

# SADBERGE PARISH COUNCIL

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## Minutes of the meeting held at 6:30 p.m. on Tuesday 8<sup>th</sup> December 2015 in Sadberge Village Hall

**Present:** Councillors Tate, Best, Heath, Lazenby and Smith.

**In attendance:** Ward Councillor Steve York

Alastair Mackenzie – Clerk

### 1. Apologies

Apologies were accepted from Councillors Heywood and Schott, and the reasons for their absence were approved.

There were apologies from Ward Councillors Brian Jones and Doris Jones.

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

There were no declarations of interest in items on the agenda.

### 3. Minutes of the last meeting

The minutes of the meeting on 10-Nov-2015 were agreed to be a true record of the meeting.

### 4. Matters arising from previous meetings

4.1 There was no news about the trees between Town Farm Field and Hampass.

4.2 Councillor Steve York reported that planning applications have been submitted for nearly 1,000 new houses in and near Middleton St. George.

4.3 There was no news about the proposed development on the site of the old reservoir adjacent to Sadberge.

4.4 Planning application 15/00918/FUL – Erection of three houses on land behind the Buck Inn. The Planning Officer is waiting for the applicant to provide further information.

4.5 It was agreed that Malcolm Short has done a very good job of refurbishing the Sadberge plaque, which is now back on its post on the village green.

4.6 The Christmas tree is now installed on the village green.

One of the strings of lights is now unusable, and another has sections that are not working. The Clerk will try to pick up one or two additional strings of lights in the New Year sales.

**ACTION:** Alastair Mackenzie

4.7 The exhibition of students' designs for the bronze sculptures has been postponed until January 2016.

4.8 The new bench has been ordered.

4.9 The Transparency Code for Smaller Authorities specifies information that the Parish Council needs to make available on a web site. The Clerk has added the necessary information to the Sadberge web site ([www.sadberge.org.uk](http://www.sadberge.org.uk)).

4.10 There was no report from the Cleveland Local Councils Association (CLCA) meeting on Wednesday 25-Nov-2015.

### 5. Speeding in Sadberge

5.1 It was agreed that the next two locations for the vehicle activated speed sign will be Hill House Lane and Darlington Road.

5.2 The Clerk and Councillor Tate attended the PACT meeting on 26-Nov-2015 and requested that speeding in Sadberge is made a PACT priority.

The meeting agreed to make "Speeding in Great Stainton and Sadberge" a PACT priority.

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## 6. Christmas tree collection scheme

- 6.1 It was agreed to organise a Sadberge community Christmas tree collection scheme in association with St. Teresa's Hospice and the Darlington Rotary Club. The arrangements will be as follows:-
- The Parish Council will make a donation of £60 to St. Teresa's Hospice.
  - The Darlington Rotary Club will collect up to 15 Christmas trees from the collection point just inside the Town Farm Field entrance on Saturday 9-Jan-2016.
  - If there are more than 15 Christmas trees left at the collection point then the Parish Council can either (a) ask the Rotary Club to remove them in return for an additional donation of £4 per tree or (b) make other arrangements to remove them.

The Clerk will contact St. Teresa's Hospice to confirm the arrangements.

**ACTION:** A Mackenzie

- 6.2 The Clerk will put up a sign at the collection point and arrange for a flyer to go out to inform Sadberge residents about the scheme.

**ACTION:** A Mackenzie

## 7. Budget for 2016-17

- 7.1 The Parish Council reviewed the expenditure versus budget for the financial year to date (see Appendix 1) and agreed that the financial position is satisfactory.
- 7.2 The Parish Council approved an updated forecast of the expenditure during the remainder of the financial year. See Appendix 1.
- 7.3 After discussion, the Parish Council approved the budget for 2016-17. See Appendix 2.
- 7.4 The precept for 2016-17 will be £7,500. The Clerk will communicate this to Darlington Borough Council.

**ACTION:** A Mackenzie

## 8. Protecting community assets

- 8.1 The Community Right to Bid arrangements in the Localism Act 2011 enable parish councils or community groups to ask for specific land and/or buildings to be listed as Assets of Community Value.

