

ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES

THE MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Monday 9th September 2024 at 7.00pm in the Village Hall.

PRESENT: Councillor Mike Banks (MB)- Chair, Councillor Stephen Baddon (SB) – Vice Chair, Councillor Kirstie Thornton (KT), Councillor Antony Lewis (AL)

In attendance: J Pears (Clerk) and Residents.

Minute	Item	Date raised	Summary	Detail/Action	Action/By Who
09/9-01	Apologies			RESOLVED - Councillor Stuart Reed (SR) and NYC Councillor Angus Thompson (AT) gave their apologies to the Clerk prior to the meeting.	
09/9-02	Declarations of Interest			RESOLVED – MB declared his interest in item 09/9-06-14. Clerk confirmed that she is managing the quotes for the project as the responsible financial controller. Clerk will update all on this item.	Completed
09/9-03	Minutes of last meeting			The 15 th July 2024 minutes were agreed as an accurate record and signed by MB.	Completed
09/9-04	Police Report/Update		No police were present at the meeting.	The August update was received and circulated prior to the meeting. This was posted on the website and Facebook page.	Completed
09/9-05	Councillor Report/Update		NYC Councillor Angus Thompson (AT)	AT was unable to attend the meeting. He will share an update report in due course.	Completed
09/9-06	Update on current items and matters arising				
09/9-06-1	Doctors Lane flooding	Email received from Highways on 4/9/23 Clerk followed up on 16/2/24, 27/5/24, 19/6/24	Ongoing.	Councillors agreed that the Clerk should contact Highways for an update. This plan was in the planning stage as at 19 th June however no update has been received. The Parish Council would like a date for the work to commence. Background info: Email received on 4 th September 2023 from Steve Barker from Highways. He confirmed that he has met with the landowner. The landowner has agreed that NYC can connect the highways drainage into a pipe just into the landowner's field. NYC will let us know the proposed date to commence work once a meeting has happened with the partner contractor. Clerk will monitor this.	Clerk
09/9-06-2	Blocked road gully	24/8/23 9/9/24	Village Green to be reinstated.	NYC have confirmed that they will reinstate the Village Green area following the Feast. MB followed this up on 9/9/24 now the Feast has taken place. MB also asked if NYC would supply some topsoil for the area.	MB
09/9-06-3	Cricket Club	20/2/24 16/3/24	An agreement is required.	MB has sent over the revised agreement to the cricket club. Councillors did discuss the missing roof panels. MB will contact them.	MB

09/9-06-4	Speed Monitoring			<p>MB shared the stats taken from the VAS data and the information over the past 39 days. All information will be posted on the community website. The data has been shared with the Police and Councillor Angus Thompson (AT). Clerk will share the information with PCSO Brown.</p> <p>It was suggested that part of the road on Doctors Lane could be widened. MB suggested speaking to the houses who this may affect in the first instance.</p>	MB/Clerk
09/9-06-5	Bridge House limestone reinstatement and request to carry out other remedial work		The resident has asked if remedial work could be made to the driveway which has shared access to 5 houses and mark a designated parking area to the front of the house.	<p>Councillors agreed that two 600mm tracks of limestone would be sufficient for the driveway. MB will speak with the residents before work can commence. MB has applied for planning permission to remove the Horse Chestnut tree to the side of resident's boundary wall and this has been approved. MB will liaise with SB and AL to carry out the tree wok.</p> <p>Councillors agreed that remedial work would improve the driveway and this can go ahead. However, the Parish Council need to be clear and stipulate what exactly is acceptable.</p>	MB/SB/AL
09/9-06-6	Green Policy review			No update as SR is away- SR is currently reviewing the policy and will review and discuss at the next meeting. Once reviewed and agreed a copy will be shared and available to view on the Parish Council area of the website.	SR
09/9-06-7	Light on the bridge	2/2/24 26/8/24		Clerk contacted NYC and agreed that the Parish Council could use pole when removed.	Clerk
09/9-06-8	Best Kept Village Competition 2024			<p>The Parish won this year's Best Kept Village Competition. This featured in the local press and received £400 prize money. The Parish Council would like to thank everyone for their support and hard work maintaining this beautiful village.</p> <p>The information is available to view and download on the community website.</p>	Completed
09/9-06-9	Review of Insurance requirements 24/25			The insurance was renewed with Zurich Insurance for 24/25.	Completed
09/9-06-10	Resident in breach of planning conditions	15/12/23 14/5/24 15/7/24		No update has been received. Councillors agreed that this can be marked as completed. It is not a Parish Council matter and NYC are dealing with this. Clerk has shared this previously with NYC enforcement officer and is aware of the breaches.	Completed
09/9-06-11	Clearwater encroachment enquiry	6/5/24 11/7/24		Councillors met with the resident to confirm what the encroachment fee is for and how this is used. Clerk confirmed the encroachment fee had been paid.	Completed
09/9-06-12	Wayleaves			MB has been looking into a Wayleave that did stand back in 2015 with BT, this was for the fibre box that was installed and was a one-off payment. However, no payments have been received into Parish Council accounts for any other equipment sited on the village green. Two new BT posts are planned to be installed in the village and MB is	MB

