

Bishopton Parish Council

Minutes of the Parish Council Meeting held on Wednesday, 18th April at 7:00pm in Bishopton Village Hall

Present: Cllrs: L. MacMahon [Chair], N. Melaney, J. Robins, C. G. Preston, D. Latham, Cllr M. Moses, and L. Foggett [Clerk to the Parish Council]

1. Apologies for Absence: Cllr B Jones of Darlington Borough Council

Visitors: None

1.1

2. Declarations of Interest in Items on the Agenda:

3. Previous Minutes:

The minutes of the previous meeting were read and approved by all Councillors. The minutes were then duly signed by the Chairperson as a true record of the 21st March 2018 meeting.

4. Matters Arising from Previous Minutes:

4.1 *Community Speed Watch – progress report*

Cllr Preston reported that the traffic monitoring equipment was found to be faulty and needs extensive repair for which he has received an estimate. The Councillors asked if we could ask for grant funding for the repair/replacement of the equipment as, with warranty, this will enable us to have a fully functional speed monitor. The clerk will prepare a grant application. The council will investigate funding for another speed monitor for the other end of the village.

4.2 *Funds held for Young Persons of the Parish – play area – progress report*

The Clerk will contact Phill Newton, solicitor at DBC who is handling the lease negotiations. We have been awarded grant funding subject to production of the lease. The grant funding is guaranteed for 12 months.

4.3 *Works to footpath 11-17, and garage access to 11 High Street and condition of footpath Nos. 3 – 7 The Green – progress report*

AwG have submitted an invoice for all the works. The driveway to no 11 High St is not complete as it hasn't had its top coat yet. The clerk will contact AwG regarding progress.

The Council expressed its thanks to AwG for the quality of the workmanship.

4.4 *Parish Neighbourhood Plan – progress report*

The letter of designation has been submitted to DBC for approval of the designated area we can then move forward with the local neighbourhood plan comprising our Parish and Great Stainton Parish Meeting and Little Stainton Parish Meeting.

4.5 *CPRE events regarding DBC neighbourhood plan.*

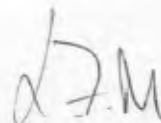
The clerk reported a CPRE event to be held in Darlington about the Darlington neighbourhood plan. The event will be held in the Friends Meeting house in Darlington on Saturday 16th June 10:30-12:30.

4.6 *Casual Vacancy – progress report*

There have been no applicants as yet. The advert is still in place on the notice board and in the newsletter and it is also in the Parish News.

4.7 *'Battles Over' – progress report*

No further progress. We will bring the matter to the Annual Parish meeting.



- 4.8 *Bishopton Airfield – progress report*
The plaque has been delivered and the council discussed the positioning of the plaque and the consensus was that the stone would be sighted near the airfield site and a notice on the village green near the cenotaph. The clerk will look into permission for siting the stone and plaque. This will be further discussed at the Annual parish meeting.
- 4.9 *Flag Pole Purchase – progress report*
It was decided to add this item to the Annual parish meeting for further discussion
- 4.10 *Arrangements for the APM – progress report*
There has been no further items requested. The Agenda will be drafted and circulated well before the date of the meeting.

5. Planning Applications:

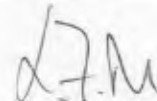
- 5.1 *Darlington Local Green Space Designation*
The Green space designation documents have been all prepared and sent to the Borough Council. We have had acknowledgement of the documents. We can assume, in the absence of any matters for consideration that our green space designations will be added to the Darlington MBC Neighbourhood plan.
- 5.2 *Planning application 18/00235/TF.*
The Parish Council returned a no comment to this application.
- 5.3 *Report on the planning applications from the February meeting.*
The planning application for the extension to 15 High St has been granted

The Planning application for 26 High St (LBC) has been withdrawn.

6. Matters Raised by Councillors & the Clerk:

- 6.1 *Data Protection*
The clerk attended a meeting arranged by DAPC for the 12th April where Lee Downey, the Information Officer from DBC addressed clerks and councillors about the regulations. The meeting was very informative.
The clerk reported that we have to register the Parish Council with the Information Commissioner's Office as part of the GDPR. this was granted by the councilors and the fee will be paid.
- 6.2 *The state of roads surrounding Bishopton*
The work on the roads has been hampered by the poor weather. The Witton end of Mill Lane is in a very poor state. Cllr. Preston will take photographs and these will be sent to DBC f.a.o Mr Reay. The Parish Council are very disgruntled about the state of the roads and the lack of action.
- 6.3 *DBC training for councilors on the code of conduct.*
DBC have notified that training sessions for Parish Councillors on the Code of Conduct have been arranged for the following dates :-
6th June, 2018 – 5.30 p.m. – Committee Room No.1; OR
13th June, 10.00 a.m – Committee Room No. 1

These sessions will be run by Luke Swinhoe, the Council's Monitoring Officer and Director of Law and Governance.
- 6.4 *Request by clerk for CiLCA course funding*
The Clerk is interested in undertaking a course working towards the CiLCA. This was agreed by the council.



7. Village Green

7.1 *Village Green annual inspection 2018 – report.*

There was a detailed discussion about residents walking across newly grass seeded areas. There was also some concern about cars parking across onto the grass instead of just on the tarmacked areas. The residents will be contacted and asked to respect the grassed areas.

Some residents may be contacted and asked if they can put boulders on either side of some driveways, initially we will re-seed the areas in question.

The resident of number 17 High St will be contacted about the grassed area in front of his access gates. The Chair asked if she could have help in loosening the soil so that edges of drive areas could be seeded. The clerk will try and acquire posts and checked tape to protect newly seeded areas.

