

Bishopton Parish Council

Minutes of the Parish Council Annual General Meeting held on Wednesday, 17th May 2017 at 7:30pm in Bishopton Village Hall

Present: Cllrs: L. MacMahon, M. Moses, J. Robins, C. Headlam & G. Preston.
D. Thorman [Parish Clerk].

1. Apologies for Absence: Cllr. N. Melaney. Cllrs. Brian Jones, Doris Jones & Steve York of DBC.

2. Annual Business:

2.1 Election of Officers for 2016/17

The Parish Clerk took the chair and asked for nominations for the office of Chairperson of Bishopton Parish Council for the year 2017-2018.

Cllr. Preston proposed the election of Cllr. MacMahon and this was seconded by Cllr. Moses. There were no other nominations and Cllr. MacMahon was elected unanimously.

In the Chair, Cllr. MacMahon.

Cllr. MacMahon asked for nominations for the post of Vice-Chairman and Cllr. Moses nominated Cllr. Melaney in his absence and this was seconded by Cllr. Headlam. There were no other nominations and Cllr. Melaney was elected unanimously. The Clerk agreed to confirm that this was acceptable to Cllr. Melaney.

2.2 Review of standing orders and financial regulations

It was noted that these had been reviewed during the course of 2016 and that there was currently no need for further review.

2.3 Appointment of representatives to outside bodies

Cllr. Moses agreed to continue attending the DAPC and it was known that Cllr. Melaney was happy to continue with the Wind Farm Liaison Group meetings. It was agreed that attendees at meetings of other Outside Bodies would be arranged as and when required.

2.4 Review of inventory of assets

The Clerk distributed copies of an updated Asset Register which was accepted by the meeting.

2.5 Review of arrangements for insurance cover in respect of all insured risks

A 5 year agreement with Zurich Municipal had been agreed.

2.6 Review of the council's subscriptions to other bodies

It was agreed that the annual subscription to CALC [currently £98.63] should continue.

2.7 Review of the council's complaints procedure

It was agreed that the document agreed on 19.02.2014 was adequate.

2.8 Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1996

It was agreed that the council would continue to follow DBC's procedures

2.9 Review of the council's policy for dealing with the press/media

It was agreed that the procedure set down in the Council's Standing Orders would continue.

2.10 Dates and location of ordinary meetings for 2016-17 and next AGM

It was agreed that ordinary meetings would take place on the 3rd Wednesday of each month except August. The AGM was agreed for Wednesday 16th May 2018. All meetings at 7:00pm in the Village Hall.

Ordinary May Meeting

3. Declarations of Interest in Items on the Agenda: interest item 5.3

Cllr. Robins declared a non-fiscal

4. Previous Minutes: The minutes of the previous meeting were read and approved and were duly signed by the Chairperson as a true record of the 17th April 2017 meeting.

