



Bishop Middleham
& Mainsforth

Conserving our Past Building on our Future

Minutes of a meeting of Bishop Middleham and Mainsforth Parish Council held on Wednesday 8th May 2019 in the Village Hall Bishop Middleham, immediately following the Parish Annual Assembly.

Present: - **Chairman** Cllr. Harvey Neve
Vice Chairman Cllr. Nicola Dexter *and*
Cllrs: Vic Cooke, David Hardy
Acting Clerk Mrs. Maxine Robinson – See below
Durham County Council (DCC) Cllr. Pauline Crathorne (Local Member)

Also in attendance: - No members of the public present.

1. **19 Notice of meeting:** - Cllr. H. Neve moved the meeting open at 7.00 p.m. The Chairman asked that Mrs. Maxine Robinson stand in in for the acting clerk who sent an apology for lateness? All agreed with this temporary arrangement.
2. **19 Apologies:** Received from Cllrs. Jane. Brownlee, Michelle MacCallam, Geoff Turner.
3. **19 Declaration of Interest:** - Nil
4. **19 Members dispensations:** - none requested.
5. **19 Appointment of Chairman of the Parish Council 2019-20** – Cllr Neve was proposed by Cllr Cooke, seconded by Cllr Hardy and all agreed. The declaration of acceptance was duly signed by Cllr Neve and the Acting Clerk. Cllr Neve took the Chair.
6. **19 Appointment of Vice Chairman of the Parish Council 2019-20** - Cllr Dexter was proposed by Cllr Cooke, seconded by Cllr Hardy and all agreed. The declaration of acceptance was duly signed by Cllr Dexter and the Acting Clerk. Cllr Neve thanked Cllr Dexter for her for a job well done in supporting the Chair and welcomed her back into the post.
Cllr Neve asked Cllr Cooke how long he had been a member of the parish council – thought to be about 25 years.
7. **19 Election of Internal Committee Members –**
Human Resources – Council divided into two committees –
 - a. **HR** consisting of Chairman – Cllr Neve & Cllrs MacCallum & Turner.

- b. **HR Appeals** consisting of Vice Chairman – Cllr Dexter & Cllrs Brownlee Cooke & Hardy.

8. 19 Election to Outside Bodies

- a. **To reflect the empowerment of the Clerk and on-line banking**
- b. **Tarmac Liaison Group** - Cllr Cooke
- c. **County Durham Association of Local Councils (CDALC)** – Chair or Vice Chair – 1 voting member.

All appointments to continue as above, on a motion proposed by Cllr Neve, seconded by Cllr Hardy and all agreed.

- 9. 19 Meeting Dates for 2019-20** – Parish Council Meetings to continue to be held on 2nd Wednesday's on a proposal by Cllr Neve, seconded by Cllr Cooke, all agreed.
- 10. 19 Adoption of Standing Orders** – It was noted that Standing Orders had recently been reviewed and now included the Financial Regulations to reflect empowerment of the Clerk and on-line banking. *The reviewed Standing Orders were adopted on a proposal by Cllr Neve and seconded by Cllr Dexter. All agreed.*
- 11. 19 Adoption of Code of Conduct, including Declarations of Interest and Skills Register** – *On a proposal by Cllr Dexter, seconded by Cllr Neve, the Code of Conduct – including Declarations of Interest and Skills Register were adopted. All agreed.* Clerk to circulate a new Declaration of Interests form to members to update
- 12. 19 Adoption of Financial Regulations** – *The Financial Regulations, as included in the Standing Orders, were adopted on a proposal by Cllr Neve, seconded by Cllr Dexter and all agreed.*
- 13. 19 Appointment of External Auditor** – *Mr. Gordon Fletcher was appointed Internal Auditor as proposed by Cllr Neve, seconded by Cllr Cooke. All agreed.*
- 14. 19 Minutes of the Monthly Meeting held 18th April** – These had previously been circulated. With a change to reflect the Environment Agency being contacted, not DCC, they were duly amended and accepted as a true record of the meeting.
- 15. 19 Public Participation** – There were no members of the public present.
- 16. 19 Village Hall Lease** – Cllr Dexter advised that a lottery application was awaiting lease confirmation to progress it further. G Elliot was liaising with DCC Assets Department. Date and time of a meeting with the department to be advised.
- Notices for a Village Hall meeting to be circulated to members & Cllr Crathorne.**
- 17. 19 Firework Evening** – To be an agenda item for the June meeting to debate Health and Safety and any charging which might take place.
- 18. 19 Planning Applications** – No applications.
- 19. 19 Approval of Financial Transactions** –
- a. As agreed at the last meeting (265/18), a cheque was completed to pay the annual payment for park security at the meeting. Cllr Cooke was charged with hand delivering the cheque.
 - b. The Chair advised that the year end consolidation of the Tracker will be presented to accompany the formal accounts.

20.19. Matters of Information –

The Chairman had asked for this to be the last item on the agenda in future -

- a. Environmental Contractor – Contract - Cllr Dexter advised that she had a hard copy from which electronic copies would be arranged between herself and Cllr Neave.
- b. Cllr Crathorne was unsure of the full extent of the road closure for the Durham County Cycle Race. Acting Clerk to advise once information available.

Cllr Crathorne left the meeting at this point.

- c. Pitt Lane eyesore – it was noted that, should the lane be cleaned then this needs to be made public.
- d. Camera monitoring – needs to be considered to detect fly tippers.
- e. Neighbourhood warden to be invited to a council meeting to provide an up-date, e.g. any increase since DCC charges applied, convictions, how other communities manage this and to share his work as a warden with council.
- f. Cllr Dexter asked about bees – members to read lease and return.
- g. She also brought members attention to the need for the skatepark to have further funding. An application is underway with Leader.
Proposed Cllr Dexter, seconded Cllr Neve, that the skatepark funding with Leader be no longer followed, but to undertake further funding applications with other funders. All agreed.
- h. **Food van enquiry** – permissions have been agreed and no street traders license is required.
- i. **Brightwater event** – Cllr Neve had raised the pond refill.
- j. **Parish Council Land** – ownership / boundaries to be clarified.
- k. **Website Launch** – Initially, an Information Day suggested with a full launch on 7th September. An open evening, Communications Policy and social media in general would be useful. **To agenda for next meeting.**

EXEMPT INFORMATION – there were no members of the public present.

21.19 Personnel Matters – Awaiting information on health issues, treatment and the effect this will have on the current role undertaking.

PLAN

- a. **To await further information which may be available later in the week.**
- b. **Clerk to seek further information from HR regarding processes.**
- c. **Agenda for next meeting.**
- d. **Re-circulate bank mandates so that finances can be handed over.**

The Chairman thanked John Robinson for the continued support over the last year.

The meeting closed at 8.28 p.m.

Signed

Date