



Barnard Castle Town Council

Town Clerk: Martin Clark
Woodleigh, Flatts Road
Barnard Castle
DL12 8AA

01833 690970
clerk@barnardcastletowncouncil.gov.uk

FULL COUNCIL MEETING MONDAY 15 JANUARY 2024

Dear Councillor,

You are hereby **summoned** to attend the meeting of Barnard Castle Town Council to be held in the **Dawson Room, Woodleigh on Monday 15 January 2024 at 6.00 p.m.** The meeting will consider the items of business listed below.

***Public Participation 6.00 – 6.15pm**

Members of the public are invited to speak on any matters contained within the agenda*. Following this period members of the public can remain but cannot speak further on any agenda item unless invited by the Chair.

TOWN CLERK
10 January 2024

AGENDA

64. ACCEPTANCE OR OTHERWISE OF APOLOGIES
65. DECLARATIONS OF INTEREST
66. MAYORAL ANNOUNCEMENTS
67. COUNCIL MEETING MINUTES – 20 NOVEMBER 2023
68. EN BLOC ITEMS
69. UPDATES & REFERRALS FROM COMMITTEES
70. REPRESENTATION ON OTHER BODIES
71. APPROVAL OF BUDGET 2024/25
72. EAST WARD VACANCY
73. CONSULTATION – PRE-SUBMISSION DRAFT STARTFORTH PARISH COUNCIL NEIGHBOURHOOD PLAN
74. ROYAL GARDEN PARTIES 2024

* Questions must be submitted in writing to the Clerk prior to the meeting and must refer to items on the published agenda. The Public Participation policy can be found on the council website: <https://barnardcastletowncouncil.gov.uk/wp-content/uploads/2021/11/BCTC-Public-Participation-Procedure.pdf>

**BARNARD CASTLE TOWN COUNCIL
FULL COUNCIL**

15 JANUARY 2024

DAWSON ROOM, WOODLEIGH

6:00 P.M.

DETAILED AGENDA

PUBLIC PARTICIPATION PERIOD - 6.00pm to 6.15pm

64. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

Recommendation – That the submitted apologies be approved.

65. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/19 refers), Members will be asked whether they have any personal, pecuniary, or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

66. MAYORAL ANNOUNCEMENTS

A verbal update will be given at the meeting.

67. COUNCIL MEETING MINUTES (ENCLOSED)

(1) 20 November 2023

Recommendation – That the minutes be accepted as a true and accurate record.

68. EN BLOC ITEMS

This is a report arising from the decision at Minute 72/Aug/04 to amalgamate a number of agenda items so that the accompanying recommendations can be moved 'en bloc'. Any Member has a right to speak on any of the listed items, but it is hoped that discussion can be kept to a minimum.

The items included in the report are as follows:

- (1) Services Committee – 11 December 2023 - Draft Minutes**
- (2) Partnership Committee – 18 December 2023 – Draft Minutes**
- (2) Resources Committee – 08 January 2024 - Draft Minutes**
- (4) Planning Committee – 11 December 2023 – Draft Minutes**
- (5) Town Mayor Activities**

Since the Council meeting on the 20 November 2023, the Town Mayor accompanied by Consorts Nathaniel, Corrine and Cleo Drew have attended the following events: -

1st December 2023 - Barnard Castle Christmas Lights switch on

15th January 2024 – Council Anti Dog Fouling Campaign launch

Recommendation – (a) That the draft committee meeting minutes and Mayoral activity be received; and (b) That the information be noted.

69. UPDATES AND REFERRALS FROM COMMITTEES

From the meetings outlined above at item 68 the following updates are noted:

(1) Services Committee meeting – 04 December 2023

No referrals to full council.

Budgetary bids for 2024/25 were referred to the Resources Committee meeting held on 08 January 2024.

(2) Partnership Committee meeting – 18 December 2023

No referrals were made to full council. Budgetary bids for 2024/25 were referred to the Resources Committee meeting held on 08 January 2024.

(3) Resources Committee Meeting – 08 January 2024

Further to the meeting of Resources Committee, it was resolved that:

The budget for 2024/25, and precept request is referred to full council.

(4) Planning Committee Meetings

No referrals to full council.

70. REPRESENTATION ON OTHER BODIES

The Council's representative on each relevant body can make a verbal update at the meeting.

- (1) Teesdale Residents' and Travellers' Forum - (vacant & Cllr Turnbull)**
- (2) Larger Local Councils Forum – (Clerk & Cllr Foote-Wood)**
- (4) Witham Hall Ltd - (Cllr Chatterjee)**
- (5) Dawson Cottages Trust (Cllr's Ewart & McLean)**
- (6) A66 CLG (Cllr's Drew & Thompson)**
- (7) St Mary's Barnard Castle Hall Association (Cllr Connelly)**

Recommendation – That the information be received.

71. APPROVAL OF BUDGET 2024/25

Further to the meeting of Resources Committee on 08 January 2024 (minute 32/January/24 refers), the 2024/25 budget is recommended to the council. (Appendix A).

Recommendation – (a) That the 2024/25 budget be set as detailed in Appendix A, with gross expenditure of £239,405; and
(b) That the 2024/25 precept be therefore set as detailed in Appendix A, at £214,356 – a **decrease** of 8.70% on 2023/24. £114.00 (Band D property).

72. EAST WARD VACANCY

Following the passing of Cllr Frank Harrison a vacancy was posted in the prescribed manner. Fourteen days following the Notice, the Council were notified that an election had not been called. Members are now asked to consider co-option to fill the vacancy.

Recommendation – That the vacancy be considered for co-option under the approved policy.

**73. CONSULTATION - PRE SUBMISSION DRAFT STARFORTH PARISH COUNCIL
NEIGHBOURHOOD PLAN**

Submitted – link (URL) to draft plan -

<https://www.startforthparishcouncil.org/startforth-neighbourhood-plan>

Recommendation – Members views are sought.

74. ROYAL GARDEN PARTIES 2024

Two tickets for the Royal Garden Parties in 2024 will be offered to the County Durham Association of Local Councils (CDALC).

Should any member who has previously not attended a Garden Party wish to be entered into the draw they should give their names to the Clerk at this meeting.

Appendix A

Cost Centre		Budget 2023/24 £	Budget 2024/25 £
101	Council Administration	13,381	14,529
102	Central Support Svcs	149,438	127,369
104	Elections	1,000	1,000
105	Chains of Office	50	50
106	Woodleigh	25,012	25,782
110	Defibrillator	150	150
201	Allotments	4,303	4,399
211	Mini Golf	11,000	10,000
221	Christmas Lights	8,071	8,475
231	Play Areas	2,750	2,850
291	Wednesday Market	7,500	7,500
311	Ground Maintenance	20,213	24,158
321	Castle & Market Floodlighting	777	777
331	War Memorials	NIL	NIL
342	Bede Road Bus Shelter	50	50
354	Community Events	4,700	5,910
404	Wayfinding Units	NIL	NIL
501	Market Place Public Toilets	5,808	5,906
321	Dog Fouling	500	500
		254,799	239,405
Income			
	1.Fees and charges (recreation)	15,499	14,499
	2. Fees and charges (other)	8,050	8,550
	3. Woodleigh Rental	NIL	Nil
	4. Bank interest	2,000	2,000
	5. Precept	229,250	214,356
	6. LCTRS	NIL	NIL
		254,799	239,405

Band D £122.50

Band D £114.00 (-8.70%)

**BARNARD CASTLE TOWN COUNCIL
FULL COUNCIL MEETING**

20 NOVEMBER 2023

PRESENT: Councillors Drew (Town Mayor) (to item 61), Thompson, Turnbull, Ing, Ewart, McLean, Coulthard, Connelly & Chatterjee.