				looking into these. MB did say they Northern PowerGrid have been extremely helpful in providing information. A payment of £233.90 had been received from Northern PowerGrid, this includes a back payment.	
09/9-06-13	Flooding at Sycamore Cottage			Councillors met with the resident and agreed the best plan would be to loosen and break through the ground and level up with top soil. Where vehicles have driven over the area there is a compaction of soil and when the tree was taken out this may have made the flooding worse. It was noted that the resident has sold the property and is moving.	Councillors
09/9-06-14	Bus Shelter Repair Work			Clerk shared the 3 quotes with Councillors. Councillors discussed how to keep the costs repair within a budget of £1200. The budget is made up of £800 from the locality budget and £400 from the Best Kept Village Competition. KT will look into borrowing a digger bucket to take the rubble rather than hiring a skip, this will save £250. Councillors all agreed that the successful quote was JB Builders. Clerk will contact them to instruct them and get a date for the work to commence. KT and JP will liaise on this. Clerk confirmed that the locality budget funding of £800 had been offered and accepted.	Clerk/KT
09/9-06-15	Benches Letter			This hasn't been a priority but will keep on the agenda for review at the November meeting. Clerk has written up some of the criteria to be included in the letter and shared this with MB. There are a number of benches that require remedial work and the responsibility should be with the owners of the benches.	Clerk/MB
09/9-06-16	Funding for footpath			MB asked if a path could be made between the beck and the Cricket Club. There is a muddy path but this isn't accessible for everyone. Clerk has found a suitable grant, completed the initial stage of the application and will continue with this. Clerk has suggested that photos, plan and map of the area will support the application. MB has asked that this is carried out later on in the year when the area is muddy and inaccessible. Clerk said the application decision can take up to 16 weeks from the submission date.	Clerk/MB
09/9-06-17	Tree Survey			The tree survey is overdue. SB will try and speak with a contact. NYC are unable to quote for the work as they have done previously due to lack of resources. It needs to be carried out in line with the insurance requirements. Councillors are aware of this but the money is not in the budget to cover this. Councillors have agreed to look at the trees that require action and when possible complete a survey. Councillors will look to get a plan in place.	Councillors
09/9-06-18	Application submitted for tree works			MB has submitted an application to carry out some tree work in the village and this has now been approved. MB will arrange with SB and AL to carry out the work.	Completed
09/9-06-19	Email received – Request for			A request has been received to place a memorial bench and tree. Councillors have discussed the request and will have a look at areas to place the bench. It was noted	MB

