

## LOCKWOOD PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 21st JUNE 2018 AT 7.00 PM AT LINGDALE VILLAGE HALL

**PARISH COUNCILLORS PRESENT:** Cllrs M.Jefferson (Chairman), A.Clayton, A.Groves, B.Hardy, D.Healey, J.Henderson, C.Kingham, P.Miller, K.Nolan and S.Young.

**MEMBERS OF THE PUBLIC:** None

**POLICE:** None

**OTHERS:** None

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

**29. APOLOGIES FOR ABSENCE:-** Apologies were received from Cllr M.Brown.

#### **30. 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 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.

Cllr C.Kingham declared a non-pecuniary interest in Lingdale Primary School as a school governor.

Cllr A.Clayton declared a non-pecuniary interest in Lingdale Village Hall as a member of the Management Committee.

#### **31. REPRESENTATION FROM RESIDENTS.**

None.

#### **32. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 17TH MAY 2018.**

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

#### **33. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 17th MAY 2018.**

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

#### **34. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 17th MAY 2018 – PROGRESS REPORTS ONLY.**

**Minute 26ai)** Clerk reported that the Lingdale Village FC football shirt has been framed and is ready to be hung in the Village Hall. The cost has been billed to The Big Local along with the cost of the Klondike shirts, which have also been framed, so at some point the Big Local will request payment of £100 from the Parish Council for the framing of the football shirt.

**Minute 26aaii)** Clerk reported that the Freedom Scrolls have been framed at a cost of £95.80 and are ready to be hung in the Village Hall.

### **35. CORRESPONDENCE RECEIVED**

Members received the following:-

- a) Letter of thanks from Stanghow Residents Group re In Bloom donation.
- b) Notification from The Local Government Boundary Commission of final recommendations following the electoral review of Redcar & Cleveland. (see enclosed report)
- c) E-mail response from Stephen Brown, Licensing & Parking Manager at RCBC re Premises Licence Applications agreeing to amend their procedure so that Lockwood Parish Council was informed of any licence applications relevant to the Parish Council area. Members questioned why the full application could not be sent to the Parish Council as the Council's e-mail was secure and password protected. Clerk advised that he believed it was for data protection reasons relating to the new GDPR legislation.
- d) Letter from CPRE North Yorkshire re Annual Meeting
- e) Invitation for Chairman and consort to attend Yorkshire Regiment Freedom Parade in Redcar on Thursday 28th June. Chair and consort to attend.
- f) Invitation from Ripon City Council Mayor to attend Yorkshire Day celebration in Ripon on Wednesday 1st August. Resolved to decline this invitation.

Members also received the following correspondence which had been received after the agenda was circulated.

- g) Request for Sue Jeffrey (leader of RCBC) and Amanda Skelton (Chief Executive), to attend the Parish Council meeting on 15th November. Other town and Parish Councils had suggested a joint East Cleveland meeting. Members discussed the request and agreed to seek more information on the possible format for the meeting and to ascertain whether there were any specific issues that Sue Jeffrey and Amanda Skelton which to discuss with the Parish Council. Members were happy with either a joint meeting or having the RCBC representatives attend the Parish Council meeting on 15th November.

### **36. REQUESTS FOR FINANCIAL ASSISTANCE**

#### **Stanghow Residents Group re Scarecrow Festival.**

Cllr Young advised members that the village was entering the East Cleveland Scarecrow Festival for the first time and was looking for a contribution towards the cost of materials for the event which would take place on the weekend of 11th and 12th August.

Members discussed the application for £100 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

**Resolved** to award Stanghow Residents Group £50 under section 137 of the LGA 1972.

### **37. 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 June 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 102936 to 102940) that the council was required to pay. An additional payment was required for £40 petty cash to pay Mr Alderson for the grass cutting on plot 2 at Moorcock Row (cheque voucher 102941).

Cllr Kingham asked about the cost of running the Parish van which showed as £430.56 on the report and questioned whether the Council was getting good value for money. Clerk advised that a vehicle was needed to allow the Parish Warden to carry out his job although it would be possible to downsize the van in the future which would reduce the monthly payments. Clerk

confirmed that the £430.56 included VAT and that the cost of hiring the current vehicle was £78 per week. The monthly invoice was based on the number of working days in the month so the invoiced amount changed from month to month.

Cllr Groves questioned the cost of providing skips to the allotment sites. Clerk advised that the Council undertakes to provide a skip on each allotment site once a year as part of the Council's published code of practice on bonfires to allow tenants to dispose of any rubbish not suitable for composting. Lingdale Playing Field used to be provided with three skips at various locations across the site but this had now been cut to two. Members discussed the possibility of rubbish being collected in the Parish Council van at set times throughout the year and taken to Warrenby by the Parish Warden instead of hiring skips

**Resolved** that the Clerk would look at other local skip companies before ordering the skips next year.

**Resolved** that the Allotment Committee would look at the possibility of setting up a scheme whereby rubbish was collected from designated collection points at set times during the year.

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

**b) To review and approve the Record of Regular Payments** as a result of contract, statutory duty or obligation.

**Resolved** to approve the Record of Regular Payments as presented (proposed by Cllr P.Miller, seconded by Cllr K.Nolan)

**c) To approve the use of Telephone Banking and Internet Banking** as a payment method for Bill Payments to Garbutt Brothers (Purple Skip Hire) as per regulations 6.9 and 6.10 of the Financial Regulations (2018) adopted by the council on 17/05/18.

**Resolved** to approve.

### **38. TO CONSIDER PLANNING APPLICATION**

**R/2018/0284/FF**

**PROPOSAL:** Dwellinghouse partially built into hillside (amended scheme)

**LOCATION:** Cherry Tree House, Lingdale Road, Boosbeck, TS12 3BH.

**APPLICANT:** Mr C Treloar

Members considered the planning application. Members of the planning committee had carried out a site visit and recommended that the Council support the application.

**Resolved** that Lockwood Parish Council support the application.

### **39. TO CONSIDER APPOINTING MEMBER TO REPRESENT LOCKWOOD PARISH COUNCIL ON THE TRUST BOARD OF TEES VALLEY WILDLIFE TRUST**

Clerk advised that following Cllr Nolan's resignation from the post he had received an invitation from Jeremy Garside at the Tees Valley Wildlife Trust for the Parish Council to appoint a new trustee. Cllr Nolan advised that the role was mainly finance based and covered the Tees Valley Wildlife Trust sites across the area. Cllr J Henderson put herself forward for the role.

**Resolved** that Cllr J.Henderson be recommended to the Tees Valley Wildlife Trust Board as representative of Lockwood Parish Council.

### **40. TO CONSIDER MOVING PHONE AND BROADBAND CONTRACT FROM BT TO ONECOM.**

A copy of the proposal from Onecom had been circulated prior to the meeting.

Clerk advised that he was looking to secure a reduction in the cost of the telephone and broadband service currently provided to the Parish Council by BT. The customer service

received from BT had been poor recently, particularly around the move from Davison Street to Lingdale Village Hall. There was no single point of contact and prices were due to increase again in June 2018.

By moving to Onecom the phone number and cables remained the same and support would still be provided by BT Openreach. Onecom would provide a single line, a fibre optic unlimited broadband, pre-configured router, caller display, 250 free monthly minutes and a dedicated account manager for a fixed price of £48.40 per month plus vat. This would provide an annual saving of £103.92 compared to the last three BT bills, as well as negating the impending BT price rise and would provide the Council with fibre optic broadband, caller display and a dedicated account manager, all of which are services that the Council does not currently receive from BT. In summary this represents an improved package of services at a reduced price.

**Resolved** to move the Telephone and Broadband contract from BT to Onecom (proposed by Cllr K.Nolan, seconded by Cllr A.Groves)

#### **41. COMMITTEE REPORTS**

##### **a) To receive minutes of Allotment Committee meeting held on 11th June 2018.**

Draft minutes from the meeting had been circulated prior to the meeting. Chair advised that the Allotment Committee had considered how the rules on bonfires could be relaxed in certain circumstances and had agreed that in future anyone wishing to light a bonfire on an allotment outside of the burning season would need to seek consent from the Council. Each request would then be considered on an individual basis.

##### **b) To receive minutes of Village Hall Management Committee meeting held on 14th June 2018.**

Draft minutes from the meeting were tabled. Chair advised that the Committee now only has three members, which makes being quorate for meetings difficult. The committee were looking to attract two non councillor members, as allowed under the terms of reference and were also looking to increase the number of councillors on the committee as the terms of reference state that there should be between 5 and 7 councillors on the Management Committee. Cllr Miller offered to join the Management Committee.

