

## **Bishopton Parish Council**

### **Minutes of the Parish Council Meeting held on Wednesday, 20<sup>th</sup> May 2016 at 7:00pm in Bishopton Village Hall**

**Present:** Cllrs: L. MacMahon [Chair], M. Moses, J. Robins, & C. Headlam  
Cllr. S. York of Darlington Borough Council; D. Thorman [Parish Clerk]

**1. Apologies for Absence:** Cllrs: N. Melaney & G. Preston. Cllrs. D. Jones & B. Jones of Darlington Borough Council

**Visitors:** Mr. G. Baines: Chairman of Bishopton Village Hall Association

Reference item 6.4 below. Mr. Baines explained that the land for the Village Hall had been purchased in 1952 and had one covenant remaining which requires that it must always be used for the benefit of the community. He noted that the current Village Hall eight person committee, four of whom were trustees, were all getting on in years and that the future availability of at least half the number for meetings and the like would be extremely restricted. With no new, younger, members stepping forward this meant that the committee could eventually fold leaving the hall without a management team and forcing its closure. In addition the structural condition of the hall was questionable and it was thought it could become unfit for purpose and have to close in any case. The management committee's practice had always been to leave sufficient funds in reserve to cover major repairs and he felt confident that the amount involved would be sufficient to cover any eventual demolition costs. Having taken advice it was considered that the correct action would be to ask the Parish Council to assume the role of Custodial Trustee for the land only with the likelihood that the area could be grassed after demolition and become part of the Village Green.

Mr. Baines left the meeting at 7:15pm

**2. Declarations of Interest in Items on the Agenda:** None.

**3. 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 16<sup>th</sup> March 2016 Meeting.

**4. Matters Arising from Previous Minutes:**

4.1 Traffic Control Equipment – progress report & statistics

The Clerk had reported results from the west end of village. 85% speed 33.5mph, max 55mph, % over limit = 29 to 34%, Average speeder 34.2 mph max. A recent software update had revealed a problem in previous reports whereby the % of vehicles over limit tended to be around 33% rather than the 10 – 15% previously reported. The sign manufacturer had checked the statistics and confirmed that the updated software was operating correctly.

4.2 Section 137 Expenditure & Bus Service – progress report

The Clerk reported that he had received no reply to his letter to Staged Carriage and it was agreed that this line of investigation should be terminated. The meeting with TVRCC, planned for earlier that day, had been cancelled due to illness and was to be rearranged.

4.3 Funds held for Young Persons of the Parish – play area - progress report

The Clerk reported that Lewis Stokes of Banks was to attend the May meeting to discuss possible grant aid for play equipment. Cllr. MacMahon and the Clerk had attended a meeting with the landowner's agent earlier in the day and had discussed and agreed rough heads of terms for the lease of the area of land identified off Cobby Castle Lane. It was anticipated that completion could be achieved by the Spring of 2017. The Clerk had prepared an estimate of all year one costs for the project which, at £5000, was within the capital sum available. A proposal was put forward to accept the heads of terms as negotiated with the Clerk to inform YoungsRPS, apply for Planning Permission and prepare a flyer to residents for approval by the members following which distribution was to be arranged. This was agreed unanimously.

- 4.4 Casual Vacancy – progress report  
No applications received.
- 4.5 Community buying group for supplies of heating oil – update  
The Clerk reported that he had been in communication with a major national supplier who had provided details of a system whereby they provided regular discounted price updates to a coordinator who the passed on the details to group members. Members were then free to order that week from the supplier – but were under no obligation to do so and could purchase elsewhere if they so wished. The idea had been published in the recent PC Newsletter [see item 4.7] but with only one expression of interest to date.  
It was noted that the PC was only acting to seek interest in establishing a group after which it would not be involved.
- 4.6 BT Openreach wayleave application – progress report.  
The Clerk had written again to BT Openreach but without response. He indicated he would write to the Wayleave Department separately.
- 4.7 Forthcoming flyers/notices  
The Clerk had prepared a Newsletter covering all matters which had been approved by members and subsequently distributed to residents. He noted that approx. 20% of properties in the parish were now on his email list.
- 4.8 Request from resident for discussion  
A response from the parent was awaited. In the meantime matter to be removed from the agenda.

