

## **Bishopton Parish Council**

### **Minutes of the Parish Council Annual General Meeting held on Wednesday, 15<sup>th</sup> May 2019 at 7:00pm in Bishopton Village Hall**

**Present:** Cllrs: L. MacMahon, J. Robins, D Latham, G. Preston, S.Harker  
L Foggett [Parish Clerk].

Visitors : Miles Metcalfe, Joanne Metcalfe, Rheanne White

**1. Apologies for Absence:** Cllrs: M.Moses and N Melaney & Cllr. Brian Jones of DBC

#### **2. Annual Business:**

The new Parish Council was formed and Cllrs. elected were required to sign acceptance of Nomination forms and complete Registers of Interest.

##### **2.1 Election of Officers for 2019-2020**

The Parish Clerk asked for nominations for the office of Chairperson of Bishopton Parish Council for the year 2019-2020.

Cllr. Melaney was nominated by Cllr. Robins and seconded by Cllr. Latham to stand as Chairperson for the Council. This was passed

The Parish Clerk asked for nominations for the office of Vice Chairperson of Bishopton Parish Council for the year 2019-2020.

Cllr. Preston was nominated by Cllr. MacMahon and seconded by Cllr. Harker to stand as Vice Chairperson for the Council. This was passed

In the Chair, Cllr. Preston.

##### **2.2 Review of standing orders and financial regulations**

It was noted that these had last been reviewed during the course of 2018 and that these were accepted by the Parish Council in September of 2018.

##### **2.3 Appointment of representatives to outside bodies**

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 continuation of the 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 should continue and this continues to include subscription to NALC

##### **2.7 Review of the council's complaints procedure**

It was agreed that the document sent out by the clerk in September 2018 be adhered to.



- 2.8 Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018.  
The councillors agreed to accept the GDPR documents which had already been drafted by the Clerk and agreed for registration of the Council as a Data Processor to the Office of the Information Commissioner. All the GDPR documents are on the website.
- 2.9 Review of the council's policy for dealing with the press/media  
It was agreed that the document sent out by the clerk in September 2018 be adhered to.
- 2.10 Dates and location of ordinary meetings for 2019-2020 and next AGM  
It was agreed that ordinary meetings would take place on the 3<sup>rd</sup> Wednesday of each month except August. Note that there is a change to the meeting date in July 2019.  
Meetings in 2019 will be 10<sup>th</sup> July, 18<sup>th</sup> September, 16<sup>th</sup> October, 20<sup>th</sup> November, 18<sup>th</sup> December  
Meetings in 2020 will be 15<sup>th</sup> January, 19<sup>th</sup> February, 18<sup>th</sup> March, 15<sup>th</sup> April

The AGM was agreed for Wednesday 20<sup>th</sup> May 2020.

All meetings at 7:00pm in the Village Hall.

### **Ordinary May Meeting**

#### **3. Declarations of Interest in Items on the Agenda:**

There were none declared.

#### **4. Previous Minutes:**

- 4.1 The minutes of the previous meeting were read and approved with two small typing errors corrected and were duly signed by the Chairperson as a true record of the 24<sup>th</sup> April 2019 meeting.

#### **5. Matters Arising from Previous Minutes:**

- 5.1 Traffic Monitoring Equipment - progress.

We have been contacted by Unipart Dorman to indicate that our traffic monitor is repaired and fitted with Solar Panels. They are now awaiting notification from the Parish Council that the pole is in place. We are hoping to meet with a representative of DBC and a Police spokesperson to ascertain the position of the pole on Mill Lane. At that time we will also consult with the resident of the bungalow on the corner of Mill Lane and Cobby Castle Lane. Once we are sure about the two poles on the main rd we can place an order with Elan City for the two Evolis solar powered units for the two poles – one at each end of the village.

Cllr Robins asked about the progress of Community Speedwatch. Cllr Melaney will further pursue this on his return, but in the meantime the Clerk will try and contact Durham Constabulary and ascertain any progress.

- 5.2 Funds held for Young Persons of the Parish - play area - progress report.

The field is now all fenced in and the selective weedkilling and over sown of the field has commenced. The first cut of the new surface is imminent. We are hoping that the grass surface will be usable this summer.

We are going to pursue opening a completely separate bank account for the Playground/playing field and the monies set aside in the Parish Reserve account will be transferred to that account.

We are going to call a public meeting about the Playground and hold it in the Village Hall (which the clerk will book) and then we hope to get the school involved also. Once the community have met we can move the project forward.

There followed some discussion about the timing of the public meeting and items for the agenda.

The Council also requested that Cllr Melaney invite Judith Turner of Stillington PC to our next meeting to discuss funding for the playground.

#### 5.5. Bishopton Airfield - Progress Report

We are waiting for the stone plinth to become available. This is ordered and paid for. Cllr Melaney will contact the quarry to find out progress.

#### 5.6. The Castle sign

The Castle sign has been delivered but contains mistakes the company will be contacted.

