

**BARNARD CASTLE TOWN COUNCIL  
COUNCIL MEETING**

**22 JANUARY 2018**

**PRESENT:** Councillor Mrs Moorhouse (Town Mayor) (in the Chair); Councillors Peat, Blissett, Miss Blissett, Chatterjee, Child, Harrison, Kirkbride, Sutherland and Mrs Thompson.

**Also in attendance:** Mr G. Fletcher (internal auditor); one member of the public; one member of the press.

**Officers:** Mr King (Town Clerk) and Mrs Woodward (Deputy Clerk).

**92. ACCEPTANCE, OR OTHERWISE OF APOLOGIES**

Apologies were received from Councillors Hallimond and Wilkes. It was reported that Cllr Hallimond was on leave of absence due to ill health.

**Resolved** – That the apologies be accepted.

**93. DECLARATIONS OF INTEREST**

In accordance with this Council's adopted Code of Conduct (Minute 12/May/17 refers), Members were asked whether they had 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 were reminded that a declaration could be given later in the meeting if a need arose during discussion; none were declared at this juncture.

**94. ATTENDANCE OF AUDITOR – 2017/18 HALF YEAR INTERNAL CONTROL**

Pursuant to Minute 30(2)/Jun/17, Mr Gordon Fletcher, the town council's internal auditor, attended the meeting to present the 2017/18 half year internal control reports and findings from checks carried out at the town council's office during November 2017.

Findings were as follows:

**(i) Main Accounting**

Substantial Assurance with one issue found, to ensure that all systems were backed up off site (it was noted that the agreed action had been taken);

**(ii) Budgetary Control**

Full Assurance with no issues found;

**(iii) Income Collection and Banking Arrangements**

Full Assurance with no issues found; and

**(iv) Accounts Payable (Creditors)**

Full Assurance with one low issue found (it was noted that the agreed action had been taken and the revised procedure would be documented in the revision to Financial regulations to be brought to Annual Council in May 2018).

**Resolved** – (a) That the information, together with the recommended actions, be noted; and

(b) That Mr Gordon Fletcher be thanked for attending Council to present his findings.

**95. COUNCIL MEETING – 13 NOVEMBER 2017 – MINUTES**

**Resolved** – That the Minutes be accepted as a true and accurate record.

## **96. SPECIAL COUNCIL MEETING – 11 DECEMBER 2017 – MINUTES**

**Resolved** – That the Minutes be accepted as a true and accurate record.

## **97. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor informed Members that there had been much praise for the town's Christmas lighting displays. The Lord Lieutenant had been much impressed and a letter was read out from the Northern Echo, submitted from a member of the public in Darlington.

Cllr Kirkbride was thanked for co-ordinating the pantomime at the Christmas Tree lights switch-on event.

There would be an event hosted by the Town Mayor in February to thank all volunteers. Cllrs were invited to attend to show their appreciation.

Due to popular demand, a Mayoral event was planned; another Classic Coach trip – 1940s themed to promote the town's forthcoming 1940s weekend.

Members were reminded about protocols during Council and Committee meetings.

**Resolved** – That the information be noted.

## **98. 'EN BLOC' ITEMS**

Submitted – In accordance with Minute 72/Aug/04, a further set of items with the accompanying recommendations to be moved *en bloc*. The seven items considered at the meeting were as follows:

- (1) Planning Committee Meeting – 27 November 2017 – Minutes**
- (2) Partnership Committee Meeting – 27 November 2017 – Draft Minutes**
- (3) Planning Committee Meeting – 11 December 2017 – Minutes**
- (4) Services Committee Meeting – 11 December 2017 – Draft Minutes**
- (5) Planning Committee Meeting – 2 January 2018 – Minutes**
- (6) Planning Committee Meeting – 15 January 2018 – Draft Minutes**
- (7) Resources Committee Meeting – 15 January 2018 – Draft Minutes**
- (8) Town Mayor's Activities.**

It was reported that, since the Council meeting on 13 November, the Town Mayor and Deputy Town Mayor, along with their respective Consorts, had attended the following:

