

SADBERGE PARISH COUNCIL

Minutes of the meeting held at 7 p.m. on Tuesday 17th April 2018

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

In attendance: Alastair Mackenzie – Clerk

1. Apologies

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

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 6-Mar-2018 were agreed to be a true record of the meeting.

4. Matters arising from previous meetings

4.1 Sadberge Village Hall CIO still does not have a lease on Sadberge Village Hall. The wording of the new lease has been finalised, but there is a question about why the Land Registry records of the Village Hall title exclude a small area of the car park.

4.2 There was no news about the request for Darlington Borough Council to establish an off-road footpath / cycle path / bridleway between Sadberge and Middleton St. George. The Clerk will contact the Borough Council's Public Rights of Way Officer again.

ACTION: A Mackenzie

4.3 There was no news about the Moor House wind farm.

4.4 There was no news about the development on the east side of Middleton Road on the southern edge of Sadberge.

4.5 Part of the fence has been removed at The Willows on Hill House Lane. Councillor Brian Jones will try to find out who is now responsible for the property. **ACTION:** Councillor Brian Jones

4.6 A court has ordered the person responsible for fly tipping in Hampass last year to pay a fine of £220, costs of £325 and a £30 victim surcharge.

4.7 There was no news about social media.

5. Town Farm Field drainage

5.1 Megan Myszka has found a qualified archaeologist who is willing to provide the required "watching brief" during the work to improve the drainage near the entrance to Town Farm Field.

5.2 The archaeologist is willing to provide her time free of charge, but there will be a cost of about £500 - £600 for writing a final report. Also, if anything significant is found there might be additional costs of up to about £1,500 to process the items.

5.3 The following points were made during the discussion:-

- It is unlikely that anything significant will be found, as there was an archaeological dig in Town Farm Field some years ago.
- If the work goes ahead, the Parish Council should cover the archaeologist's travel and subsistence expenses.
- The archaeologist is only available until 20-Apr-2018, as she is moving out of the area to take up a new job.
- Materials for the drainage improvements would cost about £1,000.
- The main purpose of the drainage improvements is to provide a safe entrance / exit to Town Farm Field when it has been raining. The history is that a person was injured when she slipped and fell when leaving Town Farm Field after the 2016 Bonfire Night event.

/ continued

- Due to concerns about traffic management and overcrowding, it is not clear whether it will be possible to continue to organise the Bonfire Night events.
- It may not be possible to improve the drainage in the vicinity of the composting facility, as there may be a concrete base for a previous cowshed and a concrete farmyard buried a short distance under the surface of the field.
- There may be an old drain in the relevant area. Would it be possible to repair and use this existing drain rather than installing a new one?

5.4 A vote was taken on whether to proceed with the drainage improvement works. On the Chair's casting vote, it was decided to go ahead with the work and to allocate a budget of up to £600 for the archaeologist's final report, up to £100 for other expenses associated with the archaeologist's watching brief and up to £1,000 for materials for the drainage improvement works.

The Parish Council is aware that there may be additional costs if anything significant is found.

The work will only go ahead if initial investigations indicate that it is going to be possible to install an effective new drain.

The Bonfire Night Event Organiser will organise the drainage improvement works.

ACTION: D Elmer

The Clerk will help to co-ordinate communications between the various parties involved.

ACTION: A Mackenzie

6. Sadberge History Trail

- 6.1 The Sadberge History Trail project aims to collect living memories of Sadberge and make the information available to residents and visitors.
- 6.2 Ten locations of interest have been identified. Each will be marked by a distinctive green plaque. A QR code on each plaque will link to information in a dedicated section of the Sadberge web site.
- 6.3 The History Group would welcome Sadberge Parish Councillors' advice on the exact positions of the ten plaques, and Parish Councillors will be invited to join History Group members on a tour of the ten locations.

7. Bird boxes, etc.

- 7.1 A local resident asked the Parish Council to consider providing funding to make the village more wildlife friendly by installing bird boxes, bat boxes, hedgehog houses and insect boxes and erecting signs asking drivers to watch out for hedgehogs.
- 7.2 In response to a query from the Clerk, Darlington Borough Council's Head of Highways Management said that he would not support the installation of signs asking drivers to watch out for hedgehogs. The Government has instructed local authorities to reduce sign clutter by removing or not permitting unnecessary or ineffective signs.
- 7.3 The Parish Council agreed to allocate a budget of up to £150 for the purchase of bird boxes, bat boxes, hedgehog boxes and insect boxes, subject to the condition that the relevant landowner's permission is obtained before each box is installed. **ACTION:** Emma Parker

8. Proposed development on the old reservoir site

The Parish Council noted that Northumbrian Water had organised a public drop-in event in Sadberge Village Hall on Monday 16-Apr-2018 as part of a consultation on a proposal to build up to 47 houses on the old reservoir site south-west of Sadberge Village.

