

Lartington Parish Council

Minutes of Annual General Meeting held on May 8th 2018

Present

Mr. Campion, Mrs Parsons Munn, Mrs Cross and Mrs Stephenson. Mr Jerred (Clerk).

Election of Officers

Chair

Mrs Cross proposed that Mrs Parsons Munn should continue as Chair for the forthcoming year. This was unanimously supported and Mrs Parsons Munn indicated that she was happy to accept this nomination. She then signed the Declaration of Acceptance.

Vice-chair

The Clerk reported that Mr Whetstone had resigned from the council due to work commitments. It was agreed that the election of Vice-Chair be deferred until the next meeting.

Auditor

The Clerk reported that Anne Botterill had confirmed that she was happy to continue in this role and it was agreed that she be appointed for the forthcoming year.

Bank Mandate

Mrs Parsons Munn, Mrs Cross and Mr Campion remain as signatories to the Bank account.

01. Recording of the meeting

The Chair opened the meeting by enquiring whether anyone present intended to make a recording of the meeting. No one had such an intention.

02. Apologies

The clerk reported that Mr. Whetstone and Mrs Hinchliffe had submitted apologies due to important personal commitments. It was unanimously resolved that these be accepted and approved.

03. Disclosures of Interest

There were none.

04. Minutes

The minutes of the meeting held on March 13th were read and signed by the Chairman as a true record of the proceedings of that meeting. The Minutes of a Special Meeting held on April 26th to consider planning applications were also read and signed.

05. Matters Arising

- a. Flooding on Green Lane - Mrs Parsons Munn reported that this work had been completed and that it appeared to be working very satisfactorily. Unfortunately, the corrected water flow appeared to be having an adverse effect on the aqueduct but this matter was now being dealt with by Bryan Harris, DCC Senior Heritage Officer.
- b. Condition of pavements - the Clerk reported that these had now been swept. It was felt that this may need to be repeated but it was agreed that this would be left until current highways work had been completed.
- c. Vehicle access at Lartington Hall - - the Clerk reported that he had written to the proprietors but had not had a reply.

06. Items of Urgent Business

The Clerk reported that Mr Whetstone had resigned from the Council due to increased personal commitments. He reported that both the Chair and himself had replied expressing our regret and thanks and that he would contact DCC regarding a Notice of Vacancy. He explained that this had to be displayed for 14 days to determine whether there was a need for an election before we could move to co-opt.

07. Principal Correspondence

- a. Various emails routinely circulated
- b. CDALC - Annual audit and governance statements, GDPR
- c. CPRE Newsletter

08. Statement of Accounts

The clerk reported that there was £2622.66 in the current account and £368.67 in the Deposit Account. The Clerk apologised that there was a slight error in the published accounts as the interest rate appeared to have changed.

The Clerk explained the new arrangements for Audit, the principal difference being the need to complete a Certificate of Exemption in order to avoid an external audit. This was then signed by the Chair and Clerk.

09. Annual Governance Statement

Members considered and approved the Annual Governance Statement and the Chair and Clerk then signed it.

10. Accounting Statements for 2017/2018

Members considered and accepted the Accounting Statements as being accurate and this was then signed by the Chair and Clerk, as Responsible Financial Officer.

11. Accounts to be paid

Hall Hire	£15
Clerks Salary	£160
HMRC	£40
Stamps/Stationery	£26.41
Insurance	£227.83

12. GDPR

The Clerk reported on recent developments with regard to GDPR, notably that the Government was proposing to drop the requirement to appoint a Data Protection Officer. He reported that the Act would come into force on May 25th and that although it was accepted that not all measures needed to meet the new requirements were likely to be in place, it was important that Councils such as Lartington were seen to be taking steps towards full conformity.

He had, therefore, conducted an audit of the date held. This indicated that the only significant personal data held was the Clerk's PAYE arrangements, held on file and HMRC software. The only data held relating to residents and electors was their postal and email addresses whilst Councillor details were largely those in the Register of Interests which was available on the local and DCC website.