18 November	Youth Theatre Production (Richmond Town Council, Richmond Town Hall, Richmond)
24 November	Opening & Dinner celebrating Streatlam Castle (The Bowes Museum, Newgate)
25 November	Richmondshire WAGS Concert (Richmond Town Council, Town Hall, Market Place, Richmond)
01 December	Christmas Tree Switch on Event (Town Council, Scar Top)
03 December	Civic Service (Shildon Town Council, St Thomas' Catholic Church, Shildon)

08 December	Public House Re-opening (Coach & Horses, Galgate)
08 December	<b>Deputy Mayor</b> Carol Concert (Friends of The Bowes Museum, The Bowes Museum, Newgate)
10 December	Civic Carol Concert (Stanley Town Council, Civic Hall, Stanley)
14 December	Nine Lessons and Carols (Barnard Castle School, Newgate)
18 December	Richardson Hospital Carol Service (Starling Ward, Richardson Hospital, Victoria Road)
18 December	Civic Carol Service (Hartlepool Borough Council, St Hilda's Church, Hartlepool)
25 December	<b>Deputy Town Mayor</b> Christmas Day Visit' (Richardson Community Hospital, Victoria Road)
18 January	Mayor's Burns Night (Hartlepool Borough Council, Riff House Community Building, Hartlepool)
19 January	Burns Night Supper (Hetton Town Council, Hetton Le Hole)
20 January	Granting of the Freedom of Richmond (Richmond Town Council, Town Hall, Richmond)

**Resolved** – (a) That the Minutes and Draft Minutes be received; and  
(b) That the information be noted.

## **99. UPDATES AND REFERRALS FROM COMMITTEES**

### **(1) PLANNING COMMITTEE**

#### **(i) Application to Register Bede Kirk as a village green**

It was noted that the period for comment on the town council's application to register Bede Kirk as a town green closed on 10 November. Notification of two objections was received on 22 November.

It was resolved that a formal response, on behalf of the town council, that there was no substance in either letter of objection to refute its application for Bede Kirk to be registered as a village green on behalf of the residents of Barnard Castle, as submitted, be approved.

#### **(ii) DM/17/03663/FPA – Land at the East of Deerbolt HMYOI and North of Bowes Road, Starforth – Formation of a temporary access site**

It was resolved (a) the town council objects to the application on grounds of highway safety. In particular, the extended timeframe from 3 to 12 months, for temporary access off Bowes Road, a Primary Access Road, presents a hazard with regard to the speed of vehicles and proximity to the junction with Lartington Lane. This is contrary to the pre-application advice from Highways that changed main site access to a new simple priority junction from Lartington Lane, rather than Bowes Road; and

(b) That if approval is given, the town council strongly urges the county council to put in place temporary 20mph speed restrictions for the duration of the works.

**(iii) Alterations to Bus Stop Markings on The Bank**

It was resolved (a) That the town council does not support additional parking restrictions at and adjacent to bus stops at 46 and 47 The Bank;  
(b) That usage of these stops does not justify the removal of on-street parking and the inconvenience to residents and businesses on The Bank;  
(c) That, if there is evidence to the contrary, then DCC ought to provide an analysis of costs and benefits of the proposed changes;  
(d) That the town council urges DCC to, at the very least, consider more limited restrictions, confined to times at which the bus stops are in active use, to better balance the needs of residents, bus operators, passengers and pedestrians; and  
(e) That the town council expresses its disappointment that no comparative proposal is included to introduce promontories (similar to those in Newgate).

Members noted that an alternative proposal, incorporating promontories, was now being developed by DCC.

**Resolved** – That the information be noted.

**(2) PARTNERSHIP COMMITTEE**

**(i) The Bowes Museum – 125<sup>th</sup> Anniversary – Celebration of the Swan**

It was resolved (a) £2,000 be used for working in conjunction with community groups;  
(b) That community involvement be led by the town council via representation on the steering group for the event;  
(c) That the project delivers clear community involvement for residents of the town;  
(d) That there is a project budget which includes a statement of income and expenditure and an update on progress, to be reported to Full Council; and  
(e) That there be involvement from Friends of The Bowes Museum.

**(ii) Parish Church Christmas Tree Festival**

It was resolved that the tree be donated to the Parish Church to sell for charity following the Christmas Tree Festival.

**(iii) Budgetary bids 2018/19**

It was resolved (a) That the Community Events budget for 2018/19 be £7,000 (decrease of £2,000), apportioned as follows:

<b>Event</b>	<b>Proposed Expenditure</b>
1940s Weekend	£ 3,000
Remembrance Events	£ 1,150
Christmas Event	£ 2,500
All other Events (including Third Party Sponsorship)	£ 350
<b>Total</b>	<b>£ 7,000</b>

(b) That the Christmas Lighting budget be set at £6,500 for 2018/19 and recommended as such to Full Council on 22 January 2018;

(c) That use of Woodleigh Grounds, including the performance area, be free to any community, voluntary or not-for-profit group;

That other (commercial) users be charged an administration fee of £50 per hire; and

That all users of the outdoor power supply be recharged based on metered use at the prevailing unit rate that the town council is charged.

**Resolved** – That the information be noted.

### **(3) SERVICES COMMITTEE**

#### **(i) Allotments**

It was resolved (a) That the 2018/19 Allotments Expenditure be £4,217 (increase of £127) and Income be £4,217 (increase of £127); and

(b) That the allotment rental for 2019/20 remain at £47 (no change).

#### **(ii) Play Areas**

It was resolved (a) That the Play Areas 2018/19 Expenditure budget be £11,500 (no change);

(b) That the Play Areas 2018/19 Income budget be £100 (£21 decrease);

(c) That any Play Areas budgetary underspends continue to be transferred into a Play Areas Future Provision and Repairs Reserve Fund;

(d) That Members review current arrangements for play area inspections for the 2018/19 financial year;

(e) That the Tens Field Earmarked Reserve be retired at 2017/18 year end, with £500 returned to general reserves; and

(f) That it be recommended to Resources Committee that the budgeted £21 income from 2017/18 gate licences be written off.

#### **(iii) Mini Golf**

It was resolved (a) That the 2018/19 Mini Golf Expenditure be £10,000 (no change) and Income be £10,000 (no change);

(b) That the 2018/19 Mini Golf fees and charges be as follows:

£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); and

£6.00 damaged club (£5.00+20%VAT);

(c) That consideration of quotations for installation of power to mini golf kiosk prior to 2018 season, be considered at Resources Committee on 15 January 2018.

#### **(iv) War Memorials**

It was resolved (a) That a 2018/19 budgetary allocation of £500 (reduction of £210) be recommended to the Resources Committee meeting scheduled for 15 January 2018; and

(b) That an estimate be sought to repair the town memorial, in the grounds of The Bowes Museum, prior to the commemoration of the centenary of the end of WW1 in 2018.

#### **(v) Wednesday Market**

It was resolved (a) That Wednesday Market expenditure be set at £3,000 and Income at £8,000 for 2018/19 (No change);

(b) That the scale of fees and charges remains as set in February 2017 (72(ii)/Feb/17); and

(c) That a report be prepared on the costs and benefits of purchasing a subsidised market stall for use at the Wednesday Market, to be considered by Committee on 19 February.

#### **(vi) Floral and Open Spaces**

It was resolved (a) That the Floral and Open Spaces 2018/19 budget be £9,500 (reduction of £2,200);

(b) That the 2017/18 underspend be earmarked for 2018/19 floral displays, with at least £2,200 earmarked for additional Grounds Maintenance in 2018/19;

(c) That the Galgate Greens Improvement Project earmarked reserve remain for repair of bollards; and

(d) That Lowfield Gardens be requested to carry out the 2018/19 floral displays watering service.

**(vii) Durham Wildlife Trust**

It was resolved (a) That members support the project with Durham Wildlife Trust, in principle, up to a maximum of £1,000, as a potential new item during 2018/19 for recommendation to Resources Committee on 15 January 2018; and  
(b) That delegated authority be given to the Clerk, to explore project specifics and tangible outcomes with Durham Wildlife Trust, together with Chair of Services Committee and Cllr Child, to be reported to Resources Committee on 15 January 2018.

**(viii) Dog Fouling**

It was resolved (a) That it be recommended to Resources Committee on 15 January that the 2018/19 dog fouling budget be £300 (no change); and  
(b) That creation of a part-time warden post for 2 days a week (14.8 hours) at a total cost of £9,035, part funded with income from the Wednesday Market, be recommended as a new item during 2018/19 to Resources Committee on 15 January 2018.

**(ix) Grounds Maintenance**

It was resolved that the 2018/19 Grounds Maintenance contract be awarded at full Council on 22 January (item 106, below).

**(x) Quotation for path work – Raby Avenue Allotment**

It was resolved that the Raby Avenue pathway improvement work be awarded to 4 Nature at a total net cost of £1,120 with 10 tonnes of stone surplus to be stored by the town council.

**Resolved** – That the information be noted.

**(4) RESOURCES COMMITTEE**

**(i) Budget 2018/19**

It was resolved (a) That the 2018/19 budget be recommended to Full Council on 22 January, as detailed;  
(b) That the RBS Rialtas Allotment software module be purchased for £333.75 and funded from the 2017/18 Allotment budget;  
(c) That it be recommended to Council on 22 January that the creation of a Community Warden as a new budgetary item be removed from the proposed 2018/19 budget; and  
(d) That more information be sought and presented to Council on 22 January on the proposed new item to support the project with Durham Wildlife Trust.

**(ii) Play Areas Income 2017/18**

It was resolved that the town council writes-off the £21 gate licences income for 2017/18.

**(iii) Woodleigh**

It was resolved that a meeting of Woodleigh Working Group be organised; and  
(b) That approval is not given to pay net costs totalling £1,471.25 to Durham County Council for heating repairs to Woodleigh boiler.

The Clerk informed Members that Durham County Council had indicated that the town council ought to take some responsibility for authorisation of the works and, as such, sought a mutual settlement.

**(iv) General Data Protection Regulation (GDPR)**

It was resolved (a) That either the Deputy Clerk be designated the council's DPO or a sector-led contract to provide a DPO be entered into, if one can be sourced from NALC or CDALC; and  
(b) That a budget of £1,500 be established as part of 2018/19 budget to cover GDPR compliance.

### **(v) Royal Garden Parties 2018**

It was resolved that Councillor Blissett be nominated to be entered into the draw to attend the Royal Garden Party on 5 June 2018.

Members were updated that, following the draw, Gainford and Belmont Parish Councils had been selected to attend.

### **(vi) Mini Golf Installation of Power**

It was resolved that A. A. Thrustboring be awarded the works to install an electric cable for power to the Mini Golf kiosk at an approximate cost of £1,650.

A decision was sought for an extra £160 spend to install a 10mm cable, to allow for additional capacity.

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

(b) That the town council does not accept any responsibility for the authorisation of heating repairs to Woodleigh boiler and that no settlement be given to Durham County Council;

(c) That approval be given for an additional £160 spend to install a 10mm electric cable for power to the Mini Golf Kiosk at a net cost of £1,810; and

(d) That all recommended budgetary items be considered as part of the approval of 2018/19 budget at item 101, below.

## **100. REPRESENTATION ON OTHER BODIES**

### **(1) Teesdale Residents' and Travellers' Forum (Councillors Blissett (& Harrison))**

A meeting was held on 28 November. The issue of Demesnes parking was raised in relation to camper vans etc; the Forum was advised of future plans plus the restriction of such vehicles and the no camping rules.

Harmire Estate remained a problem; the landlords would not communicate with the Forum to try and resolve the issues surrounding travellers and as it was private land, there was very little that could be done without them.

Planning for 2018 would follow very much the same pattern as in previous years, with parking restrictions in place and temporary stopovers being opened up within a limited timeframe.

A couple of members of the South West Durham Residents', Businesses' and Travellers' Forum (recently formed) attended, to update on their progress. Both Forums would co-ordinate in the lead up to, during and at the end of the Appleby migration period.

### **(2) Teesdale Local Councils Forum (Councillors Mrs Moorhouse and Sutherland)**

There was nothing to report.

### **(3) Smaller Local Councils Forum (Councillor Sutherland)**

There was a Forum on 23 November. One issue of note was around the new Data Protection regulations. All the smaller councils were struggling with the provisions and implementation. It was suggested to approach Durham County Council to find out how they would deal with the provision. NALC had been asked for guidance.

It was also noted that allotments operated by DCC were being leased to parish councils without any power to do so under Local Government Act 1972. This did not affect the town council.

