

Bishopton Parish Council

Minutes of the Parish Council Annual General Meeting held on Wednesday, 19th May 2021 at 7:00pm in Bishopton Village Hall

Present: Cllrs: L. MacMahon, J. Robins, D Latham, G. Preston, M.Moses , N Melaney & Cllr. Brian Jones of DBC , L Foggett [Parish Clerk].

Apologies for Absence: Cllr S Harker has sent apologies

259. Annual Business:

259.1 Election of Officers for 2021-2022

The Parish Clerk asked for nominations for the office of Chairperson of Bishopton Parish Council for the year 2021-2022.

Cllr. Melaney was nominated by Cllr. MacMahon and seconded by Cllr. Preston 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 2021-2022.

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

In the Chair, Cllr. Melaney.

259.2. Allocation of responsibilities for councillors

This item will be deferred until the next meeting in June.

259.3 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. The clerk will produce revisions (if any) before the next meeting.

259.4 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.

259.5 Review of inventory of assets

The Clerk gave a verbal report of an updated Asset Register totalling £38369 including new equipment which was accepted by the meeting, the written asset register will be circulated with the accounts when we have them back from the internal auditor.

259.6 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. The policy renewal date is 1st June and should include the new playground equipment.

259.7 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

259.8 Review of the council's complaints procedure

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

259.9 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.

259.10 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.

259.11 Dates and location of ordinary meetings for 2021-2022 and next AGM

It was agreed that ordinary meetings would take place on the 3rd Wednesday of each month except August. Note that there is a change to the meeting date in July 2021.

Meetings in 2021 will be 28th July, 15th September, 20th October, 17th November, 15th December

Meetings in 2022 will be 19th January, 16th February, 16th March, 20th April

The AGM was agreed for Wednesday 18th May 2022.

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

The Chair asked that the Safeguarding Policy be brought to the Council for adoption as soon as possible.

Ordinary May Meeting

260 Declarations of Interest in Items on the Agenda:

Cllr Robins expressed an interest in the Playground Association

Cllr Preston expressed an interest in anything to do with Mill Lane.

261 Previous Minutes:

261.1 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 21st April 2021 meeting. There was an amendment to minute 255.3 where the name of the landowner was deleted. Cllr Latham asked that her name be deleted from 255.2 and instead Cllr Robins name be added. The minutes proposed by Cllr MacMahon and seconded by Cllr Melaney.

262. Matters Arising from Previous Minutes:

262.1 Traffic Monitoring Equipment - progress.

Despite the increase in traffic through the village now that restrictions have been lifted, most drivers are travelling between 30 and 40 miles an hour and there are still people travelling through the village at 50-60 miles an hour in the early hours of the morning. The traffic on Mill Lane is mainly keeping below 30-35 mph.

Cllr Melaney will further pursue the issue of Community Speedwatch as the new Police and Crime Commissioner for Durham has indicated that more money will be available for community projects.

262.2 Playground progress.

The phase two of the equipment installation has had to be delayed and will now be installed next week. The clerk has re-arranged the Heras fencing hire and Cllr Melaney has contacted Rospa with regard to their inspection being delayed a week.

The Playground Association are hoping to celebrate the installation of the new equipment on 26th June.

263 Planning Applications:

There are no new planning applications.

264 Matters Raised by Councillors & the Clerk:

264.1 Annual Parish Meeting arrangements.

The general view was that the Parish Meeting be postponed until further notice.

264.2 The Bus Shelter – further reports on quotes for work

Cllr MacMahon asked if we had had any further official contact from DBC regarding the ownership of the bus shelter. Cllr Melaney restated that we had only the communication from Cllr Jones regarding the bus shelter, Cllr Jones confirmed this.

Whilst we are awaiting further quotes for the work Cllr Robins and Cllr Latham will tidy up the bus shelter.

264.3 Public Rights of Way update from Cllr Robins

Cllr MacMahon reported that the stile at the top of Ash's Bank is rotten. There were no other updates to report.

264.4 Matters to follow up

The clerk will again try and contact DBC regarding signs in the village, the waste bin at the west end of the village and will contact S Petch regarding the rotten stile.

264.5 Website/Picture memory box

The clerk create a document repository on the website to enable Cllr Robins to use for collecting photographs and documents

264.6 Parking Issues

It was agreed that the chair would contact the household where there were parking problems.

264.7 The Talbot License application

Further to the clerk alerting all councillors about the Talbot License application, it was agreed that Cllr Melaney will contact residents regarding this.

265 Village Green

265.1 Village Green annual inspection 2021- progress

The Chairman reported that we are still waiting for prices for work identified on the Village Green during the inspection. It was agreed that the Chair will contact the household encroaching on the village green (see item 264.6 above).

265.2 Village Green planting and benches

Cllr Latham will source compost and Cllr MacMahon will look to source and purchase plants It was suggested that a budget of approximately £320 be allowed for this.

The new benches will be sited in the next two weeks, the four seater bench to be sited at the end of the church if it is able to fit it on the base.

265.3 Hanging Baskets.

It was agreed not to pursue this matter at this time.

266 Financial

266.1 2020/2021 budget monitoring & current financial position

The Clerk explained that the Audited accounts for 2020-2021 are almost complete and will be presented to the meeting in June

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 2021/2022 year.

266.2 Invoice for CALC and NALC subscription

We have received the invoice for the subscription for £101.69 It was proposed by Cllr Robins and seconded by Cllr Preston that we pay this.

266.3 Petty Cash Payments

There are three petty cash payments outstanding. Cllr Latham for reimbursement for purchase of sand. The clerk for travel to Bishopton 5 trips £39.20. The clerk for printer ink of £24.00

12. Date of Next Meeting:

The meeting closed at 9:28pm.

Next Meeting 7:00pm on Wednesday 16th June 2021 in the Village Hall.

Signed: Chairperson: _____



Date 23/6/21