

INGLETON PARISH COUNCIL  
MINUTES OF MEETING DATED 14<sup>th</sup> JUNE 2017  
HELD IN INGLETON SPORTS PAVILION AT 6.45 PM

**Chairman's Introduction and Comments:**

Cllr Leech welcomed and thanked Councillors and Visitors for attending. Copies of existing Standing Orders relating to meetings and proceedings of the Council, Financial Regulations, and IPC Personnel Committee Terms of Reference were distributed amongst those present. For the purposes of clarity and before the meeting began, Cllr Leech discussed Standing Orders and their significance in underpinning the running of the Parish Council.

Cllr Leech reported that public participation would take place at each meeting as a discrete agenda item, allowing Visitors to make comments in relation to that meeting's agenda items. However, he went on to explain that the Council recognised that Visitors often had pertinent comments to make and, where appropriate, he would suspend the council's Standing Orders during the course of the meeting to provide visitors with the opportunity to speak to an agenda item and/or matters arising from meeting minutes etc. Moreover, Cllr Leech explained that the Parish Council recognised that, whilst someone might wish to discuss a specific issue that was not on the meeting agenda, the Council were bound to provide all parishioners with the opportunity to represent their views on significant issues that come before the council. New issues are often required to be publicised in advance of a future meeting and it was, therefore, not always possible to offer immediate answers to issues not on the agenda. In order to minimise the delay caused by this requirement, should an issue arise of sufficient importance, the Council had the discretionary power to call an Extraordinary Meeting to take place at least seven (7) days following a routine meeting in order to expedite a resolution.

Cllr Leech informed the meeting that an audio recording of the meeting would be made and held until the minutes of the meeting had been declared a true and accurate record, at which point the recording would be deleted.

The Chair welcomed Alex Metcalfe, Reporter from the Teesdale Mercury.

**ITEM  
NO.**

**ITEM**

**346**

**Present:**

Councillors: Cllr Steve Leech – Chairman; Cllr Michelle Vickers and Cllr Paul Hunton.

Visitors: 8 Visitors – Including Mr. Alex Metcalfe from the Teesdale Mercury.

**In Attendance:** Sandra Parrett – Temporary Secretary to Ingleton Parish Council.

**347**

**Apologies for Absence:**

Councillors: Cllr Anthony Tillbrook, Cllr Judith Pressley and Cllr Alex Pressley.

**348**

**Declarations of Interest:**

*Members were asked to consider whether they might have a personal or a pecuniary interest in any matter included on the Agenda for this meeting. If so, it is requested that any such interest be declared now. If subsequently during the consideration of any matter, it becomes apparent to any member that he/she does, indeed, have an interest, it should then be declared immediately.*

**RESOLUTION:** None Declared.

**349**

**Public Participation:**

A fifteen-minute discussion period for members of the public to raise questions and/or concerns took place. Following this period members of the public were informed that they were welcome to remain but could not speak further on any agenda item unless at the discretion of the Chair.

349.1 **Public Participation Comments on Agenda Items:**

A Visitor noted that the holes in Manor Road have been repaired.

349.2 **Public Participation Any Other Business:**

A Visitor reported dogs off leads on the Jubilee Field and in the surrounding area.

A Visitor suggested the Parish Council access a paper entitled “Public Space Protection Order and Dogs on Enclosed Park Areas”.

A Visitor very kindly offered to arrange for the signs with contact details on the notices at the two entrances to the Jubilee Field to be updated – free of charge.

**350 Strategic Business – *Issues of strategic importance that require priority attention:***

350.1a **Retirement of Councillor Henry Chandler**

Cllr Leech, stated that although he did not have the opportunity to work with Cllr Chandler, he understood that Cllr Chandler had served on the Parish for some time. On behalf of Ingleton Parish Council, Cllr Leech wished to extend the gratitude of the Council for Cllr Chandler’s time, effort and commitment. Cllr Chandler’s retirement leaves a vacancy on the Parish Council.

**RESOLUTION: Noted**

350.1b **Vacancy to Report**

Following the retirement of Cllr Chandler, a vacancy now exists on the Council.

**RESOLUTION: The vacancy has been advertised in the Parish Pump and has also been reported to Electoral Services. A notice will be posted on the Parish Notice Board and the Council’s website.**

350.2 **MOTION: Suspension of Standing Order 8 for the period of this meeting.**

Proposed by Cllr Leech and Seconded by Cllr Hunton.

**VOTE:** Unanimous support.

**RESOLUTION:** Motion passed.

**MOTION: Revision of Standing Order 6 – Proper Officer.**

**DISCUSSION:** That Standing Order number 6 be amended to allow the Chair, or other nominated Member to act as the Proper Officer and/or Responsible Financial Officer in the absence of the Clerk.

**MOTION:** Proposed by Cllr Hunton and seconded by Cllr Vickers.

**VOTE:** Unanimous support.

**RESOLUTION:** Motion passed.

350.3 **Election of Vice Chair.**

Cllr Vickers proposed Cllr Hunton as Vice Chair and this was seconded by Cllr Leech.

