

# Nunthorpe Parish Council

## Minutes of Meeting Held Tuesday 3<sup>rd</sup> September 2013

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### **PRESENT:**

Nicholas Hill, John Harrison, Jacqueline Webb, Charles Morrish, Philip Yates, David Leyland, Alan Bonnington

### **IN ATTENDANCE:**

Community Council - Lesley Tomlinson, Resident – Bob Mullen, Ken Tomlinson, Angela Livingstone (NPC Clerk).

### **1.0 APOLOGIES FOR ABSENCE:**

None received.

### **2.0 CORRESPONDENCE:**

2.1 The Clerk presented the correspondence/communication received since the previous meeting:

- Emails from NALC
- Emails re mentoring for CILCA training
- Letter to E Pickles L124
- Letters to Ward Councillors re Disposal of Assets L125 & L125A
- Letter to MC re Open Spaces Needs Assessment
- Emails - Residents complaints
- Email from WC re Rights of Way Low Gill
- Email from MC re grass cutting
- Information from Nunthorpe History Group relating to previous grant
- Email re Event at Gospel Hall

2.2 Residents complaints: Following the last newsletter a number of complaints were received regarding the new speed limits in Nunthorpe. Members discussed the speeds being driven at on Mallowdale which were perceived and monitored to be over 20mph and felt that the scheme had not yet been in place for a long enough period of time for all users to have changed their driving habits. Previous discussions with Middlesbrough Council had shown on Guisborough Road that a large majority were travelling in conjunction with the speed limit there. Members requested that the Clerk ask the Ward Councillors for more speed checks in Nunthorpe. Cllr. Harrison advised that it had been agreed that checks would be carried out on the south end of The Avenue which is in the hands of the Ward Councillors. **Clerk to progress.**

2.3 Letter to E Pickles – Cllr. Yates advised that he was not aware that a letter had been sent. Cllr. Hill stated that he felt that procedure had been followed as agreement was given at the last meeting.

2.4 Email from Nunthorpe History Group – Cllr. Harrison enquired if a further grant would be requested from the History Group, which Bob Mullen advised was not required.

### **3.0 ANY OTHER BUSINESS:**

None discussed.

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**4.0 MINUTES OF THE PREVIOUS MEETING (02/07/13):**

Cllr. Yates proposed that the minutes of the previous meeting held on 2<sup>nd</sup> July 2013 were a true and correct record; this was seconded by Cllr. Webb. Members voted, agreed and Chairman signed the minutes.

**5.0 MATTERS ARISING FROM THE MINUTES:**

None discussed.

**6.0 FINANCE:**

Cllr. Harrison presented his monthly financial report, which all members agreed as correct.

6.1 Expenditure since last meeting:

Parish Clerk July/August Wages & expenses	£	476.38
Clerk PAYE refund	£	6.60
Expenses	£	72.70
Room Hire	£	30.00
Training course – Chairman	£	61.50
Silverwood Band event	£	200.00
BDO Audit fee	£	NIL
Community Plants – Cllr. Leyland	£	25.00

6.2 Liabilities £ 3900.00

6.3 Income

Bursary for Clerks training	£	75.00
Raffle/Admission (Band Night) inc VAT £17.40	£	87.00

6.4 Grant Applications: Cllr Harrison advised that he has only received one grant application for £600 from Ward Cllr. Thompson in respect of Nunthorpe in Bloom; all members were in agreement of supporting this.

6.4 Budget: Cllr Harrison stated that he could not as yet produce a budget for 2014/15. He advised that a budget list needs compiling. Cllr. Hill said that he would like to budget for Councillors to attend more training to ensure that the Parish Council is effective. Lesley Tomlinson advised that the Community Council is no longer able to support groups due to the reduction in their funding. Cllr. Yates advised that when the funding was cut, the Parish Council offered their willingness to offer grants and applications must be submitted. Cllr. Harrison confirmed to Cllr. Yates that approx. £2,000 is still available for grants in this financial year.

**7.0 CO-OPTION OF NEW PARISH COUNCILLORS:**

Cllr. Hill asked the Clerk if any further applications had been submitted following Ken Tomlinson's interest. Clerk confirmed that no further applications were received following the notices being displayed.

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Cllr. Hill proposed Ken Tomlinson as a new Councillor which was seconded by Cllr. Morrish and all members welcomed him as a new member of the Parish Council. All documentation was given to Cllr. Tomlinson and the relevant paperwork signed.

#### **8.0 IMPROVING THE PARISH COUNCIL:**

##### **8.1 Standing Orders**

Cllr. Yates stated that following discussions at the last meeting, it had been agreed to discuss this item at the September meeting with full Council present. He advised that he has started preliminary work and feels that a committee should be set up to produce a shorter document. Members discussed the merits of reducing the format to give an easier working document.

Cllr. Yates proposed a resolution to set up a committee to consider what is required in the document. This was seconded by Cllr. Webb and agreed by all members. Members appointed Cllrs. Yates, Webb and Tomlinson to take this forward. To be progressed and brought back to full council discussions prior to adoption. Bob Mullen advised that any resolution passed has 6 months before the decision can be reversed.

