk also advised resident to call the police if the bikers were spotted on the field again, as the police can only act if they catch the perpetrators in action.
- b) E-mail from Cllr Steve Kay advising of date of Victims Focus Group meeting on Monday 6th August at 6pm. Clerk advised that this e-mail had been forwarded to all councillors. The meeting was seeking evidence to secure Anti Social Behaviour Orders (ASBO) against those involved in the recent crimewave and all Parish Councillors were welcome to attend.

55. 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 2018-2019 financial year.

The Clerk provided members with the Finance Report for July 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 102942 to 102944) that the council was required to pay. An additional payment of £50 was required to Moorsholm Memorial Hall re the grant agreed under minute 49 (cheque voucher 102945). Clerk advised that a credit invoice had been received from Dawson Group Vans after the finance report was produced relating to the additional two days hire of the replacement van and a refund on the tank of petrol following the return of the replacement van to Dawson Group. The net direct debit for the month would therefore be £535.92 The closing balance on the current account would now be £3,137.24

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

b) To receive bank reconciliation as at 30th June 2018.

Clerk reported that the Bank Reconciliation had been verified by Cllr Young as Vice-Chair of the Finance Committee, and had been further verified to the HSBC bank statements by Cllr Alan Groves. This meets the requirement under regulation 2.2 of the Financial Regulations (2018) for a member, other than the Chairman or a bank signatory, to verify the bank reconciliation.

c) To receive budget variance statement as at 30th June 2018.

Clerk advised that the budget variance statement had been presented to the Finance, Personnel and Policy meeting on 12th July. There were two budget headings which were showing as negative.

Staff Salary costs were projected to be £532.79 over budget. This was as a result of the 2018-19 national pay award which had seen significant increases to the lower end of the pay

structure as local government sought to keep ahead of the National Living Wage. Budget projections had been based around 2% increases. Actual increase at SCP6 was 9.2% (£7.804 - £8.521 per hour). National Living Wage from 1st April 2018 was £7.83 and this was projected to rise to around £8.20 per hour in April 2019.

Transport costs were projected to be £293.55 over budget. This was due to the costs associated with the break in to the parish van (£150 insurance excess and additional hire costs whilst the van was being repaired).

A number of budget headings showed uncommitted budgets and this was likely to result in a budget underspend at the end of the financial year and a higher than projected carried forward balance.

d) To adopt four year finance plan as recommended by the Finance, Personnel and Policy Committee.

Clerk explained that the four year plan was intended to provide the Council with a clear guide to its finances over the next four years, to assist with budget setting and other strategic decisions. The plan included assumptions on increasing the precept by 3% on an annual basis from 2020 onwards and an annual increase in allotment rents. Members of the Finance, Personnel and Policy committee had been given detailed breakdowns for each of the four years to support the summary figures. The intention had been to produce a balanced budget for 2021/22 but despite a number of savings already having been identified and built into the plan, the forecast for 2021/22 still showed a deficit of £2,751.74 and a general reserve of £8,697.51. Clerk recommended that the General Reserve should be approximately 25% of the annual precept so between £13,000 and £14,000. A number of factors will contribute to the current projected reserve increasing over the four year plan period. Firstly, a number of budget headings are likely to see underspends over the four year period, particularly Christmas Lights and Grant Budgets. Secondly, the Clerk is actively looking at areas within the admin budget where savings can be made. Thirdly, the staff salary costs for 2018/19 may reduce if there is not a seamless transition to a new Clerk. Clerk advised that the four year plan be adopted as a working document which can be updated on an annual basis prior to budget setting and used to provide members with confidence in the financial security of the Council.

Resolved to adopt the four year finance plan (proposed by Cllr Clayton, seconded by Cllr Groves).

56. TO CONSIDER PLANNING APPLICATION

R/2018/0251/FF

PROPOSAL: Change of use of agricultural building to provide storage facility/hay loft including new pitched roof and access door to first floor level and boundary fencing.

LOCATION: Paddock House, Stanghow Road, Skelton-in-Cleveland

APPLICANT: Mr & Mrs Barker

Members considered the planning application.

Resolved that Lockwood Parish Council has No Objection to the application.

57. COMMITTEE REPORTS

a) To receive minutes of Allotment Committee meeting held on 9th July 2018.

Draft minutes from the meeting had been circulated prior to the meeting. Clerk advised that judging for the Best Allotment Competition would take place on Wednesday 25th July. Cllr Andy Murray from Guisborough Town Council would be a guest judge.

b) To receive minutes of Finance, Personnel and Policy Committee meeting held on 12th July 2018.

Draft minutes from the meeting were tabled. Main issues discussed had been the financial reports as presented to members under agenda items 10a,b &c and agreeing the recruitment documentation for the new Clerk & Responsible Financial Officer.

