



## SADBERGE PARISH COUNCIL

Minutes of the meeting of on Tuesday 1<sup>st</sup> December 2020 commencing at 7 pm, held via Zoom video conference.

Councillors attending: L. Tate (Chairman), R Murphy (Vice-Chairman), Councillors Hurst, Best, Heywood, Schott and Lazenby. T Delderfield – Clerk. Plus, two residents

### 1. Apologies for absence –

None.

### 2. Declarations of interest on items on the Agenda

Councillor Heywood declared an interest in Item Planning Ref: 20/01000/TFC. As this is his own application. Though there is no discussion as this application has been agreed by Planning prior to meeting.

### 3. Minutes of the last meeting

- To approve the minutes of the regular meeting held on the 3<sup>rd</sup> November 2020. Agreed to be a true record of the meeting.

### 4. Matters arising from the previous meeting:

- 4.1 VARS sign – Supplier has to date failed to provide the required software to operate the sign. Council request letter be sent to ask for removal of sign and refund cost.

**Action:** Clerk

- 4.2 Scarlet Band & Tees Flex bus service. Tony Shaw, Tees Flex, contacted stated that arranging journeys are subject to conditions printed on brochure and website. Cancelled journeys should be reported. Council request contact details be placed on Parish Council website.

**Action:** Clerk

- 4.3 New Dog signs – New signs have been ordered by Darlington BC. These will display Dogs Allowed on Lead.

- 4.4 Sadberge Village Hall – The two Picnic Tables delivered to Village Hall

- 4.5 Construction site-staff parking: Contractor will make good damage to verges and agree planting with Sadberge CC&B group and DBC once works are completed.

- 4.6 Blocked Culvert – Woodward Close. Councillor Schott has a contractor, Harper Bros, they will submit an estimate to solve this problem. Council discussed the problem and in view of the predicted complications involved feel it would be prudent to have more than one opinion to solve the problem.

Clerk to get other Groundworks specialists to visit site.

**Action:** Clerk

4.7 CCTV – Fly-Tipping. Clerk to investigate possible sharing the cost of CCTV cameras with other local Parish Councils – Carry forward.

**5. Public Open Session**

There were two residents present, one of which listened with interest regarding the discussion around the Woodward Close Culvert problems. The Chairman invited him to comment on the proposals regards a solution, it was noted that he felt the removal of the overgrown leylandii trees, as they shed multiple needles that block the flow of the springs water that flow into the culvert would help resolve the problem.

**6. Barclays Bank.**

Following a letter of complaint sent by the Clerk regarding providing online banking for the Parish Council and the banks performance regarding change of address and signatories proofing. A phone call was made to the Clerk apologising and five days later the Clerk now has access to online banking. Just viewing the account at this time.

**7. Another bollard requiring repair work**

Mr Lowther reported another bollard had been displaced in the East Close/Goodward Close area. The Clerk authorised the repair with a budget of £20. This has been completed at a cost of £4.75. this added to the repair completed and approved in November bringing the total to £10.73. If these incidents are witnessed by any residents could you please report them, with as much detail as possible, to the Clerk or any members of the Council.

**8. Agree Parish Council Budget for 2021 April – 2022 March**

Following a lengthy discussion over planned objectives, which included possible awarding of grants to village projects, the planned renovation to the Culvert in the Goodwood Close area to help prevent further flooding. The Parish Council agreed the Budget for the coming year, commencing 1<sup>st</sup> April 2021. The budget is attached as Appendix 1 to the Minutes.

**9. To set the Precept for 2021 – 2022 financial year.**

Following discussions in setting the Budget for the coming year, taking into account planned use of the funds available. And, given the difficult year all residents have experienced during this extraordinary year. The Parish Council are to increase the Precept by 3.57% from £14,000 to £14,500. The Clerk to inform Darlington Borough Council Finance Officer.

**Action:** Clerk

**10. Climate Change & Biodiversity**

Update provided by Councillor Hurst:

- Following quotes planned verge seeding, it is planned to apply to Banks Group for a grant to fund the work via Sadberge Parish Council.