Also in attendance: Graham Bell (Culturatrust), Duncan Peake (Raby Estates), Teesdale Mercury & 2 members of the public

Officers: Mr Clark (Town Clerk) & Ms C Atkinson (RFO)

Before the meeting a moments reflection took place to mark the passing of Cllr Frank Harrison.

52. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

Cllr Foote-Wood has submitted his apologies. No apologies were received from Cllr Bigge.

Resolved – That the submitted apologies be accepted.

53. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/19 refers), Members were asked whether they had any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members were reminded that a declaration could be given later in the meeting if a need arose during discussion. No declarations were made.

54. MAYORAL ANNOUNCEMENTS

- The Mayor referred to her activities as in item 56.
- Reference was made to the A66 decision by the Secretary of State being pushed back until March 2024.
- Startforth Morritt School decision by Secretary of State that it will be sold but as a community asset the proceeds are to be used in the local area.

55. COUNCIL MEETING MINUTES

(i) 18 September 2023

Resolved – That the minutes be accepted as being a true and accurate record (*typo's corrected*).

56. EN BLOC ITEMS

This is a report arising from the decision at Minute 72/Aug/04 to amalgamate a number of agenda items so that the accompanying recommendations can be moved 'en bloc'. Any Member has a right to speak on any of the listed items, but it is hoped that discussion can be kept to a minimum.

The items included in the report were as follows:

- (1) Services Committee – 09 October 2023 – Draft minutes**
- (2) Partnership Committee – 16 October 2023 - Draft minutes**
- (3) Resources Committee – 06 November 2023 – Draft minutes**
- (4) Town Mayor Activities**

Since the Council meeting on the 18 September 2023, the Town Mayor accompanied by Consorts Michael, Nathaniel, Corrine and Cleo Drew have attended the following events:-

26 September - Aviation Day (Town Council, Galgate Garden of Remembrance)

02 November – Funeral Service for Cllr Frank Harrison

10 November – HMYOI Deerbolt Remembrance Service

11 November - Armistice Day Wreath Laying (Town Council, Galgate Garden of Remembrance) (Consorts: Michael, Nathaniel, Corrine and Cleo Drew)

12 November – Remembrance Sunday Service & Parade (Town Council) (Consorts: Michael and Cleo Drew)

Recommendation – That the draft committee meeting minutes, and Mayoral activity be received and noted.

57. UPDATES, AND REFERRALS FROM COMMITTEES

From the meetings outlined above at item 56.

No referrals were made to full council.

Resolved – That the information be noted.

58. REPRESENTATIONS WITH EXTERNAL BODIES

The Council's current representative on each relevant body can make a verbal update at the meeting.

(1) Teesdale Residents' and Travellers' Forum - (Cllr Turnbull)

No meetings.

(2) Larger Local Councils Forum – (Clerk & Cllr Foote-Wood)

No update available in Cllr Foote-Wood absence.

(3) The Witham Hall Ltd (Cllr Chatterjee)

No meeting

(4) Dawson Cottages Trust (Cllr's Ewart & McLean)

Cllr McLean informed the meeting that following the passing of one of the tenants, a new tenant has been found and the properties are at full occupancy.

(5) A66 CLG (Cllr's Drew & Thompson)

Cllr Drew reported that no meetings had taken place but reiterated the pending decision on the route by the Secretary of State had been pushed back until March 2024. The delay appears to be around landscaping and environmental litigation.

(6) St Mary's Barnard Castle Hall Association (Cllr Connelly)

Cllr Connelly informed the meeting that various works had been carried out in the hall.

Resolved – That the information be received and noted.

59. EAST WARD VACANCY

Following the passing of Cllr Frank Harrison the Notice of Vacancy for the East Ward was posted on the 3 November 2023. If no poll is called for by the 23 November 2023 the council would be able to consider the co-option process.

Resolved – That the information is received and noted.

60. FORMER NAT WEST BUILDING PROJECT

Graham Bell, Culturatrust & Duncan Peake, Raby Estates will be attending to update members on plans to regenerate the former Nat West building in the town, and improve access to the Castle.

Duncan Peake and Graham Bell presented their early ideas on the regeneration of the former Nat West bank, the Outer Ward of the Castle, and the main Castle. The main points being:

- Raby own the castle and have a partnership with English Heritage (EH);
- Raby purchased the old Nat West bank building with a view to possibly creating a link between the Market Place and castle precinct;
- Idea to bring together a coherent plan for the castle as a whole – talking to EH about the way the castle is opened to the public;
- As a visitor attraction you have to look for it;
- Look to bringing back free access to enter the castle for local residents;
- Current facilities for visitors are quite primitive;
- The Outer Ward is 2 acres of land that doesn't benefit the town or Raby – question is what could we do with it?
- How can we improve the relationship between the castle and the town;
- We have to follow a process – evidence of need – nothing that would be harmful to the castle;
- Use the castle as a learning resource for everyone;
- Little is known about the outer ward and what is below the grass – a community archaeology initiative is an idea, but don't know if it can be done;
- The 'bank is a Grade II listed building – idea to use as an entrance/gateway to the castle;
- This is the beginning of a long process and exploring different scenarios;
- Funding bids will need to be drawn up – community/council support welcomed;
- Hope to bring together parties to make something happen; and
- Project could be transformational for the town.

A question was asked on the right of access some residents have to the outer ward area. *There are no plans to stop this.*

Members were offered a tour of the former bank building.

61. HIGHWAYS MEETING

Minute 48/Sept/23 refers - That Cllr's Thompson and Harrison represent the town council at a meeting with Durham County Highways to discuss the change in Government regulations on longer wheel base HGV's and any potential impact on the town on the 4th October 2023.

Cllr Thompson thanked Ros Evans and John Watson for attending.

Received – minutes of meeting (**Appendix A**).

Cllr Thompson referred to his minutes and gave the following updates:

- Why no weight limit on Egglestone Bridge/cameras – DCC response: *Bridge is controlled by signals. If a weight limit was required for structural reasons, the Structures Team would have asked (did not). Camera enforcement would not be considered unless there was a high volume of offending; there is nothing to suggest this is happening.*

- Request for bridge assessment reports for the last 3 years – DCC response – No assessment has been carried out over the last 3 years but inspections have taken place. Structure Team engineers would be happy to meet at the site.
- Town Clerk at Wolsingham confirmed a public meeting had taken place on an HGV permit system. Conclusion this was not wanted.
- Kirkby Stephens Town Clerk advised their permit system was controlled by locals reporting infringements. Cumbria County Council enforce this with a limited fine of £25.00.
- Better approach with regards HGV'S is to talk with local businesses – deliveries use A roads rather than B roads. Regulate not ban.
- Mr Watson referred to the meeting focusing on the Market Cross junction with the A67. The arrival of longer HGV's could see problems at the A67 Bede Road/A688 Prospect Place junction and others. None of these junctions were designed to accommodate longer vehicles.

