

**BARNARD CASTLE TOWN COUNCIL  
COUNCIL MEETING**

**18 JUNE 2018**

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

**Also in attendance:** Six members of the public; one member of the press.

**Officers:** Mr King (Town Clerk) and Mr Fletcher (Internal Auditor) (Item 27).

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

None.

**26. DECLARATIONS OF INTEREST**

In accordance with this Council's adopted Code of Conduct (Minute 10/May/18 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.

**27. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2017/18**

**(i) Outturn expenditure and income statement**

Submitted - a report providing an update on expenditure and income for the financial year ending 31 March 2018, summarising the year-end position and comparing the outturn with the originally approved budget. It also summarised movements in reserves, showing the year-end position of the general reserve.

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

**(ii) Internal Audit – Presentation of Annual Audit Return – G Fletcher (Internal Auditor)**

Submitted - in accordance with the Accounts and Audit Regulations 2015, a report of the Council's accounts for the financial year 2017/18, which showed that internal audit controls were satisfactory.

**(iii) Approval of AGAR Sections 1 and 2**

Submitted – the Council's Annual Governance and Accountability Return (AGAR) pursuant to (i) and (ii), above. Three separate votes were taken on the elements of the resolution.

**Resolved** – (a) That the contents of the Internal Auditor's report be noted;  
(b) That approval be given to Section 1 of the 2017/18 AGAR, as submitted; and  
(c) That approval be given to Section 2 of the 2017/18 AGAR, as submitted

**28. BARNARD CASTLE HGV ACTION GROUP**

Four members of the Barnard Castle HGV Action Group, which also included Cllr Sutherland and which had been working with Highways Officers at Durham County Council to seek alternatives for HGV traffic currently passing through Barnard Castle, attended the meeting.

They presented information which welcomed the inclusion of a corridor protecting the potential route of a relief road in the consultation draft of the county plan, but noted that

the relief road itself did not form part of the plan and was, in their opinion, deficient in relying on the existing Abbey Bridge. HGV movements through town had been shown to have doubled between 2013 and 2017, with one vehicle movement every three and a half minutes according to the DCC survey in 2017. Most of these were through, non-stopping, traffic.

The group was seeking to promote the solution, which had worked in Kirby Stephen since 2000, of introducing a weight limit with permits for local traffic with a signed, principal route diversion. Whereas the Kirby Stephen diversion route added 21.4 miles, a similar arrangement for Barnard Castle, using the A66, A1 (M) and A68 would add 16.5 miles.

The Group was planning a public meeting to discuss these findings and ideas on 25 July 2018.

**Resolved** – (a) That the town council supports the promotion of a relief road for Barnard Castle in the County Plan;

(b) That the town council backs a public consultation on the proposal to introduce a weight limit banning through HGV traffic from Barnard Castle; and

(c) That the town council receives a regular report from the Barnard Castle HGV Action Group through its Standing Item: Representation on Other Bodies.

## **29. ANNUAL COUNCIL MEETING – 14 MAY 2018 – MINUTES**

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

## **30. NOTICE OF MOTION – CLLR CHATTERJEE**

Cllr Chatterjee noted that the Meet committee of 2018 had done a fabulous job of putting up a great show over the bank holiday/Whit weekend and proposed that the few, hardworking members of that committee who spent months planning and organising should be recognised for their efforts.

**Resolved** - That members of the Meet Committee be congratulated for the success of this year's event and that their hard work in planning and organising the event be commended.

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

The Town Mayor drew members' attention to the forthcoming 1940s Weekend, the Aviation Day service, the raising of the Armed Forces Day Flag and the raising of the Red Ensign at the start of September.

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

## **32. POLICE ATTENDANCE AT COUNCIL MEETINGS**

Pursuant to Minute 20/May/18, when it was resolved that a representative from the Police, to include the new inspector, be invited to attend Council meetings on two dates during the 2018/19 municipal year, it was confirmed that Inspector Turner and Sgt Rogers would attend Council on 24 September and Sgt Rogers would attend Council on 18 March.