**RESOLUTION:** Cllr Hunton was duly elected as Vice Chair.

350.4 **RECEIVED: Proposal to form a Personnel Committee: To recruit new Clerk.**

**DISCUSSED:** Chair invited comment from those present on the content of Terms of Reference for the Personnel Committee. A brief discussion took place regarding the proposed Terms of Reference.

**MOTION:** Proposal by Cllr Hunton seconded by Cllr Vickers.

**VOTE:** Unanimous support.

**RESOLUTION:** Motion passed.

350.5 **RECEIVED: Oral update report by Sports Pavilion Working Group (SPWG) Chair, Cllr Vickers.**

**DISCUSSION:** A general discussion about the use of the Pavilion took place. Members of the SPWG are currently: Cllr Vickers and Cllr J Pressley and community representation kindly offered so far by Melanie Fletcher, Deborah Holmes and Sarah Dodds. As a starting point to seek initial views of the community, a questionnaire is in the process of being formulated and will be distributed throughout the village. The Council is also in possession of a number of responses to an item placed in the Parish Pump earlier this year regarding ideas and suggestions for uses for the Pavilion. The Council wishes to give all residents the opportunity to comment on this important village asset. It was noted that the council are open to receive suggestions in person to SPWG members, or via email, telephone calls etc.

The Council would also ask if any other members of the community who would be willing to join the Sports Pavilion Working Group to please contact Cllr Vickers.

**RESOLUTION: NOTED.**

350.6 **RECEIVED: Request for Use of the Playing Field from Ingleton CofE Primary "Friends of the School" for a Car Boot Sale.**

**DISCUSSED:** The request was acknowledged under normal use subject to a booking form being submitted.

**RESOLUTION: NOTED.**

The Chair suspended Standing Orders for a short period of time to take questions. A Visitor suggested that there should not be a charge applied to anyone wishing to use the Playing Field or Sports Pavilion as it was originally funded through the community as a community resource. It was discussed that a donation to cover running costs might be more appropriate.

Cllr Hunton suggested that the SPWG might want to consider as part of their review how bookings and appropriate charges are established when using the Pavilion facilities.

**RESOLUTION:** An Item is to be added to the July Agenda to inform the Council of the current practices relating to booking and use of the Pavilion along with any associated charges.

350.7 **RECEIVED: Request for Nets for Playing Field Goal Posts**

**DISCUSSED:** Councillors discussed it was already an agreed action following the purchase of the wrong goals and nets the previous year and that the money had been recovered by selling the wrong equipment to the school. Cllr Vickers agreed to speak to Football Clubs in our area to see about cost. Cllr Vickers also agreed to speak to Sport England and the Staindrop Wheatsheaf Pub team who practise on the field.

**MOTION:** To purchase new football nets was proposed by Cllr Hunton and seconded by Cllr Vickers

**VOTE:** Unanimous support.

**RESOLUTION:** Motion passed.

350.8 **RECEIVED: Proposal that an IDCA Link Councillor be nominated**

**DISCUSSED:** Cllr Leech proposed that the IPC nominate or seek a volunteer to act as a Link Councillor between IPC and IDCA for the foreseeable future.

**RESOLUTION:** In the absence of any other volunteers, Cllr Vickers volunteered to undertake this duty.

350.9 **RECEIVED: Proposal that an Ingleton CofE Primary School Local Authority Governor**

**DISCUSSED:** Cllr Leech proposed that the IPC nominate or seek a volunteer to act as Local Authority School Governors at Ingleton CofE Primary School.

**RESOLUTION:** In the absence of any other volunteers, Cllr Hunton volunteered to undertake this duty.

351 **RECEIVED: Minutes of Annual Parish Council Meeting dated 10th May 2017**

**DISCUSSED:** The Chair stated that it was difficult for the Parish Council to confirm these Minutes. It was deemed inappropriate for IPC to confirm the contents at this time as no Member present was an elected Councillor at the Annual Parish Council held on the 10<sup>th</sup> of May.

**RESOLUTION:** This Item to be deferred to the next Agenda (July IPC meeting).

352.1 **RECEIVED: Update on pot holes in Manor Road, Ingleton**

**DISCUSSED:** It was reported that the holes had recently been repaired.

**RESOLUTION: NOTED.**

352.2 **RECEIVED: Oral report regarding Agenda Item (354) from 4 May 2017 meeting - dates and times of future Ingleton Parish Council Meetings.**

**DISCUSSED:** It was highlighted by the Chair that the Council are mindful of all our residents having an

opportunity to engage and attend meetings whenever possible. Unfortunately, the current dates coincide with the Women's Institute (WI) Meetings and WI members are unable to attend.

Further discussion took place relating to the ease of access to the Pavilion particularly during winter months and the possible benefits of using the Village Hall as a more convenient location.

