

SADBERGE PARISH COUNCIL



Minutes of the meeting of the 7th July 2020 commencing at 7 pm, conducted via video conference due to the COVID-19 restrictions imposed by the UK Government.

Councillors Attending – L Tate (Chairman), R Murphy (Vice-Chairman), Councillors Hurst, Lazenby, Schott, Heywood and Best. **Clerk-** Tony Delderfield

1. Apologies for absence

None- No residents took up the invitation to observe the meeting.

2. Declarations of interest on items on the Agenda

No declarations of interest

3. Minutes of the last meeting

The minutes of the meeting held on the 2nd June 2020 were agreed to be a true record of the meeting.

4. Matters arising from previous meeting:

- 4.1 Letter sent to Head of Anglo-Saxon Farmers on the 3rd June 2020 confirming permission to complete fence.
- 4.2 Letter to Banks Community Fund regards grants provided – see item 12
- 4.3 Written statement reference Parish Council activities during 2019. Still to be compiled.
- 4.4 Still awaiting outcome of DBC Planning's contact of applicant reference Hill House Lane development. Clerk to follow up.
- 4.5 Planning decisions now added to agenda.

5. Review of YTD expenditure and 2020 – 2021 Budget

Councillor Heywood requested that the current Budget be reviewed. The year to date expenditure was also reviewed. Expenditure is tracking just below budget in the first quarter.

He stated that in view of the COVID-19 pandemic the Budget should be reviewed and how the Council has responded to the crises.

He questioned the £5,000 agreed by Council to fund the Climate Change & Biodiversity project in view of the pandemic.

The Chairman in answering, advised that the Parish Council fully supported the S.C.V.S.N group, set up by several residents, including the Clerk, who represented the Parish Council. The Council applied successfully, for grants from the Banks Community Fund to help finance several initiatives.

Any further help that is requested by the support group or any residents will be responded to as quickly as possible. Though the focus has now changed to relaxing restrictions the Council urged caution.

The outcome was to leave the Budget unchanged but would review again if required and that COVID-19 related issues will have priority. Climate Change & Biodiversity project was agreed when the budget was defined in December 2019.

6. New Printer

Council agreed to the request from the clerk to purchase a new printer. Councillor Hurst suggested it may be possible to lease a machine. Councillor Heywood felt that the budget of £350 was excessive. The Clerk agreed to look into leasing and confirmed that the cost would have a priority in the decision. He has made a short list and will decide following further investigations.

Council agreed the purchase to a maximum of £350.

Action: Clerk

7. A request from Mrs M Thompson to provide a budget for the maintenance of the memorial Garden

This request was discussed and Council agreed that the garden was a credit to Mrs Thompson and was looked upon as an asset to the village. The Council also considered the funding of the hanging baskets displayed within the village and that the Parish Council should cover the costs incurred.

The Council agreed a budget of up to £200 per annum to maintain the Memorial Garden, receipts for any purchases to be presented to the Clerk. The funding of the floral displays and other general village gardens and greens should in future years be funded by the Parish Council, will need to liaise with the Friends of Sadberge Group. Clerk to inform Mrs Thompson and the Friends of Sadberge group.

Action: Clerk

8. New Strimmer –

The current strimmer has been repaired so this topic not discussed.

9. Defibrillators

Following the recent use of the defibrillator from the centre of the village green, new pads (2) were purchased. Stock held by the Clerk was one. This replaced the used one and another was used to replace one out of date on the 30/06/2020. So, stock held in reserve remains at one. The new pads were purchased by the Clerk from The St John Ambulance at a cost of £106. The Council thanked the Clerk for quick response in restocking the defibrillator pads and approved the reimbursement.

10. Virtual Parish Council meetings

In view of the ongoing restrictions on public meetings, the Parish Council agreed to hold any future meetings virtually via Zoom at a cost of £11.99 + VAT of £2.40 per meeting. Until the restrictions are removed. The meetings are arranged and funded by the Clerk, who then presents the paid invoice for reimbursement.

11. Planning

To comment on Planning applications ([to view details online - publicaccess.darlington.gov.uk](https://publicaccess.darlington.gov.uk) – then type in the application number)

No new applications

Planning Application Notices

Re. 2000279/FUL – Single storey Extension – The Bungalow, Sadberge Road. DL2 1RL

Granted 05/06/2020

Ref. 20/00212/FUL – Rowan House – Demolition of existing detached garage and erection of single storey two bed annexe and extension to existing retaining wall.

Granted 19/05/2020

Ref. 19/01020/CU - Parsons Containers – Change of Use from B8 container sales area to A1/B2 container sales area, maintenance, and repair.

Granted- 02/06/2020

Ref. 19/01018/FUL – Parsons Containers - Change of Use from mixed use to form a self-storage container site with portable site office and erection of 2.7m perimeter fence with gates to north, east, and west boundaries.

Granted 02/06/2020

Ref. 19/01019/ADV – Parsons Containers – for Display of 1No. Internally illuminated double sided monolith panel sign.

Granted 18/06/2020

Ref. 20/00348/FUL – Conversion of existing attached garage into habitable space, 1 East Close, Sadberge DL2 1SG.

Granted 24/06/2020

12. SCVSN. (Sadberge Corona Virus Support Network)

Parish Council approved payment of £637.01 to Mr A O Mackenzie in providing the two tablets for use of residents. The Council have decided to take control of the tablets to lend out when required and will need to provide the Sim plan as and when needed.

