



Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,
Bishop Auckland, Co. Durham DL14 7EH

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Town Clerk: David Anderson

TO: ALL MEMBERS OF THE COUNCIL

5th December 2018

Dear Councillor,

I hereby give you notice that the next meeting of **Bishop Auckland Town Council** will be held in the **Wesley Room** at **The Four Clocks Centre** on **Tuesday, 11th December 2018 at 6.00 p.m.**

Yours sincerely

David Anderson
Clerk to the Council

AGENDA

1. Apologies for absence

2. Declarations of Interest

To invite members to declare any interest they may have.

3. Public Participation

(Subject to Public Participation Policy)

Presentations

**The Mayor will be flexible with the amount of time allocated where it is helpful to the debate.*

*Time
Allocation**

4. Bishop Auckland Food Festival

Jill Wood will be in attendance to update members on the outcome of the 2018 Food Festival and discuss arrangements for the 2019 Food Festival.

*10 mins
presentation
5 mins
questions*

The Evaluation Report for 2018 had previously been circulated.

5. Bishop Auckland 'Celebrating Together' Painting Commission

Rev Eileen Harrop will be in attendance to discuss a proposal regarding a painting that had been commissioned as part of the 'Bishop Celebrating Together' event.

*10 mins
presentation
5 mins
questions*

6. Town Team

1. Core Team (Chairman, Nigel Bryson)
2. Events Team (Chairman, Clive Auld)

*10 mins
presentation
5 mins
questions*

7. Minutes

To approve the Minutes of the following meetings:-

Town Council	30 th October 2018
Planning Committee	30 th October 2018
Finance Committee	4 th December 2018

8. Matters Arising

To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).

9. Report of Mayor

To receive a report from the Mayor detailing activities attended to represent the Council since the last meeting.

10. Report of Town Clerk

1. Royal Garden Party 2019
2. Council Forward Plan

11. Topics for Future Discussion

To consider topics for future presentations and discussions which are of relevance to the town.

- Bishop Auckland Masterplan (Special meeting - January 2018)
- Liz Fisher, The Auckland Project (15th January 2019)
- Debbie Connell, Summertime Activities
- WiFi Demonstration - informal sessions to be arranged