Once an asset is on the list, its owner cannot dispose of it without giving the parish council or community group six months to come forward with a bid to buy the asset. (The owner does not have to sell the asset to the community.)

Also, if the asset is a pub then the normal Permitted Development rights are dis-applied and a planning application is required for changing the use of the building or demolishing it.

- 8.2 It was agreed to ask Darlington Borough Council to list the following buildings as Assets of Community Value:-

**ACTION:** A Mackenzie

- Sadberge Village Hall.
- The Buck Inn.
- The Tuns at Sadberge.

## 9. Dog fouling

- 9.1 It was agreed to ask Darlington Borough Council to install a dog dirt bin at the Church View end of Hampass.

**ACTION:** A Mackenzie

- 9.2 The next Parish Council flyer will include information about how people can report dog fouling.

**ACTION:** A Mackenzie

## 10. Banking arrangements

- 10.1 Because the Parish Council's bank account was opened many years ago, the bank does not have the identity verification information required under current banking regulations.
- 10.2 It was agreed to re-appoint Barclays Bank as the Parish Council's bank. The full text of the resolution is in Appendix 3 to these minutes.

10.3 Cheques are to be signed – and instructions are to be given to the bank – by any two Authorised Persons. The Authorised Persons will be Councillors Tate, Best and Schott.

The Authorised Persons will obtain certified copies of the required identification documents (proof of identity and proof of address).

**ACTION:** Councillors Best, Schott and Tate

10.4 The Clerk will arrange for the Appointment of Bankers form and the other necessary documents to be submitted to Barclays Bank.

**ACTION:** A Mackenzie

## 11. North Villages PACT

11.1 Following the PACT meeting in Sadberge Village Hall on Thursday 26-Nov-2015, the PACT priorities are:-

- Large vehicles attempting to cross the bridge at Bishopton Mill.
- Speeding in Great Stainton and Sadberge.
- Parking in Norton Crescent / St. Andrew's Park, Sadberge.

11.2 The next PACT meeting will take place in Bishopton Village Hall at 6:30 p.m. on Thursday 21-Jan-2016.

## 12. Payments

The Parish Council approved the following payments:-

- |  |         |
|--|---------|
| • Refurbishment of the Sadberge plaque | £425.00 |
| • New bench                            | £459.99 |
| • Room hire in Sadberge Village Hall   | £162.00 |
| • Christmas tree                       | £162.00 |

## 13. Correspondence

The Parish Council noted the following correspondence:-

- Request for a financial contribution to the Great North Air Ambulance.

## 14. Agenda items for the next meeting

The following item was proposed for the next meeting:-

- Ownership of the main part of the village green.

## 15. Date of the next meeting

The next meeting of Sadberge Parish Council will be held at 6:45 p.m. on Tuesday 12-Jan-2016.

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

APPROVAL OF THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> DECEMBER 2015.

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

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

## SADBERGE PARISH COUNCIL

## FORECAST FOR 1-DEC-2015 to 31-MAR-2016

Simplified version

SOURCES OF FUNDS	Actual up to	Forecast	Forecast	Budget	Difference	
	30-Nov-2015	Dec – Mar	for the year			
	£	£	£	£	£	
Balance brought forward	5,945	0	5,945	4,872	1,073	Note 1.
Income						
Precept	4,688	0	4,688	5,600	-912	
Council tax support grant	912	0	912	0	912	
VAT refund	0	1,085	1,085	0	1,085	
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Total income	5,600	1,085	6,685	5,600	1,085	
Total funds available			12,629	10,472	2,157	
<b>USES OF FUNDS</b>						
	£	£	£	£	£	
Expenditure						
Clerk's salary	0	1,200	1,200	1,200	0	
Neighbourhood Plan	0	0	0	250	-250	
Public access defibrillators	1,538	0	1,538	0	1,538	
Contribution towards the cost of keeping St. Andrew's churchyard tidy	500	0	500	500	0	
Insurance premium	469	0	469	500	-31	Note 2.
Audit fee	156	0	156	0	156	
Subscriptions	111	0	111	115	-4	
Meeting room hire	0	162	162	250	-88	
Contribution towards DAPC costs	0	0	0	25	-25	
Storage facility	0	0	0	0	0	
New bench for the village green	0	460	460	0	460	
Maintenance and repairs	854	425	1,279	500	779	Note 3.
Northumbria in Bloom	45	0	45	250	-205	Note 4.
Christmas tree	0	162	162	150	12	
Village Festival	492	0	492	500	-8	
Bonfire Night safety equipment	234	0	234	49	185	
Training	0	0	0	50	-50	
Newsletters	0	60	60	120	-60	Note 5.
Miscellaneous	0	0	0	0	0	
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Total expenditure	4,398	2,469	6,867	4,459	2,308	
Contingency / Balance carried forward			5,762	6,013	-251	

