

**BARNARD CASTLE TOWN COUNCIL
ANNUAL COUNCIL MEETING**

13 MAY 2019

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

Also in attendance: One member of the public; one member of the press.

Officers: Mr King (Town Clerk) and Miss Atkinson (Services Officer).

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2019/20

Councillor Blissett was proposed and seconded. There were no other nominations.

Resolved – That Councillor Blissett be elected Town Mayor for the Municipal Year 2019/20.

Following the passing of the resolution, Councillor Blissett signed the Declaration of Acceptance of Office.

2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2019/20

Councillor Harrison was proposed and seconded. There were no other nominations.

Resolved – That Councillor Harrison be elected Deputy Town Mayor for the Municipal Year 2019/20.

3. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

None. It was reported that Roger Peat had resigned as a councillor (effective 13 May 2019) and that the resulting casual vacancy in the West Ward had been advised to Durham County Council.

Resolved – That the information be noted.

4. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 12/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.

5. COUNCIL MEETING MINUTES – FOR APPROVAL

- (1) Council Meeting – 18 March 2019 – Draft Minutes;
- (2) Special Council Meeting – 1 April 2019 – Draft Minutes;
- (3) Special Council Meeting – 15 April 2019 – Draft Minutes;
- (4) Special Council Meeting – 29 April 2019 – Draft Minutes

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

6. 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 – 18 March 2019 – Minutes;
- (2) Planning Committee Meeting – 1 April 2019 – Minutes;
- (3) Partnership Committee Meeting – 1 April 2019 – Draft Minutes;
- (4) Services Committee Meeting – 15 April 2019 – Draft Minutes;
- (5) Planning Committee Meeting – 17 April 2019 – Minutes;
- (6) Planning Committee Meeting – 29 April 2019 – Draft Minutes;
- (7) Resources Committee Meeting – 29 April 2019 – Draft Minutes

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

7. REVIEW OF 2018/19 MAYORAL YEAR (COUNCILLOR MRS MOORHOUSE)

Received – a report containing a list of Mayoral Events for noting. The Town Mayor (Councillor Mrs Moorhouse) reported verbally on her 2018/19 Mayoral Year, based on the circulated list of events attended.

Resolved – (a) That the report of Mayoral Activity be received; and
 (b) That the cordial thanks of the Council be extended to Councillor Mrs Moorhouse and Mr Ian Moorhouse and Councillor Blissett and consorts on the manner in which they have conscientiously carried out the Mayoral role during the Municipal Year 2018-19.

8. TOWN COUNCIL'S 2018/19 ANNUAL REPORT

Received – the Town Council's Annual Report for 2018/19 including summary of unaudited accounts.

Resolved – That the 2018/19 Annual Report be received.

9. CONFIRMATION OF COMPOSITION OF COMMITTEES & ELECTION OF CHAIRS

Received – a report presenting a draft nomination roll for committee membership, in line with Council resolution 6b/May/14, when it was decided that existing committee places would stand without any changes and would remain in place for the full term of the council (four years), unless any individual councillor indicated a wish to change to another committee.

It was noted that there vacancies on Partnership (2), Planning and Services Committees. Under the revised Constitution, the Staffing Subcommittee was confirmed as a standing subcommittee (of Resources).

Nominations to committees were confirmed as follows:

Partnership (8+2)	Planning (5)	Resources (6)	Services (6)	Staffing Sub (4)
Kelly Blissett	John Blissett	John Blissett	Kelly Blissett	Louise Finlay
Rima Chatterjee	Kelly Blissett	Frank Harrison	Rima Chatterjee	Frank Harrison
Richard Child	Louise Finlay	Ian Kirkbride	Richard Child	Sandra Moorhouse
Louise Finlay	Frank Harrison	Sandra Moorhouse	George Hallimond	Judi Sutherland
Ian Kirkbride	George Hallimond	Judi Sutherland	Ian Kirkbride	
Sandra Moorhouse		Belinda Thompson	Belinda Thompson	
Judi Sutherland				
(Vacancy)				
+Bowes Museum				
+The Witham				

A Chair for each Committee was elected for 2019/20, nominated from within eligible members, above.

Resolved – (a) That members receive and approve the existing committee places;
(b) That Councillor Harrison be elected as Chair of Planning Committee;
(c) That Councillor Child be elected as Chair of Services Committee;
(d) That Councillor Kirkbride be elected as Chair of Partnership Committee;
(e) That Councillor Mrs Moorhouse be elected as Chair of Resources Committee
(f) That Councillor Mrs Moorhouse be elected as Chair of Staffing Subcommittee ; and
(g) That Vice Chairs, be voted upon at the first ordinary meeting of each Committee.