Ros Evans thanked the town council for its input into the issues. She referred to the HGV Group having lots of historic knowledge it would be happy to share going forward.

Cllr Thompson advised the meeting that a further meeting with DCC would be programmed in due course.

Resolved – That the information be received and noted.

At this point the Town Mayor had to excuse herself from the meeting. Cllr Ing, as Deputy Mayor, took the last items on the agenda.

62. TEESDALE ATHLETIC CLUB

Teesdale Athletic Club are requesting to hold their annual running event on Sunday 24th May 2024 on both the Upper and Lower Demesnes.

Resolved – That Teesdale Athletic Club be granted permission to use the Demesnes on Sunday 24th May 2024 for its annual running event.

63. ST MARY'S BARNARD CASTLE CHRISTMAS TREE FESTIVAL

St Mary's Parish Church are holding their bi annual Christmas Tree festival from Wednesday 6th December to Sunday 10th December 2023. The Town Council has again sponsored a tree.

Resolved – (a) That the information is received and noted, (b) that a theme for decoration the tree be a song; and (c) That Cllr Turnbull and Cllr Thompson volunteer to 'dress' the tree.

Appendix A

Minutes of Meeting between Mr Dave Lewin Durham County Council Strategic Traffic Manager and Barnard Castle Town Councillors Mr Frank Harrison and Mr Jan Thompson.

Other Attendees

John Watson, Hon Freeman of BC and Former Town and District Councillor
Ros Evans, Barnard Castle HGV Action Group

Date 04 Oct 2023 Time 12.30 to 13.30

Venue – Barnard Castle Town Council, Woodleigh, Flatts Road, Barnard Castle DL12 8AA

Stimulus for the Meeting - Mr John Watson requested the meeting with the purpose as stated below. Many thanks to John!

Chair – Jan Thompson

1. Purpose

- a) To evaluate the increased likelihood / risk of damage or accident to the Market Cross / Pavements / Pedestrians / and Shops juxta to the Market Cross Butter Market round about as a consequence of future HGV vehicle trailer length being an additional 2m longer.
- b) Based on the assessment to explore if a restriction / control could be applied to the longer HGV's e.g., local HGV permit scheme applied similar to Kirby Stephen. Permit Scheme monitored by camera control?
- c) With the ensuing increased length / weight assess the impact on use of Egglestone Abbey Bridge.

2. Already known Facts / Background

- a) In May 2023, following 11 years of trials, the government approved the use of longer semi-trailers (LSTs) on UK roads, enabling road transport operators to run trailers of up to 15.65m in length as part of a total truck and trailer length of 18.55m (additional 2.05 m longer) transporting the same volume of goods at a total gross weight of *44 tonnes, but through 8% fewer journeys. Link [UK economy boosted by £1.4 billion as longer lorries roll out on roads - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/longer-lorries-roll-out-on-roads). Published 10 May 2023.
- b) Barnard Castle Butter Market is a Grade 1 listed building.
- c) Traffic light controlled Egglestone Abbey Bridge a Grade II listed structure is also impacted by longer trailer length and increased weight. Abbey Bridge has no weight limit and is not camera monitored. By comparison traffic light-controlled Barnard Castle County Bridge a Grade I listed structure has a weight limit of no more than 7.5 tonnes and is strictly monitored by camera detection. Transgressor fines for the County Bridge are issued and collected by Durham County Council.
- d) With future A66 upgrade looming there will be periods when A66 traffic is diverted onto Egglestone Abbey Bridge which currently has no weight limit control. ***Potential gross weight loading could be 44 tonnes.**
- e) There was a discussion about continuous damage to rails / posts that used to be on the corner of St Mary's church (Amen corner). Historically these were being repeatedly damaged and repaired. DCC decided that it was best to reduce to number of the rails and posts to what there are now. in attached photo 1, 1 post and a short two section railing.
- f) Attached Photo's 2 and 3 show the unprotected narrow pavement outside shops alongside the Butter Market.

3. Minutes

- a) Given the Already known Facts / Background increased length and weight of HGV trailers John, Ros, Jan and Frank stressed to David Lewin they were concerned about potential

damage to Egglestone Abbey Bridge, the Butter Market, Pavements, Shop Properties and Pedestrians walking down the Bank past the Butter Market.

- b) When presented with the Already known Facts / Background David Levin confirmed unfortunately there was nothing the Durham County Council Strategic Traffic office could do in terms of controlling HGV traffic using Egglestone Abbey Bridge to the Butter Market and on through Barnard Castle. 11-year trials for the 2m longer vehicles had proven that the turning circle was the same as the existing / older HGV lengths. David stated accidents were down to poor driving skills not vehicle length. Jan Thompson suggested that increasing the length of vehicles would increase the risk of incidence of HGV poor driving skills. David disagreed with this statement. Both parties politely agreed to disagree on this aspect of increased risk.

David Lewin stated although Kirkby Stephen operated a permit scheme, the parish clerk (Sarah Anne Stoker) at Wolsingham had conducted local survey and the survey proved that local businesses and residents within Wolsingham did not want an HGV permit scheme. Also, that the majority of HGV vehicles negotiating Egglestone Abbey Bridge and the Butter Market were for local businesses in Barnard Castle and the Upper Dale.

4. Short Term Actions to be complete by 10 Nov 2023

Dave Lewin

To confirm the rationale for why there is no weight limit or camera on Egglestone Abbey Bridge.

To confirm if there could be improved road signage placed on the A66 to avert HGV's taking the route over Egglestone Abbey Bridge e.g. Access Only to Barnard Castle. This to avert HGV drivers who get lost following "Google Map" directions.

To provide the last 3 year's Bridge Assessment Reports for Egglestone Abbey Bridge.

Jan Thompson

To contact / visit Kirby Stephen to see how it operates and maintains its HGV vehicle permit and report back.

To contact parish clerk (Sarah Ann Stoker) at Wolsingham to enquire about details of the Wolsingham Survey and report back.

To report the minutes of this meeting at Barnard Castle Full Parish Council meeting dated Monday 20 Nov 18.00 at Woodleigh Office. Ros Evans and John Watson are invited as members of the public.

5. Long Term Actions

Ros Evans / Jan Thompson / John Watson

Based on gathered information determine if local businesses and public want an HGV Permit Scheme to be operated within Barnard Castle. Based on this, also canvass for a new bypass / bridge crossing across the Tees River. There was mention of a "Town's Fund" as a source of money.

6. Next Meeting

Ros Evans / Jan Thompson / John Watson

TBC.

**BARNARD CASTLE TOWN COUNCIL
SERVICES COMMITTEE**

11 DECEMBER 2023

PRESENT: Councillors Turnbull, Thompson ,& Bigge

Also in attendance: None

Officers: Mr Clark (Town Clerk)

25. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Cllr's Ewart, Coulthard & Chatterjee submitted their apologies.

No apologies were received from Cllr Connelly.

Resolved – That the submitted apologies be approved.

26. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members will be asked whether they have any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

27. SERVICES COMMITTEE MEETING – MINUTES 09 OCTOBER 2023 (ENCLOSED)

Resolved – That the minutes be approved as a true record.

28. ALLOTMENTS

(i) General Update

Since the Services meeting in October, three allotment waiting list applications have been received. The waiting list currently stands at 22 comprising of 11 parishioners and 11 non-parishioners. There are currently 5 vacant gardens that are being offered to parishioners awaiting acceptance, or not. One other plot holder has advised he will be giving up in March 24.

A review of the waiting lists (parishioners and non-parishioners) is ongoing. The numbering of each garden at the Demesnes site will be completed in the new year.

The water supply to all allotment gardens will be turned off in the lead up to Christmas and will remain off until February/March 2024 for the next growing season.

Resolved - That the information be received and noted.

29. PLAY AREAS

Since the last Services Committee meeting no further repairs have been identified on any of the play areas. Each play area receives a visual inspection each week, and Park Lane Playgrounds carry out the quarterly inspections.

(ii) Bouch Way

Minute 18(ii)/October/23 refers – Playdale will be arranging to visit the Bouch Way play area in January to look at replacement equipment on their first available appointment.

Resolved – That the information is received and noted.

30. MINI GOLF – 2023 SEASON (APPENDIX B)

Resolved – (a) That the information be received and noted; and (b) That the mini golf attendants salaries be £10.18 an hour for 2024.

31. WEDNESDAY MARKET

(i) In the weeks from 20 September to 15 November 2023 inclusive, total rental receipts have been £1,482.00, an average of £165.00 per week. 2 charity pitches have been utilised, and trading opportunities are being offered to those on the waiting list to cover regular trader absences. The waiting list currently stands at 5.

(ii) There have been some issues concerning parked vehicles and the signage. The Market and Maintenance Supervisor continues to manage any problems but to assist him Durham County Council have been requested to alter the signage to reflect the licence we hold for the Wednesday market timings (from 6am). In the meantime they have agreed to produce a polite notice to request no overnight parking post market days (enclosed)

(iii) The last market prior to the Christmas break will be 20th December, and the first market in 2024 will be 10th January.

Resolved – That the information be received and noted.

32. WAR MEMORIALS

Enquiries ongoing to have created a wreath holder on the Bowes memorial.

Cllr Thompson will make contact with a local contractor to see if they can assist.

Resolved – That the information be received and noted.

33. FLORAL AND OPEN SPACES

(i) General

The summer bedding has been replaced with winter plants. Spring flowering tulip bulbs are due to be planted into the Niche Living/Gateway bed.

The Chickweed battle continues in and around the Gateway beds.

A meeting is being planned in the new year to discuss the summer displays and any additional works that will be required within the budget set, including looking at replacing old planters, and the development of a wildflower space at Bede Kirk village green.

Resolved – That the information be received and noted.

34. 2024/25 BUDGETARY BIDS (Appendix A)

Resolved - (a) That the Play Areas budget be set at £2,850 To cover inspections and general small items of maintenance/spares;

(b) That the ground maintenance budget (grass cutting & Floral) be set for 2024/25 at £24,158 (£13,398 grass cutting & £7,621 floral displays, £3,000 watering);

(c) That the contracts for CE & CM Walker and One3One be extended to 2024;

(d) That the Play Areas 2024/25 Income budget (Tens Field Rental) be £100 (no change);

(e) That the Play Areas Repairs and Future Provision earmarked reserve continues;

(f) That the play areas inspection contract awarded to Park Lane Playgrounds be extended for the 2024/25 financial year;

- (g) That Wednesday Market expenditure is set at £8,000 and Income at £8,000 for 2024/25;
- (h) That War Memorials 2024/25 budgetary allocation be £NIL;
- (i) That the Floodlighting budget be £777 (no increase);
- (j) That Lowfield Gardens be requested to carry out the 2024 floral displays watering service;
- (k) That the Mini Golf Income be £10,000 and Expenditure be £10,000; and surplus funds from the 2024 season distributed as follows: 60% General Reserves and 40% to the Mini Golf EMR
- (l) That the 2024 fees and charges be as follows (no change):
 £3.00 per round for all users (£2.50+20% VAT);
 £9.00 group ticket (up to 4 players – saving £3.00) (£7.50+20% VAT);
 £15.00 loyalty ticket (7 rounds in advance – saving £6.00) (£12.00+20% VAT);
 £1.00 lost ball (83p+20% VAT);
 £6.00 damaged club (£5.00+20% VAT);
- (m) That the 2024/25 Allotments Expenditure be £4,303 and Income be £4,303;
- (n) That the allotment rental for 2025/26 remains at £48.00.
- (o) That the dog agility fee for 2024/25 remains at £25.00
- (p) That the Wednesday Market standard pitch fee for 2024 remains at £12, large pitch £18, and additional metre (or part) beyond 10m £2. Charity pitch remains at £0
- (q) **Not resolved** - That £7,500 be transferred from the Play Area Repairs & Future Provision to General Reserves – item deferred until the Resources Committee meeting on 8 January 2024 for consideration as part of reserves review.

35. DOG FOULING

Cllr Turnbull gave those present an update on the project:

- Proposed launch of the initiative 15 January 2024 – invite some of the children who got involved in the project. Consideration to launch at the full council meeting the same day – to be discussed.
- Banner design agreed to place in Scar Top banner frame
- Signs for the lamp posts – quotes and mock up received
- Very grateful for financial support from Town and County – who are content not to display their name on the signs
- Proposed launch areas will be King Street and the alley besides Smiths to the scout hut – footpath stencil will be located at each end of the areas
- Wardens have said they will also patrol the locations
- A possible 'dog day' to be looked into in the spring of 2024
- Hope to empower residents with the messages

Resolved – That the information be received and noted.

Appendix A

BARNARD CASTLE TOWN COUNCIL SERVICES COMMITTEE 11 DECEMBER 2023

BUDGETARY BIDS 2024/25

1. Introduction

- 1.1 This report is to consider budgetary bids, including fees and charges where applicable, for Play Areas, Wednesday Market, War Memorials, Floodlighting, Grounds Maintenance (grass cutting/Floral displays), Mini Golf, and Allotments, for inclusion in the overall Town Council budget for 2024/25.

2. Outcomes from Previous Meetings

- 2.1 It was resolved by Resources Committee on 11 September 2023 (minute 15(d)/September 23/refers) that non-pay inflation of 5% be assumed.

3. Play Areas

- 3.1 The town council currently manages seven play areas; Green Lane, Dawson Road, Kalafat, Marwood Drive, Bouch Way, Scar Top and The Lower Demesnes.
- 3.2 The Play Areas expenditure budget covers the costs of annual minor general maintenance and quarterly play area inspections. Quarterly inspections across all sites is currently £720.00 pa (net). The remainder of the budget is used for the cost of minor repairs/spare parts. The costs to date on ordered spares is £700. It is anticipated the budget will show a small underspend at the end of 23/24.
- 3.3 The Play Area inspection budget is recommended to increase by £100 only to cover the expected increase in the inspection fees.
- 3.4 The Play Area Repairs & Future Provision Ear Marked Reserves (EMR) stands at £14,610.78. Following an EMR Review Report presented at the Resources Committee meeting of 6 November 2023 (item 24 (Appendix B/November/23 refers) the Play Areas Repairs and Future Provision Ear Marked reserve decision was deferred until after this meeting of the Services Committee.
- 3.5 The recommendation in the report is to transfer £7,500 to General Reserves and leave the Play Area Repairs & Future Provision EMR at £7,110.78. Any underspends from the year end would continue to be transferred to this fund (Minute 36(i)(b)/Oct/18 refers).
- 3.6 The proposal is to follow the recommendation in the 6 November report and transfer £7,500 to General Reserves.
- 3.7 Bouch Way Play Area has its own Earmarked Fund for repairs and future replacement (£15,978.29) and remains in place as is.
- 3.8 The current year, 2023/24, has again seen an increasing number of repairs needed, largely due to play area equipment becoming old and worn. The smaller repairs have been carried out by our Markets and Maintenance operative which has seen

expenditure reduce this year. The more complicated repairs have to go out to professional play companies to carry out the works.

- 3.9 Park Lane Playgrounds have been carrying out quarterly play areas inspections in 2022/23. Their costs will rise in line with inflation for 2023/24. They offer good value for money, providing comprehensive reports and advice and have carried out play area repairs quickly and efficiently, when required to do so. It is proposed that their contract be extended for 2024/25.

4. Wednesday Market

- 4.1 The anticipated out-turn income for the Wednesday market is expected to be in the region of £8,000. Expenditure is similarly anticipated to be approximately £7,100. This relates primarily to the costs associated with setting out the market (salaries). Any surplus income is transferred at year end to General Reserves.
- 4.2 Current pitch fees: Standard Pitch (0-6m) £12.00, Large Pitch (6-10m) £18.00, Additional metre (or part) beyond 10m £2 and Charity Pitch £0.
- 4.3 No change is proposed to the 2024/25 fees and charges for the Wednesday Market

5. War Memorials

- 5.1 Annual Inspections of each Memorial, and its immediate surrounds are carried out each year by the Chair of Services and a member of staff (spring). Any issues identified at those inspections are referred to the committee.
- 5.2 There is currently £1,500 in the War Memorial Earmarked Reserve (Following EMR Review).
- 5.3 In 2023/24, the War Memorials budget was approved as NIL. In 2024/25 the recommendation is for no change and continually reviewed annually.

6. Floodlighting

- 6.1 This Council continues to be responsible for the electricity and maintenance costs of the Castle floodlights and has an associated budgetary allocation. The electricity costs are recharged to this council by Durham County Council on an annual basis. From 2015, following installation of external floodlighting to the Market Cross, the revenue costs, including electricity, of this lighting scheme are now met by the town council on the same basis.
- 6.2 There has been no indication to date that the electricity recharge costs for 2024/25 will increase dramatically and this, together with the inclusion of a small sum for incidentals, it is felt that the current budget allocation is sufficient (£777).

7. Grounds Maintenance (grass cutting/floral displays)

- 7.1 Currently the grass cutting contract carried out by CE & CM Walker is currently valued at £11,600, the floral displays by One3One at £4,121, and the watering services by Lowfield Gardens at £2,800. The contract for One3One was extended to 2023 (Minute 27/October/21 refers). CE & CM Walker's contract was also extended to 2023, in line with the floral display contract. This offers greater value and give consistency of works. Both contract costs will be recommended to extended to 2024 and rise in line with the agreed non pay inflation figure (5%).

- 7.2 In addition a sum of £3,500 be added to the Grounds Maintenance budget for 2024/25 to cover the anticipated costs of improving the Niche Living/Gateway beds, replacement flower tubs, creating a wildflower area at Bede Kirk, and the purchase of two additional flowering Cherry Trees for the entrance area of the Lower Demesnes.
- 7.3 It is proposed that Lowfield Gardens be requested to carry out the watering service again as the service provides 'good value for money'.

8. Mini Golf

- 8.1 Mini golf is classed as a totally 'self-funding service', with no demand on the precept.
- 8.2 The 2022/23 income and expenditure is reported in the review of the 2023 season (agenda item 30). It is recommended that the estimate income and expenditure for 2023/24 remains at £10,000.
- 8.3 It is proposed that ticket prices remain unchanged for the 2024 season.
- 8.4 The mini golf attendants are employed on a seasonal basis and are included on the council's payroll and subject to the appropriate PAYE and National Insurance contributions. Expenditure in respect of employer National Insurance contributions also needs to be taken into account. It is proposed the attendants hourly rate remains at the present £10.18ph.
- 8.5 Since the 2013/14 budgetary cycle, Fees and Charges have been on a 'per season' basis to avoid changes in ticket prices should the season commence prior to 31 March (which would be the case if ticket prices were on a financial year basis).

9. Allotments

- 9.1 The Allotment service is an entirely self-funding service. After all expenditure relating to the service has been made in each year, any remaining underspend is transferred into the Allotments Improvement Earmarked Reserve.
- 9.2 The Allotments Earmarked Reserve was set up in December 2010 to facilitate essential capital projects i.e., upkeep and refurbishment of paths, boundary repairs, tree works, fencing and standpipe repairs etc.
- 9.3 Following the Ear Marked Reserves Review approved at the Resources Committee meeting on 6 November 2023 the reserve balance now stands at £4,500.
- 9.4 The budgetary bid for 2023/24 was set at £4,303 for both expenditure and income based on 86 active gardens and income £150 received from Northern Powergrid (Northeast) Limited in respect of the annual rental for the electricity sub-station, sited at the Crook Lane allotment along with the annual income of £25 relating to the licence granted to the Dog Agility Group for access to the water supply to the Demesnes allotment.
- 9.5 The plot rental for 2024/25 has already been determined at £48.00 because 12 months' notice must be given to tenants. Therefore, this would result in a 2024/25 budgetary allocation of £4,303 for both expenditure and income which includes the additional income from the sub-station of £150 and Dog Agility of £25.00.

- 9.6 With the allotments being self-funding and generating sufficient funding to cover costs I recommend no increase in allotment rental for 2024/25

10. Conclusion

Budgetary bids agreed at this meeting will be considered *en bloc* at the meeting of Resources Committee scheduled for 08 January 2024.

Recommendations – (a) That the Play Areas budget be set at £2,850 To cover inspections and general small items of maintenance/spares;

(b) That the ground maintenance budget (grass cutting & Floral) be set for 2024/25 at £24,158 (£13,398 grass cutting & £7,621 floral displays, £3,000 watering);

(c) That the contracts for CE & CM Walker and One3One be extended to 2024;

(d) That the Play Areas 2024/25 Income budget (Tens Field Rental) be £100 (no change);

(e) That the Play Areas Repairs and Future Provision earmarked reserve continues;

(f) That the play areas inspection contract awarded to Park Lane Playgrounds be extended for the 2024/25 financial year;

(g) That Wednesday Market expenditure is set at £8,000 and Income at £8,000 for 2024/25;

(h) That War Memorials 2024/25 budgetary allocation be £NIL;

(i) That the Floodlighting budget be £777 (no increase);

(j) That Lowfield Gardens be requested to carry out the 2024 floral displays watering service;

(k) That the Mini Golf Income be £10,000 and Expenditure be £10,000; and surplus funds from the 2024 season distributed as follows: 60% General Reserves and 40% to the Mini Golf EMR

(l) That the 2024 fees and charges be as follows (no change):

£3.00 per round for all users (£2.50+20% VAT);

£9.00 group ticket (up to 4 players – saving £3.00) (£7.50+20% VAT);

£15.00 loyalty ticket (7 rounds in advance – saving £6.00) (£12.00+20% VAT);

£1.00 lost ball (83p+20% VAT);

£6.00 damaged club (£5.00+20% VAT);

(m) That the 2024/25 Allotments Expenditure be £4,303 and Income be £4,303;

(n) That the allotment rental for 2025/26 remains at £48.00.

