

**BARNARD CASTLE TOWN COUNCIL
COUNCIL MEETING**

19 NOVEMBER 2018

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

Also in attendance: Dan Bramwell (Bramwell Associates) until item 69; one member of the public; one member of the press.

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

66. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

None.

67. 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.

68. ADDISONS AUCTION HOUSE SITE – CONSULTATION

Mr Dan Bramwell attended on behalf of Consolidated Property Group to present information about a public consultation for the redevelopment of the former Addisons Auction House site, Staindrop Road (A688), which included a new Lidl discount food store and Homes Bargain store. A public display event would be held at The Witham on 27 November between 2pm and 8pm, when members of the Developer's design team would be on hand to explain the proposals and answer questions. Consolidated Property Group was keen to engage with local residents and businesses.

Members noted that, in advance of consideration of any planning application, which might be submitted for this site, it would be inadvisable for the Council to comment on the substance of the proposed development. Questions were confined to the consultation process.

Resolved – That the information be noted.

69. COUNCIL MEETING – 24 SEPTEMBER 2018 – MINUTES

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

70. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor praised the public five ring circus performance outside Woodleigh on 20 October as part of the Juggling Convention.

On 28 October, the Town Mayor, in conjunction with Rotary Interact Club, Barnard Castle School, hosted a 'Fashion Through the Ages' Charity Event, which raised £1,658 for Barnardo's and other charities.

Thanks were given to all the poppy knitters, whom were complimented on the finished display of poppies for Remembrancetide. Thanks were also extended to all the collectors and volunteers who assisted during the two weeks of the annual Poppy Appeal. A total of £12,364.08 was raised (£7,452.89 from Morrisons and £4,911.09 from shops/ businesses, house to house collections and Wednesday Market Stall).

Thanks were given particularly to Rev. Canon Alec Harding for the Remembrance Centenary Church Service at St. Mary's Parish Church and Andrew Nicholson and Barnard Castle Band for leading the parade to the cenotaph in the grounds of The Bowes Museum.

The Freemasons opened following the Service to provide refreshments, Barnard Castle School showcased a free WW1 exhibition and The Witham offered a community lunch, all much appreciated.

'Battle's Over' was a success with participation from various choirs and emotional monologues. The Town Crier's proclamation, moving images projected onto the Castle walls and Beacon lighting by English Heritage, provided a fitting and appropriate end to the day's commemorative events.

The Council was informed that some Members had, as individuals, met to discuss improving trade and footfall in the town. The Town Mayor had initiated an informal get together on 9 January at The Witham to consider the way forward and proposed that the Council supported the town's traders.

Resolved – (a) That the information be noted;
(b) That sincere thanks be given to all those volunteers, staff and Councillors involved in organisation of the Poppy Appeal and Remembrance Sunday; and
(c) That the town council supports the town's traders in the best way possible.

71. '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 eight items considered at the meeting were as follows:

- (1) Planning Committee Meeting – 24 September 2018 –Minutes;**
- (2) Planning Committee Meeting – 8 October 2018 –Minutes;**
- (3) Partnership Committee Meeting – 8 October 2018 – Draft Minutes;**
- (4) Planning Committee Meeting – 22 October 2018 – Minutes;**
- (5) Services Committee Meeting – 22 October 2018 – Draft Minutes;**
- (6) Planning Committee Meeting – 5 November 2018 – Draft Minutes;**
- (7) Resources Committee Meeting – 5 November 2018 – Draft Minutes; and**
- (8) Town Mayor's Activities**

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

72. UPDATES AND REFERRALS FROM COMMITTEES

(1) PARTNERSHIP COMMITTEE

(i) Youth Voice

It was resolved (a) that the town council supports Youth Voice in Teesdale;
(b) That Youth Voice, once formally constituted, be invited to attend meetings of Partnership Committee to report regularly on progress; and
(c) That Youth Voice be offered free use of the Dawson Room for its meetings.

(ii) Teesdale ArtNet

It was resolved (a) that the town council offers its support to Teesdale ArtNet and 2019 Arts Week; and
(b) That information be shared on the town council website and social media.

(iii) Poppy Appeal

It was resolved that Members confirm their availability to the office to assist with delivery and collection of appeal supplies to and from local businesses and organisations.