**MOTION:** A proposed was made by Cllr Leech and seconded by Cllr Hunton that the IDCA be approached to seek their views in relation to the possibility of moving the Ingleton Parish Council meetings to the Village Hall during winter months.

**VOTE:** Unanimously supported.

**RESOLUTION:** Motion passed.

### 352.3 **Double Parking by Resident at Church View Cottages – Obstructing Access and Exit by Other Residents**

**DISCUSSED:** After much discussion surrounding the matter, consideration was given to the circulation of a letter by the Council to all residences whose properties abut areas formally designated as 'village green' with the aim of raising awareness of the issue of parking and to encourage consideration of their neighbours when parking across access points on roadways used by other residents.

**MOTION:** A motion was proposed by Cllr Leech and seconded by Cllr Hunton to send a letter to 'village green, neighbouring residents.

**VOTE:** Unanimously supported.

**RESOLUTION:** Motion passed.

### 354.1- **RECEIVED: Finance and the Internal Audit Procedure.**

354.4

**DISCUSSED:** Due to unforeseen events at the handover meeting held on the 10<sup>th</sup> May 2017, it was subsequently identified that the council's financial annual return had not been appropriately submitted and was outstanding. Cllr Leech stated that it was the intention of the Council to meet the return deadline date of 24<sup>th</sup> July 2017. Cllr Leech reported that before that date can be achieved the annual return must be internally audited. Cllr Leech suggested that this matter be passed to either Cllr J. Pressley or Cllr A. Pressley for their assistance as the only remaining councillors active during the financial period due for audit and therefore, had first-hand knowledge of the financial activities of the Council.

As the Annual Return will need to be approved by the Council before it is sent, Cllr Leech as the Chair proposed that IPC hold an Extraordinary Meeting on the 26<sup>th</sup> June 2017 at 6.45 pm in the Sports Pavilion in order that the necessary return forms could be agreed and submitted.

**MOTION:** A motion was proposed by the Cllr Leech and seconded by Cllr Hunton.

**VOTE:** Unanimously supported.

**RESOLUTION:** Motion passed.

### 354.5 – **RECEIVED: Purchase of Defibrillator Safe and Site Location of the Defibrillator**

354.6

**DISCUSSED:** Cllr Leech reported that the IPC had now located the defibrillator and were in possession of the device (present at the meeting for inspection). There was a great deal of discussion regarding siting

of the defibrillator to ensure the most appropriate location could be identified should the device ever need to be used quickly in an emergency. A number of sites had been identified and Cllr Leech had received a response to his request of Mr. and Mrs. Dodds (Blackhorse Pub owners) who have kindly agreed that the defibrillator could be located and powered outside the Black Horse Pub as one possible location. Cllr Leech acknowledged that the council were just awaiting a response from IDCA and Rev Steventon.

Cllr Leech suggested consideration should be given to positioning the defibrillator underneath the parish Notice Board, located on the main road by the Church, as central to the village. Cllr Vickers agreed to contact the County Council to establish the feasibility of gaining power for the defibrillator safe from a nearby power/light pole

Cllr Hunton offered to explore the available options of a defibrillator safe options.

**RESOLUTION: NOTED.**

356 **Matters Arising from Ordinary Meeting Held on 8th March 2017 - Matters came to the last meeting and they were identified as being carried out but were not. The Chair revoked this Item.**

356.1 **Correspondence – Items Brought Forward**

Correspondence has been received in relation to the proposed use of the Pavilion.

**RESOLUTION: NOTED** and passed to the Sports Pavilion Working Group.

356.2 **Item 343.1 – Business Rate Notification for 2017/18**

Cllr Leech reported that this had been received.

**RESOLUTION: NOTED.**

356.3 **Item 343.2 – Citizens Advice County Durham – Donation Request.**

**DISCUSSION:** Cllr Leech suggested that until the accounts have been agreed for the past year the IPC are unable to make any charitable donations.

**MOTION:** A motion that the Council is unable to make a donation was proposed by the Cllr Leech and seconded by Cllr Hunton.

**VOTE:** Unanimously supported.

**RESOLUTION:** Motion passed.

357 **Local Maintenance/Village Issues**

357.1

**DISCUSSION:** More adequate lighting to the Pavilion in winter time was raised as an ongoing issue.

**RESOLUTION: NOTED** and passed to the SPWG.

358 **Members Questions to Chair or Clerk**

Members stated nothing to report.

**RESOLUTION: NOTED.**

359 **Date and Time of Next Meeting**

The next IPC Meeting is an EXTRAORDINARY PARISH COUNCIL MEETING TO BE HELD ON WEDNESDAY 28TH JUNE 2017 AT 6.45 PM IN THE SPORTS PAVILION.

360 **Date and Time of Next Ordinary Meeting of Ingleton Parish Council**

WEDNESDAY 26TH JULY 2017 AT 6.45 PM IN THE PAVILION – (UNLESS NOTIFIED TO THE CONTRARY).

**Meeting closed**