Romaldkirk Parish Council

**Minutes of Committee Meeting**

**17 January 2019**

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| **Agenda** |  | | **Actions** | |
| **1. Welcome, apologies for absence** | **Present:** | Chair- Lesley Cutting (LC), Delius Singer (DS), Derek Nixon (DN), Jackie Barningham (JB), |  | |
| **Observers/ Others:** | Joanne Nixon (JN – Minutes)  Village residents attended |
| **Apologies:** | Gill Carter (GC) |
| **Declarations of interest:** | None |  | |
| **2. Minutes from previous meeting** | From previous meeting 30 October 2018  Agreed. | |  | |
| **3. Actions Arising**  **(AP list 2018-19)** | AP 4 (i) – see item 4  AP 8 (i) – DCC awaiting sufficient levels of rain to fall so impact can be measured properly.  AP 8 (iv) – Cemetery signage will remain until works concluded. DCC currently liaising with families so unable to complete until issues resolved. | |  | |
| ***4.* Village Greens** | Councillors suggest a note is put on village noticeboard to ensure residents aware to contact DCC if work required to existing paths etc. Residents should contact the Parish Council for advice if any works/repairs are planned to avoid DCC planning and subsequent financial issues arising. PC support and intervention in relation to Monks Square managed to mitigate DCC planning charges. | | | **LC** |
| **5. Roads/Parking** | Discussions commenced around parking in the village, including access restrictions (Water Gap), damage to greens, impact on residents/visitors and the legal matters around parking on the village greens. In particular, the fact that it is illegal to park on the village greens and it is the Parish Council’s responsibility to ensure this is managed or potentially be held accountable for failing in their statutory duties. Residents highlighted a number of issues in different areas of the village impacted by parking but the overarching opinion was that the village needed to try to come up with solutions as opposed to deterring visitors or events, including church services.  It was agreed that the village as a whole needed to explore options to reduce the impact of limited parking for both residents and visitors as a whole. A proposal was to form a working group of residents to consider how matters might be taken forward. | |  | |
| **6. Jarvis Memorial Bench**  **7. CC/TV**  **8. Historic Boundaries**  **9. Sponsor of tree/bench**  **10. Armed Forces Day Funding**  **11. 2019/20 Precept**  **12. AOB**  **13. Date of next meeting** | Proposal is to replace the existing WI bench on the middle green which is in a poor state of repair. The WI will be contacted in advance to confirm their approval or request that they restore the existing bench to avoid health and safety issues arising.  Advice was obtained by the PC regarding requirements, including wi fi. Price is costly- £720 to £1,045. Owing to the cost commitment and the fact there has been no incidents of late the situation would continue to be kept under consideration.  Proposed contribution to the cost of signage by the group wishing to erect is around £300. Other PCs to be contacted to convene a meeting where the group will present and obtain views as it impacts all in the Startforth District. General views of residents spoken to outside of the PC meeting suggested in favour whilst those in attendance were mainly against..  DS has been liaising with the bequestor. Proposed to put a tree (young Oak) on High Green. The Steward for the Bishop of Leeds has been contacted for advice but not yet responded. A chasing email will be issued.  Councillors agreed not to pursue this matter as limited connection.  Following the prior year increase to bring in line with other PCs of similar size Councillors agreed to increase only in line with DCCs charge.  Request to change Parish Council email to make it easier to find. The clerk will take forward.  tbc | | **LC**  **DS**  **DS**  **JN** | |

Approved by the Chair of Committee on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Lesley Cutting

**Action Points 2018-19**

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| --- | --- | --- | --- |
| **No.** | **Issue** | **Owner** | **Status** |
| **Carried forward from 2017-18** | | | |
| **Parish Council Meeting 1 August 2017** | | | |
| AP 9 | Parish Council - New members C/F | All | Open |
| **Parish Council Meeting 23 August 2017** | | | |
| AP 7 | Sennings Lane/High Green – Land registration C/F | GC | Open |
| **Parish Council Meeting 17 January 2018** | | | |
| AP 4 (d) | Annual Governance Statement (JN) and Risk Assessments (DS) to be prepared for February meeting – c/f | JN / DS | Closed |
| **Parish Council Meeting 22 March 2018** | | | |
| AP 11 (3) | Letter to residents to be drafted advising that any proposed maintenance/management of greens should be first addressed to Parish Council – C/F  Letter issued 10 September 2018 | LC | Closed |
| **Parish Council Meetings 2018-19** | | | |
| **Parish Council Meeting 29 May 2018** | | | |
| AP 4 (a) | JN to ensure insurance cover is paid on time  Paid 31 May 2018 | JN | Closed |
| AP 4 (b) | ALL to review risk register and respond to JN with any additional items | ALL | Closed |
| AP 4 + | JN to write to previous clerk to confirm details of £2,000 fixed assets included in 2016-17 Annual Governance Statement and Internal Auditor. | JN | Closed |
| AP 6 | LC to write to DCC re Monks Square to clarify planning issue | LC | Closed |
| AP 7 | LC/DS to arrange purchase and planting of metal hoops on the strip of green outside Romaldkirk House | LC/DS | Closed |
| **Parish Council Meeting 21 August 2018** | | | |
| AP 4 (i) | To notify relevant residents of the requirement to consult DCC planning before any action taken on paths across village greens | LC | Closed |
| AP 4 (ii) | Draft a letter to David Taylor Head of Property and Planning to outline concerns about unnecessary delays resolving green issues | DS |  |
| AP 4 (iii) | To draft a letter to residents bordering the village greens as a reminder of requirements.  Letter issued 10 September 2018 | JB | Closed |
| AP 5 (i) | To identify insurance cover for Battles Over event  Existing insurance covers | GC | Closed |
| AP 5 (ii) | To supply and fit steps to facilitate access to BO event  Complete 28 October 2018 | DN | Closed |
| AP 6 | To contact GW Whites regarding plans for School Building/Old School House, including restrictions and resident impact. | DS | Closed |
| **Parish Council Meeting 30 October 2018** | | | |
| AP 3 | Letter to be issued to 4 residents confirming no issues with soft planting etc  Letter to be issued to 5th respondent clarifying hard planting is inappropriate and action will need to be taken if not removed | JN  JB | Closed |
| AP 4.3 | LC to meet with grass cutting contractor, prior to start of new season, to refresh all areas to be included | LC |  |
| AP 6 | Historic Boundaries – More information will be sought via those proposing signage. | DS | Closed |
| AP 8 (i) | Further information to be sought from Highways regarding Christopher Bank works  Ongoing until impact of rain water can be monitored (low levels to date) | LC | Closed |
| AP 8 (ii) | A specialist CCTV installer will be asked for advice/a quote regarding potential installation of CCTV to protect parked cars from, vandalism | JB | Closed |
| AP 8 (iv) | An update regards the cemetery works and signage will be sought from DCC  DCC cannot conclude until liaison with families completed in respect of repairs. | LC | Closed |
| **Parish Council Meeting 17 January 2019** | | | |
| AP 4 | Note to be put on village noticeboard regarding any proposed works to paths. | LC |  |
| AP 6 | Contact WI to confirm their agreement to replacing existing bench on middle green with Jarvis memorial bench. | LC |  |
| AP 8 | Issue e mail to all PCs in the Startforth Distict to convene a meeting and obtain views on the proposed historic boundary signs. (Issued 9 February 2019) | DS | Closed |
| AP 9 | Chasing e mail to DCC to be issued regarding sponsored tree proposal | DS |  |
| AP 12 | Amend PC e mail address. | JN | Closed |