

NORTH LODGE PARISH COUNCIL

Minutes of the Meeting of North Lodge Parish Council held at Park View School, Lombard Drive, Chester-le-Street on Tuesday 20th March 2018.

PRESENT: Chairman: Councillor Elsie Forrester.
Councillors: Margaret Caygill, Jackie Gregory, Maureen May, Patrick Driscoll, Dennis Hall, Colin Noble-Nesbitt, David Snaith, John Waugh.

County Councillor: Craig Martin.

Clerk: David Murrell.

The Chairman commenced the meeting at 6.30pm by welcoming everyone.

Item 1. 18/24 Apologies for Absence

Apologies for Absence were received from Councillor John Murray.

Item 2. 18/25 Declarations of Interest

Cllr Margaret Caygill declared an interest as a Governor of Park View School. Cllr Jackie Gregory declared an interest as Chairman of North Lodge Residents Association. Cllr Maureen May declared an interest as a member of North Lodge Property Owners' Association.

Item 3. 18/26 Report of the County Councillor

The Chairman invited County Councillor Craig Martin to give his report which included the matters contained in his written report below -

Budget

I was unable to support this budget as I felt the 2.99 % increase in council tax is unjustified. In October a balanced budget was produced that included minimal spending of reserves. Since then unexpected extra costs have been discovered that dramatically increase the extra funding for adult and children's services while CPI (a measure of inflation) decreased over the same period. What did increase is the Council's ability to put up council tax. Thus without a proper reason, I consider this as an excuse to extract even more money from tax payers. Not forgetting the increases in all the other precepts and with no real increase in wages, the Council are ignoring the day to day struggle of rate payers.

I put forward a motion to spend an extra £5 million over 3 years on highways. Particularly aimed at unclassified roads, where one fifth of them are in need of urgent maintenance across County Durham. This would have been paid for by bringing forward unallocated borrowing already in the medium term financial plan. It gained cross party support, but with Labour rejecting the amendment it didn't go into the budget.

We also put forward a motion to employ an extra 3 council officers with the sole purpose of bringing empty properties back onto the housing market. This would be fully funded by the Government's New Homes Bonus. This was accepted into the budget, first amendment to be accepted by an opposition party in living memory. Other amendments were submitted with the theme of highways improvements. But due to the request changing other major commitments they didn't gain the support needed.

Vigo Lane Road Improvements

Residents living in Picktree Lodge and Ambleside Court have previously expressed concerns about crossing Vigo Lane. Along with the concerns of the ever increasing amount of traffic.

With the iminate planning application for the former Arizona Chemical site, I'm pushing for plans to include a crossing towards the entrance of Picktree Lodge. Along with other improvements to the road to ease traffic with the increase in population.

Kind regards,

Cllr Craig Martin

North Lodge and Chester-le-Street
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In addition, 1) In reply to a question from Cllr Driscoll, the County Cllr will ascertain the likely start date for the work to the Sustrans bridge at Picktree Lodge. 2) Cllr Gregory drew attention to the misleading standard replies sometimes received from enquiries made to the County Council. The County Cllr will ask the County Council to make improvements to the system. 3) Cllr Noble-Nesbitt advised that Durham County Council no longer accepts reports via the FixMyStreet website. The County Cllr will ascertain why this. 4) In reply to a question from Cllr Caygill, the County Cllr will ask Lambton Estates for an update re development of the Estate. 5) Cllr Hall asked if the County Council would offer a shared service arrangement for the forthcoming GDPR implementation. The County Cllr will make enquiries with the County Council. Cllr May advised that there had been a proposal at the recent Chester-le-Street CDALC Committee meeting that groups of Parish Councils should work together to provide a shared service arrangement. 6) Councillors raised concerns re using personal email accounts for Parish Council business. The Clerk will contact CDALC for advice.

The Chairman thanked the County Councillor for his report.

Item 4. 18/27 Adoption of Minutes of Meeting

The Minutes of the Meeting of the Parish Council held on Tuesday 20th February 2018, draft copies of which had been previously circulated, were adopted as a true and accurate record of the Meeting and were duly signed by the Chairman.