(o) That the dog agility fee for 2024/25 remains at £25.00

(p) That the Wednesday Market standard pitch fee for 2024 remains at £12, large pitch £18, and additional metre (or part) beyond 10m £2. Charity pitch remains at £0

(q) That £7,500 be transferred from the Play Area Repairs & Future Provision to General Reserves.

APPENDIX B

MINI GOLF – REVIEW OF 2023 SEASON

Introduction

This report provides members with a review of the 2023 Mini Golf season.

Background to the Report

The 2023 operating season was the tenth full season since the course was redesigned in 2013. The 2023 season ran from Saturday 1st April 2023 until Sunday 5th November 2023; with the course open every weekend, bank holidays and full weeks in line with local school holidays. This year the course was operated by six attendants.

Data

The range of ticket options continued to be popular. Visitor numbers for the whole season, compared to the previous seasons, are as follows:

Season	Single tickets	Group tickets (4)	Loyalty tickets (7)	Total rounds	Average no. visitors per day
2014	3,774	3,140	273	7,187	58
2015	2,551	3,896	308	6,755	54
2016	3,015	3,752	273	7,040	57
2017	2,121	3,084	266	5,471	45
2018	2,041	2,536	210	4,787	43
2019	2,133	2,028	175	4,336	38
2021	2,443	2,572	308	5,323	78
2022	3,513	2,644	301	6,458	56
2023	2,862	2,788	350	6,000	52

As always, the usage of the course is dependent on the weather. For 2023 there were 116 operating days (two early shifts were missed). The course did not experience any particularly bad weather days and there was a mix up of attendants shifts on two occasions, which resulted in the course not opening for a half a day.

There remains a problem with falling twigs/leaves and bird guano on the course. Each attendant has been trained to operate a petrol leaf blower which is used as part of their regular cleaning routine. However, the trees and resultant debris will always need to be borne in mind when maintenance issues are considered.

The Council's market and maintenance supervisor assists with the upkeep of the course as do the attendants prior to the start of their shift.

Groups and registered charities are able to hire the course between the hours of 5.00pm and 9.00pm during term time and 6.30pm and 9.00pm during school holidays with supervised school parties being able to use the course for practical lessons on weekdays during term time. During 2023 there was one private hire booking.

Information about the Mini Golf facility, including opening days and times, has been available on the Town Council's website.

Conclusion and Future Steps

Mini Golf is run as a 'self-funding service' with a 'Mini Golf Holding Account' set up to enable underspends to be set aside for future repairs and upkeep of the facility. As a course, it is also imperative that every effort is made to 'future proof' it.

The 2024 season will be the eleventh operating season for the course and the seventh since the re-felting of the course in 2017.

The final net income and expenditure figures, compared to the previous six seasons, are as follows:

Season	Budget Income	Budget Expenditure	Income	Expenditure
2014	£10,000	£10,000	£12,585	£6,692
2015	£10,000	£9,000	£11,359	£6,650
2016	£10,000	£10,000	£12,080	£7,287
2017	£10,000	£10,000	£11,565	£6,312
2018	£10,000	£10,000	£10,284	£7,224
2019	£10,000	£10,000	£9,471	£7,227
2021	£10,000	£10,000	£11,490	£9,002
2022	£10,000	£10,000	£14,447	£9,586
2023	£10,000	£10,000	£12,580	£8,369

The total income for 2023 season, including VAT is £15,097. The overall income and expenditure have remained broadly stable since 2014.

Members should be mindful that there will be further expenditure from the 2023/24 budget in respect of grounds maintenance, any repairs/modifications following the winter period, costs associated with equipment replenishment and recruitment, if required, prior to the start of the 2024 season.

For the 2024 season, given the increases in costs experienced across the council's supplies and services, it is no longer feasible to raise the mini golf attendant wage in line with the adult rate of national minimum wage. From April, the NMW will be £11.44, for those aged 21 and over. The rates for 18-20 will be £8.60 and for 16-17, £6.40. It is recommended that the current mini golf attendant wage of £10.18 is frozen for 2024 and that it should only be reviewed in future if the 18-20 NMW rate rises to this amount or if the council employs an attendant aged 21 or over, in which case the appropriate NMW rate will apply to that individual(s).

Recommendation –(a) That the information be noted; and (b) That the mini golf attendants salary for 2024 remain at £10.18 an hour.

Claire Atkinson
RFO

**BARNARD CASTLE TOWN COUNCIL
PARTNERSHIP COMMITTEE**

18 DECEMBER 2023

PRESENT: Councillors Thompson, Foote-Wood, & Ewart, Rachel Tweddle (TCR Hub), Jonathan Wallis (BCCL) & Vicky Sturrs (Bowes Museum).

Officers: Mr M. Clark (Town Clerk)

Visitors: Teesdale Mercury

22. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies were submitted by Cllr's Turnbull, Chatterjee, & Amy Hughes (Witham).

No apologies were received from Cllr's Bigge, Connelly & The Meet representative.

Resolved – That the submitted apologies be accepted & approved

23. DECLARATIONS OF INTEREST

in accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members will be asked whether they have any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

24. PARTNERSHIP COMMITTEE MEETING – 16 OCTOBER 2023 – MINUTES

Resolved – That the minutes be approved as an accurate record.

25. THE BOWES MUSEUM UPDATE

Vicky Sturrs gave members a verbal update on the activities at the Bowes Museum.

- Winter market went well with over 4,500 visitors and 115 stalls. The bad weather did affect the Sunday.
- The three Jolly Ghosts of Christmas performances have sold out.
- The Murmuration exhibition (all about birds) opens on the 27th and is on for 6 months;
- Stories in Stitch opens in April and runs for 6 months.
- February 2024 half term will see something on everyday – artist workshops, tours and more (bird themed).
- Next open day will be on 10 February 2024, 10.30am to 4.00pm - Join in a day full of making, creating with artist led workshops inside and out, a selection of behind the scenes tours and our spotlight tours.
- In March we have the Curiosity Project (4 refurbished galleries) which are open to the public.
- New youth volunteering project with Teesdale School which runs for 18 months.
- Silver Swan – Crowd Funding was a success with 118 backers and raising over £20,000. The target was £18,000. It is hoped the swan will return to daily playing in 2024.

Cllr Foote-Wood spoke and congratulated the Bowes Museum for getting things in place to have the iconic Silver Swan back. He referred to negative publicity over the last few months, and accepted that the issues had been responded to.

