**WOLVISTON PARISH COUNCIL**

Minutes of meeting held on Tuesday 13th June 2023 in the Church Hall of St Peters Church, West Hartlepool Road.

**Present:** Cllrs P Shepherd (Chair), H Cook and H Bigerstaff

S Woodhouse (Parish Clerk)

11 electors

2 Ward Councillors

|  |  |
| --- | --- |
| 579 | **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.** Cllr B Martin  |
| 583 | **TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY OR OTHER INTERESTS.** None received. |
| 584 | **ACCEPTANCE OF THE MINUTES OF THE MEETING OF THE 09th MAY 2023.** The minutes were approved as a true and accurate record of the meeting.  |
| 585 | **RESIDENTS BREAK.***The meeting will be adjourned for* ***15 minutes*** *to allow public participation where the public may speak on any item on the agenda.* 1. PLANNING ISSUES – Two residents in attendance raised a complaint with building work carried out on Coal Lane. They advised that the property owner has carried out work which was not approved in the planning application, including a 14-foot-high fence, a water system and trees planted outside the boundary line. One resident advised that there is a restricted covenant on the properties on Coal Lane regarding amendments. Cllrs confirmed that Stockton Borough Council (SBC) are already aware of the matter and an inspection will be due. Clerk will provide residents who requested with a name and contact for the case officer from the planning department.
2. SPEEDING – Following the last meeting, a speed check has already been carried out on Wynyard Road with PSCO’s, councillors and residents in attendance. A resident at the meeting who lives on Durham Road raised that there are a significant number of speeding incidents outside of her property and queried whether speed checks would also be carried out on Durham Road. Additional speeding checks will be carried out in the village over the coming weeks.
3. WARD COUNCILLORS - The Ward Councillors in attendance advised that they have listed the issue of speeding in the village on their agenda for the monthly ward councillors meeting. It was also discussed that they have raised anti-social behaviour, fly tipping, pot holes and trees not getting cut back within the ward. They will report back regarding a response.
4. BENCHES BEHIND BUS STOP – It was queried whether these benches would be re-painted. Cllrs confirmed that this had been noted during the village walkabout. Matter to be added to next agenda to agree budget and arrange work to be carried out.
5. CO-OPTION – The Clerk advised that three expressions of interest had been received for co-option.
	1. It was voted and unanimously agreed that Tom Boyd be adopted onto the Parish Council.
	2. It was voted and unanimously agreed that John Parker be adopted onto the Parish Council.
	3. It was voted and unanimously agreed that Tom Parker be adopted onto the Parish Council.

Declaration of acceptance forms and register of interests were provided to all three at the end of the meeting to sign and return to the Clerk who will provide to Stockton Borough Council. They will join as Councillors at the next monthly meeting.  |
| 586587 | **CLERK’S REPORT** – to report on actions raised at and since the previous meeting.1. VAT RECLAIM - VAT reclaim has been approved and £1,382.42 has been refunded to the account.
2. INTERNAL/EXTERNAL AUDIT - The internal audit has been completed and invoiced. Clerk advised that the exemption certificate was issued to Mazars as part of the external audit and acknowledgement of receipt has been received.
3. PUBLIC RIGHTS TO INSPECT ACCOUNTS NOTICE – Notice must cover the first ten working days of July. Clerk will display notice on website and notice board with details.
4. ACCEPTANCE OF OFFICE/DECLARATION OF INTEREST FORMS – Clerk confirmed that all relevant forms following the elections have been returned to SBC. Clerk will arrange to also provide the above co-option forms.
5. DIRECT DEBIT MANDATES – As agreed at previous meeting, Clerk provided documents to sign for direct debit of service level agreement. Signed and returned.
6. POSTERS ON NOTICE BOARD – Clerk advised that notices have been put up regarding volunteering for Cleveland Police Rural Crime Team and the Cleveland Online Policing App.

