

Conserving our Past: Building Our Future

Chairman Cllr. Harvey Neve

Minutes of a meeting of Bishop Middleham Parish Council held
Wednesday 21st December 2022, in Bishop Middleham Village Hall at 7.00pm

Present: Cllr. H. Neve (Chairman), Cllr J. Brownlee, Cllr. J. Burrows, Cllr. V. Cooke, Cllr.
G. Jacobs, Cllr. M. MacCallam

Cllr. E. Peeke (County Councillor)

A. Hall (Parish Clerk)

Mr. J Burrows (Rotary Club)

Apologies: Cllr. G. Turner, Cllr. P. Maddison Green

ITEM NO.	MINUTES	ACTION
1.12/22	Notice of Meeting - it was moved by Cllr. H. Neve to open the meeting at 7.10pm.	
3.12/22	Co-option - Cllr. Neve welcomed Cllr. Jonathan Burrows to his first meeting following the Co-option process. Unfortunately, Cllr. Maddison Green was unable to attend.	
4.12/22	Declarations of Interest - Cllr. Burrows declared his father was attending to talk about a Grant application. Members were issued with a blank copy of the Declaration of Interest form and requested to complete it and bring it to the next meeting.	
5.12/22	It was agreed there were no amendment required to the minutes of the meeting held on Wednesday 12 th October 2022 and were approved. Proposed Cllr. Neve, Seconded Cllr. MacCallam Minutes of the meeting held on Wednesday 9 th November 2022 were approved. Proposed Cllr. Neve, Seconded Cllr. MacCallam	
6.12/22	Public Participation - Mr. Burrows from the Rotary Club gave a full account of the Model Railway Exhibition to be held in June 2023 and details of the funding the Rotary Club were requesting as a Grant from the Parish Council. Mr. Burrows also promoted a Grant application for Bishop Middleham Village Hall to hold an entertainment production in February by Groovy Street.	
8.12/22	Playgrounds - this item was moved up the agenda as Cllr. MacCallam had to leave at 8pm. Following the award of the phase one work for the park regeneration and contact from unsuccessful bidders the Clerk had recommended a review of the procurement as it appeared that there had been some confusion around the difference between the obtaining of competitive quotes and a full competitive tender process. A review was undertaken, which included the Chair seeking advice and good practice from CDALC, (noting that they were unable to provide legal	

	<p>advice). The Parish Council also discussed the potential issues that could arise and noted the learning that can be taken forward to any future procurements. It was acknowledged that the Council had followed a competitive process which protected investment of public money, acting in good faith in all respects but that there had been key failures in communication. It was noted that the previous Clerk had also tendered his resignation during this period.</p> <p>AGREED: to circulate standing orders to refresh all Cllrs.</p> <p>AGREED: to write to the companies who have contacted the Council seeking the outcome of the process, to thank them for their interest in the project and for their quotes and to explain that following competitive quotes from a number of suppliers, three were shortlisted from which a successful supplier had been chosen.</p> <p>Cllrs. were reminded that the first site meeting was to take place at 2.30pm on 3rd January 2022 with Ben Worley, our Project Manager for HAGS.</p>	<p>AH AH/HN</p>
7.12/22	<p>Remembrance Day - it was felt this was well attended and a nice, appropriate event.</p> <p>Christmas - the light switch on had been very well attended (we even ran out of carol sheets). It was unclear whether the sweets / reindeer food for the children in the village had been delivered. AGREED to contact Joanna at the post office for clarification. We would then need to look at how these are distributed, given that the school had broken up for the holidays.</p> <p>Fireworks Display - it was noted that some children were being turned away and not allowed to keep going on the rides. It was felt that the staff were sending children away. This should be noted on the feedback sheet for next year to discuss with the rides provider. AGREED: to include on feedback sheet for 2023.</p>	<p>AH</p> <p>AH</p>
8.12/22	<p>Playgrounds - health and safety and inspections. The Council were informed that there had been an annual inspection on the small park in the Village Hall but no other inspections had been carried out. To meet required standards there should be weekly visual inspections (by a competent person), quarterly inspections by trained staff. DCC are currently carrying out monthly inspection on the main park. It was also raised that the fencing needed to be repaired.</p> <p>AGREED: To issue a notice on the gate of the park at the Village Hall to say this park is closed and should not be used.</p> <p>AGREED: To get a quote to repair the fencing round the park at the Village Hall.</p> <p>Sewerage Issues - 2 manhole covers near the swing at the park which lift when the rain is heavy and this causes surface water / sewerage to come out of the covers. Northumbrian Water had carried out clearance work and were due to carry this work out again.</p> <p>AGREED: to send emails regarding Northumbrian Water to new Cllrs.</p> <p>Members were informed we had a major leak in the pavilion earlier in the week. Plumber was contact and it was now fixed.</p>	<p>AH</p> <p>AH</p>
9.12/22	<p>Update on Councillor emails - Cllr Cooke requested contact from Matt from Sedgefield Web Design, to help set up his new email. Others were looking at it again and would ask for support when needed. AGREED: Clerk to arrange for Matt to contact Cllr Cooke.</p>	<p>AH</p>