5. Matters Arising from Previous Minutes:

- 5.1 Traffic Control Equipment – progress report & statistics. The Clerk reported results from the east end of the Village for April – 85 percentile speed = 34.8 mph; Max. 60 mph [10:40am on Thursday 13th April]; Av. = 28.1 mph; % over limit = 31-46%; Av. speeder = up to 34.8 mph.
- 5.2 Funds held for Young Persons of the Parish – play area - progress report. The Clerk stated that he was awaiting response from DBC to the pre-application query document. Their deadline was 18th May and he stated he would distribute the response to councillors on receipt. It was agreed to look into holding an information table at the School Fete on July 1st.
- 5.3 Village Green annual inspection 2016; Works to footpath 11-17, and garage access to 11, High Street & Condition of footpath Nos. 3 – 7 The Green – progress report. The Clerk stated that he had applied for a grant of £3000 from Banks. He indicated that they were simply administering funds on behalf of a separate organisation – hence their requirement for 10% 'up front' 'direct reimbursement' to cover their own admin costs, the source of which was somewhat limited There was ongoing correspondence with some of the residents involved. It was agreed that a short length of handrail would need to be installed across the footpath at No. 11 High Street to ensure pedestrian safety.
- 5.4 Parish Neighbourhood Plan – progress report. The Clerk stated that he had researched into applying for grant and been in email correspondence with DBC regarding establishing the Parish as a 'designated area'. These matters were to be actioned further.
- 5.5 Casual Vacancy – progress report - No volunteers had come forward.
- 5.6 Bus Service. The Clerk had written to the candidates for the position of Tees Valley Mayor on the issue but had received only one reply. He was asked to take the matter up with the successful candidate.
- 5.7 VG Policy & New residents of properties fronting VG. The Clerk had sent the agreed letter to a number of residents.
- 5.8 Removal of trees from Bishopton Livery – progress report. The Clerk noted that only a few trees had been removed which were clearly associated with creating the garden area for the proposed dwelling. He had taken the matter up with a DBC officer who confirmed that there had been no breach of regulations but that landscaping proposals for the new dwelling included provision of replacement trees and this was to be monitored. Cllr. Headlam noted that more trees further away from Mill Lane had also been removed but it was agreed that this did not change the legality of the situation. It was agreed to ask DBC Planners to include further conditions such as Preservation Orders in subsequent Planning Applications where landscaping was vital for residents visual amenity.
- 5.9 Village Green annual inspection 2017 – progress report - outstanding items from schedule.

Item 2 – The Clerk had obtained prices for overseeding and weedkilling of the Village Green. In view of the time of year it was agreed to budget for this work to be carried out in the Spring of 2018.

Item 6 – trip at manhole No. 6 High Street. This had been reported to Openreach who had attended and claimed the cover was not theirs. The Clerk was to investigate further.

Item 8 – Openreach had been contacted and had confirmed that the payphone will be removed as soon as power is disconnected but that it could 'take some time'. Royal Mail had been contacted re the post box and had confirmed it is on their 2017-18 repainting schedule. DBC had been contacted re combining the waste and doggie bin and they had agreed to, and subsequently actioned, this.

It was noted that the base of the War Memorial was moss covered and the Clerk was asked to contact the War Memorials Trust to see if they could offer a cleaning service.

- 5.10 Annual litter pick and VG tidy up – feedback. Although quite poorly attended this had been very successful with, unusually, the limits of all roads in the Parish being reached. The Chair thanked the volunteers who attended including Councillors who worked extremely hard to complete the work and help maintain the Parish in a clean and tidy manner.

6. Planning Applications:

- 6.1 Gorann Landfill Site. The Clerk had been in correspondence with an officer of DBC who was seeking specific information re the landfill site. The Clerk agreed to research local anecdotal or recorded information to add to what he already had.
- 6.2 Cobby Castle Lane development. Outline permission had been granted [in terms of access only at this stage] and included a Section 106 agreement to provide funding to continue the service 20 into Darlington. The Clerk had raised a query with DBC re a Section 106 to help with funding for the playground and was awaiting a response.
- 6.3 Possible development at Bishopton Livery. No communication had been received on this.

7. Matters Raised by Councillors & the Clerk: None.

8. Village Green:

- 8.1 Strimming on VG. It was noted that a well-meaning resident had strimmed daffodils leaves before they had turned yellow thus minimising chances of regrowth next year. It was agreed that this subject should be covered in a newsletter next Spring.

9. Wind Farm Proposals: No report.

10. New Residents: The Clerk was asked to deliver a standard letter to one new resident.

11. Financial:

- 11.1 2016/17 Budget Monitoring & Current Financial Position. The Clerk handed out copies of his report indicating a current account balance of £9637.14 with the payments listed below accounted for.
- 11.2 Payment of insurance premium. Payment of £339.75 to Zurich Municipal was proposed by Cllr. Robins, seconded by Cllr. Headlam and agreed by the meeting.
- 11.3 Payment for VG Strimming. Payment of £54.00 to E&M Leighton was proposed by Cllr. Robins, seconded by Cllr. Headlam and agreed by the meeting.

