

**CHAPEL AND HILL CHORLTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING held on
TUESDAY 12th December 2017 at 7:30pm**

Present:

Councillors: .D. Sant (Chairman), C. Follwell, Mrs V Follwell, J. Neal.
County Councillor P Northcott.
Clerk-Mrs J Simpson

- 001.12/17 To receive apologies for absence.**
Councillors, H. Butters, P. Hunt.
- 002.12/17 To receive Councillors declarations of Pecuniary Interest in items on the agenda.**
None were declared.
- 003.12/17 Public Participation:**
There were no members of the public present.
- 004.12/17 To consider approving and signing the minutes of the last regular meeting held on 30th October 2017.**
The minutes from 30th October 2017 were confirmed as a true record and signed.
- 005.12/17 To consider matters arising from the minutes not included elsewhere on the agenda**
There were no matters arising.
- 006.12/17 To consider approving and signing the minutes of the Extra Ordinary meeting held on 13th November 2017**
The minutes from 13th November 2017 were confirmed as a true record and signed.
- 007.12/17 To consider matters arising from the minutes not included elsewhere on the agenda.**
There were no matters arising.
- 008.12/17 To Receive reports from Borough and County Councillors.**
a) **Borough Councillor-** Move to Castle House had been delayed until the end of February 2018.
There had been a change of administration at NBC following the issues with the electoral process .Cllr Northcott now had a cabinet position on Planning and Regeneration.
The Chief executive and Monitoring officer had been suspended pending investigation.
- **County Councillor-** SCC was facing a £12m deficit. There had been intense pressure on Adult Social Care and increase of looked after children. SCC was also looking towards a 3-4% increase in Council Tax.

009.12/17 Policies and Procedures.

a) Model Standing Orders and Media Policy.

Drafts of the above two policies had been circulated by the Clerk. Amendments were discussed re length of meeting to 2.5 hours; value of goods, services and execution of works to qualify for full tender process to be £1500; copies of all letters/correspondence to NBC and SCC to be sent to local appropriate councillor.

It was **RESOLVED** to approve the Model Standing Orders with amendments and further **RESOLVED** to approve the accompanying Media Policy

b) Financial Regulations.

It was agreed to defer this item to the January meeting.

**Next
agenda**

010.12/17 To consider Financial Matters

a) External audit comments 2016-17.

These were noted.

b) Budget priorities for 2018-19

The Clerk had circulated two draft proposals for consideration

It was agreed to add in a contingency of £100 for adoption of the red phone box .Clerk to investigate the process for adoption.

It was also agreed to ring fence £6k for future election costs.

Costs were also identified to maintain/repair current assets including replacing glass in the noticeboard at Hill Chorlton. Clerk to strive to get 3 quotations.

It was agreed that due to the level of reserves no increase in the precept was required for financial year 2018/19.

Clerk

Clerk

It was **RESOLVED** to accept the proposed budget with amendments as agreed.

It was **further RESOLVED** to precept the rating authority of Newcastle Borough Council the sum of £3010 for financial year 2018-19

c) Current Financial Situation.

There had been difficulties with the administration of the bank mandate. Amendments needed to be initialed by the Chairman-this was done. Further, it would not be possible for the Clerk to access internet banking unless she was made a signatory to the account.

The current balances in the 3 accounts shown in the bank statements were noted. It was further noted that there were still cheques to be presented.

It was **RESOLVED** to note the current balances.

It was **further RESOLVED** to approve the Clerk as a signatory to the bank accounts to facilitate internet banking.

Clerk

d) Purchase of PC for The Council.

It was **RESOLVED** to approve the purchase of a PC for the Parish Council from the “transparency fund” allocation.

Clerk

e) Purchase of associated software-Microsoft office and anti-virus software for the above PC.

It was **RESOLVED** to purchase the appropriate software from the “transparency fund” allocation.

f) Purchase of scanner.

Clerk

It was resolved to purchase a scanner for the Parish Council from the “transparency fund” allocation.

011.12/17 To consider the exclusion of the public due to the confidential nature of the following two agenda items to be discussed.

There were no members of the public present.

012.12/17 Gratuity Payment for Retiring Clerk

The current Clerk had located the authorizing minutes and signed contract of employment that supported the legality of the payment.

It was **RESOLVED** to approve the gratuity payment to the retiring Clerk as per agreement.

013.12/17 Retiring Clerk Expenses

An invoice had been received from the retiring Clerk listing expenses occurred since 1st April-12th November 2017

It was **RESOLVED** to approve all payments except one that was not deemed appropriate.