**Resolved** that Cllr Paula Miller be elected to serve on the Village Hall Management Committee.

*Cllr B.Hardy left the meeting.*

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

a) Cllr Clayton & Cllr Nolan had attended the NYMNPA planning training at Helmsley. The training had been useful and provided a list of considerations taken into account when making planning decision in the National park. Development plans for each village were also discussed. A link was available for the Clerk to register an account to make responding to planning applications in the National Park simpler. Clerk had a copy of the slideshow and would send to members who had not attended the training. Cllrs Clayton and Nolan were also to attend the next joint area parish forum meeting at Danby Castle.

b) Cllr Clayton advised that the CLCA meeting with the Tees Valley Mayor would take place next week. A number of Parish representatives would be talking on different subjects including housing, transport and broadband.

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

### **43. PARISH MATTERS**

i) The Clerk had taken a lieu day on Friday 15th June and now had 11.5 hours of accrued lieu time.

ii) Clerk had been contacted by Robin Gilhespy from Stanghow Residents Group concerning a number of issues in the village. RCBC had started cutting the grass verges and had left without completing the job. This was due to being pulled off the job by the Team Leader due to the dangerous conditions on the roadside with poor visibility due to fog. Clerk had spoken with a representative from RCBC who advised that the remaining grass verges would be cut within 7-10 days as time permitted at the end of scheduled grass cutting elsewhere in the area. This was completed and the grass verges have all now been cut. Clerk had also contacted Andy Roberts at RCBC to ask how often the roadside gutters were swept and whether the grass verges could be cut again before the scarecrow festival on 11th/12th August. A reply had not yet been received.

iii) A resident from Kilton Thorpe had been in to discuss a number of issues in the village. The grass verge had been badly damaged during the Northern Powergrid work to lay the new power cable for Sirius Minerals. Top soil and grass seed had been laid on the banks through the village and this seemed to have improved the situation. The resident had also wanted to set some wild flowers on the higher bank around the sharp bend and had other plans to improve the village as well as raising an issue with the sighting of the salt bin on the hill which was now blocking a potential passing point on the narrow road and was likely to be hit and damaged by vehicles. Clerk had referred the salt bin to the Highways inspector and had suggested that the resident contact Claire Bognar, Community Development Officer at RCBC for help and guidance to set up a community group in the village which would allow grants to be applied for to fund the work that the residents wished to undertake.

iv) Clerk had also received reports concerning the overgrown public footpath from Lingdale to the church at Boosbeck and building materials outside a house on Cockburn Street. Chair confirmed that the Cockburn Street issue had been resolved.

v) Clerk advised that the Parish Council van had been broken into in the early hours of Friday 15th June. A full report of the incident and actions taken was tabled for members. The van had been taken away by Dawson Group vans for repair and a replacement van provided. The cost of the repairs to the van was £1,499.27. An insurance claim had been submitted and so the cost to the Council would be the £150 excess on the policy. There would also be an additional cost for the hire of the replacement vehicle at £78 per week. Zurich insurance had provided temporary insurance cover for the replacement vehicle at no extra charge.

Nothing of value had been stolen other than a couple of screwdrivers and some keys to the notice boards and dog glove dispensers.

Clerk advised that as a result of the incident the following actions had been taken.

\* Prioritise options/costings for implementation of security cameras around the village hall. Marske Alarms had been contacted to provide a quote.

\* Review day to day operational practices with regard to storage of Parish Council tools and equipment.

Members noted that as the vehicle had been accessed through the driver side window the alarm had not been activated and suggested having a motion sensor alarm fitted to the vehicle. Members also expressed concern that the Clerk was vulnerable in the office and agreed that steps to secure the premises through some kind of door locking system in the foyer when the Clerk is working alone should be prioritised as a minimum level of security.

Cllr Kingham asked about the proposed new entrance. Chair advised that this project was likely to be prohibited by cost.

**b) Chairman's Report.**

Chair reported that students from Freebrough Academy had been on the Street eats project last Tuesday.

Plans for the Training hub on the Street Eats project site were progressing with the building funded by the Big Local having now been commissioned.

The next Lockwood Ward NAP meeting would take place at Lingdale Youth Centre on Monday 25th June at 6pm. Chair and Cllr Kay had been working closely with the police, MP and the Police & Crime Commissioner with regard to the lack of policing in East Cleveland Villages and representatives from Cleveland Police would be attending the NAP meeting on Monday.

