

Chairman Cllr. Harvey Neve

Minutes of the Parish Council Meeting of Bishop Middleham Parish Council held Wednesday 14th June 2023, in Bishop Middleham Village Hall at 7.00pm

Present: Cllr. H. Neve (Chair), Cllr. J. Brownlee, Cllr. J Burrows, Cllr. V. Cooke, Cllr. M. MacCallam, Cllr. P. Maddison Green, Cllr. G. Jacobs

A. Hall (Parish Clerk)

Cllr. E. Peeke (County Councillor)

3 members of the public were in attendance.

ITEM NO.	MINUTES	ACTION
1.6/23	<p>Notice of Meeting - it was moved by Cllr. H. Neve to open the meeting at 7.00pm.</p> <p>Cllr. Neve welcomed Pam Musgrove to the meeting. Following the last co-option process, Pam expressed an interest in applying but was unable to undertake until June 2023. Documentation to be completed and make this formal.</p>	AH
2.6/23	Apologies: Cllr. G. Turner	
3.6/23	Declarations of Interest - None	
4.6/23	Minutes - The minutes of the Annual Assembly and Annual General Meeting held on Wednesday 10 th May 2023 were approved. Proposed as an accurate record by Cllr. Neve and seconded by Cllr. Cooke	
5.6/23	<p>Public Participation</p> <p>Members of the WI who meet in Bishop Middleham attended the meeting to discuss their application for a Community Grant. They explained how their funding currently works, the charges for members, the activities they have and the reasons why the funding was being requested. They were thanked for their attendance and explaining all about the WI.</p>	
6.6/23	<p>County Councillor's Report</p> <p>Cllr. E. Peeke reported the following:</p> <ul style="list-style-type: none"> Positive steps were being taken on the clean up of Pitt Lane, although not finished, it was very much improved. The next round of AAP funding was available, closing date is 28 July. It was also noted that public representation was being requested to join this group. Concern had been raised regarding the flowerbeds in the village and it was expected these would be improved this month. A number of issues were being raised regarding Livin' grounds maintenance. Public transport had been raised as there were no buses coming through the village now. Cllr. Peeke informed the group she had been informed this was due to funding and lack of use. This was now being raised with the MP for the area. 	

	Cllr. Neve thanked Cllr. Peeke for her hard work for the whole of Bishop Middleham and Mainsforth, especially her involvement with the Pitt Lane situation and reaching a resolution.	
7.6/23	<p>Outdoor Activities</p> <p>a) Members were informed that the Tender Document for Phase 2 went live on Contracts Finder on 1st June with a closing date of 1st July. An evaluation meeting was agreed for Thursday 6th July 2023. A panel was agreed (Cllr MacCallam, Cllr Brownlee, Cllr Maddison Green and if available Cllr Burrows) The Parish Council meets on 12th July to make the final decision on the successful tenderer.</p> <p>b) Members were informed that a meeting had been held with Skill Mill, which provides employment opportunities for young ex-offenders in watercourse and horticulture services. It was felt that our Wildlife Garden would be a great project for them to work on. Quotes were being sought by Skill Mill to look at repairing and replacing some of the existing boards and fencing, painting all of the fencing so it all looks the same and to clear the pond area of debris and rubbish. Funding would be required to move the project forward when the quote had been received from Skill Mill.</p> <p>c) The Brownies had requested a key to the pavilion so that they could use the toilets when they are playing in the park. Members felt this was appropriate, however, concern was raised to the logistics. The water must be turned on and off each time the building is used. At present the football teams use the central room for storing nets and other equipment, which makes this area difficult to access the water controls. It was agreed to explain to the group the logistics. If they still wanted to go ahead, the Clerk would contact the football team to clear the central room.</p>	<p>AH</p> <p>AH</p>
8.6/23	<p>Health and Safety - an issue was raised by a member of the public regarding a tree that was overhanging her property. Members were informed that the Parish council had previously cut back this tree, it was on Church Commission land. It was agreed that the Clerk would contact the Church Commission to progress the problem and liaise with the resident.</p>	AH
9.6/23	<p>Finance</p> <p>a) Gordon Fletcher had undertaken an internal audit. Members were informed that there were no recommendations or issues raised in the report.</p> <p>b) Internal Control Report - members were informed that this report was a summary of what the Council does to ensure our accounts and transactions are monitored and controlled. This report was APPROVED by the Council - proposed by Cllr. MacCallam, seconded by Cllr. Cooke.</p> <p>c) Financial Risk Register - this report looks at all of the potential risks associated with running the financial side of a Parish Council and what measures have been put in place to reduce with severity and likelihood of the risks. This report was APPROVED by the Council - proposed by Cllr. Neve, seconded by Cllr. Cooke.</p> <p>d) Asset Register - the asset register had been updated with the costs of the new play equipment, new sound equipment and new IT equipment. This report was APPROVED by the Council - proposed by Cllr. Neve, seconded by Cllr MacCallam.</p> <p>e) i) Members considered Section 1 of the AGAR and was approved - proposed to accept by Cllr. Neve, seconded by Cllr. Cooke.</p>	

	<p>ii) Members considered Section 2 of the AGAR and was approved - proposed to accept by Cllr. Neve, seconded by Cllr. MacCallam. Members agreed to the Exercise of Public Rights to start on Friday 16th June 2023 for a period of 30 days</p> <p>f) Community Grant application from the WI was discussed and approved by Members for the amount of £430. Proposed Cllr. Neve and seconded Cllr. Brownlee.</p> <p>g) A number of leases had been received from Durham County Council for land leased by the PC. This covered the playing fields and park, the land behind the village hall (which expired a number of years ago) and the car park / garages at the park. Queries had been raised with DCC regarding the lease for the car park - which the document states covers the playing fields. Further investigation to be done.</p>	AH
10.6/23	<p>Policies</p> <p>a) Document Retention and Destruction Policy</p> <p>b) Home Based Workers Policy</p> <p>c) Scheme of Delegation</p> <p>d) Risk Management Policy - The Park</p> <p>The above policies were approved and adopted. Proposed Cllr Neve, seconded Cllr Cooke</p>	
11.6/23	<p>Member Sharing</p> <p><u>Cllr Cooke</u> -</p> <ul style="list-style-type: none"> Speeding on High Road is still a problem. Cllrs felt traffic calming should be looked at by Durham County Council, as has been installed in other villages/towns. Cllr Peeke to raise with DCC. Dog fouling is still an issue around the village - other options to be discussed. It was noted that the signs that the Neighbourhood Warden had put up had been removed. <p><u>Cllr Musgrove</u></p> <ul style="list-style-type: none"> Speeding in Mainsforth is also a problem Flowerbeds at the crossroads coming into Mainsforth need some attention. Clerk to mention this to SE Landscaping 	
12.6/23	<p>Next Meeting:</p> <p>Wednesday 12th July 2023 at 7pm</p>	

The meeting closed 9pm

Signed: - Chair.

Date: