

# SADBERGE PARISH COUNCIL

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## Minutes of the meeting held at 6:30 p.m. on Tuesday 3<sup>rd</sup> June 2008 in Sadberge Village Hall

**Present:** Councillor Scaife [Chair]  
Councillors Schott and Vickers

**In attendance:** Councillor Brian Jones                      Alastair Mackenzie – Clerk

### 1. Apologies

Apologies were accepted from Councillors Brown, Glew and Heywood.

### 2. Declarations of interest in items on the agenda

There were no declarations of interest.

### 3. Minutes of the last meeting

The minutes of the Annual Meeting on 20<sup>th</sup> May 2008 were agreed to be a true record of the meeting.

### 4. Matters arising

- 4.1 There was nothing new to report about the caravan and dog kennels on land north of Lea Close. Does the new owner know that he is not allowed to cut down hedgerows? The Clerk will contact Darlington Borough Council's Enforcement Officer.                      **ACTION:** A Mackenzie
- 4.2 The planning application to reconstruct 10 Dale Road will be considered by Darlington Borough Council's Planning Committee on Wednesday .  
The Clerk will contact the owner of 10 Dale Road to make sure that he is aware of the restrictive covenant in the title deeds.                      **ACTION:** A Mackenzie  
The Clerk will write to Mr. Abdale to inform him about the Planning Committee's decision.                      **ACTION:** A Mackenzie
- 4.3 The Clerk has written to Mr. Howard Best to inform him that Darlington Borough Council has said that it does not own the land between 1 Hillside Terrace and Stockton Road.  
It has been suggested that the Clerk should try to contact Raymond Hodgson, whose mother ran the fish and chip shop at that location.
- 4.4 NASSL have been finding that dealing with the feral cats in Sadberge is very time-consuming because the cats are widely spread rather than congregating in one location.  
It was agreed that the problem of feral cats in Sadberge is becoming urgent. As well as Dale Road, feral cats have been reported in Norton Crescent and Laurel Terrace.  
The Clerk will contact NASSL again to discuss what can be done.                      **ACTION:** A Mackenzie
- 4.5 The plaque has been refurbished and is now back in place on the village green.  
The Council approved the payment of £15.00 for materials for the refurbishment.  
[s137 LGA 1972]
- 4.6 The road leading to Well House has been resurfaced, and a kerb has been installed along the edge of the village green at Spring Garth.
- 4.7 Nothing has been heard from Darlington Borough Council about the question of using some of the grassed area in The Orchard to provide additional parking spaces. The Clerk will contact Dave Winstanley again.                      **ACTION:** A Mackenzie
- 4.8 The Clerk presented a draft of a letter to Councillor Brian Jones about how Sadberge would use grant funding from Darlington Borough Council. After discussion, it was decided that the letter will be sent as it stands.                      **ACTION:** A Mackenzie

- 4.9 The Clerk has sent an email to the Wind Farms Action Group to inform them about the Council's decisions at the previous meeting.

The date of the Wind Farms meeting in Bishopton Village Hall has been changed to Wednesday 11-Jun-2008.

## 5. Sadberge Post Office

- 5.1 Before the Council meeting, the Clerk had contacted relevant people to ask if there was any news, and had received an email response from Mr. Andrew Grabham.
- 5.2 The Council noted the contents of the email, and decided to take no further action at present.
- 5.3 This subject will be put on the agenda for the next meeting. **ACTION:** A Mackenzie
- 5.4 The Clerk will ask the Village Hall Management Committee to keep the Council informed of any developments. **ACTION:** A Mackenzie

## 6. Calor Village of the Year competition

There will be a Calor judges' visit between 9:30 a.m. and 11:30 a.m. on the morning of Monday 7-Jul-2008. Sadberge residents are welcome to come along to the village hall to meet the judges and hear the presentations.

## 7. Village Festival on Saturday 21<sup>st</sup> June 2008

- 7.1 Arrangements for the festival are in hand
- 7.2 There will be a helpers' meeting in the village hall at 7 p.m. on Monday 9-Jun-2008.
- 7.3 The festival costs are forecast to be within the agreed budget.
- 7.4 Alastair Mackenzie will print some posters for display in Darlington. **ACTION:** A Mackenzie

## 8. Parish Plan

- 8.1 Only one person turned up to the first meeting of the Village Gardens working group.
- 8.2 The Council decided to go ahead with the village garden opposite the Buck Inn. The Clerk will ask Darlington Borough Council to remove the bushes. **ACTION:** A Mackenzie
- 8.3 The Climate Change working group has decided to organise a Sadberge Energy Saving Project in partnership with the Energy Saving Trust (EST).  
This project will include:-
- (1) Asking village residents to fill in the EST's "Home Check-Up" questionnaire and then following that up to help people to implement energy-saving ideas.
  - (2) Obtaining a number of "smart" electricity monitoring devices and lending them out to local people so that they can investigate how they are using electricity and come up with ways of reducing their electricity use.
  - (3) Providing answers to practical questions about saving energy. For example, is it really okay to wash clothes at 30°C rather than what is specified on the care label?
- The Sadberge Energy Saving Project will be launched at the Village Festival on 21-Jun-2008.  
The Council agreed to apply for an "It's Your Community" grant to buy the electricity monitors. **ACTION:** A Mackenzie
- 8.4 The Video Record working group will meet once Robin Heywood has returned from holiday.

## 9. Newsletter

- 9.1 The Council approved the draft of the next issue of Sadberge Parish News.
- 9.2 The Clerk will finalise the newsletter and arrange for it to be printed and distributed by around 12<sup>th</sup> / 13<sup>th</sup> June. **ACTION:** A Mackenzie

## 10. Darlington Association of Parish Councils and Parish Meetings

10.1 The next meeting of the DAPC will take place at 6:30 p.m. on Tuesday 17-Jun-2008.

## 11. Risk assessment

The review of the Council's risk assessment was deferred until the next meeting.

## 12. Audit arrangements

12.1 The Council reviewed the effectiveness of its internal audit arrangements.

It was agreed that a number of changes need to be made in order to comply with proper practices as defined in *Governance and Accountability for Local Councils – A Practitioners' Guide 2008 (England)*.

In particular, the internal audit needs to be a review of the Council's systems of financial and other controls rather than just an audit of the Council's accounts.

Also, the powers under which the Council makes spending decisions need to be recorded in the minutes of the Council's meetings.

12.2 The Council approved the Internal Audit Terms of Reference that had been drawn up by the Clerk.

12.3 The Council appointed Mr. Richard Swann as its Internal Auditor. The Clerk will send a letter of appointment to Mr. Swan.

**ACTION:** A Mackenzie

## 13. Approval of payments

See item 4.5 above.

## 14. Inspection tour of Sadberge Parish Council land and property

It was agreed that the inspection tour will take place at the start of the next meeting.

## 15. Next meeting

The next meeting of Sadberge Parish Council will be held at 6:00 p.m. on Tuesday 8<sup>th</sup> July 2008. The first item on the agenda will be the inspection tour of Parish Council land and property. Meet at the brick bus shelter by the village green. The remainder of the meeting will be held in Sadberge Village Hall.

**Alastair Mackenzie**  
Clerk

APPROVAL OF THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> JUNE 2008

I hereby certify that these minutes are a true record of the meeting.

Signed: Councillor M Scaife \_\_\_\_\_ Date \_\_\_\_\_