**COUNCILLORS’ REPORT** – to report on actions raised at the previous meeting.1. POND CLEARANCE –Pond clearance was completed on Monday 5th June 2023. The suggestion has been made that the next time work is carried out the reeds are also cut back. This will be reviewed around September when next work will be scheduled.
 |
| 588 | **PLANNING**. None received.  |
| 589 | **ALLOTMENT UPDATE.** Following the monthly inspections, letters will be issued to some allotment holders regarding the condition of plots or requesting further information.  |
| 590 | **TO APPROVE THE ACCOUNT ITEMS.** *The Clerk will report on the Council’s financial statement and invoices to be paid. All of which were circulated to the Parish Council prior to the meeting.*1. CLERK’S SALARY (MAY) - £379.00
2. CLERK’S TAX (MAY) - £94.60
3. CLERK’S SALARY (JUNE) - £378.80
4. CLERK’S TAX (JUNE) – £94.80
5. SERVICE LEVEL AGREEMENT – £1900.67
6. INTERNAL AUDIT FEE - £50.00
7. SKIP HIRE ­- £280.00
8. WAVE - £234.36

Bank balance at 31st May 2023 – £39,973.56Copy of income and expenditure sheet was provided to Councillors in advance of the meeting. It was resolved by the Council that the accounts are accepted as correct. |
| 591 | **MONTHLY DEFIBRILATOR CHECKS** – Councillor Bigerstaff reported that the defibrillator had been checked and was up to standard. However, it was noted that email had been received that day advising that the defibrillator may have been used so Cllr Bigerstaff was to carry out another check that evening.  |
| 592 | **MATTERS ARISING**1. REMEMBRANCE SUNDAY– To be moved to the July 2023 agenda.
2. CHRISTMAS LUNCH – To be moved to the July 2023 agenda.
3. VILLAGE WALK ROUND – Clerk reported update on the following items highlighted in the minutes of 18th April 2023.
	1. 560 (a)(c) – Thistles at entrance to the garages behind The Park bungalows have been cut back. It was noted that although these have been cut back, they have regrown rapidly, request will be made to SBC to take further action.
	2. 560 (a)(e) – SBC have advised that this white fence is a private boundary fence and a letter has been issued to the property owner to request it is repaired or removed.
	3. 560(a)(f) – Work has now been completed to cut back ivy.
	4. 560(a)(g) – SBC have confirmed that weed spraying operations are ongoing around the village.
	5. 560(a)(h) – Arrangements have been made to replace the public footpath sign between 46 and 48 High Street.
	6. 560(a)(i) – Work completed to remove the fallen tree on the verge of Sunderland Road.
	7. 560(a)(j) – Work completed to remove piles of wood and green waste on the land between A689/The Poplars
	8. 560(a)(o)- SBC Principal Engineer has advised that access is required to the underpass due to structural matters and therefore no plans to take further action.
	9. 560(a)(p) – SBC have advised that the understanding is that either SBC or Highways hold a key to the barrier on Coal Lane and the Highway Maintenance team have had access to this area for several years for storage. Clerk responded and requested confirmation who SBC have the access agreement with but response received stated *‘Land is not registered so unable to identify ownership’*.
 |
|  |  |
| 593594 | **MATTERS OF CONCERN TO COUNCILLORS**. *Received from parishioners, Councillors, or the Clerk.* 1. GRASS ON WYNYARD ROAD – Resident of Wynyard Road has been informed by Stockton Borough Council that they will no longer be cutting grass on the verges of Wynyard Road because it is unsafe. The Clerk has also been CC’d into an email from a resident of Wynyard Road raising a formal complaint to SBC regarding this. Clerk will contact SBC regarding this matter and will also raise lack of grass cutting on A689 roundabout.

**CONFIRM DATE AND TIME OF NEXT MEETING.** The next meeting will be held on Tuesday 11th July 2023 at 7pm.  |

Parish Clerk. 20th June 2023

Email: clerkwolvistonparishcouncil@gmail.com