There is a pothole outside the Talbot PH which is on the Parish Council land. The Parish Council will cone off the pothole and then we will arrange to have it filled.

The dog enforcement officer of DBC will be contacted and asked about signage and enforcement on the path behind the Talbot PH.

The edges of the drives to nos 2-5 The Green will be looked at and re-seeded.

DBC will be contacted about the pavement by the 'lay bye' and the break up of the tarmac

7.2 *Annual litter pick and VG tidy up arrangements.*

The Councill discussed the arrangements for the litter pick on 22nd April at 10:00 am.

7.3 *Purchase of plants/ bulbs*

This was deferred until a more appropriate time of year – late autumn.

8. Wind Farm Proposals

8.1 *Lambs Hill Liaison Committee*

We have had notification from the Lambs Hill Liaison Committee that we have been awarded a grant towards the fencing and groundworks of the new playground. This grant is subject to the lease of the land. This is in the hands of the lessor's solicitors. The grant is eligible for 12 months. The next Lambs Hill meeting is in June

8.2 *Moor House Liaison Committee*

The next meeting of the Moor House committee is in June

The Council intend to bid for funding for the speed monitoring equipment and the Airfield plinth and for further playground funding.

9. Financial

9.1 *2017/18 budget monitoring & current financial position*

The clerk shared the P&L account for 2017-2018. The Internal Audit has been conducted.

The External Auditors will be contacted and the Exemption Certificate.

The clerk will produce a detailed forecast for the meeting in May.

9.2 *Future Insurance arrangements – progress report*

We have received the next stage in the insurance schedule for the Parish Council. This is due for renewal in June – see 9.6 below.

9.3 *Payment of final loan instalment*

This will be paid by Direct Debit in May. The loan is then paid in full.

9.4 *Payment of CLCA Membership Fee*

We have received the invoice for renewal of the CALC membership. This was agreed – proposed by Cllr Melaney and seconded by Cllr Preston

9.5 *Invoice for works on Village Green*

This has been received and is subject to completion of the works – see 4.3 above.

9.6 *Invoice for Insurance from Zurich*

See 9.2 above.



- 9.7 *Invoice for Grass seed.*
The Chair has purchased grass seed for use on the Village Green. It was agreed that we pay this – proposed by Cllr Melaney and seconded by Cllr Latahm
- 9.8 *Payment of Income tax re Clerk's Salary last payments in 2017-2018*
This will be paid to HMRC directly by Benson Woods Accountants on the 17th April.
- 9.9 *Annual Audit – Approval of Annual Report*
The Council accepted the Internal Audit reports and then signed by the Chair of the Council and the Clerk.
The clerk reported on the VAT reclaim to be submitted to HMRC.

10. Correspondence

10.1

INCOMING

1. Email from DBC Planning acknowledging Green Space Submission. 21.03.18
2. Email from Resident about Dog Fouling and the Fly Tipping Path between 13 & 15 Church View 23.03.18
3. Notification of Planning request 18/00235/TF Tree pruning No 2 High St 23.03.18
4. Email from Resident re 'public toilet' by Church Hall 23.03.18
5. Email from Mr Bannerman of ABCT re Airfield Plaque 25.03.18
6. Email from DAPC re GDPR meeting at DBC on 12 April 25.03.18
7. Email from DBC Planning re neighbourhood designation 26.03.18
8. Email from Acknowledgement of report of Dog Fouling and Path clearance from DBC 26.03.18
9. Email from CPRE re Darlington Plan and dates 27.03.18
10. Email from Steven Ragg re Mazar's Audit details 29.03.18
11. Email from Steven Ragg re CiCLA Training and Certification 29.03.18
12. Email from Resident regarding work of AWGunn on the Village Green 3-7 the Green 29.03.18
13. Email from DBC Customer services re dog fouling 03.04.18
14. Email from DBC re Councillors Code of Conduct Training 03.04.18
15. Email from DBC Planning at 15 High High St 03.04.18
16. Invoice from AWGunn for works on the Village Green 04.04.18
17. Email from CLCA re membership and invoice for 2018/19 05.04.18
18. Email from NALC re section 137 payments 09.03.18
19. Email from Zurich Insurance including Invoice 11.04.18
20. Letter from HMRC re VAT reclaim 11.04.18
21. Email from Steven Ragg confirming place on GDPR course in Guisborough 12.04.18
22. Email from UnipartDorman re the speed monitoring equipment 12.04.18
23. Email from Phill Newton re Lease for Playground 13.04.18
24. Email from Andy Wood of DBC re dog fouling 16.04.18

OUTGOING

1. Email to DBC Planning enclosing Green Space Designation documents.21.03.18
2. Email to DBC Planning enclosing Neighbourhood Designation.23.03.18
3. Emails to DBC re Dog Fouling Fly tipping and 'Public toilet' 23.03.18
4. Contact made to Durham Constabulary re 'public toilet' 23.03.18
5. Email to J Harland – No 11 High St after site visit 27.03.18
6. Email to Parish News re notification of Annual meeting 04.04.18
7. Email to Steven Ragg re GDPR course in Guisborough 10.04.18
8. Email to Planning DBC response to 18/00235/TF 13.04.18

A.F.M.

11. Matters dealt with since last Meeting

11.1 *Dog fouling and fly tipping in the village.*

This has been reported to DBC – ref item 7.1 above.

12. Date of Next Meeting

Wednesday 16th May with Annual Parish Meeting at 6:30pm followed by the Annual General Meeting of the Parish Council at 7:30pm and followed by the monthly Parish Council meeting as normal

The meeting closed at 9:17 pm

Signed: Chairperson:

J. MacLellan

Date:

16-5-18