**(4) Dementia Friendly Communities (Councillors Harrison and Blissett)**

It was reported that a meeting was held on 18 January. A small play was being scripted for use in schools and funding was being pursued. The Town Mayor had attended an event in Richmond with a similar group, who were keen to meet up with members of Barnard Castle Dementia Friendly Community.

**(5) Walkers are Welcome (WaW) (Councillor Mrs Thompson)**

There was a meeting scheduled on 24 January. WaW had been awarded a grant by Durham Community Fund to print a booklet of children's discovery walks. There would be a stall on Farmers' Market 7 April. Middleton-in-Teesdale was working towards WaW accreditation. National WaW was producing a book of weekend walks.

**(6) The Bowes Museum 125<sup>th</sup> Anniversary – Celebration of The Swan (Councillors Sutherland, Chatterjee and Kirkbride)**

There was nothing to report. No meeting had been held.

**(7) The Richardson Hospital – Community Hospitals Reference Group (Councillor Sutherland)**

There had been several meetings of this reference group, chaired by Lesley Jeavons (CDDFT/CCG) and attended by staff from both CDDFT and CCG. Marie Yarker and Iris Hillery attended for Friends of the Richardson hospital, Ros Evans (current chair of TAP) as an interested member of the public and Cllr Sutherland represented the town council. Concerns were in the following areas:

**The closed ward - the whole of the top floor of the hospital was now empty.**

Staffing was an issue. The trust was struggling with a shortage of nurses, but also maintained that there was not enough demand from Teesdale people to staff both wards.

**The underuse of the outpatient clinics.**

There was a lack of communication between Trust and public and not enough patient choice. Many Teesdale residents were not aware that clinics existed and the Trust was not marketing them. There was also an element of meeting targets rather than offering patient choice; the NHS had a target to see new patients within so many weeks of referral and patients were being asked to attend an earlier appointment at a different clinic. It was felt that patients should be offered a choice of the earliest appointment, or the nearest one, for non-urgent consultations.

The out of hours service was not publicised to the community. However, the Richardson Hospital website was being updated.

**General under-use of the building.**

The Trust appeared not to have an interest in filling the building. The hospital was let to the Trust by NHS Property Services. If the building remained half empty, the Trust still paid rent on the whole facility, making service provision expensive. There was no sign that the Trust was attempting to maximise health and social care services to keep the hospital full, but they had undertaken to look at this.

It was possible for private users, for example charities and health practitioners, to rent space in the building. The large ground floor meeting room was charged at £16 per hour.

**Resolved** – That the information be noted.

## **101. APPROVAL OF BUDGET 2018/19**

Received – a report summarising the town council's budget preparations for the next financial year and setting out comprehensive recommendations from the Resources Committee to enable the Town Council to set a budget and to establish its Precept for 2018/19.

It was noted that where the Precept was greater than £140,000 additional information would need to be provided in relation to Council Tax Regulations 2003.

At the meeting of the Resources Committee on 15 January, it was resolved that the town council would 'calculate the budget on a lower percentage precept increase per Band D household'. Provision for a community warden (£9,035) was subsequently removed.

Members considered the £1,000 proposed to support an environmental project with Durham Wildlife Trust. A summary project plan was circulated, outlining objectives to improve access to the river from the bottom Demesnes through vegetation clearance and path work improvements and to identify and promote living diversity in Flatts Woods through an initial species survey. Skills and knowledge would be transferred to locally recruited volunteers with tools and materials purchased being retained as town council assets. Members felt that the project demonstrated good value for money and it was proposed that this be approved.

**Resolved** – (a) That the following rentals and charges be agreed:

### **Play Areas**

- (a) Tens Field - £100 – no change; and
- (b) Gate Licence Fee - £0 – decrease of £1.

### **Allotments (per plot)**

- (a) 2018/19 – the allotment plot rental had already been determined - £47 – increase of £2;
- (b) 2019/20 - £47 – no change; and
- (c) Gross income - £4,217 – increase of £180.

### **Mini Golf – 2018 season**

- (a) £3 per round for all users – no change;
- (b) £9 group ticket (up to four players – saving £3) – no change;
- (c) £15 loyalty ticket (7 rounds bought in advance) – no change;
- (d) £1 lost ball – no change;
- (e) £6 damaged club – no change; and
- (f) Gross income - £10,000 – no change.

