

Minutes of **Neasham Parish Council meeting** held on 6 March 2017 at 6:30 pm in Neasham Reading Room.

Present: G Crute, P Dunn, E Miller, C Murray (acting Clerk), K Sandick, J Weighell (Chair),
Ward Councillor L Tostevin. Also in Attendance: J Walker (Clerk wef 01/04/17)

Apologies: D Dodwell, Ward Councillor J Kelley

1698 JW welcomed Councillors and John Walker, the new Clerk to the Council from 1 April 2017.

1699 Declarations of interest

None.

1700 Minutes of the last meeting

It was **resolved** that the minutes of the meeting held on 6th February 2017 were a correct record.

1701 Progress Reports

1683 Following the statutory period the Council can now co-opt to fill the Councillor Vacancy.

1688 Vehicle activated speed signs – JW reported that the Dept. of Transport require signs not to be located within 200 mt of a junction. He identified two potential locations, residents will be consulted with at forthcoming Parish Assembly. JW will obtain a quote for mounting poles from DBC. KS will research cost of signs.

1689 JW and GC reported outcomes of meeting with EA. The EA are to undertake a Risk Assessment.

1696 Street Scene are progressing the siting of a dog bin in the New Lane area.

1702 PACT Report

JW reported that 150mt of copper cable was stolen from Hunger Hill, located in MSG Parish. EM reported that because of low levels of crime, the Farmwatch scheme has been pronounced a success.

1703 Roads and footpaths

KS will identify potential locations for dog fouling signs provided by DBC. Approval for the locations will then be sought from DBC.

1704 Village green

Bye-laws - The table was **agreed** in principle. GC will draft a final version for approval.

1705 Planning

It was **resolved** that no comment be made in respect of the following application:

- 16/01236/CU - Change of use to storage - Spa Wells

It was **noted** that the following application had been made and Hurworth PC were the consulting Parish. Sir Mark Wrightson's letter of objection was **noted**. It was **noted** that Macguires had plans to acquire the Eco Lodge site in Hurworth Moor and develop a Country Park, which could have implications for this application. A consultative meeting will take place at Hurworth Grange on the evening of 10 March 2017. The Council will monitor the application.

- 17/00070/FUL - 5 residential pitches, Hurworth Moor.

1706 Model publication scheme

- It was **noted** that this document has been created for the new Clerk:
 - a) Information for Clerk

- It was **noted** that these documents have been created and are available for inspection if requested:
 - b) Grants Register
 - c) Contracts Register.

- It was **noted** that these documents have been created and are published on the website:

- d) Role of a Parish Council
- e) Councillor information & Induction
- f) FOI Disclosure Register
- g) Gifts and Hospitality Register.
- h) Planning Register.

- The following policies and procedures were **approved** and **adopted**:

- i) Model Publication Scheme and Schedule of Charges
- j) Equality, Diversity and Equal Opportunities Policy
- k) Disciplinary and Grievance Policy & Procedure
- l) Complaints Procedure
- m) Records Management Policy
- n) Data Protection Policy

- The following policies and procedures were **approved** in principle for adoption at the next meeting:

- o) Risk Management Policy
- p) Annual all-risks check list
- q) Quarterly Inspection Report
- r) Quarterly Risk Management Report

1707 Recruitment of Parish Clerk

The appointment of John Walker was approved and his contract of employment commencing 1 April 2017 was signed.

1708 Finance

- The principle of transferring funds from Barclays to NS&I investment account was **approved**. It was **agreed** to designate the account as a general investment account.
- G.A. Fotheringham was **appointed** Internal Auditor, subject to approval by DBC's Monitoring Officer.
- A cheque for £90 to M Blundell for upgrading a noticeboard was presented for signature.

1709 Annual Parish Assembly

TM will draft content for a leaflet for circulation for the meeting on 22 April 2017 at 10:30 am.

1710 Correspondence

None.

1711 Other village matters

- The PC's new Email address was **noted** – NeashamPC@gmail.com
- It was **noted** that insurance of the Pump House will be considered when the next Insurance Review takes place, and the incoming Clerk will be asked to advise as to insurance valuation for quotation purposes.
- It was **noted** that the Tees River Trust Litter Pick will take place at the end of March in Neasham.
- It was **agreed** not to adopt the BT Phonebox in Teesway designated for removal.
- GC reported that he had prepared a boundary agreement between the Council and resident of 26a Teesway, and It was **resolved** that the same be signed on behalf of the Council by the Chair and Acting Clerk, and that the same then be presented to the resident for consideration, approval, and signing.

1697 Date of next meeting

Monday 3 April 2017 at 18:30pm.

The meeting concluded at 20:00 pm.