

Conserving our Past: Building Our Future

Chairman Cllr. Harvey Neve

Minutes of a meeting of Bishop Middleham Parish Council held
Wednesday 9th November 2022, in Bishop Middleham Village Hall at 7.00pm

Present: Cllr. H. Neve (Chairman), Cllr. G. Turner (Vice Chairman), Cllr. V. Cooke,
Cllr. G. Jacobs, Cllr. M. MacCallam

A. Hall (Parish Clerk)

Apologies: Cllr. J. Brownlee

ITEM NO.	MINUTES	ACTION
24.11/22	Notice of Meeting - it was moved by Cllr. H. Neve to open the meeting at 7pm.	
25.11/22	Declarations of Interest - None	
26.11/22	Public Participation - No members of the public in attendance	
27.11/22	Minutes of the meeting held on Wednesday 12 th October 2022 The content of the minutes was questioned regarding the increased fees for phase 2 of the park regeneration. AGREED: to review the recording of the meeting and clarify the situation and confirm the minutes at the next meeting.	AH
28.11/22	Fireworks - this was felt to be a great event - all feedback received from residents has been positive. Approx 650-700 tickets had been sold, raising a total of £810. A number of issues arose around the event - it was felt a log of each event was required, detailing what went well, what needs to be improved and planning timescales for next year. These areas were discussed in detail and notes taken by Cllr MacCallam. AGREED: To pull together the notes taken of the event log and forward to the Clerk. AGREED: To confirm booking with Rainbow Fireworks for Friday 3 rd Nov 2023. Proposed by Cllr Neve, seconded by Cllr Turner One of the areas raised was around volunteers - this has been discussed previously and that the 'Community Makers' scheme would be a good option to try, incorporating the Community side of the website. The issue of volunteers needs to be discussed further taking into account roles, contacts and insurance for volunteers. AGREED: Cllr Neve to speak to Matt Sedgefield at Sedgefield Web Design regarding this being set up. Remembrance Day - 2 wreaths had been purchased through the Royal British Legion to be laid on the day. The church service is being held at 10am in the church with everyone meeting at about 10.55am at the war memorial.	MM AH
	Carols around the Christmas Tree - Carol sheets to be printed, Ferryhill Town Band is confirm. Cllr Jacobs to purchase mulled wine and mince pies. A budget of £150 was agreed, receipts from purchases to be given to the Clerk.	

	<p>As the same as last year, Chilton Town Council has agreed to loaning the big button for the switch on event.</p> <p>A suggestion was made to ask the previous Clerk, John Robinson, to switch on this years Christmas lights and aware him with a Citizenship Certificate in recognition for all of the hard work and time he had given to Bishop Middleham during his time as Clerk.</p> <p>AGREED: To purchase mulled wine and mince pies with a budget of £150. Proposed Cllr Neve, seconded Cllr Turner</p> <p>AGREED: To invite John Robinson to officially turn on the Christmas Lights and receive a Citizenship award. Proposed Cllr Neve, seconded Cllr MacCallam</p>	<p>GJ</p> <p>HN/AH</p>
29.11/22	<p>Update on the Park - no further information had been received about Phase 1.</p> <p>The Clerk had attended a course on 9 Nov regarding inspection, maintenance and insurance of play areas. Questions were raised regarding what inspections were carried out on the small park at the Village Hall. AGREED: To check out what, if any inspection contract is in place for this park.</p> <p>AGREED: Request a price from Scott to repair the gate and the fence.</p> <p>There are a number of requirements that need to be completed prior to the work starting on Phase 1.</p> <p>AGREED: Clerk and Cllr MacCallam to arrange time to meet and pull together all of the Phase 1 documentation and clarify what needs to be completed for work starts.</p> <p>An issue was raised regarding historic drainage problems at the park and sewerage leaking into the park area.</p> <p>AGREED: To contact Northumbrian Water to see what, if any, works are planned and what can be done to improve the situation, given we are building a new park.</p>	<p>AH</p> <p>AH/MM</p> <p>AH</p>
30.11/22	<p>Communication Update - it was noted that details for the councillors new email addresses had not been sent out. It was felt that support will be needed as it was not a straightforward process.</p> <p>AGREED: to request the Sedgefield Web Design (Matt) send out the login details and 'how to' information to all councillors and offer support.</p> <p>Members were informed that a mobile phone for the Clerk was being arranged.</p> <p>Members were informed that a Communications Policy was being produced. The Policy would detail how we communicate with residents and other agencies / groups.</p> <p>AGREED: To produce draft policy and circulate to Members before being adopted at a future meeting.</p> <p><u>Cllr</u></p>	<p>AH</p> <p>AH/HN</p>
31.11/22	<p>Finance - Members were informed that the Clerk and the Chair were now set up on internet banking and were able to process online payments. The Clerk inputs the information and the Chair then authorises the payment. Discussions took place regarding the need for more people to have access and be able to authorise payments, or how we do this.</p>	<p>AH</p>

	<p>AGREED: To pass Barclays telephone number to Cllr MacCallam and Cllr Turner to arrange to be set up on internet banking to be included as authorisers.</p> <p>Members were informed given the income and expenditure for each month from April 2022. This would be produced for the previous month to each monthly meeting. The invoice file would be brought to each meeting if Members wished to look them.</p> <p>Budget - Members were given a DRAFT budget printout. However, it was noted that the front page had not calculated correctly. The process for the budget was explained and how it would work.</p> <p>AGREED: To recalculate budget printout and circulate to Members in preparation for the December 2022 meeting.</p>	<p>AH</p>
33.11/22	<p>Staffing - Request for Clerk to be allowed to join the Local Government Pension Scheme. The Clerk is awaiting figures from DCC to present these to Members so that a decision can be made.</p> <p>AGREED: To bring to next meeting finalised costs for LGPS.</p>	<p>A letter</p> <p>AH</p>
34.11/22	<p>Christmas Decorations - Members were informed that due to a decision made by DCC that we are unable to put any Christmas lights up in Mainsforth this year. They are in the process of upgrading the current light columns early in the new year. They noted that lights had been installed previously but that they were not aware of them and because of the testing that was required we couldn't put them up this year. We have been asked to let them know what lights we would like to put up next year as this may have an impact on the size of column installed - any increase in costs of the columns would be passed to the Parish Council. The Clerk is waiting for this information.</p> <p>A letter was needed to pass to all households in Mainsforth to inform them of this decision.</p> <p>AGREED: To write a letter for the houses in Mainsforth and to distribute by hand.</p> <p>In preparation for next year, it was suggested we look at some new lights in January, when companies usually have sales. DCC had also said that the current lights were not appropriate due to size as they did not meet agreed standards - they had suggested that wrap lights would be the best option.</p>	<p>HN/AH</p>
35.11/22	<p>Groundworks Extension of Contract: From paperwork available, there is no clause stopping us from extending the contract for 2 years.</p> <p>AGREED: To write to SE Landscaping to officially extend the current contract for 2 years at the current pricing. Proposed by Cllr Neve, seconded by Cllr Turner</p>	<p>AH</p>
36.11/22	<p>Climate Emergency - to move to December 2022 agenda</p>	
37.11/22	<p>Civility in Public Life - Move to December 2022 agenda.</p>	
38.11/22	<p>Policies - Members were informed that the Clerk would be formulating a number of new policies to be read, discussed and adopted at future meetings.</p>	
39.11/22	<p>Councillor Vacancies - Co-option - The advert had been distributed into the post office and noticeboards asking for expressions of interest in writing by Friday 25th November 2022. Interviews to be held week commencing 5th December 2022.</p>	

	<p>AGREED: Members to pass any contact details for anyone who has expressed an interest (verbally) can be sent the advert..</p> <p>AGREED: To book the village hall for the interviews on 7th December 2022.</p>	<p>All</p> <p>AH</p>
40.11/22	<p>Declarations of Interest: To be completed each year by Councillors and sent to DCC to be made public on the website. The Clerk will get paperwork for Councillors to return.</p>	AH
41.11/22	<p>Member Sharing</p> <p><u>Cllr Cooke</u> - raised speeding on High Road again - the Clerk informed Members she had not contacted the police yet but would do it.</p> <p>Flytipping - still an issue but was made aware that this situation was being dealt with and the people responsible were being taken to court.</p> <p><u>Cllr MacCallam</u> - monitoring Grounds Maintenance work - paper reports received.</p> <p>Churches Together are pulling together notice with all of the church addresses on. Request if this could be distributed.</p> <p><u>Cllr Turner</u> - raised issue with the agenda and could maybe put timings on and mark standard items / information only. AGREED: HN & AH to look at the agenda.</p> <p><u>Cllr Jacobs</u> - there is a dead willow tree that is causing problems - roots are in Cllr's garden - requesting permission to remove the tree as it is now hanging over fence and needs to be removed. AGREED: Cllr Jacobs to remove tree</p> <p><u>Cllr Neve</u> - food van had provided food and drink to volunteers and stall/workers at the fireworks display - payment of £25 needed. The Clerk to contact and request an invoice.</p> <p>New bus service - it was felt that the new company were providing a lesser service than Scarlett Band had previously. AGREED: The Clerk to investigate and report back to the next meeting.</p>	<p>AH/HN</p> <p>GJ</p> <p>AH</p>
42.11/22	<p>Next Meeting: Wednesday 14th December, however, we are unable to hold the next meeting at the Village Hall - the Clerk would look to holding the meeting somewhere else.</p>	AH

The meeting closed 9.05pm

Signed: - Chair.

Date: _____