Exclusion of Press and Public

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

12. Report of Town Clerk

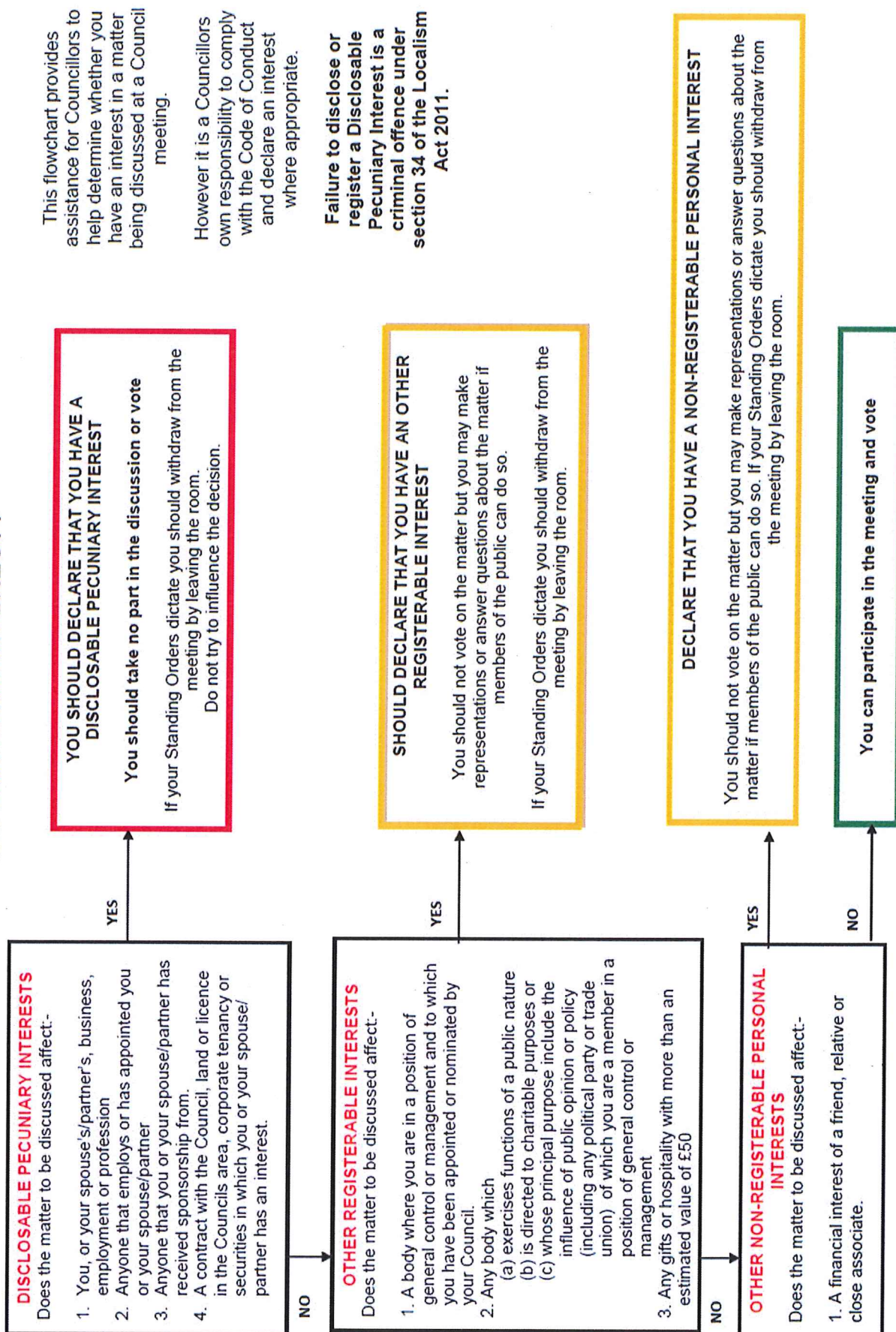
6. Council Accommodation. (A report will be circulated at the meeting)

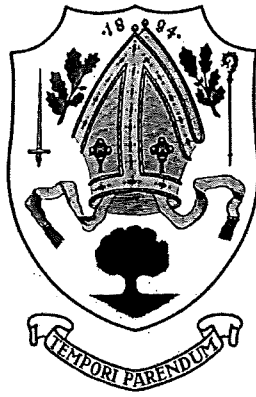
Item for information

13. Delegated Decisions Under Financial Regulation 4.5

None

DO I HAVE AN INTEREST?





BISHOP AUCKLAND TOWN COUNCIL

MINUTES 2018/19 Book 5

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Planning Committee	30th October 2018
Finance Committee	4th December 2018

Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 30th OCTOBER 2018** at 6.00 p.m.

Present: Councillor Fleming (Mayor), and Councillors Blackburn, Brownson, Chappell, Cullen, Tucker, Wilson. A Zair, L Zair and S. Zair

Also Present: A. Anderson and C.S. Auld (Bishop Auckland Town Team)
David Anderson (Town Clerk)

Public in Attendance: None

Prior to the start of the meeting the Mayor requested that all electronic equipment be turned off so that Members could devote their full attention to the business to be considered on the agenda.

Councillor Tucker refused to turn off her iPad stating that she received agendas electronically. The Mayor offered her a paper copy of the agenda. Councillor Tucker refused the paper copy and left the meeting.

TC.88/18 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Allen.

TC.89/18 DECLARATIONS OF INTEREST

Item No 7. Minutes, Finance Committee held on 23rd October 2018

Councillors Blackburn and S. Zair declared an 'disclosable pecuniary interest' in respect of Minute No FIN.32/18 Medium Term Financial Plan 2018/19-2021/22 and withdrew from the meeting for the duration of the discussion on that entry.

TC.90/18 PUBLIC PARTICIPATION

No questions were raised by members of the public

PRESENTATIONS

TC.91/18 BISHOP AUCKLAND FOOD FESTIVAL

It was noted that Jill Wood, Events Officer, Durham County Council was unable to attend the meeting. Arrangements had been made for her to attend the meeting to be held on 11th December 2018.

Consideration of this item was deferred.

