Grindon and Thorpe Thewles Parish Council

Parish Clerk: Gwynn Dunn, 60 West Street, Stillington, Stockton-on-Tees, TS21 1JY

Phone: 01740 631204 Email: thorpe.grindon@outlook.com

Minutes of the Parish Council Meeting held on Tuesday 8th October in the Parish Hall, Thorpe Thewles.

Present: Cllr. Michelle Davies (Chair) Cllr. Paul John
Cllr. Michael Lowson Cllr. Gareth Rees
Cllr. Lynne Williams
Gwynn Dunn – Parish Clerk (Temp)

1. Apologies for Absence

There were apologies from Cllr. Richard Mudd and District Cllr. John Gardener

2. Declarations of interest in items on the agenda

There were none.

3. Minutes of the Parish Council meeting held on 10th September 2019

Cllr. Michelle Davies signed the minutes of the meeting held on 10th September 2019 as a true and correct record. The minutes were proposed by Cllr. Rees, seconded by Cllr. John and approved by all Councillors present.

4. Matters arising from the minutes of the last meeting

The Clerk had reported the damaged stone on Vicars Bridge to SBC. The Highways Officer said the damage had been done some time ago and was cosmetic so does not require repair.

5. Public Discussion

There were no members of the public present.

6. Finance

a. To consider expenditure for 2019/20

The general budget circulated at the last meeting was approved by all present. Once one of the signatories has online access to the bank account established they will arrange to update the postal address for the account. **LW/ MD**

b. To consider the payment of accounts presented to the meeting

Cheque No. 000009 - £221.41 – G Dunn – Parish Clerk Salary and general expenses
The payment was approved by all Councillors present.

7. Planning – to discuss any new and on-going planning applications

There were no new applications. A query was raised about some land in the south east of the Parish where a planning application was made some months ago. The Clerk will **GD**

check on the outcome of the application and circulate the information if a decision has been made.

8. Progress Reports

a. Parish Walkabout and asset check

The Clerk and Cllrs. John and Rees had walked around Thorpe Thewles to look at the condition and location of various parish assets. It was agreed that a quote should be obtained for the repair of one of the wooden benches and the re-painting of the plaque on the bench. The Clerk has ascertained that one bench on the Village Green belongs to SBC, she has asked SBC if it can be re-painted soon. The three stone benches with wooden seats that belong to the Parish Council need re-painting and it was agreed that the Council should consider re-locating the two seats at the south Entrance of Thorpe Thewles to another location as they are rarely, if ever, used where they are currently situated. There is one wooden planter on Wynyard Road that may have been put in place by the former Parish Council. It is in poor repair. Cllr. John said he would check with nearby residents to ensure none of them owned the planter and, if no one accepted responsibility for it the Parish Council will arrange for it to be removed. **PJ**

There is one Parish Council salt bin on North Close that will need filling before the winter. The Clerk will arrange for this to be done. The condition of Durham Road in the winter was discussed, it is not on a gritting route but does slope past and beyond the car park of the Hamilton Russell pub and along past a site where development work is due to begin soon. More traffic uses this road since the construction of The Elms. The Clerk will ask SBC if this road can be included in the winter gritting schedule. If this is not possible the Council will consider providing a salt bin for this location at a future meeting. **GD**

The Clerk will update the asset register and recirculate it to Members. **GD**

It was noticed that some work is required to cut back vegetation around the start of a right of way (ROW) at the end of School Close, this has been reported to the SBC ROW Officer. He has agreed to have the work completed soon. A fence post adjacent to the ROW needs replacing, the ROW Officer may be able to arrange for this to be replaced depending on ownership of the fence. If it is not possible for the ROW team to repair a letter can be sent to the landowner requesting the fence is repaired.

b. Village Green Chains – considering whether to renew the chains

The Clerk had sent details about this proposal to the SBC District Councillor and he said he will be willing to fund the cost of the project from his community improvement budget. The Clerk will send copies of the quotes to SBC and check the process for the funding to be provided. **GD**

c. Vegetation management on the Village Green

The Clerk and Councillors had looked at the vegetation while they were on the walkabout to look at Parish assets. It was agreed that the hedge needed some pruning and some of the trees needed some attention. The Clerk agreed to obtain a quote for the work. **GD**

d. Parish Council Website – Progress Report

The Clerk has made a start on the Parish Council Website but it is not live as yet. Once it is accessible she will send a link to the Councillors. **GD**

9. Trees in the Parish – update on status of trees on Parish Council Land

The Clerk has found a map and list which details trees on the Village Green covered by Tree Preservation Orders. The map is not very clear, the Clerk has asked the SBC Tree Officer for a larger scale map. She has also asked the Tree Officer to provide a quote for a service level agreement for inspecting the trees in the Parish that belong to the Parish Council on an annual basis. **GD**

10. Tees Valley Combined Authority Strategic Transport Plan Consultation

The Clerk had circulated details for this consultation to all Councillors. It was agreed that people could complete the survey individually if they want too. **GD**

11. Policies – to consider the following polices for approval

Data Protection:

- **Councillor contact privacy notice**
- **Consent to hold contact information form**
- **Document retention and disposal policy**
- **Email contact privacy notice**
- **Information data protection policy**
- **Privacy Notice**
- **Retention of Documents** – Appendix A – list of documents for retention or disposal

Subject to a few minor adjustments for accuracy of dates etc. the policies detailed above were all approved by all Councillors.

Registration with the Information Commissioner – to approve this required registration. **GD**

It was approved by all Members to register the Parish Council with the Information Commissioner at a cost of £35.00 per year.

12. Correspondence – to review the list of incoming correspondence

30/08/2019	Lloyds Bank	Statement
04/09/2019	Lloyds Bank	Tax residency form
10/09/2019	TTRA	Thank you letter – Village Fete contribution
10/09/2019	Local Resident	Request for tree pruning, North Close

12/09/2019	CDALC	VAT awareness training session
12/09/2019	TVRA	Summer Newsletter
15/09/2019	Microsoft	Security info. Update
16/09/2019	TVCA	Strategic Transport Plan Consultation
17/09/2019	SBC	Planning Lists
17/09/2019	SBC	Acknowledgement of request for Xmas lights dates
17/09/2019	SBC	Liaison over tree surveys and TPO designations
23/09/2019	SBC	Confirmation of Salt Bin Locations
23/09/2019	CDALC	Chairmanship Training Course Information
24/09/2019	SBC	Planning Lists
26/09/2019	SBC	Contact details update and Register of Interest Forms
03/10/2019	SBC	Remembrance Day Services
03/10/2019	D Leyland	A tribute to Bob Mullen
03/10/2019	BTCK	Confirmation of website account
04/10/2019	Cllr. Gardner	Liaison re costs of Village Green chains
04/10/2019	SBC	Liaison re bench ownership, Thorpe Thewles
07/10/2019	SBC	Liaison re ROW work, Thorpe Thewles
07/10/2019	SBC	Planning Lists
07/10/2019	HMRC	Government Gateway Confirmation

13. Councillors Reports and items for future agendas

Cllr. Rees suggested that the Parish Council consider establishing a memorial to the soldiers from the Parish who were killed in the first and second world wars. There is a plaque and information file in the church but nothing else in the Village. A memorial bench was suggested as an option. It was agreed that all Councillors will think about this suggestion and it will be added to the December agenda as Cllr. Rees has submitted apologies for the November meeting.

15. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 12th November 2019 at 6.30pm in the Parish Hall, Thorpe Thewles.

The meeting ended at 7.45pm

Signed Dated

Proposed

Seconded