(iv) Fly the Red Ensign – 3 September 2018

It was resolved (b) that thanks be given to Rev. John Moore, Butterknowle Sea Scouts and Andrew Nicholson;
(c) That thanks be given to Marie Yarker and the catering team for providing refreshments;
(d) That thanks be given to The Witham for hosting the reception afterwards and providing tea and coffee; and
(e) That the date for Fly the Red Ensign for Merchant Navy Day be agreed as Tuesday 3 September 2019, to be programmed into the events programme for 2019/20 with budgetary allocation.

Resolved – That the information be noted.

(2) SERVICES COMMITTEE

(i) Play Areas – Repairs and Maintenance

It was resolved (a) that Park Lane Playgrounds carry out repairs to equipment at four play areas at a maximum net cost of £1,400 (out of relevant Earmarked Reserves);
(b) That it be recommended to Resources Committee that any Play Area budgetary underspends continue to be transferred into the 'Play Areas Future Provision and Repairs Reserve Fund', with no minimum amount specified; and
(c) That it be recommended to Resources Committee that the 2019/20 Play Areas budget be increased (proposed amount to be determined at Services Committee on 17 December 2018 as part of the play areas budgetary bid.

(ii) Wednesday Market

It was resolved (b) that more information be requested from DCC on the terms and operation of other 'by consent' arrangements for street trading in County Durham; and
(c) That further enquiries be made from DCC regarding the potential to hold a market on Christmas Eve 2018.

An update was given that, although DCC would allow the town council to hold a market in principle on days other than Wednesdays, there was not enough trader availability to hold a market on Christmas Eve this year.

(iii) Floral Displays 2018/19

It was resolved that HMYOI Deerbolt be approached to provide pansies in the Spring and geraniums for Summer bedding at the town's Gateway beds.

(iv) Public Seats

It was resolved that thanks be given to HMYOI Deerbolt for providing labour to repair and refurbish a public seat.

(v) War Memorials

It was resolved that consideration be given to a suitable permanent Merchant Navy memorial and plaque to be built into the War Memorials 2019/20 budgetary bid (to be determined at Services Committee on 17 December).

(vi) Durham Wildlife Trust

It was resolved (a) that the town council purchases a scything kit at a net cost of £818 out of Durham Wildlife Trust project budget, to be loaned to Durham Wildlife Trust on a long-term basis; and

(b) That further discussions be held with Durham Wildlife Trust with regard to improving access to the path leading from the Lower Demesnes to the River Tees.

(vii) Green Lane Play Area Goal Posts Quotations

It was resolved that, subject to quotations being received, consideration of purchase and installation of five a side goals at Green Lane Play Area be referred to Council on 19 November, with a recommendation to be funded from Barnard Castle Playing Fields Charity (item 80).

Resolved – That the information be noted.

(3) RESOURCES COMMITTEE

(i) Budget 2019/20 – Cost Centre Report

It was resolved that the recommendations be approved.

(ii) Budget 2019/20 – New & Growth Items

It was resolved (a) that approval be given to the following growth items:

Youth Provision - £500;

Defibrillator - £100;

Fridge - £150; and

(b) That there be no change to Dawson Room hire charges for 2019/20.

(iii) General Data Protection Regulation

It was resolved that a Fellowes AutoMax 550C Cross Cut Shredder be purchased at a maximum cost of £634.80, out of 2018/19 GDPR budget.

(iv) Governance Documents Review

It was resolved that the Clerk brought forward recommendations for changes to the Constitution to the meeting on 14 January 2019.

(v) Woodleigh – Compliance Level Service Agreement

It was resolved that the town council continues to subscribe to the Service Level Agreement with Durham County Council to provide building compliance services.

(vi) Woodleigh – Guttering

It was resolved that the Clerk appoints a contractor to undertake repair works to the Woodleigh guttering and external pipework in consultation with the Woodleigh Working Group.

Due to the quotations received falling within Financial Regulation 4(a), these were considered by full Council, at item 79, below.

(vii) Town Head Access Lane

It was resolved that the council gives permission for alterations to the wall, at no cost to the town council, subject to access being unrestricted to allotment tenants and residents.

(viii) Insurance Contract Quotations

It was resolved that the town council's insurance policy be maintained with Zurich Municipal for a further three years from 2019/20, at an indicative annual premium of £2,182.61.