### **Woodleigh Licence (as per agreements)**

- (a) Gross income - £12,750 – no change.

### **Woodleigh Charges - Dawson Room Hire Charges (per hour – min 2 hours)**

- (a) Community - £12.50 – no change;
- (b) Repeat Community - £10 – no change;
- (c) Commercial - £20 – no change; and
- (d) Gross income - £1,500 – no change.

### **Woodleigh Charges – Performance Area**

- (a) Electricity charged at the prevailing metered rate (New);
- (b) Commercial use (other than by a community, voluntary or not-for-profit group - £50 (New)); and
- (c) Gross income - £0 *pro tem*.

### **Wednesday Market**

- (a) Standard pitch (0-6m) - £10 – no change;
- (b) Large pitch (6-10m) - £15 – no change;
- (c) Additional metre (or part) beyond 10m - £2 – no change;
- (d) Charity Pitch - £0 – no change; and
- (e) Gross income - £8,000 – no change.

The following were resolved 'en bloc'.

- (b) That any Contingency budgetary requirement continues to be transferred from the Council's general reserves, up to a maximum of £5,000;
- (c) That a 2018/19 precept of £182,779 be approved (being the Town Council's net budget demand of £188,195 less the LCTRS Grant of £5,416;
- (d) That the revenue budget for 2018/19 be as detailed in the Appendix to this minute; and
- (e) That an earmarked reserve, entitled 'Youth Project', be created such that any sum unspent from cost centre 302 in 2017/18 be transferred to this earmarked reserve at year end.

### **102. BARNARD CASTLE PLAYING FIELDS**

The town council was the sole trustee of Barnard Castle Playing Fields, the charity which managed those playing fields under the guardianship of Fields in Trust. As such, any income or expenditure relating to the charity must be separately and explicitly recorded and appropriate decisions minuted.

*The following was considered by Full Council as the sole trustee of the Barnard Castle Playing Fields Charity.*

Pursuant to Minute 65/Sept/17 and Minute 85/Nov/17, £1,000 had been received from Barratt Homes (BDW Trading Limited) following granting of an easement in relation to the laying and construction of a surface water drain and foul water sewer, together with ancillary manholes under the Tens Field, Barnard Castle.

- Resolved** – (a) That the Charity, Barnard Castle Playing Fields, acknowledges receipt of £1,000 in consideration for granting of an easement to Barratt Homes (BDW Trading Limited) to undertake works relating to public sewers laid in land at Tens Field, Barnard Castle; and
- (b) That it be recommended to the Council that an Earmarked Reserve be created for 'Barnard Castle Playing Fields.'

*The following was considered by Barnard Castle Town Council in respect of the management of funds.*

**Resolved** – That an Earmarked Reserve relating to Barnard Castle Playing Fields be created for 2018/19, with the sum of £1,000 received and administered by Barnard Castle Playing Fields Charity, to be drawn upon for any eligible expenditure affecting the playing fields held in trust.

### **103. REQUEST FOR USE OF COAT OF ARMS BY HMYOI DEERBOLT MILITARY ACADEMY**

It was reported that in November, the town council had received communication from HMYOI Deerbolt requesting permission for adoption of the Barnard Castle coat of arms as the learners' cap badge and logo of the military academy.

**Resolved** – That the town council does not have the ability to sub-assign the arms and that the arms cannot be applied outside of the parish.

### **104. CLERK'S UPDATE**

Received – a report outlining recent activities undertaken by the Clerk and staff and summarising the Clerk's forthcoming leave.

There had been a number of substantive issues moving forward since 13 November:

**Asset and Service Transfer** – confirmation was awaited from DCC's legal team on whether the transfer of Woodleigh Grounds could proceed without having to serve a loss of open space notice. This was to clarify that the extant provisions of the 1906 Open Spaces Act applied to this transaction rather than the, more restrictive, powers under the 1972 Local Government Act.

Solicitors for DCC had been instructed to draft the lease for Scar Top (including the 'Roman Way' picnic site). Correspondence continued between solicitors to clarify and agree the Demesnes site plan. DCC was making contact with the Estates Manager for Raby Estates, with whom the Clerk met on 7 December. Leases remained to be drawn up relating to the land adjacent to the pay-and-display carpark, on either side of Pearson Terrace and the land adjacent to the Bank.

