



THE ANNUAL
**MINUTES FROM A MEETING
OF EGGLESCLIFFE & EAGLESCLIFFE
COUNCIL HELD ON THURSDAY 16TH MAY 2019 AT ALL SAINTS CHURCH,
DUNNOTAR AVENUE, EAGLESCLIFFE, COMMENCING AT 7.00pm**

CLLRS PRESENT: J Clarke
G Colling
A Lamond
J Milburn
M Milburn
G Perrie
M Rigg
R Rowlinson
M Snaith

IN ATTENDANCE: C Whitehead – Clerk to the Council

APOLOGIES: Apology for absence received from Cllr J Fletcher

DECLARATIONS: None

DISPENSATIONS: None required for this meeting.

62/19 ELECTION OF CHAIRMAN 2019/20

Cllr M Rigg was nominated and seconded.

RESOLVED: That Cllr Maureen Rigg is elected Chairman for 2019/20

63/19 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Rigg duly signed the declaration of Office of Chairman

64/19 ELECTION OF VICE-CHAIRMAN FOR 2019/20

Cllrs R Rowlinson was nominated and seconded.

RESOLVED: That Cllr R Rowlinson is elected Vice-Chairman for 2019/20

65/19 ELECTION OF REPRESENTATIVES

RESOLVED: That the following members serve on outside bodies:

Allotment Management Committee: Cllrs: J Clarke, J Milburn & R Rowlinson.

The remaining 2 places on this committee is to be an agenda item when the 3 vacant seats on the council are filled.

Egglecliffe Parish Hall Association: Cllr. R Rowlinson

Egglecliffe Community Association: Cllr J Clarke with Cllr M Milburn as stand in.

Airport Consultative Committee: Cllr. R Rowlinson

Western Area Locality Forum: Deferred until vacant seats are filled.

River Users Group: Cllr. R Rowlinson

Area Transport Strategy: Cllr J Fletcher

66/19 ELECTION OF COMMITTEES AND WORKING PARTIES

RESOLVED: That the following members are appointed to committees and working parties:

- a) Complaints Committee: Cllrs G Colling, J Fletcher, A Lamond, J Milburn, M Milburn, G Perrie, M Rigg and R Rowlinson
- b) Finance Committee: Cllrs: J Fletcher, J Milburn, M Milburn, G Perrie and M Snaith
- c) Public Relations Committee: Cllrs: A Lamond, J Fletcher, J Milburn and M Rigg
The remaining place on this committee is to be an agenda item when the 3 vacant seats on the council are filled.
- d) Recreation Committee: Cllrs: A Lamond, G Colling, G Perrie, M Rigg and M Snaith
- e) Community Awards Committee: Cllrs: G Colling, J Fletcher and A Lamond
- f) Neighbourhood Plan Working Party: Cllrs J Fletcher, M Rigg, R Rowlinson, and M Snaith. Non-councillor members are noted: S Sellers. K Webster & F Wray.
- g) Summer Fete Working Party: Cllrs: A Lamond, J Clarke and R Rowlinson.
It is noted that former Cllr F Wray would join the group as a non-council member.
- h) Flag raising group: Cllrs J Clarke and R Rowlinson

67/19 MINUTES FROM 4TH APRIL 2019 MEETING

RESOLVED: That the Minutes from 4th April 2019 meeting be taken as read and accepted as a true record.

68/19 MATTERS ARISING (FOR INFORMATION ONLY)

1. Refer Minute 53/19 7. Cllr Rigg thanked all who had helped to deliver the *Newsletter* in April.

69/19 COUNCILLORS REPORT BACK

1. Cllr Rowlinson reported that the 23rd April allotment inspection had raised concerns regarding the welfare of poultry on a plot at Eggescliffe Village; it had been reported that the number of hens exceeded the maximum of 10 allowed in the Tenancy Agreement and there was a bad smell emanating from the housing. Members of the Allotment Management Committee had arranged to meet with the tenant and check on the hens.

2. Refer Minute 59/19 c) Cllr Clarke reported that on 23rd April he had checked and signed as verified the financial statements, including bank reconciliation, as at 31st March 2019 which had been found all correct and in order in accordance with the documents provided

70/19 REPORT BY THE CLERK INCLUDING CORRESPONDENCE

1. Refer Minute 53/19 8. The proposed SLA for tree inspections on parish council land had been circulated to Cllrs by email prior to the meeting. Papers/copies were tabled at the meeting for perusal and a decision on whether to accept the proposal at a cost of £325 per annum.

RESOLVED: That the SLA proposal is accepted

It is noted that the Tree and Woodland Officer had identified trees in Tittybottle Park that are in need of attention and he would be sending a breakdown and costs for the work required.