TC.92/18 BISHOP AUCKLAND TOWN TEAM

Core Team

Alan Anderson, Bishop Auckland Town Team, updated members with regard to recent activities of the Core Team.

The Core Team had last met on 19th September 2018. Further discussion had been given to the creation of a shared vision for the town centre taking into account the wide variety of projects and activity taking place. It was thought that this would help co-ordination and collaboration where possible and practical to add value to outcomes. It would also help to inform local people of the efforts being made to regenerate the town centre. Further discussion was to be given when the Master Plan exercise had concluded.

Signed:
Town Mayor

Updates were given by Kynren and Durham County Council Regeneration, together with an update on social media activities. The following was noted:-

- **Master Plan** (Brighter Bishop Auckland)
The second round of consultation had achieved 650 responses. Analysis was being undertaken. There had been a relatively low response from under 18's. Focus groups were being organised with secondary schools in the next 2 - 3 weeks.
- **Community Wifi** (DCC, BATT, BATC)
A survey had been undertaken of the town centre investigating where apparatus could be located. Stress tests would be undertaken on appropriate lampposts. It was anticipated that the physical infrastructure would be installed mid-November.

DCC would be Data Controller and Data Processor. A framework of use and protocols would need to be established between DCC, BATT and BATC

- **Signage to Fore Bondgate** (DCC)
Graham Hopper had been commissioned to design suitable signage. Consultation would be undertaken.
- **Heritage Action Zone**
Walking tours had taken place with 27 people participating. Majority had been from the local area, but had also included people from Wakefield and Australia.

An economic study was to be commissioned of the town centre (mid-October) investigating empty units and 1st floor space accommodation. Looking at English Heritage grant to take this forward.

A marketing plan was being developed with the aim of attracting developers, investors, agents to the potential opportunities in the town centre.

- **Kynren**
Kynren had achieved the most successful season in terms of:-
 - greatest audience numbers
 - 5* rating from over 85% of reviewers on TripAdvisor
 - Rated as top 3 best shows in UK.

Events Team

Clive Auld, Chairman of the Events Team, gave an overview of recent activities of the Events Team.

It was noted that Bishop Celebrates Together had taken place on 29th September, which coincided with the Town Council's Horticultural Show and a preview of Auckland Tower. The event had been very successful. Turnout had been magnificent.

Monster Saturday had taken place in the Newgate Centre on 27th October.

Advent Window project was being organised to run from 1st December through to 24th December. It was noted that there had been a great deal of interest from retailers wishing to be involved in the project. With only 24 days available the project was oversubscribed. There were new shops involved although around 90% had also supported the project the previous year.

Signed:
Town Mayor

An evaluation had been undertaken of Town Team events which showed 90% of businesses surveyed had increased takings on days that events were held.

RESOLVED: That the information be noted

TC.93/18 PROPOSED CLOSURE OF WARD 6, BISHOP AUCKLAND HOSPITAL

Consideration was given to a formal response to the proposed closure of Ward 6, Bishop Auckland Hospital.

It was **Moved** by Councillor Blackburn, **seconded** by Councillors Chappell and Wilson that 'The Council oppose the closure of Ward 6 of Bishop Auckland Hospital in the strongest terms'

On a vote being taken the motion was unanimously agreed.

RESOLVED: That the Council oppose the closure of Ward 6 of Bishop Auckland Hospital in the strongest terms.

TC.94/18 MINUTES OF PREVIOUS MEETINGS

Town Council	11 th September 2018
Planning Committee	11 th September 2018
Town Council (Special)	24 th September 2018
Finance Committee	23 rd October 2018

RESOLVED: That the Minutes be approved as a correct record and recommendations contained therein be adopted

There were no further matters arising

TC.95/18 REPORT OF MAYOR

Members noted a report of the Mayor detailing the events attended since the last meeting. (For copy see file of Minutes).

RESOLVED: That the information be noted.

REPORT OF TOWN CLERK

TC.96/18 VACANCIES ON COMMITTEES

Consideration was given to a report setting out vacancies on a number of committees. (For copy see file of Minutes).