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

(b) That the town council's thanks be given to Insp Tuck for all his hard work and his contribution to the town of Barnard Castle.

### **33. '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 five items considered at the meeting were as follows:-

- (1) Partnership Committee Meeting – 21 May 2018 – Draft Minutes;**
- (2) Services Committee Meeting – 21 May 2018 – Draft Minutes;**
- (3) Planning Committee Meeting – 4 June 2018 – Draft Minutes;**
- (4) Resources Committee Meeting – 4 June 2018 – Draft Minutes; and**
- (5) Town Mayor's Activities**

**Resolved** – That the *en bloc* items be received.

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

#### **(1) PARTNERSHIP COMMITTEE**

##### **(i) Election of Vice Chair for Municipal Year 2018/19**

It was resolved that Councillor Chatterjee be elected Vice Chair of Partnership Committee for the municipal year 2018/19.

##### **(ii) Civic Arrangements**

It was resolved that approval be given to purchase a bespoke outfit for the Town Crier at a cost of no more than £150 out of 2018/19 community events budget; and  
That thanks be given to Lesley Cutting for creation of the outfit.

##### **(iii) 1940s Event – 22 to 24 June 2018**

It was resolved that volunteers be requested to distribute 1940s weekend event guides and assist during the weekend.

##### **(iv) Aviation Day – 22 June 2018**

It was resolved that members confirm attendance to the office.

##### **(v) Remembrance Sunday & 'Battle's Over: A Nation's Tribute' – 11 November 2018**

It was resolved that a 'Silent Soldier' be purchased from the existing Poppy Appeal stock for a donation of £150 out of Remembrance events budget; and  
That Cllr Sutherland circulates a draft proposal for 'Battle's Over' by mid-June.

##### **(vi) English Heritage Community Orchard**

It was resolved that Matthew Read explores the potential for The Bowes Museum relocating the four sculptures surplus to English Heritage requirements.

##### **(vii) Rotary Recycling Initiative**

It was resolved that support be given to the idea of a drinking water fountain in principle; and  
That a representative of Rotary Club be invited to a future meeting.

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

#### **(2) SERVICES COMMITTEE**

##### **(i) Election of Vice Chair for Municipal Year 2018/19**

It was resolved that Councillor Child be elected as Vice Chair of Services Committee for the municipal year 2018/19.

**(ii) Play Areas**

It was resolved that the lumber taken from the fallen tree at Green Lane be disposed of for a donation to the town council's play areas; and  
That it be recommended that Park Lane Playgrounds be awarded the work to carry out repairs to play equipment at all six play areas at full Council on 18 June.

**(iii) Mini Golf 2018 Season**

It was resolved that estimates be sought for a suitable outdoor wet/dry cleaner to be presented to Services Committee on 16 July 2018.

**(iv) Wednesday Market**

It was resolved that approval be given to purchase a market stall from Trader Supplies at a maximum net cost of £300 (with 50% funding from DCC to be reclaimed following purchase).

**(v) Dog Fouling**

It was resolved that a maximum of three bags be given out per person on request.

**(vi) Durham Wildlife Trust**

It was resolved that Cllr Child be tasked with making enquiries on the status of the Durham Wildlife Trust project.

**Resolved** – (a) That the information be noted; and  
(b) That repairs to play equipment be considered in exempt session, at item 40, below.

**(3) PLANNING COMMITTEE**

**(i) Election of Vice Chair for Municipal Year 2018/19**

It was resolved that Councillor Blissett be elected as vice chair of Planning Committee for the municipal year 2018/19.

**(ii) Speed Limit Consultation – A67 Bowes Road**

It was resolved that Councillor Blissett be nominated to attend DCC Highways Committee to represent the town council's position on the speed limit consultation – A67 Bowes Road.

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

**(4) RESOURCES COMMITTEE**

**(i) Election of Vice Chair for Municipal Year 2018/19**

It was resolved that Councillor Mrs Moorhouse be elected as Vice Chair of Resources Committee for the municipal year 2018/19.

**(ii) Effectiveness of Internal Control 2017/18**

It was resolved that the Council's system of internal audit is effective; and  
That the review forms part of the Council's Annual Governance Statement.