Item 5. 18/28 Chairman's Report

Regarding outstanding matters -

- a) Re Minute 18/16. The County Cllr gave an update re progress with plans for the opening up of the Market Place culvert.
- b) Re Minute 18/19 section e3). Cllr Noble-Nesbitt advised that the operational times of the 20mph flashing lights on North Road had now been changed.
- c) Re Minute 18/19 section e2). Re the Public Right of Way at Low Flatts, the Clerk advised that the County Council would in the near future inspect the surface. The County Cllr will visit the steps to consider any possible action. Cllr Caygill outlined problems that had resulted in a previous proposal for the refurbishment of the steps being unable to proceed.

The Chairman's report included the matters contained in her written report below -

NORTH LODGE PARISH COUNCIL MEETING 20.3.2018.

CHAIRMANS INFORMATION TO DATE.

1.Primary Care Navigation in County Durham.This is an new system which it is hoped will be used by GP practises around the County.Information on leaflet which shows how the system ensures that you will be directed to the correct person at your GP surgery.System to be launched June 2018. All of the South Tees area are now working on the Primary Care Navigation System.

2.Chester le Street Track Railway Station to close 31.3.2018. Mr Alex Nelson Stationmaster for the past 19 years gave the reasons for the closure.(Decline in ticket sales, and not enough trains stopping).Closure is bad for everyone,including for those who buy online.as they will not be able to collect tickets from the station.No waiting room,no toilets, no access to coffee machine,or to wifi Ticket machines to be installed at the station or pay on the train..Mr Nelson thanked the people of Chester le Street and beyond for their support over the past 19 years,

3. Police.Recent murder in he town had caused intimidation to some residents. Great Lumley now has a drop in centre. at the community centre.

4.Activity Week.to be held in August in the market place as usual 10am until 3pm.13.8.2018 until 17.8.2018 More information to follow.£5.050 requested from AAP.This was agreed by he board.

5.Refuse Café,Front Street Chester le Street.Lengthy and heated discussion took place.This café will be run by a Community Interest Co.Using food before it becomes waste ,and turning it into healthy and accessible meals,and served as a "Pay as you Feel"basis.It is hoped that people in the community who cannot afford food,or are lonely etc can find company and do not become isolated.and will be able to have a meal. The café will hope to work alongside the YMCA Refugee Centre,Job Centre and Changing lives. The organisation asked for £9.560.00 from the AAP this is to pay for equipment (Gas oven, display fridge,commercial fridge,extraction fan. Gas interlock system,installation of gas cooker) After many comments it was finally agreed that the AAP does fund the request but the company were asked to get more estimates for some of the equipment

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- 1) Re the forthcoming closure of the railway station at the end of March, Councillors considered that the station was a great asset to the town and, therefore, the closure would have a negative impact on local jobs and the economy. The County Cllr was urged to get together with all other Chester-le-Street County Councillors to put pressure on the County Council to support the station.
 - 2) Re the REfUSE Cafeteria application to the AAP for funding, Councillors expressed concerns with several aspects of the project.
- Councillors thanked the Chairman for her report.

Item 6. 18/29 Portfolio Holders' Reports

a) Highways and Website

The Chairman invited Cllr Noble-Nesbitt to give his report which included the following matter. The decision of the County Council to cease accepting reports via FixMyStreet is to be an Agenda item for discussion at the next meeting of the Parish Council.

The Chairman thanked Cllr Noble-Nesbitt for his report and invited Cllr Caygill to give her report which included the matters contained in her written report below -

b) Play Areas

PLAY AREA REPORT MARCH 2018

MERLIN DRIVE

On inspection all equipment appears to be in order. The Mole hills are increasing although some have been flattened..

LOW FLATTS

Play equipment appears to be in order. The hedge has been partly flayed by DCC and there is a considerable amount of debris lying around but this may be due to the bad weather causing a delay in clearing.

No progress yet on the missing NO SMOKE ZONE sign, hedge planting (again may be due to bad weather) or the quotes for the replacement safety surface.

Margaret Caygill
Sent from my iPad

The County Cllr kindly agreed to pursue with the County Council Leisure Technician the safety surfacing quotes.

The Chairman thanked Cllr. Caygill for her report and invited Cllrs May and Driscoll to give their reports which included the matters contained in their written reports below -

c) Horticulture

**NORTH LODGE PARISH COUNCIL
HORTICULTURE REPORT
20 March 2018**

County Councils Responsibilities (16 Flower Beds)

- **Vigo Lane Flower Bed**

Martin Briscoe has been contacted re relocating this bed to top of Longdean Park flower bed. Durham County Council will relocate bed as requested and the ongoing cost to maintain Longdean Park bed will be the same as Vigo Lane costs.

