

INGLETON PARISH COUNCIL

Minutes of Ordinary Meeting – No. 16 of the Parish Council held on Wednesday 27 March 2019 at 7.00 p.m. at the Ingleton Village Hall.

- 16/1 Present:**
Councillors: I Cartwright; P Humble; S Leech (Chair); J Pressley and M Vickers
Visitors: 4 (four) including a member of the press from Teesdale Mercury newspaper
Clerk: J Mead
- 16/2 Apologies for Absence:** Councillors; P Hunton, (Vice-Chair) and A Tillbrook
Absences agreed by Chair and Members.

Prior to commencement of the meeting Cllr Leech, as Chair, confirmed that in the interests of accuracy a recording of the Meeting could be made and deleted once the Draft Minutes were agreed as a true and accurate record at the next Parish Council Meeting. Cllr Leech also reiterated that it was in order for the public to record (or video) the meeting. Councillor Cartwright elected to record the meeting's discussions.

- 16/3 Declaration of Interest**
Councillor Vickers informed the meeting that although she had no part in the matter discussed at item 16/7, she wished it noted that she is a neighbour of the people involved. The Chairman accepted Councillor Vickers' information and stated that she could take part in the discussions but, if discussions were later to prove that a new declaration needed to be made, Cllr Vickers would do so.

CLERK'S UPDATE:

- 14/9 Trees In Ingleton**
Applied for work to trees and discussed with DCC tree assessor. The Clerk's application being misdirected caused substantial delay. However, excellent response from DCC officers during the week before this IPC meeting heralded the news that the tree survey done by DCC in 2017/18, and had previously been seen as work scheduled by the County to carry out, was now to be done at a cost to the IPC. The lime trees discussed in the meeting to be inspected with a view to some remedial work being carried out.
- 14/10 Payment of circa £1200 for future purchase of tables in village hall**
Tables have been ordered and will be delivered to Village Hall. Clerk collected contact details from I&DCA visitors for delivery men. The Parish Council gave the Clerk permission to make the order using a debit card for a payment of over £500, as required by Ingleton Parish Council Financial Regulations 5.5. The total cost would be £1222.07 with a VAT return of £203.68.
Proposal: To permit the Clerk to make a payment of £1222.07 on behalf of IPC for the agreed benefit of I&DCA with respect to the purchase of tables and table trolley.
Motion to Approve: Cllr Steve Leech **Seconded:** Cllr Michelle Vickers
Member vote: Unanimous to accept
Copy of Pavilion Keys for Cricket Team's Use
Keys to the pavilion have been copied and given to Cllr Pressley.
- 15/6 Siting and Fixture of WW1 Memorial Plaque within the Parish**
A response to the Council's request for the WW1 memorial plaque to be sited within the church memorial garden was received from Reverend Steventon's wife who explained that her husband had been on long term sick leave and no PCC meeting had since been held. Members agreed that the Council would await his impending return to work for a response.

Chairman's Signature:

- 15/7 Vehicle on Parish Land
Clerk reported to proper authorities that the vehicle had been removed and received an email to state that the matter was now closed.
- 15/8 Payment of Basic Allowances, Subsistence and Travel Allowances
Clerk reported these matters have been incorporated into the present administration policy should the council, in future, need to make allowances but, at the moment, no claims are made.
- Dog Fouling in Village
The Clerk ordered and delivered cans of spray paint to both Members of the Council and one member of the public, as requested. Also taken delivery of 4 x bird boxes to be adapted to dog poop bag dispensers which are to be sited around the village for free access to poop bags, if required. The Chairman offered the Council's thanks for all those who had highlighted in spray paint the dog faeces left around the village grass and pavements with the hope that this would not long be necessary and that irresponsible dog owners would soon take proper responsibility for their pets' actions.
- 15/12 f) Sponsor Advertising at Cricket Matches
The Clerk reported that having made queries with the County Council and Communities in Durham – neither party have any knowledge of restrictions regarding sponsors advertising at cricket matches. The advertisements should, however, be of the sponsor's name/company, not advertising a particular product they sell.

PUBLIC PARTICIPATION:

A fifteen minute discussion period for members of the public to raise questions and/or concerns. Following this period members of the public are welcome to remain but cannot speak further on any Agenda item unless at the discretion of the Chair.

- 16/4 **a) Public Participation:** Comments on agenda items
No comments raised
- 16/5 **b) Public Participation:** Any other business.
No comments raised.

STRATEGIC BUSINESS:

- 16/6 **Defibrillator and direction to nearest site**
Cllr Cartwright reported a recent incidence where, when called from Ingleton, the emergency services advised that the closest defibrillator was in Summerhouse, 2.1miles away, when in fact the closest machine was actually sited outside the Black Horse public house, only 0.3m away. Such misinformation could have tragic consequences. An investigation is underway with the emergency services and the Chair advised the Clerk to send a reminder to the Parish Pump of where the defibrillator machine is sited and the contact details.
- 16/7 **Complaint of noise by contractors**
A letter of complaint with regard to planning advice and approvals to a village property was discussed. Work being carried out very early in the morning and access to neighbouring properties impeded, the position of garage doors and the height of a wall were itemised and the Clerk reported that the detail in the planning application of what time of day the work should be carried out was advisory only and not enforceable. The work to the access road was not part of the planning permission and was a highway matter and the positioning of garage doors and height of wall could be approved retrospectively if not affecting neighbouring properties. The Planning Enforcement Office stated they would make a site visit in the near future in order to ascertain whether any breaches had occurred.
- 16/8 **South Border Fence in Jubilee Field**
IPC now have confirmation that the south border fence is the responsibility of the parish council but the cost of replacement, which was not budgeted for in this coming year's precept, was not something the council funds could easily support.