**c) Ward Councillor Reports.**

**Cllr Young** reported that work was progressing well towards the scarecrow festival on 11th and 12th August. A prosecution had resulted in a £400 fine being issued for a recent case of flytipping on Stanghow Ridge Road.

**Cllr Groves** asked about the security of the van being parked outside the Village Hall.

Clerk replied that this was currently the best location with residents from Meadowdale Court able to keep an eye on the van from their windows. The garage was too small and unsuitable for storing the van.

Chair advised that he had been researching purpose built containers that could be used to secure the van but the cost was likely to be in the region of £3,000. Clerk advised that members needed to consider that the van had been broken into once in 18 months at a cost to the council of around £230 and whether it would represent good value to the local taxpayer to spend £3,000 to secure the van against this low level of risk.

Chair also requested that a 'No Tools left in the vehicle' sign be fitted

The van insurance was discussed with members proposing that some councillors should be added to the insurance policy to enable them to drive the Parish Council van.

**Resolved** that Clerk would look into this matter and report back to the next meeting.

*Cllr Healey left the meeting.*

**Cllr Groves** asked why the Clerk was not paid overtime rather than accruing lieu time for his work as in the long term this did not help reduce the backlog if the Clerk was under time pressure with the work. Clerk responded that he did not wish to work longer hours, there was no budget for overtime and he liked the flexibility to work longer hours when he could to meet deadlines and then take the time back with his family when deadlines allowed.

Cllr Kingham proposed that this matter be tabled for discussion at the next meeting of the Finance, personnel and Policy Committee - resolved.

**Cllr Groves** asked whether the Parish Warden had been given an appraisal. Clerk responded that the Parish Warden's work is appraised on an ongoing daily basis. A formal appraisal is on the Clerks to do list but has not yet been carried out due to pressure of other work.

Cllr Kingham proposed that this matter be tabled for discussion at the next meeting of the Finance, Personnel and Policy Committee - resolved.

**Cllr Groves** asked about the Parish Warden’s safety equipment. Clerk advised that necessary safety equipment is provided for the Parish Warden to wear, although items such as fluorescent jackets are important if the Warden is working on or near the roadside but not as important when he is strimming an allotment.

Cllr Kingham proposed that this matter be tabled for discussion at the next meeting of the Finance, Personnel and Policy Committee - resolved.

**Cllr Miller** advised that now the Top House pub had closed in Boosbeck the Bingo was now taking place at Boosbeck Village Hall. A fun day was planned on 29th July between 11am and 4pm.

**Cllr Miller** reported that she had been taking with Angela Moody, who was president elect of the Guisborough Rotary Club, and she had offered crocus bulbs when they are distributed in October. It was suggested that Angela Moody be invited to attend a NAP meeting.

**Cllr Kingham** reported that complaints had been received from a resident about the state of the lane leading to Grange Farm at Moorsholm and also about rats on the allotment site.

**Cllr Henderson** reported issues with the sponge safety matting around the play equipment at Margrove Park becoming loose with squares being removed by the children. RCBC had been contacted and a safety officer was to inspect it. Similar issues had been experience elsewhere with this matting and the concern was that RCBC may close the playpark rather than spend money repairing it.

**Cllr Henderson** also reported an issue with bonfires being lit in the fields behind the houses at Margrove Park. It was suggested that this should be reported to the Enforcement team at RCBC as the frequency of the action would constitute a public nuisance.

**Cllr Clayton** reported that RCBC had cut the grass on Little Moorsholm Lane but had not cut the grass under the bench. Clerk would ask the Warden to take a look with a view to strimming under the bench if necessary.

**Cllr Nolan** reported on the poor state of the new wild flower beds at Charltons. A number of benches were overgrown (Parish warden to look at) and Japanese Knotweed on the old road had been reported to RCBC. There was a lot of rubbish on the grass verges on the side of the main road following the grass cutting.

Doors were still being tried at night in the village.

The AGM had been held at the Community Centre although it was not known who the elected officers were.

**Cllr Young** asked if the Klondike posters could be removed from the noticeboard outside the Village Hall.

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

No items were discussed.

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

Parish Council Meeting - Thursday 19th July 2018 at 7.00pm

The meeting closed at 9.04pm

Signed: ..... , Date 19/07/2018

Signed: .....Clerk to the Council, Mr M.P.Stone Date 19/07/2018