Parish Council Responsibilities

- **Cutting of Hedging around field of Low Flatts Play Area**

Looks incomplete. Councillor May will make enquiries to Durham County Council.

- **Hawthorn Whips in Low Flatts Play Area**

Due to bad weather Whips were not collected. Councillor May will re-organise.

- **Shrub Beds (2) in North Road**

Quotes to reduce the height of four large trees within these two shrub beds have been requested from three independent landscapers.

- **Jubilee Tree**

The Parish Gardener will tidy around the tree in future.

- **Picktree Village Heather Bed**

The Parish Council Clerk is still awaiting further communication from owners (Miller Homes).

Barrels (25)

North Lodge Residents Association will be responsible for funding the 2018 summer bedding plants in twenty barrels, from their allocated funding. Following this time North Lodge Parish Council will then become responsible for the funding of all plants in all the barrels. The Parish Council would appreciate any help from Residents, with the watering of the barrels.

- **Hostas (approx.12)**

As the Parish Gardener has no use for these old plants, Councillors May/Driscoll and Jackie Gregory- Chairperson of North Lodge Residents Association, will discuss the feasibility of planting these Hostas in areas around the Parish which were identified as a planting area during the "In Bloom" programme last year.

- **North Lodge Lambton Park**

We have received a quote from Durham County Council to tarmac entrance. Cost £7000 plus design fee. Discussion required.

Environmental Caretaker

No unusual issues have occurred.

Councillor M May/Councillor P Driscoll

NORTH LODGE PARISH COUNCIL

Parish Council/Gardeners Responsibility.

11/02/18 – 10/03/18

Description	Comment	Present Month/Hrs	Accumulation
	Total Hours	4	144
Shrub Bed close to northlands Roundabout.			16.5
Tubs at North Road near to Northlands Roundabout.			1.0
Bus Shelter –Northlands (North Bound)	Cleaning bus shelter, including glass.	0.5	4.0
Flower/Shrub Beds (Back and two sides).			7.0
Checking of Low Flatts Play Area – Hawthorn Hedge.			4.0
Flower Bed at entrance to Longdean Park.			16.5
Shrub Bed within Longdean Park.			
Bus Shelter North Road – opposite Lambton Worm pub (South Bound).	Clearing/ maintenance.	0.5	3.5
Bus Shelter North Road –Lambton Worm pub (North Bound). No flowers	Tidying and cleaning	0.5	3.5
Raised Shrub Beds North Road			6.0
Flower Beds at entrance to North Lodge (Lambton Park).			12.5
Tubs at Lambton Park entrance.			
Bus Shelter – North Lodge Estate (South Bound). No flowers.	Cleaning and maintenance	0.5	4.0
Millennium Flower Bed at entrance to Lombard drive.			15.5
Jubilee Tree at Entrance to Lombard Drive.			

Description	Comment Total Hours	Present Month/ Hours	Accumulation
Bus Shelter – North Lodge Estate (North Bound). (Flowers on north side).	General cleaning and maintenance	0.5	5.0
Bus Shelter. Barley Mow Inn (South Bound).	Cleaning and tidying, including glass.	0.25	4.5
Bus Stop. Barley Gate, Vigo Lane. No flowers			1.0
Bus Shelter. Ambleside Court Vigo Lane. (Laurel on West side)	Bus shelter tidying.	0.5	2.0
Flower Bed around plinth – bottom and top at entrance to Picktree Lodge.			15.0
Planting of flowers below wall opposite plinth at entrance to Picktree Lodge.			
Bus Shelter (Glass) in Picktree Village.	Cleaning and tidying.	0.5	2.0
Bus Shelter. Ash Meadows, Picktree Village Flower/shrub bed both sides.	Shelter tidying and maintenance.	0.25	5.0
Small Shrub/Flower Beds in Picktree Village (opposite Mr & Mrs Kirkup).			4.5
Heather Bed at Picktree Village.			8.0
Daffodil planting.			
Handyman.			3.0