Chairman's Signature:

The quotes for the work had been received and considered. The Chairman asked that further information be requested from all companies to take into account a number of issues such as removal of excess soil, number of fence rails and the size and finish of the wood used. The requests must also state that the Council requires the response to be in the form of a quotation and not an estimate.

16/9 Parish Pump printing costs for residents requiring hard copies
Councillors discussed a suggestion that the Parish Council contribute towards the printing of the Parish Pump for those residents who did not have access to a computer. Discussion of this took place between both councillors and visitors and the consensus was that there was no evidence that this was necessary so no further action was necessary.

16/10 Internal Auditor appointment
As the previous year's auditor is now the Parish Clerk, Councillors are to seek a new internal auditor.

ROUTINE BUSINESS:

16/11 Minutes of the last meeting:
The Minutes of the Ingleton Parish Council Ordinary Meetings held on 27 February 2019 were agreed as being true and accurate records.
Motion to Approve: Cllr Steve Leech **Seconded:** Cllr Ian Carmichael
Member vote: Unanimous to accept

16/12 IPC Finances

- a) The Clerk distributed the statement of Accounts and highlighted that she had paid a final grass cutting contractor's invoice for 2017/18 year as original invoice not sent to Clerk's home address. With regard to this year's cut, Members gave Clerk permission to agree on £90 per cut of 10/12 cuts in the season Insurance cover papers incomplete so requested missing relevant pages and also that the contractor send renewed cover papers when available as the policy ends before the cutting season. Payments to be made with cheques as company do not accept online payments.
- b) Purchased 4 land registry documents at £7 per copy and land search for £29.94 to disclose ownership of borders around the playing field where responsibility for it could be questioned now or in the future. The deeds of Jubilee Field do not show this so advised that we need to get them from deeds of surrounding properties. All relevant documents regarding this matter to be placed on the website.
- c) Paid £1200 to Trucks and Trailors for replacement upgraded equipment.
- d) Applied for VAT refund and once received the ringfenced amount for VAT paid for cricket club invoices will be paid to the Cricket Club.
- e) Applied to Clean and Green Team at DCC for village verges to be attended to in 2019.
- f) The Clerk reported that for a payment of £5 initial joining fee and an annual subscription of £76 (which is based on their scale using clerks' salaries) the Parish Council could take advantage of instant advice on council issues and receive monthly updates on all types of matters. Councillors agreed this would be beneficial and approved the subscription.
Motion to Approve: Cllr Steve Leech **Seconded:** Cllr Michelle Vickers
Member vote: Unanimous to accept

16/13 Pavilion and Field Working Group (PFWG)
Maintenance day is 3 'o' clock on Good Friday. The cricket club members to be asked to help. Pressure hose cleaning of play area to cost £160 + VAT (£192) agreed
Paint and stain from Glenwoods quote to be agreed via email for 1 yellow, 1 white and 2 stain varnishes.
Purchase of toilet locks agreed to be fitted hopefully on maintenance day.
Sign for gym equipment and gates to be updated. Cllr Cartwright to get price once Cllr Vickers emails details.

Chairman's Signature:

Afternoon teas at first fun match where requests will be made for donations towards maintenance.

There is some damage to ground area under swings. Cllr Pressley to research original contractors when work done previously

Motion to Approve: Cllr Vickers **Seconded:** Cllr Humble

Member vote: Unanimous to accept

16/14 Cricket Club Working Group

Mr Kenneth Gammack will be carrying out the field work and upkeep of the cricket pitch.

Cllr Humble also reported that the keys to the pavilion would be released to the cricket club once the Parish Council is in receipt of their insurance policy documents .

The Chair asked that although the original purchased but less effective mower had been discussed, no motion had been put forward to agree to pay the cost of the replacement. The motion was put forward to approve a payment of £1200 for the purchase of the better suited model.

Motion to Approve: Cllr Leech **Seconded:** Cllr Cartwright

Member vote: Unanimous to accept

16/15 Personnel Committee

No issues raised.

LOCAL MAINTENANCE / VILLAGE ISSUES

16/16

Following receipt of a letter of concern regarding continued episodes of flooding near the junction of Front Street and Manor Road, the Clerk sent a report to Durham County Council and received a response that, although it was not believed the drains had, in fact, been damaged by the nearby trees, further investigations would be made. Clerk to seek result of this at later date.

CORRESPONDENCE / COMMUNICATIONS

16/17

- a) Alex from Hoop – family app which helps families get to know what is going on in the area. Clerk forwarded the contact details to the Parish Pump for information to be made available to residents.
- b) Northern Region Allotments Association

MEMBERS' QUESTIONS TO CHAIR OR CLERK / ANY OTHER BUSINESS

16/18

No questions were raised.

The Meeting closed at 8.58 pm

DATE AND TIME OF NEXT MEETING

Wednesday 24 April 2019 at 7.00 p.m. in the Village Hall.

Chairman's Signature: