

# SADBERGE PARISH COUNCIL

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## Minutes of the meeting held at 6:30 p.m. on Tuesday 2<sup>nd</sup> June 2015 in Sadberge Village Hall

**Present:** Councillors Tate, Best, Heath, Lazenby and Schott

**In attendance:** Alastair Mackenzie – Clerk

### 1. Apologies

Apologies were accepted from Councillor Heywood and the reason for his absence was approved.

### 2. Declarations of interest in items on the agenda

There were no declarations of interest.

### 3. Minutes of the last meeting

Item 14.3 of the minutes of the Annual Meeting on 12-May-2015 should have said that it was agreed to allocate a budget of up to £100 for Councillor Lazenby to (a) get a new Union flag and (b) get a new halyard and pulley.

With this correction, the minutes were agreed to be a true record of the meeting.

### 4. Matters arising from previous meetings

- 4.1 It was agreed that the next location for the vehicle activated sign will be Middleton Road (inbound). After that it will be moved to Hill House Lane if the Clerk has arranged for safe footing for the ladder at that location. **ACTION:** A Mackenzie
- 4.2 Darlington Borough Council has installed the mounting pole for the defibrillator cabinet in the centre of the village. Councillor Schott will fit the cabinet to the pole. **ACTION:** Councillor Schott
- 4.3 Arrangements are in hand for the Sadberge Summer Festival, which will take place on Saturday 20-Jun-2015.  
There have been some problems with arranging publicity. Tees FM will not advertise the festival on the radio, and Morrison's and Asda have declined requests to display posters.
- 4.4 The Northumbria in Bloom summer judging visit will take place at 1:30 p.m. on Wednesday 15-Jul-2015.
- 4.5 There was no news about Northumbrian Water's proposal to apply for planning permission to build houses on the old reservoir site.
- 4.6 There was no news about wind farms near Sadberge.
- 4.7 The 'Our Bus' service will run on one day per week (Mondays, including bank holidays) from the beginning of July 2015.
- 4.8 Councillor Lazenby has applied three coats of white gloss paint to the flag pole on the village green and has bought a new flag, pulley and halyard. The Parish Council approved the payment of £85.01 of expenses.
- 4.9 A tree surgeon has advised that the chainsaw carvings should be varnished. However, that is contrary to previous advice. Councillor Schott will give the chainsaw carvings another coat of decking oil. **ACTION:** Councillor Schott
- 4.10 The Clerk has still to (a) invite a local farmer to empty bay 4 of the community composting facility, and (b) burn the woody material that has built beside the facility. **ACTION:** A Mackenzie
- 4.11 The Parish Council approved the text of the letter that the Clerk will send to the resident of the Rectory, with a copy to the Parochial Church Council.

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- 4.12 An arborist has advised Councillor Best that all the self-seeded trees between Hampass and Town Farm Field are dangerous. Councillor Best has contacted Darlington Borough Council's Senior Arboricultural Officer, Phil Haynes, who is going to write to the Parish Council giving his opinion on the trees.

The Clerk will check who owns which of the trees.

**ACTION:** A Mackenzie

## 5. Vacancy on the Parish Council

The Parish Council co-opted Chris Smith of 10 Dale Road as a Sadberge Parish Councillor.

## 6. Accounts and Annual Report for 2014-15

- 6.1 The Parish Council approved the updated Register of Assets (dated 1-Apr-2015).
- 6.2 The Parish Council reviewed the Internal Auditor's draft report and accepted the Clerk's explanations of the issues raised by the Internal Auditor. In particular:-
- The Clerk has revised the Parish Council's accounts for 2014-15 to include the payment and reimbursement for the paint for the wooden bus shelter.
  - The small discrepancy between Millie Scaife's expense claim in relation to the 2014 Sadberge Summer Festival and the supporting receipts is not a matter for concern.
  - There was a "fixed price" arrangement for the Sadberge Village Hall Association to provide refreshments for the performers at the 2014 Sadberge Summer Festival.
- 6.3 The Parish Council approved the revised accounts for the year ended 31-Mar-2015.
- 6.4 The Parish Council approved the Statement of Accounts in Section 1 of the Annual Report for the year ended 31<sup>st</sup> March 2015.
- 6.5 The Parish Council approved "Yes" answers to statements 1 - 8 and a "N/A" answer to statement 9 of the Annual Governance Statement in Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2015.
- 6.6 The Clerk will submit the accounts and the Annual Return to the External Auditor.

**ACTION:** A Mackenzie

## 7. Recognition of retiring parish councillors

- 7.1 The Clerk advised that it is good practice for gifts to retiring parish councillors to be paid for by the current parish councillors rather than by using Parish Council funds.
- 7.2 It was agreed to explore the possibility of installing a bench at Hampass and dedicating it to the relevant person. As the bench would be for the benefit of the residents of Sadberge, it could be paid for by the Parish Council. A plaque dedicating the bench to the relevant person could be paid for by the current parish councillors.
- The Clerk will investigate the costs and styles of suitable benches.

**ACTION:** A Mackenzie

## 8. Bonfire Night fireworks display

- 8.1 Councillor Tate will discuss the Bonfire Night Event Organiser's remit with a Sadberge resident who may be willing to take on the role.

**ACTION:** Councillor Tate

## 9. Publication scheme

10. The review of the Parish Council's publication scheme was deferred until the next meeting.

## 11. North Villages PACT

- 11.1 There was no news from the PACT meeting held in Bishopton Village Hall on Tuesday 19-May-2015.
- 11.2 It was noted that the next PACT meeting will be held in Sadberge Village Hall at 6:30 p.m. on Tuesday 16-Jun-2015.

**13. Planning**

The Parish Council approved the following planning application without comment:-

- 15/00429/FUL Erection of a first floor extension over the existing garage and conversion of the garage to a habitable room at 24 Norton Road.

**14. Inspection tour of Parish Council land and property**

It was agreed that the inspection tour will be held at the start of the July meeting. (See item 17 below.)

**15. Correspondence**

The Parish Council noted the following correspondence:-

- Letter from Darlington Borough Council about Community Governance Reviews in the Borough of Darlington

**16. Agenda items for the next meeting**

The following agenda items were proposed for the next meeting:-

- Maintenance of the benches in and around Sadberge.
- Allocation of the old age pensioners' bungalows in Sadberge.
- Bonfire Night Event Organiser.
- Conversion of the brick bus shelter into a store.

**17. Date of the next meeting**

The next meeting of Sadberge Parish Council will be held at 6 p.m. on Tuesday 14-Jul-2015.

The first item on the agenda will be the inspection tour of Parish Council land and property. Meet at the brick bus shelter by the village green. The remainder of the meeting will be held in Sadberge Village Hall.

**Alastair Mackenzie**  
**Clerk to Sadberge Parish Council**

APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> JUNE 2015.

I hereby certify that these minutes are a true record of the meeting.

Signed: Councillor L Tate \_\_\_\_\_

Date \_\_\_\_\_