With regard to a contribution from Preston PC for the inspection at Tittybottle Park, the Clerk's suggestion that the contribution requested should be half of the average cost per site i.e. £20 was agreed.

2. Refer Minute 56/19 a) Copies of the Code of Conduct as adopted on 4th April were circulated to Cllrs along with Declaration of Acceptance of Office forms and Register of Interests forms A & B. Cllrs were reminded to complete the forms and return them to the Clerk

3. Refer Minute 55/19 Overnight on 14th/15th April, there had been another spate of thefts from sheds at Eliff's Mill allotment site. In addition to garden tools, chicken feed had been taken and chickens from one plot were found running loose on the site. The Clerk had again reported the matter to the police who had recorded the incident but again advised that it was up to individual tenants to report their losses for the matter to be recorded as a crime.

4. A member of EARA had contacted the Clerk with a view to setting up a meeting to look at introducing some form of wild flower planting in and around the Eggescliffe and Eaglescliffe area. EARA had initially considered the area along 'Stoney Bank' and Eggescliffe Memorial Garden. It was agreed that an EARA representative would be invited to the next meeting of the Recreation Committee to discuss the matter

5. The clerk had contacted Kompan to chase up the Notts Sport artificial grass to be installed at Kingsmead play area and a few issues raised by the play area inspector raised at the handover meeting - i.e. to make adjustments to the wet pour edging and to slope the soil edging adjacent to the toddler area. The response was that the order has been placed and Kompan are awaiting a lead time for the product. The wet pour had passed inspection so no further action is required and the soil edging adjacent to the toddler area is where the artificial grass is being installed, so this should be rectified during those works.

6. The last *Newsletter* had prompted comments sheets from local residents: one enquiring about road markings and parking issues in the Mayfield Crescent area, this had been passed on to SBC who were now dealing directly with the resident to address the issues. The second from residents of Croft Road with concerns about the trees in the BT property there; this had been passed on to BT for attention.

7. A report from an informal meeting of members of the Recreation Committee with a representative from Go Green Gardens had been distributed with the papers for this meeting. The report outlined proposals and costs for improvements to the *Jubilee Garden* on Uray Nook Road with a recommendation that the proposals be accepted.

RESOLVED: That the proposals and costs are accepted.

8. A tenant at Eliff's Mill allotment site had contacted the Clerk with concerns regarding the bees in the orchard area at the site. The tenant had been stung by a bee and felt that the hives were too close to his/her plot which is adjacent to the orchard. The Clerk was waiting to speak to the tenant responsible for the bees to gauge his views on the matter

9. The County Training Partnership is providing a full day training course for Councillors on the 19th June in Yarm; the training is aimed at new and experienced Councillors and registration is required before 10th June

10. Receipt is noted of an Invitation to SBC's Annual Meeting. The Clerk is to accept the invitation on behalf of Cllr Rowlinson with Cllr Clarke as his guest.

11. The request was approved to add a link on this Council's website to JobCentre UK to enable people to find their local branch more easily

12. Cllr Fletcher had been approached by a resident asking for improvements to the bins at St Margaret's play area. This had been forwarded to SBC who intend to remove the basket bin and the dog bin and replace them with one of the newer dual purpose bins that caters for both general and dog waste, this will be located at the location of the present dog bin. There is no timescale for this as it is non urgent works, but the job is now in SBC's system

13. The new chairman was reminded to please nominate charity/good cause for donations from summer fete. Cllr Rigg would give some thought to this.

14. Public transport Information from Cllr Fletcher was tabled and would be circulated to Cllrs by email.

15. **The following** articles and magazines were tabled for information: Clerks and Councils Direct, Local Councils Review, CPRE Newsletters, Local Councils Update and a thank you card from Stockton RBL.

71/19 PLANNING APPLICATIONS

The following applications had consultation expiry dates before 16th May and were considered by the by the Chair and Vice – Chair.

No comments/concerns were raised on the following:

19/0782/FUL - 54 Butterfield Drive, Eaglescliffe - Two storey and single storey extension to the side

19/0705/FUL - 7 Martindale Grove Egglecliffe - Erection of single storey extension to the rear (porch to front).

Comments were submitted on the following:

19/0812/FUL & 19/0813/LBC - Layfield House Uray Nook Road Eaglescliffe - Renovation of Layfield House with alterations to include the replacement of window with door on North elevation, insertion of obscurely glazed window at first floor of West elevation, insertion of roof light to East elevation, replacement of existing window with door and existing door with window on the East elevation.