(ix) Risk Register

It was resolved that the revised Risk Register be circulated for review to all members of the town council for discussion at full Council on 19 November, prior to approval and adoption (item 75).

(x) Staffing

It was resolved (a) that this Committee carries a growth bid into the 2019/20 budget of £4,500 to cover employment of an additional employee to undertake Wednesday Market and associated manual tasks at a Full Time Equivalent of 0.2 (1 day per week);
(b) That additional provision of £500 be made in the training budget;
(c) That PPE hoodies be purchased for staff during events; and
(d) That the reimbursement of £196.77 from SLCC, in relation to the Clerk's time as Member Director of SAAA Ltd, be equally divided in thirds between the Deputy Clerk and Services Officers as part of December payroll, in recognition of the cover provided.

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

(b) That quotations for Woodleigh guttering be considered by Council at item 79, below.

(4) PLANNING COMMITTEE

(i) Proposed changes to public rights of way – Teesdale School & former railway line

There was an additional referral from Planning Committee held prior to this Council meeting (Planning Committee Minute 58/Nov/19 refers).

Resolved – That Councillor Harrison attend DCC Highways Committee on Friday 23 November to restate the town council's submitted objection.

73. REPRESENTATION ON OTHER BODIES

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

A meeting was held on 6 November. The impasse with the owners of Harmire Industrial Estate remained. There had been damage to fencing and tethering posts taken from Shaw Bank. Arrangements for 2019 would be similar to this year. The next meetings were on 5 February and 2 April 2019.

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

According to the Chair of Teesdale Local Councils Forum, a meeting was to be held shortly.

(3) Smaller Local Councils Forum (Councillor Sutherland)

There had been no meeting since last Council. The next meeting was on 22 November.

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

A meeting was held on 14 November. Further Dementia Friends training had been given to staff of The Witham, who had offered premises for training others in the town.

Work was continuing with Durham Fire & Rescue Service. A funding bid was being prepared to send to the James Knox Trust for development of the playlet, based on the book *Grandma*, which was to be taken into local schools. The fiddle mats project with YMCA was ongoing successfully, with fiddle mats being distributed to The Manor House residents in time for Christmas. The information leaflet with details of dementia friendly activities in the town had been well received and an updated version would be produced in January. We were delighted to be proposed and short-listed for an award at the Teesdale Community Pride Awards, in the category 'Volunteers of the Year.'

(5) Walkers are Welcome (Councillor Mrs Thompson)

The AGM was to be held on Wednesday 21 November 6.30pm in Woodleigh.

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

No further meetings were proposed for this group.

(7) Barnard Castle HGV Action Group (Cllr Sutherland)

The Action Group held a meeting on 31 October with DCC Highways, attended by the four Durham County Councillors for Barnard Castle. A meeting had also been held with hauliers and businesses in the town to explore the potential for a HGV ban plus permit system.

(8) Trustees of Dawson Cottages (Cllrs Miss Blissett and Hallimond)

A meeting was held on 6 November. There were two empty properties at Park Terrace, which had been advertised. Dawson Cottages was in the process of becoming an incorporated organisation.

(9) The Witham Board

Pursuant to the request received from Bob Garton, Chair of Trustees, for a member of the town council to sit on the board of The Witham Ltd, a meeting was held with John Watson, trustee. It was confirmed that The Witham Ltd's Articles and Memorandum did not include a nominated town council representative on the Board of Directors. Consequently, the town council would not be appointing a representative to The Witham Hall Ltd Board.

Members were reminded that if they subsequently became a trustee of The Witham Hall Ltd, they would be acting as an individual and not as a town councillor on behalf of the town council. Under the Localism Act 2011 s.29 (1), a town councillor would need to register this as a personal interest with Durham County Council and subsequently declare an interest at Council/Committee meetings.

Resolved – (a) That the information be noted; and
(b) That the Richardson Hospital – Community Hospitals Reference Group be retired from the list of regular reports to Council.

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

Pursuant to Minute 59/Sept/18, the audit was completed and notice received from Mazars LLP on 24 September. There were no issues to report. Under Section 25 of the Local Audit and Accountability Act 2014, Accounts and Audit (England) Regulations 2015, the notice of conclusion of audit was published and displayed on the town council's website and noticeboard on 25 September. The AGAR remained available for public access.