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

a) Cllr Clayton reported on the CLCA meeting with Tees Valley Mayor, Ben Houchen. Issues discussed included:-

i) Durham Tees Valley Airport

Discussions were continuing to buy back the land from Peel Airports and expand the number of local flights as well as promoting the airport for business haulage. This plan would allow Peel Airports to retain the land allocated for housing development. It was hoped to complete the purchase by the end of the year but, if any snags arose, there was a back up plan to use powers of compulsory purchase.

ii) Former SSI site at Redcar

Negotiating to buy back land from current owners. 5 large businesses were waiting to take up parts of the land. Plans included new road layouts to reduce the impact of additional traffic on the A66 by creating multiple access points at various locations along the route. A 25 year plan for the site had been developed.

iii) Traffic Congestion

There had been little progress on the Marton Crawl, although Middlesbrough Council were making some road layout changes at the Marton Crossroads.

iv) Housing encroachment on Green Belt

The Mayor stated that he had no control over this policy. It appeared that each of the local councils were allowing housing development up to or close to the border with neighbouring authorities, possibly in the hope that residents would look to the neighbouring authority to provide services.

v) Arriva Busses

Changes to the way the local bus service is delivered were being considered with the possibility of a bus corridor with passengers able to request a local bus on an app or by phone which would link to the main bus corridor. The plan was due to be published in 6-8 weeks so little was understood as to how this would work at the present time.

b) Cllr Nolan reported on the Joint Parish Forum meeting at Danby Castle where attendees had been provided with a buffet and a detailed history of the Castle.

A 150 page plan for the National Park had been produced. The NYMNP were looking at housing within the park, but it was unlikely that any large developments would be approved. The plan was looking to enhance and conserve wildlife and was against fracking. Tourism was high on the agenda.

Stuart Grainger from the Rural Task Force (RTF) informed members that £39.2m had been spent on the Rural Task Force this year. This included rural crime in general as well as targeting repeat crime and supporting isolated and vulnerable farmers, their machinery and stock.

The cost to farmers of sheep being killed by dogs was a serious issue with 116 sheep killed in one incident at a cost of £75,000. £1.4m of the RTF costs was related to incidents with sheep and dogs.

A number of new initiatives were in place to reduce levels of rural crime including targeting 4x4 vehicles and quad bikes which were known to be involved in organised crime.

The meeting also discussed Fire Watch, Rural Broadband, Fracking, Sirius Minerals and Brexit.

Cllr Nolan also reported on a new project 'Land of Iron' which was looking to link all the old mines in the area with a view to restoring some of the mines and opening them up as a tourist attraction. The project organiser was interested in coming to Lockwood to explore the old mines to see if any would be suitable for restoration.

59. PARISH MATTERS

a) Clerk's report

i) Clerk advised that following consultation with Sandra Young he had switched two days of his holiday from 31st July/1st August and would now take them on Wed 25th/Thur 26th July. His holiday dates will now be Wed 25th July to Monday 30th July (4 days) and Thur 2nd/Fri 3rd August (2 days).

ii) Clerk reported that he currently has 7.5 hours lieu time accrued. Clerk thanked Councillors for allowing him flexibility to take time out whenever needed to help look after his father during his notice period and gave his word that his time will be managed over his notice period to ensure the required number of hours are worked.

iii) Clerk had reported the overgrown footpath and an overhanging branch on footpath from Lingdale to Stanghow.

iv) Clerk had received a complaint re a damaged seat at the junction of Kilton Lane and Kilton Thorpe Lane. He had been to view the seat as it was right on the boundary with Skelton & Brotton Parish Council. It was not known who owned the seat. Clerk advised that although 6 seats are listed on our asset register, he had asked on a number of occasions for clarification from members as to which seats within the Parish actually belong to the Parish Council, without success. RCBC had been asked if they had a register of seats belonging to them. The seat in question did not appear damaged and had recently had the long grass cut around the seat so it was assumed that this had been the problem. No further action required.

v) Clerk had received a request from Jon King at Moorsholm for PC help with cutting back or cutting down leylandi trees on 'no mans land' leading to the allotments at Moorsholm. The 3 trees were in the Moorsholm conservation area. Jon King had spoken to Steve Kay and the RCBC Arborist. Permission would be required to remove the trees but maybe not to cut back? **Resolved** that Clerk would contact the arborist to seek more information on the options before the Parish Council consider whether any financial help can be given.

vi) Clerk reported that the Flytipping on Kilton Lane is on private land and so RCBC cannot remove it. It is the landowner's responsibility to remove it.

b) Chairman's Report.

Vice-Chair Cllr Sandra Young noted that Council was in recess next month and so this would be the Parish Clerk's last meeting. She thanked the Clerk for all his hard work over the last four years, particularly with regard to the Council's finances and also for his work in bringing Lingdale Village Hall up to the standard it is today with increased, regular income and clear procedures for monitoring and reporting all aspects of Health & Safety within the hall. Cllr Young also thanked the Clerk and his family for the voluntary work they had carried out to help Lingdale Village Hall over the past two years.

c) Ward Councillor Reports.

Cllr Young reported that work was progressing well towards the scarecrow festival on 11th and 12th August. No further fly tipping had been reported since the prosecution.

Cllr Kingham reported that Back Lane had now been re-surfaced.

Cllr Nolan reported that the grass around the seats in the village had now been cut by RCBC. More rubbish had been dumped in the village. A mattress had been collected but a large bag of rubbish was left and had been set on fire. The new noticeboard, funded by The Big Local, was now ready, subject to insurance and planning consent. Clerk advised that planning consent should be the responsibility of the local Community Group or persons requesting the noticeboard. This was not a Parish Council noticeboard and the Parish Council has had no say in its design or location and it should not be the Parish Council's responsibility to apply for planning consent for these notice boards or to insure them.

60. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

No items were discussed.

61. DATE AND TIME OF NEXT MEETING

Parish Council Meeting - Thursday 21st September 2018 at 11.15pm

The meeting closed at 9.04pm

Signed: M.Jefferson, Chairman, Date 21/09/2018

Signed: M.Kingham, Clerk to the Council, Date 21/09/2018