Comments: The parish council has no objections in principle provided that the heritage character of this building is maintained. Having been alerted to the fact that some unsympathetic work has already apparently taken place on the exterior of the property with the wrong kind of mortar being used; there is additional concern that the proposed roof light to the East elevation will not fit well with a Victorian building.

The following applications were considered at this meeting:

19/0934/FUL -10 Wentworth Way Eaglescliffe - Erection of single storey extension to the rear (demolition of existing conservatory)

19/0923/RET - 1 Highfield Gardens Eaglescliffe - Part retrospective application for the erection of a single storey extension to the rear

19/1007/FUL - 1 Church Close Egglecliffe - Erection of a single storey extension to side under existing balcony. Erection of a single storey extension to rear. Erection of detached garage. Alterations to windows and doors. Conversion of existing garage to habitable room. (Demolition of existing conservatory)

19/0978/OHL - South Of Uray Nook Road Eaglescliffe - Consultation on the proposed diversion of existing overhead lines.

19/0568/OUT - Orchard House Church Road Egglecliffe - Outline application with some matters reserved (appearance, landscaping and scale) for the erection of a detached dwelling.

RESOLVED: No comments to be made on the applications listed above.

72/19 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018/19 (AGAR)

a) To Receive and Note Completion of Agar Annual Internal Audit Report

RESOLVED: That the annual internal audit report is received and noted

b) To Approve Agar Section 1. Annual Governance Statement

RESOLVED: That the council acknowledges its responsibility for ensuring that there is a sound system of internal control including arrangements for preparation of the Accounting Statements. Section 1 has been duly completed and is approved for signature by the Chairman and the Clerk/RFO

c) To Approve Agar Section 2. Accounting Statements

RESOLVED: That Section 2. as completed and signed by the Clerk/RFO is received, noted and approved for signature by the Chairman

73/19 CHANGE AUTHORISED SIGNATORIES - HSBC & DARLINGTON BUILDING SOCIETY ACCOUNTS

RESOLVED: That Cllr G Perrie will replace former Cllr G Tuner as an authorised signatory on the council's HSBC bank accounts

RESOLVED: That Cllr J Milburn will replace former Cllr G Tuner as an authorised signatory on the council's Darlington Building Society account.

74/19 ARRANGEMENTS TO FILL VACANT SEATS ON COUNCIL

RESOLVED: That E&EC will co-opt to fill the three vacant seats on the Council. The Clerk is to make the necessary arrangements to invite formal expressions of interest in writing or by email by midnight on 30th May 2019. Applicants will be invited to give a short presentation prior to the 6th June meeting, with a view to co-opting at that meeting.

75/19 COMMITTEE MEETINGS/DATES TO BE ARRANGED

None at this time

76/19 ACCOUNTS/ITEMS FOR PAYMENT

RESOLVED: That the schedule of payments below is approved:

Payee	Required for	Amount £	Payment method	Date paid /approved
Wrights Office Supplies	Stationery	137.82	BP	09/04/19
Stockton RBL	RBL Festival Fund	50.00	102774	11/04/19
Npower	Electricity, Church floodlights S137	34.75	BP	16/04/19
CLCA	Subs. Local Councils Review	17.00	BP	16/04/19
Warrior Properties	Office rent	312.00	BP	01/05/19
SBC	Play area inspections	2,412.48	BP	01/05/19
Staff	Salaries	1,592.56	BP	02/05/19
BT	Telephone services	90.32	DD	07/05/19
NWG	Allotment water, Eliff's Mill	18.46	BP	07/05/19
PR Joiner	Internal audit fee	50.00	BP	07/05/19
HMRC	Tax & NIC	479.83	BP	08/05/19
EARA	Summer planting contribution	100.00	BP	09/08/19
Go Green Gardens	QE2 Garden maintenance	34.00	BP	13/05/19
SBC	Grounds maintenance	1,067.41	BP	13/05/19

RESOLVED: That the following income is noted.

From	For	Amount £	Date
Spoilt Beauty	Printing charges	1.20	08/04/19
HMRC	VAT quarter ended 31st March 2019	7,080.59	25/04/19
Allotment tenant	Bond & key deposit	85.00	02/05/19
Spoilt Beauty	Printing charges	10.50	09/05/19
Allotment tenant	Bond & key deposit	85.00	05/05/19

77/19 ITEMS FOR INFORMATION

None at this time

78/19 CONFIRMATION OF DATE & TIME OF NEXT MEETING

RESOLVED: That the next meeting would be held on Thursday 6th June 2019 commencing at 7pm in All Saints Church

There being no further business the Chair declared the meeting closed at 8.40pm