**Woodleigh Windows** – following an initial survey of Woodleigh windows, Durham County Council's Asset Management had raised a commission to carry out repairs to all the window frames and sills in the building. The repairs would mostly involve replacing rotten timber using infill sections and resin. One window in each office would be openable. Opening windows would be draft excluded. The windows would be externally decorated. It was anticipated that this work, which would not require disruption to the office, would take place over a week in the Spring, dependent on the weather.

**Nat West Bank** – in support of the campaign mounted by the four county councillors for Barnard Castle (Minute 91/Dec/17 refers), the office was hosting a copy of a petition opposing the closure of the Barnard Castle branch of the National Westminster bank.

**Bede Kirk** – two objections to the town council's application to register Bede Kirk as a village green were forwarded in December. A response was made on behalf of the town council refuting the objections. The matter would be considered by the county council's Highways Committee in March. The Clerk would attend to make representation in support of the application.

The office was also hosting a petition in support of the application, which had been created by residents of Bede Kirk, who also planned to attend the March meeting.

**Resolved** – That the information be noted.

## **105. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 106, 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 106, below, due to the confidential nature of the business to be transacted.

## **106. GROUNDS MAINTENANCE CONTRACT**

Received – a report seeking a decision to extend the town council's existing Grounds Maintenance Contract for the 2018/19 season.

**Resolved** – That the Council's existing grounds maintenance contract with Robson Horticulture Ltd be extended for the period 1 April 2018 to 31 March 2019.

## Appendix – Approved Budget

Cost Centre	Approved Budget 2017/18	Approved Budget 2018/19
<b>Expenditure</b>		
101 Council Administration	£ 11,740	£ 11,724
102 Central Support Services	£ 116,464	£ 124,120
104 Elections	£ 5,000	£ 5,000
105 Chains of Office	£ 50	£ 50
106 Woodleigh	£ 23,292	£ 23,377
107 Civic Fund	£ 500	£ 500
201 Allotments	£ 4,090	£ 4,217
211 Mini Golf	£ 10,000	£ 10,000
221 Christmas Lights	£ 5,500	£ 6,500
231 Play Areas	£ 11,500	£ 11,500
271 Bartlemere/Kalafat Lighting	£ -	£ -
281 Dog Fouling	£ 300	£ 300
291 Wednesday Market	£ 3,000	£ 3,000
302 Youth Project	£ 500	£ -
311 Floral & Open Spaces	£ 11,700	£ 9,500
321 Castle & Market Floodlighting	£ 700	£ 700
331 War Memorials	£ 710	£ 500
341 Public Seats	£ -	£ -
342 Bede Road Bus Shelter	£ 50	£ 50
354 Events	£ 9,000	£ 7,000
399 Section 137 Payments	£ -	£ -
401 Contingencies	£ -	£ -
402 Blue Plaques	£ -	£ -
403 Honorary Freeman	£ -	£ -
404 Wayfinding Units	£ 100	£ 100
501 Market Place Public Toilets	£ 4,924	£ 4,924
601 Neighbourhood Plan	£ -	£ -
NEW GDPR Compliance		£ 1,500
NEW DWT Project		£ 1,000
NEW Warden		
901 Capital Project Expenditure	£ -	£ -
	<b>£ 219,120</b>	<b>£ 225,562</b>
<b>Income</b>		
1 Fees and Charges (recreation)	-£ 14,211	-£ 14,317
Fees and Charges (other)	-£ 9,500	-£ 9,500
2 Woodleigh Rental Income	-£ 12,750	-£ 12,750
3 Bank Interest	-£ 800	-£ 800
4 Grants	£ -	£ -
5 Donations	£ -	£ -
6 Sponsorship	£ -	£ -
7 Miscellaneous	£ -	£ -
8 Cumulative Fund	£ -	£ -
9 Precept	-£ 175,511	-£ 182,779
10 LCTSG	-£ 6,348	-£ 5,416
	<b>-£ 219,120</b>	<b>-£ 225,562</b>
Band D Equivalent	-£ 98.52	-£ 101.62