### 6. Planning Applications:

None

### 7. Matters Raised by Councillors & the Clerk:

None

### 8. Village Green

#### 8.1 Village Green annual inspection 2019 - progress

The major item raised in the inspection was weeds growing on the Village Green – even though the whole area was treated last year. We will continue to monitor the situation (see item 8.3) There was also concern about the pothole near the Talbot Inn which needs looking at again.

#### 8.2 Village Green strimming

The strimming has been carried out by Mr. Leighton and we have not yet had an invoice from him.

#### 8.3 Village Green weed killing and top seeding

The clerk has contacted Mr. Leighton and asked for him to look over the Village Green and see if there is anything else we can do about selective weed killing.

#### 8.4 Village Green planting and maintenance of flower tubs

Cllr Latham will again take charge of refilling the tubs with new compost and source plants. She reported that one of the tubs needs looking at, and possibly replacing. This will be looked at in future.

Cllr Latham will source compost and plants.

## 9.0 Wind Farm Meetings

There was nothing to report. The Clerk is preparing another grant application for the playground, but this may be dependent on the views of the public meeting.

We shall claim the outstanding £3000 for the traffic monitors when we have placed the order with Elan City.

## 10. Financial

### 10.1 2019/20 budget monitoring & current financial position

The Clerk presented the Audited accounts for 2018/19

The Chair then signed the audit report and the Annual Governance and AGAR documents to be presented for external audit. The certificate of exemption will be forwarded to Mazaars the government appointed auditors.

The Clerk presented the forecast for the 2019/202 year. We have yet to start the payments from this year.

The precept from DBC is now in the bank.

### 10.2 Invoice for Insurance from Zurich

We have received the invoice for the insurance for £345.18 as part of the three year agreement, this being the third year. It was proposed by Cllr Robins and seconded by Cllr MacMahon that we pay this premium.

## 11. Correspondence:

### INCOMING

1. Emails from Cllr MacMahon re playground donations 24.04.19
2. Email from Phill Newton enclosing Lease and Land Registry entry 25.04.19
3. Email from Paul Ibbertson re poles for traffic monitors 25.04.19
4. Emails from councillors re position of pole on Mill Lane 26.04.19
5. Invoice and renewal statement from Zurich Insurance 27.04.19
6. Email from Parish news confirming entry of Parish Annual Meeting Notice 29.04.19
7. Email from Cllr MacMahon re strimming Village Green 30.04.19
8. Email from NALC re Legal Updates. 30.04.19
9. Email from Steve Ragg re new councillor training 01.05.19
10. Emails from Cllrs re Annual Report. 04.05.19
11. Email from Plastic & Metal Profiles re Castle Sign 07.05.19
12. Invoice from Plastic & Metal Profiles re Castle Sign 07.05.19
13. Email from G Baines re use of Village Hall on 10<sup>th</sup> July 08.05.19
14. Statement from Plastic & Metal Profiles re Castle Sign 08.05.19
15. Email from Unipart Dorman re Traffic Monitor 09.05.19
16. Email from Steve Ragg re VAT training 09.05.19
17. Email from NALC re Expo 2019. 10.05.19
18. Completion Invoice from Unipart Dorman re traffic monitor repair 10.05.19
19. Email from NALC re Human Rights legislation LTN24 13.05.19
20. Email from Bruno Peek re VE Day 8<sup>th</sup> May 2020 14.05.19
21. Email from Cllr B Jones apologies 14.05.19
22. Email from NALC Newsletter 15.05.19



## OUTGOING

1. Email to Paul Ibbertson -DBC re poles for Traffic monitors 24.04.19
2. Email to Paul Ibbertson -DBC re poles for Traffic monitors 25.04.19
3. Email to Councillors re Poles for traffic monitor 25.04.19
4. Email to Councillors re preparation of Playing Field surface 25.04.19
5. Email to Paul Ibbertson -DBC re poles for Traffic monitor on Mill Lane 27.04.19
6. Email to Parish News re APM 29.04.19
7. Email to Parish News re Councillor Vacancy 29.04.19
8. Telecon to M Leighton re Strimming Village Green 01.05.19
9. Email to Councillors re Castle plaque 01.05.19
10. Email to Councillors re papers for APM 03.05.19
11. Email to G Baines re July meeting and website 07.05.19

## 12. Matters Dealt with last meeting

### 12.1 New Councillor Training

The council agreed to fund Training for the new councilor – Cllr Harker should she wish to attend the course being provided by DALC. Proposed by Cllr Robins and seconded by Cllr Preston.

### 12.2 Fly Tipping

Cllr MacMahon raised an issue of Fly Tipping on the Stillington Rd. This will be conveyed to Street Scene at DBC.

## 13. Date of Next Meeting:

The meeting closed at 9:23pm.

Next Meeting 7:00pm on Wednesday 19<sup>th</sup> June 2019 in the Village Hall.

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

Date 19<sup>th</sup> June 2019