014.12/17 Web Site.

Councillor C Follwell had received a quotation for the construction. Maintenance and training for a web site for The Council as outlined in the transparency fund application.

It was agreed that the Clerk would strive to find a further two quotations prior to the January meeting for consideration and final approval of contract.

Clerk

015.12/17 Neighbourhood Development Plan

The minutes from the last meeting of the Neighbourhood Plan had been previously circulated.

There had been a meeting on 28th with the plans consultant Hannah to discuss consultation on a draft plan. It was agreed that hard copies would be available in the church as well at Parish Council meetings and the Neighbourhood Plan web site which will link to Chapel and Hill Chorlton PCs when it was live.

Councillor V Follwell had circulated draft policy sections for the plan. It was noted that it was very important to read the rationale, policy and interpretation so comments could be prepared and discussed at the next Parish Council meeting in January.

**All
Next
agenda**

016.12/17 Local Action Partnership

Copeland Cottage had secured funding from NBC for a recycling project that had been seen as a model of good practice and rolled out across the borough.

An issue had been recognised with use of the transfer stations for recycling-there was no provision for the taking of cash payments.

There had been two burglaries in Baldwins Gate,

It was noted there was a slow response to 101.

There had been some damage to toilets in the public house in Loggerheads

Dog faeces in Loggerheads were been highlighted with pink spray paint to shame irresponsible dog owners.

There had been a consultation re Baldwins Gate primary school.

There had been movements to refurbish the Old Ticket office in Baldwins Gate

017.12/17 Speed Reduction Signs-Expression of Interest

An e-mail had been previously circulated from the Police and Crime Commissioners Office to ascertain any interest in a joint procurement exercise re the above. The Council felt the cost was too prohibitive and Mobile Speed Vehicles were more effective.

It was resolved not to submit an expression of interest.

018.12/17 Parish Councillor-Casual vacancy

The Clerk had made enquiries and it was a decision for the Council whether to coopt a councillor at this stage as it was less than 6 months to all out elections.

It was **RESOLVED** not to proceed with cooption of a Parish Councillor.

019.12/17 Planning Applications

No applications for consultation had been received.

Coombesdale Barn-a parishioner had expressed concern that the above construction was at variance with the approved planning application.

The Chairman had already complained to NBC.

A photograph was available. It was agreed that the Clerk contact Planning enforcement at NBC for investigation and to include the photograph.

**JN
Clerk**

020.12/17 Clerks Report

The report had been previously circulated.

A complaint had been received from a Parishioner re poor condition of glass in Hill Chorlton noticeboard and lack of Council web pages. It was agreed that the Clerk reply to the parishioner outlining timelines and actions as per decisions in the meeting.

Clerk

The Clerk was asked to locate the original agreement with NBC re landfill site in Parish Council ownership.

Clerk

021.12/17 Urgent Matters

Concern had been raised by a parishioner re gritting of roads in the icy/snowy weather.

It was noted that the grit reserves placed in the village by SCC had all been depleted.

SCC preferred grit to be contained in grit bins rather than placed on the

ground. It was possible due to the gradient that the bins could be free of charge.

It was noted that there used to be a "spreader" jointly purchased with Maer and a parishioner was paid an hourly rate to grit the two hill roads on Hadden Lane. However, the legality of such action was not clear.

The following actions were agreed:

- Contact SCC and ask for a grit top up.
- Enquire whether a free grit bin was possible.
- Ask SCC about the legal liabilities re anyone clearing or gritting the highway, either on a voluntary basis or paid basis.(not SCC employee)

**Clerk
Clerk
Clerk**

022.12/17 Race, Equality and Crime and Disorder Statement.

Councillors appreciated no decisions had been taken during the Meeting which were affected either by Race and Equality legislation, or by the Crime and Disorder Act 1998 though Crime and Disorder had been discussed.

023.12/17 Councillors Planned Absence

No absences were noted.

024.12/17 Date of next regular meeting and future meetings to May 2018

The next regular meeting will be held on Tuesday 9th January at 7:30pm, Copeland Cottage, Haddon lane, Chapel Chorlton.

It was **RESOLVED** to hold future meetings on the second Tuesday of the month, with the exception of May 2018 as due to elections it would be held on Tuesday 15th May 2018

The Chairman thanked the Councillors for their attendance, and there being no further business, closed the Meeting at 9:30pm