10.12/22	<p>Finance</p> <p>Monthly transactions to 30th November were give to Members - the relevant invoices were available for inspection if required by the Members. No issues were raised regarding the transactions.</p> <p>Budget review - discussed expected expenditure and income up to 31st March 2023. No issues raised.</p> <p>Precept 2023/24 - the Chair explained how the Precept was calculated and answered a few questions from Members. Members were informed that the Precept request must be submitted by 20th January so it must be fully agreed and minuted at the meeting on 11th January 2023. Initial feeling is that there will be no increase in the Precept.</p> <p>Grants</p> <p>Village Hall - agreed to fund £400 to bring an entertainment group (Groovy Street) back for an event in February to the Village Hall. Proposed H Neve, Seconded M MacCallam</p> <p>Junior Football Club - grant requested of £961.20 to purchase winter coats for the team and personalised. The Members felt they could not fund the full amount as it was not a sustainable project if the coats were personalised with the players initials. Members agreed to fund £450 of the project and to explain in confirmation letter the reasons. Proposed M MacCallam, Seconded V Cooke -</p> <p>Rotary Club (N Aycliffe) - Model Railway Exhibition - agreed to fund £775 to cover hall hire costs and accommodation for exhibitors, as well as some transport costs for this event due to be held in June 2023. It was agreed for this funding to be provided from 2023/2024 budget. Proposed H Neve, Seconded V Cooke.</p> <p>Garage Rents - one lease holder had not paid any fees for 2022, invoices and follow up emails had been sent. AGREED to write to tenant informing him that the lease has not been renewed and that payment was still outstanding.</p> <p>1 of the other garages had been taken over by a family member and contact had been made to reissue lease and for the family member to pay the full amount from January 2023.</p>	<p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>
11.12/22	<p>HR</p> <p>a) Pensions options for Parish Clerk - the options for the pensions were explained to Members but it was felt that this should be included as part of the full recruitment for the post. It was proposed that the recruitment for the post take place in January 2023. AGREED: To circulate job description and other information to members for the Parish Clerk role.</p> <p>b) Pay Award - the Chair explained that this was a national pay award that that we fall in line with the national scales. AGREED: to acknowledge the national pay award for the Parish Clerk and to inform Mollarts the wages admin.</p>	<p>HN/AH</p> <p>AH</p>
12.12/22	<p>Christmas Decorations -confirmation had been received that new commando boxes would be fitted to the new light columns on 7 posts.</p>	

	Members were informed that budget had been set aside (approx. £1,500) to purchase new lights in January.	
13.12/22	Policies It was agreed that Members read these policies thoroughly before the next meeting in January to ensure everything is included.	All
14.12/22	Member Sharing <u>County Councillor, E Peeke</u> - To include as standing item on agenda. <ul style="list-style-type: none"> • Cllr Peeke informed members she had been talking to a workman at the quarry entrance who were surveying the road - she was informed work was being planned to raise the road to alleviate flooding issues. • Consultation out for new boundaries for Councils - this information can be found online. The district as it stands is likely to change. More information to follow when received. • <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 • A litter bin was needed in the layby towards the A177 junction AGREED to contact DCC to have this reinstalled. • The main sign at the junction to the A177 had not been replaced - AGREED to contact DCC to have this reinstalled. • <u>Cllr Burrows</u> Query regarding planning applications and how the council deals with them. • <u>Cllr Neve</u> Raised that this was the last meeting of the year and wanted to say thank you and well done for all of the work done this year. A message had been received from a new resident to the village, saying thank you and had been made to feel very welcome. 	AH AH
15.12/22	Next Meeting: Wednesday 11 th January 2023 at 7pm in the Village Hall	

The meeting closed 9.15pm

Signed: - Chair.

Date: _____