- RESOLVED:**
1. That Councillor L. Zair be appointed to the Allotments and Environment Committee
 2. That Councillor A. Zair be appointed to the Planning Committee
 3. That the vacant seat on the Finance Committee be deleted.
 4. That seats on committees be apportioned in accordance with political balance at the next Annual Meeting.

Signed:
Town Mayor

TC.97/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 - EXTERNAL AUDITORS REPORT

Consideration was given to the certified Annual Governance and Accountability Return 2017/18 which included the External Auditor's Certificate and Report. (For copy see file of Minutes).

There were no significant matters arising from the audit. Members noted 'minor scopes for improvement' which were contained in the Auditors letter.

Members also noted progress on action taken in relation to the Internal Auditors recommendations. Consideration was given to actions which had not yet been completed relating to deposits, member training and review of staff salaries.

- RESOLVED:**
1. That the Annual Governance and Accountability Return 2017/18 and External Auditors Report be noted.
 2. That the situation regarding the number of accounts held by the Council be reviewed in 3 months.
 3. That advice regarding the process to review of staff salaries to reflect increased responsibilities be sought from CDALC.

TC.98/18 TRAINING

Consideration was given to attendance at a finance training event to be held on Tuesday 13th November 2018 at 6.00 pm at County Hall.

RESOLVED: That Councillor S. Zair and the Town Clerk attend the training.

TC.99/18 COUNCIL FORWARD PLAN

Consideration was given to a report suggesting that a number of workshops be arranged to so that detailed consideration could be given to the development of a Council Plan. Proposals emerging from the workshops would be formally considered at a future Council meeting.

RESOLVED: That workshops be held on 20th November 2018 and 4th December 2018 to develop a Council Forward Plan.

TC.100/18 BISHOP AUCKLAND TRAFFIC REGULATION ORDER - VARIOUS AMENDMENTS

Consideration was given to various proposed amendments to waiting restrictions to:-

- Introduce waiting restriction along Durham Road.
- Introduce waiting and loading restrictions around the fountain area on Gib Chare
- Extend and amend permit parking along Escomb Road
- Introduce permit parking on High Bondgate
- Amend existing restrictions along North Bondgate to introduce Coach parking

With regard to the proposed amendment of existing restrictions along North Bondgate to introduce coach parking, Members were opposed to the proposed amendments at it would result in the net loss of disabled bays, a number of bays offering 1 hour parking and loading bays. The removal of these facilities would have a detrimental effect on disabled drivers, local residents and businesses. Concerns were also raised about the proximity of coach parking to adjacent buildings, which included at least one residential property.

Signed:
Town Mayor

The remainder of the proposals were supported, although concerns were raised about the displacement of cars utilising current on-street parking availability and the possible effect in other parts of the town.

RESOLVED: That Members comments be forwarded to Durham County Council.

TC.101/18 TOPICS FOR FUTURE DISCUSSION

The following would be invited to attend an appropriately timed meeting to update the Town Council on their activities:

- Jill Wood, Feedback on Food Festival (11th December 2018)
- Liz Fisher, The Auckland Project ((15th January 2018)
- Debbie Connell, Feedback on Summertime Activities
- WiFi Demonstration - informal sessions to be arranged

TC.102/18 EXCLUSION OF PRESS AND PUBLIC

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

REPORT OF TOWN CLERK (CONTINUED)

TC.103/18 OFFICE ACCOMMODATION

Consideration was given to a report of the Town Clerk updating members on progress made in relation to the purchase of office accommodation.

- RESOLVED:**
1. That the information be noted and the action taken be endorsed.
 2. That the Town Clerk and Responsible Financial Officer be authorised to make an application to the Public Works Loans Board of £181,266 on the basis of an annuity loan over a 50-year period.
 3. That Bradley Hall be requested to advise on appropriate terms for the lease of office space.

TC.104/18 CODE OF CONDUCT - MONITORING OFFICERS DECISION NOTICE

Members noted a Decision Notice that had been issued by the Monitoring Officer.

RESOLVED: That the Decision Notice be noted

Signed:
Town Mayor

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 30th OCTOBER 2018** at 8.15 p.m.

Present: Councillor Cullen (Chairman) and Councillors Wilson, A. Zair and L Zair

Also Present: Councillor Fleming and David Anderson (Town Clerk)

PL.16/18 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Allen and Tucker

PL.17/18 DECLARATIONS OF INTEREST

No declarations were made.