- 11.4 Payment for flowers for tubs. Deferred to June meeting.
- 11.5 Transparency Fund Application. The Clerk reminded the meeting that grants were available to assist smaller authorities in meeting Transparency requirements. It was agreed that the Clerk should prepare and submit an application.

12. Correspondence:

INCOMING

1. Letter from HMRC re direct debit for income tax payment – 19.04.17
2. Email from Sara Pupi of 'Locality' re Neighbourhood Planning Regional Event – 21.04.17?
3. Email from County Durham Community Foundation re grant application – 03.05.17
4. Emails from David Jackson of DBC Planning re Gorann Landfill site – 04.05.17
5. Letter from DBC re Cobby Castle Lane planning application – 02.05.17
6. Email from Airfields of Britain Conservation Trust (ABCT) re Bishopton Airfield, possible commemorative plaque – 16.05.17

OUTGOING

1. 4 letters to residents of re PC VG Policy – footpath & steps refurbishment - 24.04.17
2. 13 letters to residents re PC VG Policy – 25.04.17

EMAIL CHAINS

1. 3 emails from / to James Eaglesham of Banks re grant application – 21.04.17 to 27.04.17
 2. 9 emails to / from insurance companies re PC insurance – 24.04.17 to 05.05.17
 3. 8 emails to / from Patrick Beecroft of Unipart Dorman re traffic speed sign charger – 25.04.17 to 02.05.17
 4. 14 emails from / to CLCA re various matters – 26.04.17 to 15.05.17
 5. 4 emails to / from Lynne Wood of DBC re Register of Electors – 26.04.17 to 02.05.17
 6. 2 emails to Mark Riddle and James Ivil of DBC re leaf collection – 26.04.17 & 25.04.17
 7. 4 emails to / from Sandra Innes & Jill Matthews of DBC re waste bins – 26.04.17 to 27.04.17
 8. 6 emails from / to residents re VG works programme – 25.04.17 to 02.05.17
 9. 2 emails to / from BT Openreach re BT box cover – 01.05.17 & 10.05.17
 10. 3 emails to / from BT Openreach re BT phone box removal – 01.05.17 to 08.05.17
 11. 5 emails to / from Lisa Hutchinson & Michael Conyard of DBC re planning matter – 01.05.17 to 11.05.17
 12. 3 emails to / from Royal Mail re post box on VG – 01.05.17 to 03.05.17
 13. 5 emails from / to Jay Marrison of '4Nature' re quotation for groundworks – 01.05.17 & 03.05.17
 14. 3 emails to / from Dave Coates and David Nelson of DBC re Neighbourhood Plan – 13.05.17 to 16.05.17
- 12.1 Emails from / to '4Nature' re quotation for groundworks. A new local company interested in grass cutting, strimming, groundworks, fencing, tree work etc. To be included for future enquiries.
- 12.2 Email from NALC re 'Battle's Over'. A commemoration and remembrance of the end of WW1 at 7pm on the 11 November 2018 involving lit beacons. It was agreed that the Clerk should ask the Church Warden if the beacon could be placed on the Church roof and, if so, to contact the school to see if they wished to be involved.
- 12.3 Charter for trees woods & people. Deferred to June meeting.
- 12.4 Email from Airfields of Britain Conservation Trust (ABCT) re Bishopton WW1 Airfield. The trust wished to install a commemorative plaque in the village at no cost to the PC. The Clerk was asked to research the cost of a sandstone boulder on which to mount the plaque and to inform the Trust of the PC's interest.

13. Matters Dealt with During the Month: None.

14. Date of Next Meeting: 7:00pm on Wednesday 21st June 2017 in the Village Hall.
The meeting closed at 9:03pm.

Signed: Chairperson: _____ Date _____