**Action:** Clerk/ Councillor Hurst

- Following the agreed quote of £1,330 for the ground works in connection with land associated with Bob Hall memorial seat, work will start in December. Councillors Hurst and Schott will manage the project.
- Discussions with the roofing contractor Eugene, on behalf of Darlington Borough Council, have agreed to assist in installing bird and bat boxes and may contribute towards the costs. Councillor Hurst will manage.
- The group are investigating an alternative wild flower seed supplier.
- Councillor Hurst has investigated possible if developers interested in the Old Reservoir site would consider Zero Carbon Housing for the site. However, after consultation feels the site will require substantial work prior to any builder therefore making cost prohibitive.

## 11. Social Media

It has been suggested that the Parish Council investigate requirements for the installation of Openreach's Community Fibre Partnerships, on behalf of the village.

**Action:** Clerk

## 12. Planning: To comment on the following applications:

Application Ref. No. 20/00998/FUL. Replacement of flat roof with pitch roof to existing single storey extension. Roof will be raised with addition of dormer window – affording additional bedroom within roof space and addition of canopy over front entrance.

Rose Cottage, Darlington Road, Sadberge DL2 1SA

Council will object to this application. Rose Cottage is in the Sadberge conservation area, the proposal will alter the outlook of the landscape to the entrance to the village and the proposed increase in height of the cottage is not in keeping with the character of the cottage. And will impact on privacy of properties close by.

Application No. 20/01000/TFC – notification of application to carry out tree works Beacon Howe, West Row, Sadberge. (this a notification, Council cannot comment)

Council notified this application has been agreed.

Application No 20/00607/FUL Middleton Road – Footpath change.

Parish Council have been informed that Highways (Darlington Borough Council) have rejected the revised crossing point submitted by the developers as a possible solution. In view of this decision the Parish Council will maintain its objection, that a safer crossing point is needed as the footpath has been replaced with a postal path.

### **13. Payments:**

To approve the following payments: -

- 13.1 Clerks salary for November 2020 of £300
- 13.2 Bollard repair paid by Mr Lowther £5.98
- 13.3 Royal British Legion (wreaths) £34
- 13.4 Thorn Welding extension to Speed sign mounting Pole £57.60
- 13.5 Ink Cartridges + Clipboard & folders, paid by Clerk £34.29
- 13.6 Zoom meeting invoice (2x£14.39), paid by Clerk £28.78

All payments approved by Council.

### **14. Update “Useful contacts” on the Parish Council website.**

Vice Chairman requested that these useful contacts be updated as there some that are out of date or not appropriate, as they were copied over from the old website. This is an opportunity to add email addresses of all Councillors.

**Action:** Clerk

### **15. Footpaths**

The Chairman has had several comments regarding the poor state of the footpaths around the village. The annual dropped leaves and other litter, are causing safety issues for many residents. He reports that other local villages have been cleaned by Darlington Borough Council. Contact Streetscene.

**Action:** Clerk

### **16. Christmas Tree Collection**

The Clerk has been approached by David Haywood of Darlington Rotary Club, due to the ongoing COVID-19 restrictions, the Rotary Club are not able to offer the Tree collection service this year. However, John Paul Stabler of St. Teresa’s Hospice are going to provide the service using their own staff. The offer is unlimited Christmas Trees collected from Town Farm Field on the 6<sup>th</sup> January 2021 for a donation of £100. Council considered this a good deal and a valuable service for the residents. Agreed the proposal.

### **17. Administration**

In an effort to comply with the Internal Audit Review, several documents have been updated and new procedures produced, which must be approved and adopted by the Parish Council. They will be sent out for review during the coming weeks and subject to approval by the Council, adopted at the next Parish Council meeting.

**Action:** Clerk

### **18. Agenda items for the next meeting**

- Communications from the Parish Council to residents
- Update on the Hill House Road Planning Application.