The Clerk explained that a number of policies and forms would require modification or introduction, notably:

- Modified Standing Orders
- Information and Data protection
- New Standing Orders
- Inventory of Personal data usage
- Consent to hold data forms

Subject Access Request Forms (for anyone wanting to check data we hold about them)

Data Security Breach Reporting Form

The clerk reported that he had model documents for these and would be amending them for approval at the next meeting.

It was also agreed that we would need to write to residents in due course outlining our policy regarding the holding of personal information and requesting approval to hold email addresses should individuals be happy to be contacted in this way.

13. Footpath and Highway Issues

Mrs Parson Munn raised the issue of mud on the roads, reporting that the grandson of a resident had recently been seriously hurt in a road accident in which this had been a significant factor. Although this had not occurred in the parish, it was felt that this was sometimes an issue and it was suggested that the Clerk write to Durham Police asking them to remind farmers of their responsibilities through the Farmwatch initiative.

Speedwatch was discussed and it was agreed that Mr Crawford be contacted to arrange another exercise.

14. Planning Matters

There were no further applications.

15. Date of Future Meetings

July 10th 2018

Sept 11th 2018

November 13th 2018

Lartington Parish Council

Minutes of A Special Meeting held on April 26th 2018

Present

Mr. Campion, Mrs Parsons Munn, Mrs Cross, Mr Crawford, Mrs Stephenson and Mrs Hinchliffe. Mr Jerred (Clerk). Mr Whetstone apologised.

01. Application for Planning Permission for Electric Gates at Western Entrances to Lartington Hall

The clerk outlined the nature of the application and passed copies of the significant documents to members.

After a lengthy discussion in which both the rationale for and the design of the proposed gates was carefully considered and reference was made to the Parish Plan, the Conservation Area and its appraisal document and the Teesdale Local Plan it was agreed that the Council should oppose the application for reasons which included:

- a. Members who were familiar with the area did not recognise the scale of the intrusion and trespass mentioned whilst they were completely unaware of any safeguarding issues raised. The rationale also referred to the problems of theft from the garden but it was felt that the proposed gates could do nothing to address this since access could be gained from the eastern approach whilst existing gates could be more effectively used to prevent incursion from the west.
- b. The Conservation Area Appraisal places strong emphasis on the open relationship of the Hall and Village and strongly emphasises the need for its protection. This is endorsed by comments in the Teesdale Local Plan whilst the National Planning Framework states that development which has a detrimental impact on an historic setting will not be permitted without substantial justification - which we do not believe has been offered.
- c. The design and colour of the gates was considered. Reference was made to the recent rejection for an application for gates at the Station House on the grounds that they were too grand in nature and it was felt this also applied in this case. These entrances were intended for workers and estate vehicles rather than prestigious visitors who would approach across the Parkland and it was agreed that if gates are permitted then they should reflect this and be painted black as most local features are.
- d. The use of the Western entrance by taxis and transport providers at weddings was also discussed. The clerk reported that he had written to the owners about this but had not had a reply. It was felt that the installation of gates might create problems and force waiting vehicles to back up, possibly on to the main road, if they were not routinely open.

The clerk was instructed, therefore, to write to DCC opposing this application and highlighting our concerns that that the Planning Condition imposed in 2012 regarding the sole use of the Eastern entrance for weddings and conferences was being ignored.

02. Application for Planning Permission for the renovation of North Gill.

The clerk outlined the nature of the application and passed copies of the significant documents to members. He also stated that if members wished to visit the site then the applicants would meet with them.

After a short discussion it was agreed that the plans seemed quite appropriate. It was regretted, however, that windows were to be in UPVC and that garage doors were not of the opening most commonly used locally.

Although a site visit was not considered necessary, it was agreed that some members would visit the property.

The clerk was instructed to write to DCC expressing our concerns regarding the use of traditional materials but expressing our overall support for the application.