26. THE WITHAM UPDATE

In the absence of the Witham representative no update was available.

27. THE TCR HUB UPDATE

Rachel Tweddle gave members a verbal update on the activities at the TCR Hub.

- Doing Christmas care packages this year with up to 30 going out this week.
- Donations of food are needed to support care packages.
- Christmas dinner is going ahead this year.
- The Gift Tree has seen over 50 specific gifts requested and donated by local people.
- The youth Christmas party is on Thursday 21st December' and the family Christmas party is on Friday 22nd December. Both are funded and free.
- The Christmas Light Up event was a huge success. A big thank you to town councillors, council officers for their time and resource, and the light committee for putting on the display. It is hoped to repeat the event in 2024.
- Took over 30 people to the Lumiere in Durham which went really well.
- Santa's grotto over two days went well.
- The veterans monthly afternoon teas that see approximately 30-40 attendees each time continue in 2024.
- Know your neighbourhood funding to encourage volunteers to spend time in their community.
- Craft morning, men's group, community lunches and more music continue in 2024.

Resolved – That the information be received and noted.

28. BARNARD CASTLE CHRISTMAS LIGHT (BCCL)

Fundraising by BCCL

- Bonfire Night – Largest audience that has ever attended, weather was favourable and the evening was a huge success. Gratitude for this event must go to the efforts of Roger Peat and the Clique.
- Curry Night at Bengal Merchant – Date TBC, likely to be late January / early February.
- Other events are in the pipeline and details will be confirmed as soon as they are available.

2023 Display

- All lights are up and switched on. These include the new lamppost wraps and globes in the Market Place and Horsemarket and the new coloured lights on the trees on lower Galgate.
- There have been problems with power sockets and timers which has meant some lights have not been coming on but this is all being addressed by Christmas Plus.
- There may be some further lights installed before Christmas and which have been delayed due to technical problems.
- The new lighting of the Market Cross has now also been installed and this has been done by the Committee and Barnard Castle Town Council in conjunction with Durham County Council.

Switch on event

- The Barnard Castle Christmas Lights Committee would like to extend their thanks to the Hub for organising an excellent switch on event on 1st December.
- Hopefully this can be something that can be built on to make the event bigger and better over future years.

2024 Display

- Plans are underway and we are working closely with Barnard Castle Town Council to continue improving and investing in the annual display for the benefit of the town.
- It goes without saying that we are grateful to everyone that supports us, and the Christmas lights would not exist without this help and the generous financial donations given.

Resolved – That the information is received and noted.

29. BARNARD CASTLE MEET

In the absence of the Meet representative no update was available

30. ARMISTICE DAY & REMEMBRANCE SUNDAY

(i) A ceremony took place to mark Armistice Day on 11 November at Galgate Greens Remembrance Gardens. The Union Jack flag was flown, and a two-minute silence observed at 11:00 followed by the laying of a wreath by the Town Mayor. The ceremony was attended by a small number of residents.

(ii) Remembrance Sunday took place on 12 November. The event was extremely well supported by all sectors of the community. Rev Canon Alec Harding led the service at the Parish Church. Barnard Castle Band provided a marching band which was led along Newgate with the rest of those parading led by Parade Marshall, Rowan Jeffries. Andrew Nicholson played the Last Post and Reveille, Ruth Wright played a pipers lament.

(ii) Particular thanks are extended to: Deputy Lieutenant Mr Neville Fairclough, Town Mayor (Cllr Laura Drew), Rev Canon Alec Harding, Church Wardens of St Mary's Parish Church, the Combined Cadet Force and staff of Barnard Castle School, Rowan Jeffries, the Standard Bearers, members of Barnard Castle Band, Andrew Nicholson, Ruth Wright, Town Councillors, and all residents that attended.

Resolved – (a) That the information be noted; and

(b) That thanks be given to all businesses, organisations and individuals who played a part; and (c) Thanks to the council staff (Martin, Claire & Mark) for organising the events.

31. BUDGETARY BIDS 2024/25

(i) Community Events (REPORT RECEIVED – APPENDIX A)

Resolved – (a) that any underspend from the Community Events budget is placed in to the council general reserves;

(b) That the budgetary bid for Community Events is £5,910;

(c) That the fee to commercial organisations for use of the performance area and to book the Scar Top banner frame should continue to be £50; and

(d) That the recommendations are referred for final consideration by Resources Committee on the 08 January 2024, and full council on the 15 January 2024.

Christmas Lights

The Town Council's commitment to Christmas Lighting remains strong, with an agreed budget of £8,071 set for 2023/24. With the Christmas lights being important to the town I am recommending a non-pay inflation increase of 5% for 2024/25.

Resolved – a) That the Christmas Lights Budgetary bid from the Partnership Committee for 2024/25 is increased by £404.00 to £8,475;
(b) That the recommendations are referred for final consideration to the Resources Committee meeting to be held on the 08 January 2024, and full Council on the 15 January 2024.

32. 200th ANNIVERSARY STOCKTON & DARLINGTON RAILWAY

Submitted – Notes of meeting held on 1 November 2023 (Cllr Foote-Wood) **APPENDIX B**

APPENDIX A

COMMUNITY EVENTS: 2024/25 BUDGETARY BID

Introduction

This report provides a review of the known events programme to date and considers a budgetary bid for Community Events 2024/25 for inclusion in the overall Town Council's 2024/25 budget.

Background to the Report

The Community Event budget in 2023/24 was set at £4,700 covering Remembrance events, Christmas and a small allocation for other events. In 2023/24 this was allocated to the Kings Coronation.

below:

Event	Budget
Remembrance Events (including Aviation Day & Red Ensign Day)	£2,200
Christmas Event	£2,000
Kings Coronation	£500
Total	£4,700

2024/25

At its meeting in September, Resources Committee set a baseline of 5% for non-pay inflation in building the 2024/25 budget (Minute 15(d)/Sept/23 refers).

For 2024/25 the proposal is to increase all planned events by the approved non-pay inflation figure of 5%, and other events not planned proposed at £1,500. This will see an increase to the community events budget overall by £1,210. This figure still being under the levels pre 2021/22.

As is the norm any underspend on the Community Events budget will be vired back into the council's General Reserves.

Event	Proposed Expenditure
Remembrance Events (including Aviation Day & Fly the Red Ensign Day)	£2,310
Christmas Event (2024)	£2,100
Other events	£1,500
Total	£5,910

Event Management

It has been previously agreed (Minute 52(iii)/Nov/17 refers) that use of the power supply should be recharged to any group, based on metered use at the prevailing unit rate that the town council is charged. Council has also resolved that any commercial hire, i.e. where the user was not a community, voluntary or not-for-profit group, should be charged an administration fee of £50, to cover the costs of processing a booking and ensuring appropriate insurance and approvals are in place, replicating the 'licence fee' currently levied by Durham County Council.

Since its installation in 2018, the town council has also administered access to the Banner Frame on the corner of Scar Top. It was agreed that, again, for bookings made where the user was not a community, voluntary or not-for-profit group, an administration fee of £50 should be charged (64(e)/Feb/18). These charges form part of the 'fees and charges' to be approved by Council as part of the budget determination. It is proposed that these fees are unchanged for 2024/25.

