

# WINSTON PARISH COUNCIL

**MINUTES OF ORDINARY MEETING OF WINSTON PARISH COUNCIL  
THURSDAY 8<sup>th</sup> FEBRUARY 2018 AT 7PM IN THE VILLAGE HALL  
Notice of the meeting had been given in accordance with the Local  
Government Act 1972**

**Present: Cllrs Taylor, Race, Fenwick, Cook, Pattison, Smith and Clark.**

**1. Apologies for Absence**

None.

**2. Declarations of Interest**

None.

**3. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 11<sup>th</sup> January 2018 were proposed by Cllr Pattison as being a true record and seconded by Cllr Fenwick. They were then duly signed by the Chair.

From the minutes of the previous meeting the following matters arising were reported:

Grass damage outside The Bridgewater Arms – Cllr Fenwick reported that the Landlord has now erected a sign on the pub's land with a reflective sign indicating no left turn. This sign will not be legally binding so drivers could choose to ignore it. **It was AGREED to monitor this situation and if necessary Cllr Taylor to write a letter to the brewery.**

Teesdale Way Winston to Gainford – The Clerk confirmed that Mr Mike Murden of DCC was going to investigate Cllr Pattison's report that a tree branch has damaged some of the boardwalk between Winston and Gainford at Primrose Hill.

Barn on Land South of Winston (Planning Application DM/17/03414/FPA) – The Clerk reported that she had liaised with Mr Williamson, DCC's Planning Officer, and he had confirmed that permission has been granted for this application.

Northumbrian Water Covers – The Clerk reported that Cllr Pattison had duly forwarded to her a series of photographs highlighting the concerned area and associated hazards. The Clerk has completed an on-line update report to Northumbrian Water which has been acknowledged and a pledge to respond within 10 working days.

Street Light Number 16, Highcliffe Edge – The Clerk informed Cllrs that this matter had been reported to DCC and the street light now repaired.

Bank Transfer – The Clerk reported that the reserve transfer had now been completed.

Precept 2018/19 – The Clerk reported that all paperwork for the Parish Council's 2018/19 precept request has now been submitted to DCC and acknowledged by them. An explanatory article has been finalised and submitted to the Parish Magazine Editors for inclusion in the next edition.

#### 4. Consideration of Current Planning Applications

The Clerk reported that since the Council's last meeting DCC had not published any planning applications within the Parish of Winston.

Cllr Fenwick reported that she and the landlord at the Bridgewater Arms had received letters as private individuals from Durham County Council making them aware of an outline planning applications for 16 dwellings on the field next to the Bridgewater Arms pub (DM/17/03751/OUT). Cllrs Fenwick and Cook had explored the DCC Planning Portal, however, the site had been off-line for maintenance therefore only limited information had been available. Cllr Cook circulated to all a site plan which he had downloaded and noted that the public consultation dates for this application appeared to be 5<sup>th</sup>-26<sup>th</sup> February 2018. The Clerk reported that this application had not appeared in DCC's official list of planning applications and it is from this which the Parish Council is officially notified as a statutory consultee. **It was AGREED that the Clerk liaise with Mr Tim Burnham, the DCC Planning Officer responsible for this planning application in order to determine the exact consultation deadline date for the Parish Council.**

**ACTION: The Clerk to liaise with Mr Tim Burnham and then to inform Parish Councillors of the date in order to determine if a special Parish Council meeting is required.**

**ACTION: Once the Parish Council has been officially notified of this planning application posters be displayed around the village informing residents.**

Cllrs considered the information which Cllrs Fenwick and Cook had been able to obtain. Cllrs collectively voiced their concerns regarding the legal ownership of the access are into this field, the on-going flooding issues in this field, the potential road safety issues between this development and the play park, the traffic and highways concerns and the capacity of infrastructure to cope with such a large scale development that equates to 76 additional bedrooms. Cllrs identified several sources of evidence which would support these concerns. **It was AGREED that once the exact consultation timings where know that the Parish Council would submit a letter of objection to this application.**

#### 5. Teesdale Residents' and Travellers' Forum Update:

Cllr Taylor reported that he had attended the recent South West Durham Forum meeting which had entailed a visit to each of the six potential temporary stop over sites. Of the six sites visited it was agreed that three were good, i.e. the layby near to Bishop Auckland FC's stadium, the Binchester corner layby and the Westerton layby. These sites are now going to be considered in further detail. The next Teesdale Residents' and Travellers' Forum meeting will be held on Tuesday 13<sup>th</sup> February 2018 and the purpose of this meeting will be to commence the preparatory arrangements for this year's Appleby Horse Fair.

**ACTION: Cllr Taylor to keep Cllrs updated on this matter.**

**6. Smaller Councils Forum Update:**

Cllr Taylor reported that the next Smaller Local Councils Forum meeting will take place on 22<sup>nd</sup> February 2018 in Murton. One of the main topics for discussion will be the General Data Protection Regulations.