	memorial bench and tree			that this may not be actioned until the spring next year when the weather is suitable to plant a tree. MB will contact the resident.	
09/9-06-20	Footway issues raised with Highways	2/7/24		Councillors agreed that they will cut the footpath growth back as it is not something Highways will be doing. MB will liaise with others to get this completed. Highways have confirmed, based on the photo provided, that they can't see that we would be undertaking formal intervention works at this time. On the matter of the growth of weeds through the new surfacing then we will try and get some weed killer applied at an appropriate time.	Councillors
09/9-06-21	Clock Maintenance/ Restoration History of the clock and other historic monuments in the village.			The clock maintenance contract ends in September 24. Councillors agreed the clock needs servicing and the costs will be approximately 8k. It was agreed that the Parish Council would look to raise funds to service the clock and hold off on a maintenance contract. Councillors discussed looking at grants/funding available. MB suggested a lottery heritage fund as the costs is more than anticipated. MB has also located the original clock mechanics and would like to have this displayed in the village hall to show the history of the clock. AL has set up a crowd funding page but Councillors agreed to hold off on this and see if the funding is successful. MB has included all historic monuments within the website for the public to see and read. AL asked if information about the school do be included. MB is working on this area of the website. Councillors agreed that the information about village historic monuments needs to be shared and awareness raised. Clerk and KT will put a post on Facebook. MB has started to include information on the front page of the website about each monument.	MB/Clerk MB KT/Clerk
09/9-06-22	Cricket Pavilion Repairs			MB has contacted the Cricket Club to ask when the repairs will begin on the pavilion. As yet no update has been received. MB will follow up.	MB
09/9-06-23	To do list progress			MB has put the to do list on the website. Councillors have made good progress with the list and are working through the list in order of priority.	On going
09/9-06-24	Duck Race			The beck will need clearing in preparation for the duck race.	Completed
09/9-06-25	Thank you, message			Clerk has written to the British Horse Society as they lead the way in the removal of the electric gates and access to Stanwick Track.	Completed
09/9-06-26	Messenger Alert Service			The Police have asked that the message is shared about a messenger alert service on WhatsApp. The service shares information with the community. Clerk shared the information on Facebook. It is on the website and noticeboard.	Completed

09/9-06-27	Ash Tree at Iron Bridge			The tree is causing damage to the wall. Councillors agreed that this needs attention and the tree will need to be taken out to prevent any further damage. An application to remove the tree will be submitted. Once approved Councillors will remove the tree.	SB/MB/AL
09/9-06-28	Protecting the playpark equipment			The play park equipment needs protecting from the strimmer. SB had an idea and would look at this. Clerk will contact a supplier to see if they can suggest anything.	SB/Clerk
09/9-06-29	Railings remedial work			This has been carried out.	Completed
09/9-06-30	BT Fibre network installation			MB was made aware that 30+ poles along the Stanwick Road were going to be installed for the fibre network. MB raised this with Highways as there were concerned of the position of the poles. MB met with BT and it agreed that 4 posts would now be installed. One pole will be on the village green. MB has asked if the cables can go underground rather than overhead. MB complained while at the meeting about this and was told that BT would likely agree to this. However, after consideration Councillors felt and agreed that the complaint should be raised formally in writing to.	MB
09/9-06-31	Play Park Inspection			The Parish Council received the latest playpark inspection report. A loose panel was recorded. MB has carried out the repair.	Completed
09/9-06-32	Email address for Parish Council Chair			The Parish Council now have an email address for the Chair. This is to ensure continuity if the chair changes or others need to access these emails.	Completed
09/9-06-33	Ash trees behind the school			An email was received from a resident regarding 3 ash trees, they are reaching over the Beck and to fall would cause considerable damage to the resident's property. Councillors agreed that the work could be carried out in house and perhaps the resident would make a donation to the Parish Council if they carried out the work? Clerk will contact the resident.	Clerk
09/9-06-34	Mithril Ales request			Mithril Ales have asked if they could put a sign under the Aldbrough sign as you enter the village. Councillors discussed the request and agreed that this couldn't be agreed. There are a number of businesses/clubs in the village who may also want to do this. MB will go back to them. The village sign had been taken away to be refurbished. Councillors had not received a date to get it back. Agreed AL will speak with resident and get the sign back and installed.	MB AL
09/9-06-35	Road Sweeper Schedule			Councillors discussed there is debris on the roads and agreed that the Clerk should contact NYC to request a road sweeper in the village. This should be end of September/early October. Clerk will request a date and this date will be shared with the community so that cars can be moved. AL asked if the road sweeper could clear	Clerk

