Parish Councillors are hereby summoned to a meeting of Neasham Parish Council on Tuesday 9 May 2023, 6:30PM, in Neasham Reading Room to transact the business listed in the agenda below.

Members of the public are entitled to attend Parish Council Meetings as a non-participating attendee (unless confidential matters are under discussion) but may speak only at the invitation of the Chair. Those wishing to speak on any matter during the meeting must give written notice giving brief details to the Clerk or Chair at least two days prior to the meeting.

AGENDA

AGENDA (ANNUAL MEETING).

(Commencing at 6.30pm).

1. Chair's welcome and apologies for absence.
2. Confirmation that the Minutes of the last Annual Meeting held 3 May 2022 had been confirmed as a correct record at the subsequent meeting held 7 June 2022.
3. Chair`s Report.
4. Any questions.
5. Election of Chair for 2023/2024.
6. Election of Vice Chair for 2023/2024.
7. Other appointments to support the Chair in effective management for 2023/2024.

    - Asset Management Overseer.
    - Business Management Overseer.
    - Risk Management Overseer

AGENDA (ORDINARY MEETING)

(Commencing immediately after the Annual Meeting).

1. Chair's welcome and apologies for absence.
2. Declarations of interest in items on the agenda.
3. Approval of the minutes of the ordinary meeting held on 4 April 2023, as previously circulated.

4. Matters arising from the previous meeting.

5. PACT meeting.

6. Actions arising from uncontested election for the Neasham Parish Council held on 4 May 2023. Councillors advised to read Appendix B (Registering Interests), included in the Darlington BC Code of Conduct as part of the pack of documents distributed by J Weighell, prior to completing the Form.

    - Confirmation of Parish Councillors elected.
    - Confirmation of Ward Councillors elected.
    - Signing of the "Declaration of Acceptance of Office Form".
    - Completion of the "Register of Members Interests Form".
    - "Election Expenses Form" – for completion and returning to Darlington BC.
    - Darlington BC hold training sessions for new councillors and clerks. Details will be forwarded.

7. Roads and footpaths.

    - Swarco had finally arrived on site on 12 April, after having claimed to been previously. Their engineer met with John Weighell and repaired the unit which was operating properly when he left. No invoice has been submitted to date.
    - Update on the request to Darlington BC to carry out further repairs to the sunk trench surface causing damage to 38 Teesway, other potholes in Teesway and Neasham Road, together with the damage to the layby on Teesway as set out in the email sent by a resident.

8. Environment Agency Matters.

9. Village Green.

    - Planting up in the Memorial garden.
    - Planting up in the Millennium Garden and future maintenance.
    - Replacement of diseased tree with 2No Silver Birch trees.
    - Replacement of 2No notice boards and other works included in the grant from Darlington BC. Delivery of board for Village Green delayed due to damage.
    - Consideration of repair/replacement of notice board at Low Dinsdale.
    - Application to Darlington BC for an allocation of trees for planting required before 5 May.
    - J Weighell had removed the Christmas tree as agreed.

10. Planning.

- Applications received since last meeting:-
  Application 23/00328/FUL – Demolition of existing and construction of new two storey extensions to side and front and side elevations together with boundary wall treatment at 32 Teesway, Neasham, Darlington, DL2 1QU.
  Application 23/00211/FUL (Amended) – Extend porch, changes to windows including uPVC frames, post and rail fence to boundary, loft conversion including 6 No rooflights and removal of chimney stacks at 61 Teesway, Neasham, Darlington, DL2 1QT (as amended plans received by Darlington BC 20/04/23).
- Decisions received since last meeting: -
  None
- A parishioner had noticed that the parish council had submitted an amended objection arising from the revised plans submitted by Dinsdale Golf Club. He had contacted the clerk to apologise for not attending the April meeting to explain his position on the application, because of illness.

11. Risk Management.

- There were no Scheduled inspections due in April, one inspection which had been deferred from March had been completed.
- Defect Notice 23/01 relating to damage to Teesway layby has been raised and forwarded to Darlington BC, one previous notice remains open.
- The updated Annual All-Risks Checklist has now been completed and circulated to all members and is now tabled for consideration and approval.

12. Finance.

- Previously approved payments made in April:- CLCA £108.73 (Association fee), Pretty Gardens £20.00 (Planting trees), Harrison Flagpole £30.64 (Coronation flag), Wel Medical £70.08 (Defibrillator pads). The cheque of £953.95 to Noticeboard Company has been withheld until product is delivered.
- The accounts had been audited by the internal auditor and signed off and returned without comment. Many thanks for his prompt turn round.
- As neither the gross income or expenditure exceeds £25,000, we are entitled to declare ourselves from a limited assurance review (external audit). The Certificate of Exemption contingency is presented for agreement and the minute book reference recorded.
- The 2022/23 Annual Governance and Accountability Return is presented for approval and signing off required and the minute book reference recorded.

- Agreement required of the dates for the 30 day period of the Exercise of Public Right to Inspection. Subject to the signing off of the AGAR, it is proposed that the period commences on 12 June and ends 21 July.
- The total balance in both account 31 March was £15,392.92 Less unpresented cheques £306.30, and cheque held back £953.95, add outstanding VAT £764.76 giving actual balance of £14,897.43.

13. Reaching Out and Communications.

- Update on the arrangements and programme of the Annual Parish Assembly.
- Update on the preparation of Annual Report and arrangements for distribution.
- Consideration to planning a project for an application to the Community Fund "Awards for All"
- Tips set out in the Breakdown Communications blog (in NALC Newsletter 12/04/23).

14. Ward Councillor Matters.

15. Correspondence (all as circulated in April).
    Emails from NALC regarding Newsletter (12/04, 19/04, 26/04). For information only, unless any matters raised by members.

16. Other village matters.

- In response to a request from a parishioner for help in locating information on her ancestry in the 1800's, the Vice Chair provided the clerk with the location of documents (that we have knowledge of) for the Clerk to forward. The documents are generally stored at the County Records Office.
- Discussions between the Chair and a parishioner regarding the information being held by the late M Townsend.
- North East Ambulance Service reported (via the Circuit) that someone had been sent for the defibrillator on 15 April and therefore it had been stood down. The next day L Conlin inspected and cleaned the unit, which was found to be untouched and the status was amended to "available".
- Reading Rooms Duck Derby, date and insurance levels etc required, consent letter to issue.

17. Date of next ordinary parish meeting is Tuesday 6 June 2023.

John Walker

Clerk to Neasham Parish Council