Councillor Patrick Driscoll/ Councillor Maureen May

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- 1) The planting of the barrels is to be an Agenda item for the next meeting of the Parish Council.
 - 2) Councillors discussed the proposal for hard surfacing of the entrance area to Lambton Park. The quote received from the County Council to tarmac the area was considered by Councillors as likely to be an amount unacceptable to the Parish Council. However, Cllr May will ask the County Council officer for his design proposal so that a fully informed decision can be taken. The Clerk will update North Lodge Property Owners' Association.
 - 3) Cllr May will contact the County Council to confirm that wildflower seeds will be sown at two sites on North Road.
 - 4) Councillors agreed with Cllr Gregory that residents should be approached and encouraged to enter the Chester's Best competition.
- The Chairman thanked Cllrs May and Driscoll for their reports and invited Cllr Snaith to give his report.

d) Planning

Cllr Snaith advised that there were no matters to report.

The Chairman thanked Cllr Snaith and invited Cllr Gregory to give her report which included the matters contained in her written report below -

e) Crime and Community Safety

North Lodge Parish Council.

Crime and Community Safety report 20th March 2018.

Crime-Update.

No further reports of flytipping. Due to other police commitments, discussion re further action to deter this behaviour, has temporarily been put on hold.

Crime-current.

Burglary - from shed at Eastlands.

Theft from insecure vehicle – Wanstead Crescent, Vigo Lane.

Community Safety

Have received traffic monitoring data for Blind Lane and North Road (circulated to Parish Councillors).

Inspector Dave Coxon, Chester-le-Street Neighbourhood Team Leader has agreed to attend the Parish Council meeting in April.

Thank you to David for circulating 'In the Know'

Any non-emergency call to Police, use telephone number 101.

Any emergency calls to Police, use telephone number 999

The Chairman thanked Cllr Gregory for her report and invited Cllr Waugh to give his report.

f) Finance

Cllr Waugh advised that he had received the most recent financial information and he was satisfied that the finances were in order.

The Chairman thanked Cllr Waugh for his report

g) Publicity

Cllr Forrester advised that all matters had been contained in her Chairman's Report earlier in the meeting. The Chairman then invited Cllr Hall to give an update regarding the forthcoming General Data Protection Regulations. Cllr Hall's report included the matters contained in his written report below -

North Lodge Parish Council
Meeting on Tuesday 20 March 2018
Impact of New Data Protection Legislation
(The 'General Data Protection Regulations' or 'GDPR')
Second Briefing Note from Councillor Dennis Hall

Background

This Briefing Note follows my report to the Council Meeting on 21 November 2017. Members will recall that the General Data Protection Regulations or GDPR will apply in the UK from the 25th May 2018 as a new Data Protection Act is due to be passed.

These provisions apply to a 'public body', including local councils, and places a range of obligations upon those organisations to make them more accountable for data protection. One of those obligations, as previously discussed, include the requirement to appoint a data protection officer or 'DPO'

Update

Since that report, I have contacted Durham County Council and Steve Ragg of *CDALC to discuss what plans or proposals might be developed to assist small local councils in meeting their requirements under the GDPR rules and the forthcoming Data Protection Act. I have also been in touch with **NALC's legal lead.

NALC Guidance: Toolkit: NALC have now published their guidance to local councils on these matters. Para 26 of the toolkit makes it clear that ,whilst **there is a requirement to appoint a DPO**, due to potential for conflict of interest, a Parish Clerk **cannot** carry out the DPO role :

'26 Will you need to appoint a Data Protection Officer?

*26.1 Data Protection Officers are specifically required in certain circumstances under the GDPR, such as where organisations process sensitive (special category) personal data on a "large scale" or are a public body. **As a public body, local councils (and parish meetings) will be required to appoint a DPO, who may be an internal or external appointment** In other words, the DPO may be a staff member or engaged under a service contract.*

*26.2 However most clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the DPO job, they will not satisfy all of them. There can also be a **conflict of interest** between the role of a clerk and RFO and that of a DPO and these types of conflicts should be avoided*

*****ICO Advice:** However, the ICO website information indicates that a group of councils (, or perhaps even the County Council) may appoint a single data protection officer to act for '**a group of public authorities**, taking into account their structure and size.'

CDALC advice: It is NALC's opinion that the clerk cannot satisfy all of the requirements on the DPO and therefore at the moment they are advising that the DPO needs to be a separate internal appointment or, alternatively, someone separately engaged externally to undertake this function for the council.

