



**Bishop Middleham
& Mainsforth**

Conserving our Past Building our Future

Minutes of a meeting of Bishop Middleham and Mainsforth Parish Council held Wednesday 12th June 2019 in the Village Hall Bishop Middleham.

1.0/19 Present: - Cllr. H. Neve (Chairman), D. Hardy, M. MacCallam, G. Turner, J. Brownlee, V. Cooke, N. Dexter.

2.0/19 Apologies: - County Councillor P. Crathorne

3.0/19 In attendance: - No members of the public were in attendance.

4.0/19. Notice of meeting: - It was moved Cllr. H. Neve that the meeting be opened.

5.0/19 Declaration of Interest: - Cllr. Jane Brownlee re Village Hall lease

6.0/19 Members dispensations: - none required.

7.0/19 Chairman's Report.

The Chairman welcomed everyone to the meeting and as usual reminded members of the need to respect other people's views.

8.0/19 Public Participation.

There were no members of the public present.

10/19 PACT Report

Members agreed to invite the Neighborhood Wardens to a future meeting to discuss CCTV cameras around the Parish

11/19 County Councillor Report

No report as County Councillor not present.

12/19 Minutes of the meeting held on 8th May 2019.

Resolved: - it was proposed Cllr. H. Neve seconded Cllr. J. Brownlee to accept the minutes, this was carried. Members also noted the minutes of the Annual Assembly and that no actions required.

13/19 Matters for Information.

Members considered the update issues from the Action Log. Action Log agreed. The following were highlighted:

1. Edging boulders have been sited around the Parish to prevent inappropriate parking and access for parishioners wishing to walk. Matter to be monitored.
2. S.E.Landscape Environmental work, planting and hanging baskets already prepared and ready to go out in the next 2 weeks

14/19 Matters for information sharing by members

Covered by agenda

15/19 Correspondence

A letter was received from Mr. MacCallam expressing concern regarding condensation in his garage. Agreed he be offered an exchange garage and Cllr. H. Neve given delegated power to take forward.

Cllr. M.McCallam declared an interest in this matter and took no part.

VE Celebrations, to be added to a future agenda.

16/19 Annual Governance Statement and Accounts

Members considered the documentation circulated by the Clerk including all Annual Account information. Following discussion, it was

Resolved: -

Proposed Cllr. H. Neve and seconded Cllr. N. Dexter

- a. to adopt the Annual Governance statement and to declare Section 1 to the External Auditor. This was agreed
- b. To formally consult the public and undertake public inspection period
- c. To accept the Section 2 declaration as advised by the Clerk declaring No in 2 sections. Action Plan as agreed with Internal Auditor to be implemented.
- d. In future Annual Accounts to be inspected by Internal Audit post 31st March to ensure a full audit is undertaken
- e. Cllr. H. Neve advised he had monitored the financial tracker throughout the year and had made comparisons with the report presented by the Clerk
- f. Clerk to be asked to transfer all documentation to Acting Clerk during his current sick leave
- g. Internal Auditor had made references to online payments. It was agreed to present all payments on a monthly basis to Full Council. Acting Clerk to present a full report on current financial year once Clerk has transferred all books
- h. Financial Standing orders to be reviewed to reflect online payments
- i. A VAT reclaim to 2017 to be made in line with above transfer
- j. Income/Expenditure reconciliation to be presented on a monthly basis
- k. Acting Clerk to investigate Rialtas Accounting System once books transferred

17.0/19 Village Hall lease

Acting Clerk advised DCC officers in the Community Support Section are willing to meet with both Parish Council and Village Hall. Parish Council have reaffirmed their willingness to either take over lease or ownership of the land and £500 towards Village Hall legal fees.

18.0/19 Fireworks Display

Acting Clerk advised deposit has been paid and price capped at last years amount. Both Insurance and St. Johns Ambulance arranged. Several members contributed to discussions in regard to risk assessment, number attending, cost of tickets, ticket distribution, fairground rides/food. It was agreed to discuss further at the next meeting. It was agreed to discuss this item first at the meeting.

19.0/19 Environment

Members were informed: -

- a. M. McCallam advised survey had been completed on the lake. Grassland and areas around not protected. Northern Echo are following the story closely.
- b. Partially exposed drain in grass verge (no path) which DCC considered requires no action. Members concerned it remain a risk to public, Acting Clerk to raise with DCC once again
- c. Brightwater are investigating the dry lake stream water fed
- d. Grass cutting in Churchyard. It was agreed to agenda under Environment at next meeting and to ask Cllr. MacCallam to invite the current gentleman who cuts the grass to the next meeting to discuss the way forward
- e. Discussions took place regarding bins in play area, S.E. Landscape to be asked to report on current bin siting and suggestions for future bins
- f. S.E. landscape to be asked to check grass seeding in the run up to the new football season
- g. Dry Stone walling, Brightwater are not taking this forward as they need a specialist worker, however they have a volunteer willing to take this project forward
- h. Archaeological dig in Sedgefield to commence shortly
- i. Concern expressed regarding the lock down of the Village in September due to Velo Race. Clerk to raise concerns with DCC and request a meeting to discuss same

20.0/19 Planning applications: - nil

21.0/19 Monthly Accounts

Nil

22.0/19 Communication

Web site, it was resolved on a proposal by Cllr. H. Neve and seconded by Cllr. N. Dexter and agreed that the new Council web site be adopted and that formal communications are shared through this media. During August recess past minutes etc. to be uploaded, all current Annual Audit information to be uploaded also.

23.0/19 Personnel

Members discussed the current situation regarding staffing. It was agreed to formally implement sickness policy and to invite Mr. Gray for interview to discuss the situation and future.

The meeting closed at 8.40pm.