Conclusion

It is recognised that community events benefit the town in supporting the local businesses with increased footfall, but also importantly these events are seen as beneficial for the wellbeing of our residents.

Recommended – (a) that any underspend from the Community Events budget is placed in to the council general reserves;
 (b) That the budgetary bid for Community Events is £5,910;
 (c) That the fee to commercial organisations for use of the performance area and to book the Scar Top banner frame should continue to be £50; and
 (d) That the recommendations are referred for final consideration by Resources Committee on the 08 January 2024, and full council on the 15 January 2024.

APPENDIX B

S&DR 2025- Meeting at Barnard Town Council Wed 1 November 2023 at 2pm

JHY's Notes: Present **Chris Foote-Wood** (lead member Barney Council on the celebrations), Jane Hackworth-Young (FSDR), **Cath Maddison** (Fitzhugh Library), **Malcolm McCallum**, **Philip Marsh** and **Alan Townsend (Vice Chair FSDR)**

Chris said that Ivan Metcalfe no longer wished to display his model engines. Chris asked for reports from those present on developments.

Philip Marsh said he was building a model layout showing Langley Viaduct and the second station in Barney (which had been on the Glaxo site); this was thought to be a marvellous idea. Chris asked him to cost out what materials were needed.

Malcolm McCallum said he would provide details on Benjamin Flounders who had been a Director of the S&DR and financed the building of Barnard Castle School. He would provide information on his grandfather's S&DR association.

Alan Townsend said he could give talks on the S&DR and the Quaker influence.

Cath Maddison said **Fitzhugh Library** had asked Cleveland Model Railway Club to lend the model of Middleton Station; the place to show it would be in the Social Club; necessary to find money/insurance £10,000. The Library could put in an application to TAP. There was funding available from a S&DR scheme (Caitlin Barratt); Jane would see if it could cover Middleton. There was a Bishop Auckland charity being revived which might assist. The Fitzhugh will mount an S&DR exhibition for the Heritage Open Days. Cath will provide costs.

Chris reported that there was not money available to pay for vintage coaches to go to **the Stainmore Summit & Kirby Stephen**. Agreed this be revisited. Alan suggested a circular tour.

Chris asked about **Thorpe Railway**. Jane said that it had a new narrow gauge American locomotive which is being restored by members & would run on the Heritage Open Days.

Chris said there would be a main brochure for all events; he had applied to TAP for money for a **Teesdale Brochure**.

Jane Hackworth-Young reported that she & Caroline Hardie would continue exploring the **Barney circular walk**, over 4 railway lines. She was writing to Glaxo's PR to ask if it would do some work on the Crossing House bearing S&DR House Plaque which Glaxo owns. Felt that an information board would be good. There were very old railway seats in Barney which were unique and Jane would research. She had permission to use all John Proud's photos of the S&DR houses and would provide a disc to Philip Marsh showing S&DR buildings from Darlington to Barney (with plaques) (Section F). Considered by all drawings were required of now and then. Alan had a map of the Barney stations.

S&DR One Act Play – Jane said it been sent to the Castle Players at the Players request/venues had been identified. Chris reported that he has joined the Players which was planning 3 or 4 small productions to be performed in 2024. Jane would contact the Castle Players again forthwith.

Volunteers for Witham Exhibition – Chris said that the exhibition would run over 10 days - 10am to 4pm. He would put out a call for volunteers to cover 2 hour period/hoped those present would help.

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

08 JANUARY 2024

PRESENT: Cllrs Drew, Ing, Foote-Wood, Thompson & McLean

Officers: Mr Clark (Town Clerk), Ms Atkinson (RFO)

27. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

None

28. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members will be asked whether they have any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

Resolved – None declared.

29. RESOURCES COMMITTEE MEETING – 06 NOVEMBER 2023 – MINUTES

Resolved – That the minutes of the meeting on the 06 November 2023 be approved as a true record.

30. BUDGET MONITORING REPORTS

Received – Reports outlining budget activity for the 2023/24 financial year from 01 October to 30 October 2023.

Resolved – That the information be received and noted.

31. ER MARKED RESERVES – GROUNDS MAINTENANCE

Following the Ear Marked Reserves review submitted at the November meeting, and the resolution to look further into the amount to be transferred from the Ground Maintenance to General Reserves (Item 24(b)/November/23 refers) was re-examined. It was felt that given the improvements required in 2024 the amount transferred should be £5,000, leaving a reserve of £8,795.

Resolved – That £5,000 be transferred from the Ground Maintenance EMR to General Reserves.

32. BUDGET 2024/25 – FINAL REPORT

Received – 2024/25 Final Budget Report

Resolved – (a) That the deferred items from the November meeting be approved – subscriptions at £1,228, & Elections £1,000;

(b) That the revision recommended for Accounts & Software Packages in regard councillor emails is not approved and remains at £1,200;

(c) That alternatives to individual councillor .gov.uk email addresses be looked into; and

(d) that the amended budget be presented to the full council with expenditure of £239,405 and Precept income of £214,356. Resulting in an 8.70% decrease on 2023/24.

33. HALF YEAR INTERNAL AUDIT REPORTS

Received – Half year internal audit reports (Creditors & Budgetary).

Resolved - (a) That the information be noted; (b) the council extends its thanks to Mr Fletcher; and also extends its thanks to Ms Atkinson for her work to collate all the documentation.

34. EXCLUSION OF PRESS & PUBLIC (IN RESPECT OF ITEM 35 BELOW)

Resolved - That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matters referred to at item 35 below, due to the confidential nature of the business to be transacted.

35. STAFFING (CONFIDENTIAL)

Resolved – (a) That the Resources Committee approve the resolutions of the HR Sub Committees in relation to staffing matters.

DRAFT

BARNARD CASTLE TOWN COUNCIL PLANNING COMMITTEE

11 DECEMBER 2023

PRESENT: Councilors, Ing, McLean, & Drew

Officers: Mr M Clark, Town Clerk.

Before the meeting a moments reflection took place to mark the passing of Cllr Frank Harrison.

15. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Cllr Coulthard submitted his apologies.

Resolved – That the submitted apologies be accepted and approved.

16. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members were asked whether they had any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members were reminded that a declaration may be given later in the meeting if a need arose during discussion.

Resolved – None declared.

17. PLANNING COMMITTEE MEETING – 10 JULY 2023.

Resolved – That the minutes be approved as a correct record.

18. PLANNING APPLICATIONS FOR CONSIDERATION.

- (i) **DM/23/03382/FPA** – Barnard Castle School – Conversion of former boarding accommodation lodge into new medical centre. Single storey extension to North façade of existing 2 storey sanitary accommodation/washing facilities wing to create new main reception/office.

Resolved – That the Town Council supports the application.

- (ii) **DM/23/03224/FPA** – 5 Fairfield – Convert garage into habitable room and associated works.

Resolved – That the Town Council supports the application.

- (iii) **DM/23/03189/FPA** – 93 Galgate – Replace conservatory with single storey rear extension.

Resolved – That the Town Council supports the application.

- (iv) **DM/23/03547/TCA** – St Mary's Catholic Church – Removal of dead areas of branchwood.

Resolved – That the Town Council supports the application.