Resolved – That the 2017/18 Annual Governance and Accountability Return (AGAR) be accepted.

75. RISK REGISTER

Submitted –the Council's approach to Risk Assessment and Financial Management for approval and adoption in the form of the Risk Register. The document identified and rated the potential risks facing the town council, so that it might be satisfied that practical and adequate steps were being taken to mitigate those risks.

At Resources Committee on 5 November, it was resolved that the revised draft Risk Register be circulated to enable all members to review and comment on. The draft Risk Register was circulated by email to all members on 6 November, with a deadline for comments by Monday 12 November. One comment was received relating to operational risk (R62). It was proposed that R32 identifying lack of knowledge of wishes of residents be also amended to include Councillors as responsible person.

Resolved – That the revised Risk Register, as amended, be adopted and approved.

76. CHRISTMAS/ NEW YEAR OFFICE ARRANGEMENTS

It was reported that the Town Council office would close for the public holidays of Tuesday 25 December and Wednesday 26 December 2018 and Tuesday 1 January 2019. It was proposed that the office closed at 4pm on Friday 21 December and remained closed to the public on Monday 24 December and between Thursday 27 and Monday 31 December, inclusive. Staff might use their existing leave allowances to cover these days. It was proposed that the office reopened to the public on Wednesday 2 January 2019 at 10am. Members noted that CAB would close to the public at noon on Monday 24 December. ATDC would be operating on 24, 27 and 31 December.

Members noted that the December payroll would be processed on 21 December.

Resolved – That the Town Council's office be closed from 4pm on Friday 21 December 2018 and re-open at 10:00am on Wednesday 2 January 2019 for the Christmas/New Year holiday period.

77. 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 24 September:

Asset and Service Transfer – There had been no further correspondence from DCC or from the town council's solicitor, following the report made to Council on 24 September.

Royal Garden Party 2019 – CDALC was expecting to receive confirmation of four places for the 2019 Royal Garden Party. The deadline for receipt of nominations was normally around the end of January, so CDALC had asked for responses to be submitted by 20 January 2019, which was before the next meeting of full Council. All nominations would be entered into a draw and a random selection made.

Arnold-Baker on Local Council Administration – a copy of the latest (11th) edition of this essential reference had been purchased for the office.

Christmas Tree Recycling – Durham County Council had confirmed that they would allow Christmas Trees to be dropped off in the town's main car park (off Galgate) in January 2019, due to the delay in opening of the new waste recycling centre at Stainton Grove.

It was reported that up until the next ordinary meeting of the Town Council, on 21 January 2019, the Town Clerk would be on leave 26 November, 24 December, 27 to 31 December and was attending the Board of SAAA Ltd on 15 January and the Board of the SLCC on 17 January 2019.

Resolved – (a) That the information be noted; and
(b) That Councillor Blissett be nominated to be put forward to CDALC to be entered into the 2019 Royal Garden Party draw.

78. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 79 AND 80 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 items 79 and 80 below, due to the confidential nature of the business to be transacted.

79. WOODLEIGH – GUTTERING QUOTATIONS

Submitted – a confidential report providing an update on the quotations sought to repair and replace guttering, down pipes and associated fixtures and fittings on the exterior of Woodleigh.

Resolved – That further quotations be sought to be considered by Council on 21 January, or, if received earlier, that a Special Council Meeting be convened.

80. GREEN LANE PLAY AREA GOAL POSTS QUOTATIONS

Submitted – a confidential report seeking a decision from Council whether, or not, to purchase a set of five-a-side goal posts to be permanently installed at Green Lane Play Area and, if resolved to do so, seeking to determine a contractor to carry out the works.

Resolved – (a) That the purchase and installation of a five-a-side goal post be pursued at Green Lane Play Area, subject to permissions and appropriate siting;
(b) That it be referred to the trustee of Barnard Castle Playing Fields Charity to approve funding the majority of the works; and
(c) That Wicksteed Playgrounds be awarded the work to supply and install a five-a-side goal (without mesh infill) at a net cost of £1,034.90 (funded by £1,000 from Barnard Castle Playing Fields Charity and £34.90 from Green Lane Play Area revenue budget).