CDALC appreciate that most smaller councils will have concerns over the cost of providing a DPO.

Nationally, NALC is working with ministers and lobbying MP's to raise these points at Government level in the hope that when the legislation is produced (it has its second reading in the House of Commons next Monday,5 March) it can preclude some smaller councils and parish meetings from needing to appoint a DPO.

NALC is also saying that the introduction of DPO's is a new burden thrust upon parish councils and parish meetings and that there should be some money made available to assist with this.

With reference to the provision of a DPO, NALC are working with a firm of solicitors based in London who may provide councils with a DPO service, obviously at an additional cost. Similarly CDALC are working with other firms locally to see what they can provide and at what cost. Full details of their charges are not yet available.

The Chairman thanked Cllr Hall for his report.

Item 7. 18/30 Correspondence

- 1) From npower
Letter re ending of electricity tariff scheme.
- 2) From County Durham Association of Local Councils
Email re Review of Local Government Ethical Standards - Stakeholder Consultation.
- 3) From Durham County Council
Email re Footpath no. 5 North Lodge Parish.
- 4) Various planning applications, approvals and refusals from Durham County Council, of which the following were within North Lodge Parish:-
 - a) Application for two storey extension, single storey front extension and porch, at 11 Longdean Park.
 - b) Application for felling of 1 No. tree, works to 19 no. trees and trees within G19 and G20, at Oaklea, North Road.

Item 8. 18/31 Proposal for a New Bus Shelter in Picktree Village

The County Cllr outlined a request he had received from residents for a new bus shelter at the southbound bus stop opposite Picktree Farm Cottages, Picktree Village. Councillors discussed this and agreed in principle to support the proposal subject to 1) any planning requirements being obtained, 2) confirmation being provided that the shelter would not be owned by the Parish Council and 3) confirmation being provided that there would be no ongoing liability falling on the Parish Council.

Item 9. 18/32 The Annual Risk Assessment

Councillors discussed the Annual Risk Assessment, draft copies of which had been prepared by the Clerk and previously circulated, and agreed to approve the Assessment in the form provided. (**Resolved** - to approve the Risk Assessment in the form provided).

Item 10. 18/33 Payment of Accounts

	TO	AMOUNT	REASON	VAT
Salaries		£ 478.36	Salaries March 2018	
Expenses		£ 80.00	Expenses March 2018	
Durham County Pension Fund		£ 145.30	Pensions March 2018	
Pot-It-On		£ 60.00	Horticulture March 2018	
Pot-It-On		£ 150.00	Environment Care March 2018	
HM Revenue & Customs		£ 239.40	P.A.Y.E.	
E. Forrester		£ 150.00	Chair's Quarterly Allowance	

Total Payments £1303.06

(**Resolved** - the payments be approved as submitted).

Item 11. 18/34 Other Matters for Information

- 1) The Clerk confirmed that the next two bus shelters to be refurbished were those on the east side of North Road at the entrance to Lombard Drive and opposite Pelaw Grange Court.
- 2) Cllr Gregory proposed that consideration should be given to replacing the Parish Council's noticeboards. Councillors agreed that this is to be an Agenda item for the next meeting of the Parish Council.

The Chairman closed the meeting at 8.45pm.

North Lodge Parish Council

Accounts for the month as submitted to the Meeting of North Lodge Parish Council held on Tuesday 20th March 2018.

	TO	AMOUNT	REASON	VAT
Salaries		£ 478.36	Salaries March 2018	
Expenses		£ 80.00	Expenses March 2018	
Durham County Pension Fund		£ 145.30	Pensions March 2018	
Pot-It-On		£ 60.00	Horticulture March 2018	
Pot-It-On		£ 150.00	Environment Care March 2018	
HM Revenue & Customs		£ 239.40	P.A.Y.E.	
E. Forrester		£ 150.00	Chair's Quarterly Allowance	
	Total Payments	£1303.06		

Balance to 28th February 2018

Balance b/f	£26042.88	Balances at Bank:-		
Deduct Payments - Feb. 2018	<u>£ 5049.75</u>		Current	£ 608.89
	£20993.13		30 Day	<u>£20594.54</u>
			Total	£21203.43
		Deduct cheques not yet presented		<u>£ 210.30</u>
Balance c/f	£20993.13			£20993.13