#### **5. Planning Applications:**

- 5.1 4 High Street. Agreed 'no comments'.
- 5.2 14 Town Farm Close. Agreed 'no comments'.
- 5.3 Hill Top. An application notification was awaited for this. However it was noted that this development appeared to have been changed for that granted permission in 2011 but it was not possible to fully ascertain this from the details on DBC's website. The Clerk was asked to query this and to point out, once again, that it was not possible to read the online plans on DBC's system.

#### **6. Matters Raised by Councillors & the Clerk:**

- 6.1 PACT Meeting  
Cllr. Preston was not present to report.
- 6.2 Matters for discussion at the Annual Parish Meeting  
These has been covered in the recent Newsletter and it was agreed that no more need be added.
- 6.3 Skip for May Bank Holiday  
The Clerk had requested this via email but had not received a response. He stated he would chase this up.
- 6.4 Village Hall Custodial Trustees –see 'Visitors' above  
A proposal was put forward to inform the Village Hall Association that the PC agreed to become Custodial Trustee of the land involved as and when said association wished it to do so. This was agreed by 3 votes for and one abstention. The Clerk was asked to inform Mr. G. Baines.

#### **7. Village Green:**

- 7.1 Village Green Annual Inspection 2016 – report

<b>BISHOPTON PARISH COUNCIL – ANNUAL VILLAGE GREEN INSPECTION 19.04.16</b>		
ITEM	LOCATION	NOTES & ACTIONS
1	Cenotaph Triangle – cast iron sign	Painting required - DT
2	Cottage frontage 11-17	Footpath & Steps to be repaired / relayed.

	High Street	Access to construct. Dangerous in places – seek prices when appropriate. The Clerk to write to residents re the dangerous condition of steps / vehicular access and request a meeting to discuss.
3	VG to east of 17 High Street	Requires reinstatement at residents costs when building works complete
4	Adjacent speed sign post [opposite 17 The Green]	Blocked road gully – report to DBC
5	o/s New & Old Vicarages	Leaves to remove and area to reseed
6	Adjacent Manor Farm Court Access	New Field Maple tree – healthy and still quite small.
7	'Doggie Bin' Adjacent Post Box	Requires cleaning and new poster – report to DBC [done twice already]. In addition 2 new bins were to be requested – one at the cross roads to the west of the village and one adjacent to the garage at the east end
8	Telephone Box	Requires cleaning – report to BT
9	o/s Manor Farm	Carriageway pothole – report to DBC
10	14 The Green	Small pothole in concrete footpath and footpath paving slab dropped – arrange repair
11	o/s 3 & 5 The Green	3 stones dislodged from low retaining wall – arrange repair
12	o/s 3A The Green	Flowering Cherry tree requires pruning - JR
13	o/s 3A & 3B The Green	NWA covers in carriageway require reseating – contact NWA
14	o/s 27 The Green	Trip depression in old footpath adjacent VG - DBC disown this – arrange meeting

- 7.2 Annual Litter pick and VG tidy up arrangements  
A Flyer had been sent to residents and a reminder included in the recent PC newsletter. Some volunteers were to be asked to work inwards from the parish boundaries to cover areas omitted the previous year.
- 7.3 Purchase of plants for tubs  
It was agreed that Cllr. MacMahon should arrange this.

## 8. Wind Farm Proposals:

- 8.1 Up-date on existing proposals  
Lamb's Hill. Works ongoing. Cllr. Melaney had attended a recent liaison meeting and would be circulating the minutes.