**(iii) Internal Audit – Audit Plan 2018/19**

It was resolved that the Annual Audit Plan for 2018/19 be approved.

**(iv) General Data Protection Regulations**

**Document Retention Policy and List of Documents for Retention or Disposal**

It was resolved that the draft Document Retention and Disposal Policy and list of Documents for Retention or Disposal be recommended for approval and adoption at full Council on 18 June, to form an appendix to the Council's Information Data Protection

Policy; and

That original signed paper copies of council and committee minutes of meetings, up to and including Municipal Year 2016/17, be archived and deposited with Durham County Records Office.

### **Privacy Notice and Consent**

It was resolved that the Privacy Notice and model Consent template be recommended for approval and adoption at full Council on 18 June, to form appendices to the Council's Information Data Protection Policy.

### **(v) Freedom of Information Publication Scheme**

It was resolved that the Publication Scheme and request for information form be recommended for approval and adoption at full Council on 18 June, to form appendices to the Council's Freedom of Information Policy.

### **(vi) Defibrillator**

It was resolved that a budgetary bid for defibrillator supplies and consumables be considered as part of the 2019/20 budget setting process.

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

(b) That the Document Retention and Disposal Policy and list of Documents for Retention or Disposal be approved and adopted by full Council, to form appendices to the Council's current Information Data Protection policy;

(c) That the Privacy Notice and model Consent template be approved and adopted by full Council, to form appendices to the Council's current Information Data Protection policy; and

(d) That the Publication Scheme and request for information form be approved and adopted by full Council, to form appendices to the Council's Freedom of Information Policy.

## **35. 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 (Councillors Blissett & Harrison)**

A meeting was held on 17 April. The next meeting was reported to be on 3 July.

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

There was nothing to report.

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

A meeting was held on 24 May. The two main items for discussion were:

General Data Protection Regulations (GDPR) - and the increasing workload on parish clerks, due to GDPR and other new requirements which had been imposed over a number of years.

### **(4) Dementia Friendly Communities (Councillors Kirkbride and Harrison)**

An application for funding had been submitted to Northern Heartlands Community Initiatives Fund via Castle Players to commission a play to be written aimed at schools.

On 13 June, the group supported the Alzheimer's Society with their cupcake day. The next meeting was reported to be on 20 June.

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

A meeting was held on 13 June.

### **(6) The Richardson Hospital – Community Hospitals Reference Group (Cllr Sutherland)**

A further set of meetings was to be arranged in the future. It was noted that the allied campaign to retain A&E and maternity service at Darlington Memorial Hospital had been successful.

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

### **36. EAST WARD VACANCY**

Submitted - an overview of the actions taken following the declaration of a casual vacancy in the town council's East Ward and the next steps to be taken by the town council.

**Resolved** – (a) That Members advertise the vacancy for co-option using the approved specification, with those wishing to express an interest in the vacancy submitting a supporting statement, by noon on 6 July 2018;

(b) That co-option be determined using the mechanism outlined in Section 4, of the report at a Special Meeting of Full Council to be held on at 6pm on 16 July 2018.

### **37. BEDE KIRK**

Submitted – a report highlighting actions following a meeting between the Police Crime and Victims' Commissioner and members of the town council to consider the future management of Bede Kirk as a village green.

**Resolved** – That a public meeting be called, to be attended by the PCVC, at a mutually convenient time and location.

### **38. CLERK'S UPDATE**

Submitted – 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 14 May, covering: Asset and Service Transfer, the Northern Dales Richard III Group, Woodleigh Displays, the Quad Hub and HMYOI Deerbolt.

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

### **39. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 40 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 matter referred to at item 40 below, due to the confidential nature of the business to be transacted.

### **40. PLAY AREA REPAIRS QUOTATIONS**

Submitted – a report seeking approval from full Council for works to repair various items of play equipment at all six play areas recommended by the Services Committee but exceeding its delegation limit.

**Resolved** - That Park Lane Playgrounds be awarded the work to carry out repairs to play equipment at all six play areas at a net cost of £6,325.