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Notes

- (1) The balance carried forward at the end of 2014-15 included £700 of the donation towards the cost of the public access defibrillators.
- (2) The insurance premium included £206.70 for the Bonfire Night event.
- (3) The maintenance and repair costs for the year to date are:-
- |                            |         |
|----------------------------|---------|
| Flagpole                   | £85.01  |
| Painting railings          | £318.00 |
| Post opposite the Buck Inn | £264.00 |
| Notice board               | £75.00  |
| Benches                    | £79.68  |
| Wooden post                | £17.32  |
| Oil for chainsaw carvings  | £14.61  |
- (4) Apart from the entry fee, this year's Northumbria in Bloom costs have been paid by the Friends of Sadberge Festival.
- (5) Up to 30-Nov-2015, the costs of printing flyers, etc. were £51.20. Printing a one-sided flyer costs £12.80. Printing a two-sided flyer costs £22.40.

## SADBERGE PARISH COUNCIL

**BUDGET FOR THE PERIOD 1-Apr-2016 to 31-Mar-2017****SOURCES OF FUNDS**

	£	£	Notes
Balance brought forward		5,762	
Income			
Precept	7,500		
Grant from Darlington Borough Council	0		
Donations towards the Village Festival	0		
Interest on bank accounts	0		
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Total income		7,500	
		-----	
Total funds available		13,262	

**USES OF FUNDS**

	£	£	Notes
Expenditure			
Clerk's salary	1,200		
Contribution towards the cost of keeping St. Andrew's churchyard tidy	500		
Insurance premium	500		
Audit fee	0		
Subscriptions	115		CLCA
Meeting room hire	250		
Contribution towards DAPC costs	25		
Storage facility	0		
Maintenance and repairs	1,000		
Northumbria in Bloom	500		
Christmas tree	200		
Village Festival	750		
Support for Sadberge Village Hall	1,000		
Training	50		
Newsletters	120		
Miscellaneous	0		
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Total expenditure		6,210	
Contingency / Balance carried forward		7,052	

**This budget was approved by Sadberge Parish Council on 8<sup>th</sup> December 2015.**

Signed .....

Councillor L Tate, Chair

Signed .....

Alastair Mackenzie, Clerk

Date .....

Date .....

# SADBERGE PARISH COUNCIL

## **Appendix 3 – Resolution to appoint Barclays Bank as the Parish Council's bank**

Having considered the Barclays Customer Agreement and other documents provided by Barclays Bank, the Parish Council resolved to:-

1. Appoint Barclays Bank PLC (the Bank) as the Parish Council's bankers.
2. Accept the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers.
3. Authorise any individual named in Section 2 of the Appointment of Bankers form (an 'Authorised Person') to:-
  - (a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Parish Council from time-to-time; and
  - (b) give instructions concerning the operation of the Parish Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
  - (c) register the Parish Council for the Bank's computer and telephone banking services.

It was noted that if the Parish Council has registered for the Bank's computer and telephone banking services, any of the Authorised Persons acting in accordance with the current approval processes for the services would be responsible for amending the Parish Council's 'customer profile' which (among other things) determines:

- the accounts that can be accessed by computer or telephone;
- security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
- the individuals ('Users') allowed to use the service for making payments and other purposes (within any specified limits).

It was also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Parish Council notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

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