9. Gazebos

It was agreed to lend the Parish Council's gazebos to the Friends of Sadberge Festival for use at a fundraising Dog Show on Saturday 13-May-2018.

10. New telegraph poles in Sadberge

- 10.1 The Clerk reported that telegraph poles are installed by BT Openreach, and there is a complaints form on the Openreach web site.

10.2 It was decided to submit a complaint that Openreach had installed a new telegraph pole on the village green near Mayfield House without the Parish Council's permission.

ACTION: A Mackenzie

11. Flagpole on the village green

After discussion, it was decided to allocate a budget of up to £100 for a new flag and repairs to the flagpole and associated equipment.

12. Condition of Hampass

It was noted that the Sedberg Anglo Saxon Farmers' polytunnel will be erected within the next few weeks.

13. Condition of the road surfaces in and around Sadberge

13.1 The road surfaces in and around Sadberge are in poor condition, with significant numbers of potholes. This is causing safety issues, as drivers and cyclists frequently move to the centre of the road to avoid the potholes.

13.2 It was decided to write to Darlington Borough Council's Assistant Director for Transport and Capital Projects, Dave Winstanley, about this issue.

ACTION: A Mackenzie

14. Additional plaque for the new seat around the oak tree in the centre of the village

The Parish Council gave its permission for a plaque to be installed on the new seat to recognise Beatrice Cuthbertson's service to the Parish Council and the Sadberge community.

Note from the Clerk: The plaque will be paid for by contributions from individual parish councillors, not by the Parish Council.

15. Code of Conduct training

It was noted that Darlington Borough Council is providing Code of Conduct training for parish councillors, and that Sadberge Parish Councillors are invited to attend one of the two sessions – 5:30 p.m. on Wednesday 6-Jun-2018 or 10 a.m. on Wednesday 13-Jun-2018

16. Planning

16.1 The Parish Council discussed the amended plans for application number 18/00027/FUL, which is for the replacement of single storey extension to the rear of 16 Chapel Row. However, it became apparent that the plans that the Clerk had downloaded from Darlington Borough Council's web site were not the latest versions. It was therefore decided to defer commenting on this planning application until a future meeting. The Clerk will contact the relevant Planning Officer to obtain copies of the latest version of the plans.

ACTION: A Mackenzie

16.2 The Parish Council approved the following planning applications:-

- 18/00282/FUL Erection of rear extensions at The Bungalow, Stockton Road.
- 18/00283/FUL Erection of a single storey rear extension at The Kennels, Sadberge Road, Middleton St. George.

17. General Data Protection Regulations (GDPR)

The GDPR comes into force on 25-May-2018.

Having attended a training session on the GDPR, the Clerk advised that the Parish Council will need to:-

- appoint a Data Protection Officer;
- compile an Information Asset Register; and
- (probably) register as a Data Controller.

18. Accounts and Annual Report for 2017-18

18.1 The Clerk presented draft accounts for the financial year ended 31-Mar-2018.

18.2 Under the new audit arrangements, parish councils with both income and expenditure less than £25,000 during the relevant financial year can claim exemption from the external audit review. The

Clerk confirmed that the Parish Council meets the qualifying criteria. The Parish Council decided to certify that it is exempt from a limited assurance review by the external auditor for the financial year ended 31-Mar-2018.

ACTION: A Mackenzie

18.3 The Parish Council confirmed the appointment of Megan Myszka as the Internal Auditor.

18.4 The Clerk will set the dates for the Public Rights Inspection period, during which members of the public can ask to see the Parish Council's accounts and financial records.

ACTION: A Mackenzie

19. Cleveland Local Councils Association (CLCA)

19.1 The Parish Council nominated the following subjects for the proposed meeting between CLCA members and the Tees Valley Mayor:-

- Off-road footpath / cycle path between Sadberge and Middleton St. George.
- Rural transport.
- Condition of rural roads.

19.2 The Parish Council decided to renew its membership of the CLCA, and approved the payment of the 2018-19 subscription (£117.85).

20. Sadberge Parish Meeting and Annual Meeting of Sadberge Parish Council

20.1 It was agreed that the Sadberge Parish Meeting and the Annual Meeting of Sadberge Parish Council (which are often jointly referred to as the "Parish Council AGM" will be held on the evening of Tuesday 8-May-2018.

20.2 The Parish Meeting will start at 6 p.m., and the Annual Meeting of Sadberge Parish Council will be held after the conclusion of the Parish Meeting.

21. Agenda items for the next meeting

No agenda items were proposed for the next meeting:-

22. Date of the next meeting

The Annual Meeting of Sadberge Parish Council will be held at approximately 7 p.m. on Tuesday 8-May-2018, starting shortly after the conclusion of the Sadberge Parish Meeting.

Alastair Mackenzie
Clerk to Sadberge Parish Council

APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th APRIL 2018.

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

Signed: Councillor L Tate _____ Date _____