				the path at East End as it has done previously. SB asked Clerk to let him know the date of road sweeper as he would like to spray the weeds and the road sweeper can clear them.	Clerk
09/9-06-36	Best Kept Village Competition Presentation			This has been discussed and minute'd in item 09/9-06-8.	Completed
09/9-06-37	Wildflower Area			A wildflower area is underway, the area has been prepared, the seed has been purchased and will seed in due course. The area is to encourage birds, bees, butterflies etc. It was noted that there is no cost of the seed as both SB and MB have purchased this and donate the seeds to the Parish.	Completed
09/9-06-38	Iron bridge railings damage			Duplicate of item 09/9-06-29.	Completed
09/9-06-39	Remembrance Day soldier			KT confirmed that the Feast committee have agreed to fund this. MB will follow up with SR	MB/SR
09/9-06-40	River Tees Trust Meeting/Work in the Beck			River Tees Trust have carried out some river dipping on the Beck. MB met with them and agreed that they will carry out electrofishing and will involve the community. This will be sponsored by Northumbrian Water as they are looking to improve the diversity. It has been brought to the attention of the Parish Council that a dam had been built in the Beck. A resident was concerned about the flow of the beck with an obstruction. MB looked into and the pebbles will wash away with a strong current and were placed for the duck race. MB did notice that the 3 rd arch in the Beck needs clearing as it is not working efficiently. MB will go back to the resident to discuss this and remove the growth and debris.	MB
09/9-06-41	Clock Restoration			Covered in item 09/9-06-21	Completed
09/9-06-42	Damaged pipework			Parish Council received an email from a resident via the village hall. Some pipework had been damaged at the village hall. MB/SB looked at the damage, there are 3 areas damaged. One could potentially be a strimmer as suggested however the other 2 were mice/rat damage and corrosion. MB/SB fixed all pipework. MB responded to Village Hall.	Completed
09/9-07	Correspondence	Correspondence received and dealt with by	Correspondence as per agenda	The correspondence was circulated and shared with the Parish Council and Parishioners on the community website and Facebook page. Clerk previously shared information from NYC re a litter campaign. Clerk now has the signage and MB will place this around the village.	Completed

		Clerk since last meeting.		NYC had emailed a campaign to share with the community. It's a survey asking residents for their views on a number of services. This will be shared on FB, website and a copy will be available on the noticeboard.	
09/9-08	Planning Applications			No applications or decision notices had been received since the last meeting. It was brought to the attention of the Parish Council that an application had been granted. Clerk contacted planning and they confirmed the application for Oaklea had been approved. Clerk noted that an enforcement notice for Stanwick Arms 22/00013/NONCOM had been received. This is not a Parish Council matter and it is being dealt with by NYC.	Completed
09/9-09	Finance			<p>Clerk provided an update on current finances:</p> <ul style="list-style-type: none"> a. Budget, expenditure, and Income up to 27th August 2024. b. There were no cheque payments to be approved and signed. c. Clerk confirmed that the Parish Council had received confirmation and acceptance of the Annual Governance and Accountability Return 23/24 following submission. It was noted that an offer of £800 from the Locality budget had been received towards the cost of the replacement bus shelter floor. Clerk confirmed that the offer had been accepted and payment will be made into the Bank account. <p>MB and Clerk did discuss the precept for 2024/25 and how increasing the precept will have an impact on the council tax. The 24/25 precept will be presented and agreed at the November meeting.</p>	Completed Clerk/ Councillors
09/9-10	To consider questions from the public			Some rubbish had been dumped but has now been removed. MB reported this to NYC and within a couple of days the rubbish had been removed.	Completed
09/9-11	Items for future agenda			Agree Precept 25/26.	
09/9-12	Date of next meeting			The next Parish Meeting will take place on Monday 18th November 2024 at 7pm in the Village Hall. Clerk to make the hall booking.	Clerk
<u>Meeting ended at 8.45pm</u>					

Signature (Chairman) Date.....