## 9. New Residents: None.

## 10. Financial:

- 10.1 2016/17 Budget Monitoring & Current Financial Position  
A budget report was circulated for information and comment demonstrating a current account balance of £9729.51 allowing for the payments below.
- 10.2 Transfer to Reserve Account – 2<sup>nd</sup> instalment of election fund  
A transfer of £600 was proposed by Cllr. Headlam, seconded by Cllr. Moses, and agreed by the meeting.
- 10.3 Payment of loan instalment  
The Clerk advised the meeting that a payment of £911.21 by standing order would take place on 03.05.16.

- 10.4 Payment of CLCA Membership Fee  
Payment of £97.96 was proposed by Cllr Robins, seconded by Cllr. Headlam, and agreed by the meeting.
- 10.5 Annual Audit – Approval of Annual Return  
The Clerk distributed copies of the annual Receipts and Payments account and talked through the annual return documentation. A proposal to accept the Annual Governance Statement and then the Statement of Accounts was put forward and approved by resolution. The documentation was duly signed by the Chairman and the Clerk for submission to the external auditors.

## **11. Correspondence:**

### **INCOMING**

1. Email from Durham CC re County Durham Plan – 29.03.16
2. Planning Application notification from DBC – 4 High Street – 29.03.16
3. Invoice via Email from CLCA re Membership Fee – 01.04.16
4. Email from PWLB re loan repayment – 04.04.16
5. Letter from NatWest re account mandate – 07.04.16
6. Letter from HMRC re PAYE payment – 10.04.16
7. Letter from DBC re Annual Council Meeting – 11.04.16
8. Planning application notification from DBC – 14 Town Farm Close – 12.04.16
9. Email from Historic England re Bishopton War Memorial: Notification of Designation Decision – 13.04.16
10. Email from Geoff Preston re PACT minutes – 13.04.16
11. Email from Durham CC re Statement of Community Involvement – 15.04.16
12. Email from Durham CC following reporting of fly tipping – 19.04.16

### **OUTGOING**

1. Letter to YoungsRPS re playing field – 29.03.16
2. Letter to BT Openreach re wayleave payment – 29.03.16
3. Email to Mark Leighton re VG strimming – 07.04.16
4. Email to John Wade re skip hire – 16.04.16
5. Letter to new residents – 18.04.16

### **EMAIL CHAINS**

1. 7 emails from CLCA re various matters – 16.03.16 to 12.04.16
2. 12 emails to / from Unipart Dorman re traffic speed sign – 16.03.16 to 29.03.16
3. 2 emails from / to Mary McDermott of Tees Valley RCC re bus services meeting – 23.03.16
4. 5 emails to / from Lewis Stokes of Banks re grant for playing field equipment – 28.03.16 to 30.03.16
5. 3 emails to / from Gwynn Dunn re APM – 28.03.16 to 11.04.16
6. 7 emails from / to Joanne Barker of YoungsRPS re playing field – 01.04.16 to 07.04.16
7. 2 emails to / from Karl Hume of DBC re Precept payment – 07.04.16 & 08.04.16
8. 2 emails from / to Geoff Baines of Village Hall Committee re custodial trustees – 15.04.16
9. 2 emails to / from Adrian Hobbs of DBC re planning application for playing field – 18.04.16 & 19.04.16

- 11.1 Email from DBC re Annual Council Meeting – invitation to attend  
The PC had been invited to send up to 3 representatives to this meeting where Cllr. B. Jones was to be installed as Mayor. On the basis of interest expressed at the meeting the Clerk was asked to email all Councillors to ascertain their interest and inform DBC that 3 representatives would attend.
- 11.2 Email from Historic England re Bishopton War Memorial: Notification of Designation Decision  
It was noted that the War Memorial had been given Grade 2 Listed status.

## **12. Matters Dealt with During the Month:**

- 12.1 Reports of Fly Tipping.  
Reports had been submitted to Durham CC [Stillington Cross Roads layby] and DBC [road to Little Stainton].

- 13. Date of Next Meeting:** AGM Wednesday 18<sup>th</sup> May 2016, at 7:00pm approx., in the Village Hall [preceded by Annual Parish Meeting].

The meeting closed at 8:55pm

Signed: Chairperson: \_\_\_\_\_ Date \_\_\_\_\_