

## DALSTON PARISH COUNCIL

Forge Green  
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 22nd May 2018 at 7.15pm.

M Watling (Assistant Clerk)

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### **Present**

Cllr Byers      Cllr Baxter      Cllr Brewster      Cllr Craig      Cllr Drouet      Cllr Kaye-Kreczkowski  
Cllr Kyle

### **1. Apologies**

Apologies were received from Cllr Dinning and Cllr Utting.

### **2. Minutes**

The minutes of the Policy and Resources Committee meeting held on 30th January 2018 were approved and signed by Cllr Byers as a true record following the amendment to the wording of agenda item 12, bullet point 7 to end the sentence after the word 'cost'.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. Changes to NALC Model Standing Orders April 2018**

The Standing Orders which had been updated for changes made by NALC to their Model Standing Orders had been circulated prior to the meeting. Cllr Baxter thanked the RFO for her work presenting the changes in a clear way.

Cllr Baxter queried whether paragraph 12 e was necessary. It was decided that although income and expenditure both exceed £25,000 there is still a requirement to publish minutes on a website and so it is best to leave the wording as it is in the NALC Model Standing Orders.

Cllr Byers reported that the most recent change to Data Protection legislation was that Parish Councils do not have to appoint a Data Protection Officer. It was agreed to amend paragraph 21 a to say 'The Council shall appoint a Data Protection Officer if required.'

It was further agreed to amend paragraph 15 b ix to say 'liaise, as appropriate, with the Council's Data Protection Officer or Appropriate Officer.'

Cllr Craig asked about paragraph 18 and the financial limits for tendering and obtaining quotes. Cllr Kyle confirmed these were in the Financial Regulations. The RFO agreed to contact CALC to establish if any changes would be forthcoming to the Model Financial Regulations.

Following these amendments, the revised Standing Order document would be added to the Agenda for approval at the next Parish Council Meeting.

## **6. Recovering the cost of repairs to memorial headstones in the Cemetery**

The Parish Council's policy was compared to that of Wetheral Cemetery. Cllr Craig thought that in the past the cost of repairs to memorials had in some cases been recovered from owners of the grave spaces where they were traceable. It seems however that more recently recovery for repairs has not been pursued. It was agreed that the Clerk/RFO would draft a standard letter for consideration by the Parish Council which could be sent should the family be traceable when a repair is required.

It is not the policy of the Parish Council to lay memorials flat should they become unstable, this hinders grass cutting. If owners could not be traced the Parish Council would have to bear the repair cost.

## **7. Projects for application to Dalston and Burgh grants panel**

Cllr Allison had spent time cleaning signposts in the village. Cllr Auld suggested if some funding was available more materials could be obtained to clean more signs. This could include a backpack for water. Storage of materials could be a problem however it was suggested Hearse House could be a possibility.

Cllr McKerrell has suggested a picnic bench at Bridge End at the bus stop.

Cllr Kyle reported seeing an ornate metal seat in the Parish of Brampton recently. He thought this could possibly finish off the Jubilee Garden.

Cllr Brewster reported that the litter bin on The Kingsway was too small and should be replaced with a larger one.

The RFO will obtain quotes for a picnic bench, obtain details from Brampton for the ornate seat and from Cllr Allison for cleaning materials with a view to making grant application(s) before the submission deadline of 8 June 2108.

## **8. Summerfield Play Area risk assessment**

There is currently no risk assessment in place following the acquisition of the play area and new equipment. Cllr Craig kindly offered to carry out the risk assessment.

## **9. Forge Green Property**

Cllr Craig reported that he was no longer in a position to carry out a structural report on the property. It was decided to ask David Gray if he could recommend someone who would quote to undertake a condition and maintenance liabilities report. RFO to action and obtain a quote.

## **10. Internal Audit**

The Internal auditors report had been circulated following completion of the audit on 18<sup>th</sup> May 2018 and the comments noted.

Work is still ongoing with protocol and procedure recording as the Clerk and RFO come across new situations.

Cllr Craig agreed to amend the risk assessments for vulnerable assets to require inspection twice yearly.

The RFO will show the cumulative Dalston in Bloom Fund separately from the General Reserve Fund in the Balance Sheet in future.

In view of the satisfactory report received it was not considered necessary to ask the Internal Auditor to attend and speak at the Parish Council meeting.

## **11. Councillor matters**

- Cllr Baxter advised the meeting that he had written to John Stephenson MP and The Minister of Transport regarding the response the Parish Council had received from Northern Rail about skipping station stops.
- Cllr Kyle advised the meeting that the seat was now in place at Unthank.
- Cllr Byers reported that a rope and swing had appeared at Riverside behind Walk Mill and was concerned that the Parish Council may be liable if there was an accident on Common Land. It was agreed that the responsible party should be approached and asked to remove it.

## **12. Dates of Forthcoming Meetings**

Next meeting of The Parish Council to take place on 12<sup>th</sup> June 2018 at 7.15pm at Forge Green.

Policy & Resource Meeting Dates for 2018:- 31<sup>st</sup> July, 30<sup>th</sup> October all to take place at Forge Green at 7.15pm

Property & Maintenance Meeting dates for 2018:- 30<sup>th</sup> May at Church House at 7pm, 18<sup>th</sup> September

The meeting closed at 8.15pm