##### **8.2 Statutory Requirements:**

Following mentoring for CiLCA award the Clerk queried the requirements for the Council to hold an Annual Parish Meeting and for the Chairman to give an annual statement, and also the need for the Council to adopt various policies and procedures including financial regulations and complaints policy. Cllr Yates advised that whilst looking at the standing orders the committee would look at requirements for items discussed. The Clerk queried the need for minutes to include the Code of Conduct-Declaration of Interests and the removal of AOB. Members discussed the need to show code of conduct at each meeting and felt that this was not a requirement as this was stated in the Code of Conduct which is adopted each year at the AGM. Members all agreed that AOB should remain as an agenda item to be used if required.

**Standing Orders committee to progress.**

#### **9.0 NUNTHORPE AND MARTON RECREATION CLUB:**

Cllr. Yates updated members that he is working to ensure that the club is operated to current conveyances and that the club are looking to introduce a new constitution as currently the different clubs involved do not get a vote. He advised that currently membership is free for a number of months to encourage new members.

#### **10.0: GREY TOWERS FARM:**

Cllr. Hill stated he had been advised that a number of complaints had been made regarding the vehicles and mud at the site entrance. These had been referred to the Highways Agency following no response from the Ward Councillors.

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Cllr. Yates reminded members that Ward Cllr. Thompson had categorically stated that the new development would not be given the name of Grey Towers as there is already confusion regarding the different estates with this name. Members agreed for letters to be sent to Ward Cllr. Thompson asking if this had been acted on and to the Highways Agency requesting final postal addresses. Cllr. Leyland requested a letter to be sent to Paul Clarke at Middlesbrough Council enquiring the whereabouts of the s106 monies which were due for payment on commencement of construction, and ensure that these monies are being held on behalf of Nunthorpe Parish Council in an escrow account. **Clerk to progress.**

#### **11.0: CONDUCT OF WARD COUNCILLORS:**

At the two EGMs held in August which regarded the sale of property in Nunthorpe by Middlesbrough Council it had been decided that a letter be sent to the Nunthorpe Ward Councillors for clarification on several points. The Ward Councillors had responded that they would not answer questions and advised the Parish Council to refer them to the Standards Committee. The Ward Councillors had been invited to discuss the matter at the second EGM but did not respond. To give the Ward Councillors a further opportunity to respond a further letter had been sent at which point the Ward Councillors had replied that following advice they would respond in due course. The Clerk had requested clarification on the timescale for a response which had not been responded to. Members agreed that a letter be sent to the Standards Committee as per resolution at the EGM. **Cllrs Hill & Yates to progress with Bob Mullen.**

#### **12.0 PROJECTS:**

The Avenue Pond – Cllr. Yates proposed a letter be sent to Middlesbrough Council to find regulations etc required for this type of project, this was agreed. **Cllr. Yates to write letter.**

Short Story Competition – Cllr. Yates proposed progressing a competition to get children interested in writing with 2 age groups and a prize for winners. Members agreed for Cllr. Yates to progress this and show further details in the future.

Tree Legacy Fund – Cllr. Yates proposed a letter be sent to Middlesbrough Council asking their opinion on this project, this was agreed. **Cllr. Yates to write letter.**

Other ideas of a Baking Competition and Christmas Card Competition were discussed with problems of public health and religion being cited as possible obstacles.

**All ideas to be circulated with further detail.**

Photograph Competition – Cllr Bonnington advised members that this year's competition closing date is 24<sup>th</sup> September and that the institute room has been booked to judge the entries on 25<sup>th</sup> September at 7pm.

#### **13.0 NEWSLETTER:**

Cllr. Yates advised the problems he has obtaining articles from other members. Cllr. Leyland stated that he had submitted three articles which had not been included.

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Cllr. Yates stated the reasons these had not been included and advised that the article relating to the Brass Band event he feels should not be entered until a further event can be advertised at the same time.

Cllr. Hill tabled numerous newsletters that had been obtained by Cllr. Bonnington and stated that he would like to see the newsletter becoming more advanced to enhance the Parish Council together with the Community Council if they are interested. Cllr Bonnington added that the community could contribute with jokes/recipes etc and envisages having an editor from the community. Bob Mullen advised a contact of Bob Watson who edits the Now & Then magazine and is a resident in Nunthorpe. A working group of Cllr's Webb, Bonnington, Yates and Leyland was agreed to progress this.

**14.0 PLANNING APPLICATIONS – PLANNING COMMITTEE FEEDBACK:**

**14.1a) Review of previous applications:** A Report summarising the status of previous applications compiled by the NPC Planning Sub-Committee was circulated in advance of the meeting (previously circulated).

16.1b) Applications were brought to the attention of the full NPC requiring discussion/decision.

Nothing to discuss.

**With no further business to discuss, the Chair closed the meeting at 9.40pm thanking Members for their attendance.**

**The next meeting will be held on Wednesday 2<sup>nd</sup> October 2013.**