**ACTION: Cllr Taylor to keep Cllrs updated on this matter.**

**7. Consideration of General Data Protection Regulations (GDPR):**

The Clerk thanked Cllr Clark for the information he had provided regarding the GDPR. The Clerk then circulated to all a report which gave an overview of the GDPR and the initial actions now required in relation to a Data Audit and Data Retention Schedule. The Clerk circulated to all draft Data Audit and Data Retention Schedule paperwork and explained how these had been produced.

**ACTION: Cllrs to consider draft Data Audit and Data Retention Schedule paperwork and give feedback to the Clerk at the next meeting.**

The Clerk also reminded Cllrs of the need for a Data Protection Officer to be identified. Whilst this matter is to be discussed at the next Smaller Local Councils Forum meeting on 22<sup>nd</sup> February 2018, the Clerk had obtained some costings from one potential supplier to allow some benchmarking of costs. These costings and services were considered but **it was AGREED that these were way beyond the Parish Council's budget.**

**ACTION: Cllr Taylor to continue to raise the Parish Council's concerns at the next Smaller Local Councils Forum meeting and to report back to Cllrs.**

**8. Consideration of Risk Assessments:**

Prior to the meeting the Clerk had circulated to all draft Risk Assessments relating to the areas of grass cutting and the maintenance of the Parish Council owned bus shelter. The Clerk reminded Cllrs that these Risk Assessments are supplementary to the Council's Risk Management Schedule. **Both Risk Assessments were AGREED and duly signed by the Chair and Clerk.**

**9. Public Attendance:**

No members of the public were present.

The Clerk reported that she had received an enquiry recently via the Parish Council's website in relation to the village's Oil Buying Group. She had duly forwarded this information to the Group's organisers and it had been found that the information regarding the Group on the Council's website was out of date. Mr Hodgson will forward updated information and the Clerk.

**ACTION: The Clerk to update the website.**

**ACTION: The Clerk to share with Cllr Cook to update the Welcome To Winston leaflet.**

The Clerk reported that she had been made aware by Cllr Cook of potholes forming at the entrance to Highcliffe Edge and a longer strip of surface deterioration at the junction at the top entrance of the village. The Clerk had reported this to Mr Keith Jameson of DCC who has instructed a Highways Inspector to visit.

**ACTION: The Clerk to keep Cllrs updated on this matter.**

Cllr Taylor reported that he had received a letter from Dr Whiston of St Osmund's Parish Council in which he was seeking a testimonial from the Parish Council in relation to Mr John Dickinson as part of an application seeking an honour.

**ACTION: Cllr Taylor to write a testimonial.**

Cllr Cook reported that at the recent Playing Fields Committee meeting it had been suggested that an email directory for the village be established. Cllr Cook had been asked to raise this matter with the Parish Council. Cllrs felt that in light of the requirements of the GDPR discussed earlier that it would be more appropriate for the village to set up a Facebook page to promote events and matters as required by the needs of its users. Cllrs Pattison and Clark in their personal capacities not as Cllrs to explore this matter and liaise with other village groups to progress.

**10. Approval of Payment of Accounts:**

The Clerk reported that the following accounts required payment:

- Design365 (website updates) £15.76
- C A Stamp (tree pruning) £80.00

**AGREED: Cllr Taylor and Cllr Pattison signed the cheques.**

**ACTION: The Clerk to post cheques.**

**11. Grass Cutting Contractor VAT Update:**

The Clerk read out a letter from the Council's appointed grass cutter in which he reported that he has needed to become VAT registered and wished to inform the Parish Council of this for future work but also request the Council consider paying VAT that would have been incurred from December 2016 – December 2017. Cllrs considered this request and **it was AGREED that payment of the backdated VAT of £422 would be made and then reclaimed in the Council's 2017/18 VAT Reclaim submission.**

**ACTION: Cllr Taylor and Cllr Pattison signed the cheque.**

**ACTION: The Clerk to post cheque.**

**12. Consideration of Future Banking Arrangements:**

The Clerk reported that whilst no official notification has been received regarding the closure of the Barnard Castle branch of the NatWest a discussion with one of the cashiers had indicated this was a certainty

rather than a proposal. The Clerk reminded Cllrs that it had been previously suggested that instead of changing banks to instead close the Council's reserve account and transfer all monies into the current account. This could be reviewed at a later date if interest rates ever increased to allow worthwhile interest to be generated. **It was AGREED to close the Council's reserve account and transfer the balance to the Council's current account.**

**ACTION: The Clerk to prepare a letter of instruction to NatWest for signature by herself and the Chair.**

- 13. Date and Time of Next Two Meetings:  
AGREED as Thursday 8<sup>th</sup> March 2018 and Thursday 12<sup>th</sup> April 2018.**

Meeting closed at 8.30p.m.

Jane Ayre (Parish Clerk)