10. ADOPTION OF THE COUNCIL'S CONSTITUTION

Received – a report presenting the approved version of the council's Constitution, including its Standing Orders, Financial Regulations, operational policies and procedures for adoption for the 2019/20 municipal year.

Resolved – That the approved Constitution, including Standing Orders, Financial Regulations, Policies and Procedures, be adopted for the municipal year 2019/20.

11. REVIEW OF CONCURRENT FUNCTIONS AND ASSOCIATED EXPENDITURE

Submitted – A report reviewing the concurrent functions and associated expenditure incurred by this Council, i.e. services carried out by this Council that were paid for through the precept but were also services delivered by Durham County Council elsewhere in the County.

Resolved– That the concurrent functions and associated expenditure be noted.

12. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

Submitted – A report presenting a list of bodies to which the Town Council nominated representatives and reaffirming the arrangements for reporting relevant business to the Council.

A written report of the relevant body, based upon minutes (or draft minutes) circulated to the office, would be made as part of a portfolio report to the next available meeting of the full Council. Members (and where relevant, the Clerk), would have the opportunity to speak to that item at the meeting.

Resolved – (a) That, for the Municipal Year 2019/20, this Council's representatives on the various bodies listed be as follows:

- | | |
|--|-----------------------------------|
| a. County Durham and Cleveland Branch of the Society of Local Council Clerks (1) | Clerk |
| b. St Mary's Barnard Castle Parish Hall Association (1) | Councillor Blissett |
| c. CDALC Smaller Local Councils' Forum | Councillor Sutherland & Clerk |
| d. Teesdale Residents' and Travellers' Forum (1+ deputy) | Councillors Blissett (& Harrison) |
| e. Walkers are Welcome (1) | Councillor Mrs Thompson |

- | | |
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| f. Dementia Friendly Communities (2) | Councillors Harrison & Kirkbride |
| g. Friends of the Upper Demesnes (2) | Councillors Child &
Mrs Moorhouse |
| h. The Management Committee of Trustees of the Barnard Castle Mechanics Institute and Witham Hall Community Association(1) | Councillor Hallimond |
| i. Trustees of Dawson Cottages (2) | Councillors Miss Blissett &
Hallimond |

- (b) That the reporting arrangements, as submitted, be affirmed; and
(c) That the verbal updates be received.

13. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

Resolved – (a) That the Council confirms and agrees to renew its membership of the following bodies:

- (i) County Durham Association of Local Councils;
- (ii) National Society of Allotment and Leisure Gardens; and
- (iii) Open Spaces Society.

(b) That the Council confirms and agrees to renew its employees' membership of the following body:

- (i) Society of Local Council Clerks; and
- (ii) British Pest Control Association – Affiliate Member.

14. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Submitted –The Town Council's Asset register to 31 March 2019. It was noted that the audit value was the actual purchase cost, which remained the same until disposal. If assets were gifted, the value reflected the actual cost to the Town Council.

Resolved – That the inventory of land and assets, as submitted, be approved.

15. REVIEW OF THE COUNCIL'S EXPENDITURE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

The town council's total expenditure for 2018/19 under section 137 of the Local Government Act 1972 was £1,465.50. It was noted that the expenditure threshold for 2018/19 was £33,711.54 (£7.86p per electorate total 4,289).

Resolved – That the information be noted.

16. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Submitted – A report presenting the arrangements for insurance undertaken by the Town Council for the year. The year 2019/20 was the first year of a three-year agreement with Zurich Municipal.

The insured risks were last reviewed for 2018/19. A full copy of the insurance schedule continued to be maintained in the office for inspection.

Resolved – That the information be noted.

17. SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD

Submitted – A schedule of the dates, times and place of Council meetings and Partnership, Services, Resources and Planning Committees during the Municipal Year 2019/20.