In the longer term the Council must decide to keep them, donate them for use in the Village Hall or sell them.

Moreover, an account of the grant money used must be presented to the Banks Community Fund administrators and what to do with the remaining funds.

Action: Clerk

13. Payments

To approve the following payments-

- 13.1 Parish Clerks salary for June 2020 of £300.
- 13.2 St John Ambulance—for Defibrillator Pads (paid by Clerk) £106.00
- 13.3 Zoom invoice 28/05/2020 (paid by Clerk) for £14.39
- 13.4 Payment to A Mackenzie ref Media Tablets £637.01

Council approved above payments

14. Annual Governance

- 14.1 The Internal Auditors written report reviewed and accepted for the year ended 31st March 2020.
- 14.2 The Parish Council approved the accounts for the year ended 31st March 2020.
- 14.3 The Parish Council approved the Accounting Statements in Section 2 of the Annual Governance and Accountability Return for the year ended 31st March 2020.
- 14.4 The Parish Council approved the followings answers to the Statements in Section 1 of the Annual Governance and Accountability Return for the year ended 31st March 2020.

- Statements 1 – 6 Yes
- Statement 7 No
- Statement 8 Yes
- Statement 9 N/A

The answer to Statement 7 – No, is because (i) the Clerk has yet to write Clerk Procedures, (ii) the Parish Council has not yet adopted an Expenses procedure.

- 14.5 Agreed relevant actions: -
 - Clerk Procedures
 - Expenses Procedures
 - Implement a Change and Review table to record that periodic reviews of the Financial Regulations and Standing Orders are carried out.

- 14.6 The date for the publication for exercise of Public Rights is 13th July until 30th August 2020.

Action: Clerk

15. Climate Change & Biodiversity

- 15.1 To support changing the Mowing Regime of Sadberge Parish Council land (and that of the land owned by Darlington Borough Council)
The Parish Council support this proposal. Agreed to approach Darlington Borough Council to support this proposal.

Action: Clerk / RH

15.2 To discuss House Martin Project within village.

The Parish Council agreed to source a supplier to provide nest cups and costings

Action: RH

15.3 To discuss expenditure and income resulting from Wildflower project.

This project had a good take up with some 22 sites sowing the wildflower seeds. With donations resulting in an income from the project at a little over £86. Which is deposited in a bank account operated by CC&B group.

This news brought about a robust debate regarding the budget allocated in December 2019. The Chairman recalls the £5,000 budget was allocated as a grant. The Terms of the Working Group, state that any "allocation of funds must be approved by the Parish Council".

Councillor Heywood voiced concerns over such a large amount of the Councils budget being allocated to one project.

Opinions were varied including making limited Grant of £1,000 to making the Grant the full amount of £5,000. The options were voted on = Grant of £5,000 = 3 votes Grant of £1,000 = 2 votes with one Councillor abstaining.

The Chairman requested the Clerk look into the legality of awarding such a grant and report back to the Council.

Action: Clerk

16. Sadberge Parish Council proposed new web site

The Parish Council working group proposed and recommended setting up a stand-alone web site to represent Sadberge Parish Council. Their findings were presented and summarised:

- To meet current and future regulations.
- Engage and deliver key messages to all members of the community.
- Easy to use and update, with a modern layout.
- Trusted and secure domain
- Not reliant on third parties with their own time restraints and demands.
- The website is owned and operated by the Parish Council.

The recommended provider for the website is Eyelid productions who are the leaders in building Parish Council Websites.

The costs:

Eyelid productions (using cloudfnext.uk for hosting)

Setup Fee	£700
Training (telephone 3x£50)	£150
Domain.gov.uk (2 yrs.)	£90 +VAT
Hosting (ClouNext)	<u>£79.99 + VAT</u>
Total Year One	<u>£1,053.99</u>
VAT	£34 (recoverable)

Estimated costs Year Two =	
Annual Support Charge	£100
Hosting by CloudNext	<u>£79.99 + VAT</u>
Total	<u>195.98</u>
VAT recoverable	£15.99

Estimated costs Year Three =	
Annual Support Charge	£100
Hosting by CloudNext	£79.99 + VAT
.gov domain (2 yrs)	<u>£90 + VAT</u>
Total	<u>£303.99</u>
VAT recoverable	£34

The arrangements will be made by the Clerk and training will be provided to both the Clerk and Councillor Murphy. The proposal was accepted and costs agreed unanimously, Council agreed first year costs of £1053.99.

Action: Clerk/ Councillor Murphy

- 17. Proposal from Mr E Lowther**, following his recent inspection of the seats around the village, some repainting is required. He also reports that a wooden bollard at the entrance to East Close has been dislodged, probably by a motor vehicle and needs to be re-secured.

Council agreed the proposal and expressed thanks to Mr Lowther and set a budget for the work at £100. Invoices and receipts to Clerk for reimbursement.

Action: Clerk

18. New Speed Sign

Clerk has contacted supplier to try and establish when the sign will be re-installed at a new location. The reply is possible by end of July when the Gov. restrictions are made clear. Chairman requested Clerk sends a follow up email to get firm date.

Action: Clerk

19. Agenda items for next meeting

Fly tipping
Dog walking in village

20. Date of next meeting

Tuesday 4th August 2020.

Tony Delderfield - Clerk to Sadberge Parish Council.

APPROVAL OF THE MINUTES OF THE MEETING HELD BY VIDEO CONFERENCE ON 7/7/2020

Signed: Councillor Lee Tate Date