### **19. Date of next meeting**

Tuesday January 5<sup>th</sup> at 7 pm

The Chairman, on behalf the Parish Councillors, wish all the residents of Sadberge a very Happy, Safe and Healthy Christmas and thank everyone in the community for their resilience in what has so far, been a very challenging year.

The Chairman closed at the meeting at 21:15

Tony Delderfield – Clerk to Sadberge Parish Council

APPROVAL OF THE MINUTES OF THE MEETING HELD VIA ZOOM CONFERENCE ON  
TUESDAY 1<sup>st</sup> DECEMBER 2020

Signed - Chairman of Sadberge Parish Council

Mr Lee Tate .....

Date .....

## **SADBERGE PARISH COUNCIL**

### **BUDGET FOR THE PERIOD 1-Apr-2021 to 31-Mar-2022**

**SOURCES OF FUNDS****NOTES**

|                                                 | £      | £                    |                                            |
|-------------------------------------------------|--------|----------------------|--------------------------------------------|
| Balance brought forward                         |        | 20,940               | Predicted balance 30/11/2020               |
| <b><u>Income</u></b>                            |        |                      |                                            |
| Precept-increase of £500 (3.57%) from 2020-2021 | 14,500 | 0                    | Precept agreed at Parish Meeting 1/12/2020 |
| Donations                                       | 0      | 0                    |                                            |
| Interest on bank accounts                       | 0      | 0                    |                                            |
| <br>Total income                                | 0      | 14,500               |                                            |
|                                                 |        | 0                    |                                            |
| Total Funds Available                           |        | <b><u>35,440</u></b> |                                            |

**USES OF FUNDS**

|                                                 | £     | £                    |                                                |
|-------------------------------------------------|-------|----------------------|------------------------------------------------|
| <b><u>Expenditure</u></b>                       |       |                      |                                                |
| Clerk's salary                                  | 5,000 |                      |                                                |
| <b><u>Administration</u></b>                    |       |                      |                                                |
| Insurance premium                               | 400   |                      |                                                |
| Audit fee                                       | 150   |                      |                                                |
| Training                                        | 250   |                      |                                                |
| Office Supplies & Printing                      | 200   |                      |                                                |
| Meeting Room Hire                               | 250   |                      |                                                |
| Zoom Communications (meetings x 6)              | 90    |                      | Assuming no face-to-face meetings for 6 months |
| <b><u>Subscriptions</u></b>                     |       |                      |                                                |
| Cloud Next & Website support                    | 260   |                      |                                                |
| Scribe Accounts                                 | 308   |                      |                                                |
| CLCA                                            | 125   |                      |                                                |
| <b><u>Maintenance &amp; Repairs</u></b>         |       |                      |                                                |
| Renovation of Culvert (Goodwood Close)          | 3,000 |                      |                                                |
| Greens & Floral displays                        | 4,250 |                      |                                                |
| Christmas tree                                  | 300   |                      |                                                |
| <b><u>Purchases &amp; Renewals</u></b>          | 500   |                      |                                                |
| <b><u>Village Events</u></b>                    |       |                      |                                                |
| Village Festival                                | 1,000 |                      |                                                |
| Bonfire Night event                             | 1,500 |                      |                                                |
| <b><u>Climate Change &amp; Biodiversity</u></b> |       |                      |                                                |
| Planned projects                                | 1,250 |                      |                                                |
| <b><u>Grants</u></b>                            |       |                      |                                                |
| Village Hall Renovation                         | 2,000 |                      |                                                |
| St Andrews Churchyard maintenance               | 500   |                      |                                                |
| <b>TOTAL EXPENDITURE</b>                        |       | <b><u>21,333</u></b> |                                                |
| <br>Contingency / Balance carried forward       |       | <b><u>14,107</u></b> |                                                |

**This budget was approved by Sadberge Parish Council on 1st December 2020**

Signed .....

Signed .....

Councillor L Tate - Chair

T Delderfield - Clerk