Resolved – (a) a) That the following schedule of Council meetings during the Municipal Year 2019/20 (all Mondays) be confirmed:-

2019	2020
24 June	20 January
23 September	16 March
18 November	11 May (Annual Meeting)

(b) That the following schedule of Partnership Committee meetings during the Municipal Year 2019/20 (all Mondays) be confirmed:-

2019	2020
3 June ¹	3 February
1 July	30 March
7 October	
2 December	

(c) That the following schedule of Services Committee meetings during the Municipal Year 2019/20 (all Mondays) be confirmed:-

2019	2020
3 June ¹	17 February
15 July	6 April
21 October	
16 December	

(d) That the following schedule of Resources Committee meetings during the Municipal Year 2019/20 (all Mondays) be confirmed:-

2019	2020
3 June ¹	13 January
9 September	2 March
4 November	27 April

(e) That the following schedule of Planning Committee meetings during the Municipal Year 2019/20 (all Mondays, except Planning on 27 August, which is the Tuesday following the public holiday) be confirmed:-

2019	2020
23 May ²	13 January
3 June ¹	3 February
24 June	17 February
1 July	2 March
15 July	16 March
29 July	30 March
12 August	6 April
27 August	27 April

¹ Meetings to run successively

² Thursday

9 September
23 September
7 October
21 October
4 November
18 November
2 December
16 December

(f) That it be confirmed that the official starting time for all the Council meetings listed be 6.00 pm, with a public participation 'slot' comprising the first 15 minutes at each ordinary meeting, if invoked;

(g) That it be confirmed that the official starting time for all meetings of the Partnership, Services and Resources Committees listed be 6.00 pm (except Partnership on 3 June to be 5:30 pm, Services on 3 June 2019¹, to be 6.15 pm – to follow Partnership and Resources on 3 June 2019 to be 7:00 pm – to follow Services);

(h) That it be confirmed that the official starting time for all meetings of the Planning Committees listed be 5.30 pm (except on 23 May 2019 to be 4:00 pm);

(i) That it be confirmed that Council and Committee meetings be held in Woodleigh.

18. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2019/20

(A) Internal Auditor

Resolved – That Mr Gordon Fletcher be appointed as this Council's Internal Auditor for the financial year 2019/20.

(B) External Auditor

In accordance with Section 7 and Schedule 3 of the Local Audit and Accountability Act 2014, Mazars LLP had been appointed as the town council's External Auditor for a period of five years from 1 October 2017.

Resolved – That the information be noted.

19. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2019/20

It was determined at Minute 19/May/18, that Barclays Bank PLC should be appointed as this Council's Bankers for the financial year 2018/19. In accordance with standard procedures, a decision in respect of the financial year 2019/20 was sought.

Resolved – That Barclays Bank PLC be appointed as this Council's Bankers for the financial year 2019/20.

20. REVIEW OF POLICE ATTENDANCE AT COUNCIL MEETINGS

Based on the agreed dates of the council meetings during the 2019/20 municipal year, the meetings at which a Police representative attends were determined.

Members were reminded that in addition to the Police attending council meetings, the public are invited to attend the regular PACT (Police and Communities Together) meetings should they wish to raise specific issues.

Resolved - That a representative from the Police be invited to attend the Council meetings scheduled for 24 June and 18 November 2019.

21. UPDATES AND REFERRALS FROM COMMITTEES

In accordance with this Council's Constitution, specific updates and/or referrals from Committees to full Council will appear as a separate agenda item to the item incorporating the Minutes (agenda item 6).

(1) PLANNING COMMITTEE

At the Planning Committee meetings on 29 April, the following item was considered and agreed for onward notification to the council meeting:

- (i) DM/19/01060/OUT – Land to the West of Startforth Park – Outline planning application for the erection of up to 210 dwellings and associate infrastructure.

Council considered its response to the application in the context of retained policies of the Teesdale Local Plan, the emerging Durham County Plan and the relevant National Planning Policy Frameworks.

Resolved – That Barnard Castle Town Council objects to the proposed development on the following grounds:

- The development is on the fringe of Startforth necessarily disconnected from the services it purports to be supported by;
- There is no provision to develop or directly support local services and infrastructure, in particular primary schooling, primary and secondary care facilities, community retail and social centres;
- There will be an unacceptable additional number of car journeys generated by the development. A disproportionate number of these will use the A67 north, through the centre of Barnard Castle leading to bottle-necks and delays on the County Bridge, which is principal vehicle and pedestrian crossing point on the River Tees.;
- There will be consequentially unacceptable and unsustainable demands placed on the road network and parking infrastructure of Barnard Castle.

22. CLERKS UPDATE

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

Resolved That the information be noted.

23. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 24 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 24 below, due to the confidential nature of the business to be transacted.

24. STAFFING

Council considered a verbal report from the Clerk.

Resolved – (a) That An Appeals Panel, comprising Councillors Mrs Moorhouse (Chair), Miss Blissett and Kirkbride be convened on 29 May to hear an appeal under the council's disciplinary policy;

(b) That the additional hours of the Services Officer (Finance) be continued for June 2019.