PL.18/18 PUBLIC PARTICIPATION

There were no members of the public present.

PL.19/18 DURHAM COUNTY COUNCIL: PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications received since the last meeting. (For copy see file of Minutes).

RESOLVED: That the Town Council has no objections to the planning applications detailed on the schedule.

PL.20/18 DURHAM COUNTY COUNCIL – PLANNING DECISIONS

Consideration was given to schedule of planning decisions that had been determined under delegated authority. (For copy see file of Minutes)

RESOLVED: That the schedule be noted.

Signed:
Chair

Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 4TH DECEMBER 2018 AT 5.00 P.M.**

Present: Councillor Wilson (Chairman) and Councillors Blackburn, Brownson and Chappell

Also Present: Councillor Fleming and David Anderson (Town Clerk)

FIN.34/18 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Allen and S. Zair

FIN.35/18 DECLARATIONS OF INTEREST

Item No 4.2a - Authorisation of Cheques, a. Written Under Delegated Powers

Councillor Blackburn declared an 'other non-registerable personal interest' in respect of cheque no's 1691 and 1712 and took no part in the discussion or voting thereon.

Councillor Brownson declared an 'other non-registerable personal interest' in respect of cheque no 1703 and took no part in the discussion or voting thereon.

FIN.36/18 PUBLIC PARTICIPATION

There were no members of the public in attendance.

REPORT OF TOWN CLERK

FIN.27/18 ACCOUNT BALANCES AS AT 4TH DECEMBER 2018

The Town Clerk reported account balances as follows: -

Lloyds Deposit Account	£42,159.63
Lloyds Current Account	£1,758.04
Darlington Building Society	£85,000.12
Nationwide	£85,000.58
Santander	100,000.00

Members noted that funds had been transferred from the Darlington Building Society and Nationwide to the Lloyds Deposit Account and that notification had been given to Santander to transfer £15,000 the Lloyds Deposit Account. The transfer of funds would result in the Council having no more than £85,000 (save a few pence) in each account in line with the Internal Auditors recommendation.

RECOMMENDED: That the information be noted.

FIN.28/18 AUTHORISATION OF CHEQUES – DELEGATED POWERS

In accordance with delegated powers, payments totalling the amounts below had been made as detailed in the report. (For copy see file of Minutes).

Current Account	£24,998.01
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RECOMMENDED: That the action taken be confirmed.

FIN.29/18 CHEQUES PRESENTED FOR AUTHORISATION

No cheques were presented for authorisation.

FIN.33/18 APPLICATION FOR COMMUNITY FUND AND DONATIONS

Members considered applications for grants under the Community Fund from the following organisations: -

Signed:
Chair

1. Bishop Auckland Table Tennis Club
2. Bishop Auckland Cricket Club
3. The Angel Trust

Consideration was also given to a donation to the Bishop Auckland Fellowship of Christian Churches to assist the project to provide a Christmas dinner for any person or couple that would otherwise have no company on Christmas day.

- RECOMMENDED:**
1. That a grant of £100 be made to Bishop Auckland Table Tennis Club
 2. That a grant of £500 be made to Bishop Auckland Cricket Club
 3. That a grant of £500 be made to The Angel Trust
 4. That a donation of £300 be made to the Fellowship of Christian Churches to assist with the provision of Christmas dinner project.

All grants and donations are made under the Localism Act 2011 (Power of Competence).

BISHOP AUCKLAND TOWN COUNCIL**11TH DECEMBER 2018****REPORT OF MAYOR**

The Mayor and/or Deputy Mayor has represented the Town Council at the following engagements since the last Council meeting.

Date of Event	Event Detail	Mayor Attendance	Deputy Mayor Attendance
26-Oct-18	Bishop Auckland Royal British Legion Poppy Appeal Launch Town Hall, Bishop Auckland	Y	
26-Oct-18	Sedgefield Town Council Mayor's Charity Quiz	Y	
27-Oct-18	Lloyds Banking Group Monster Charity Ball Ramside Hall Hotel, Durham		Y
28-Oct-18	Barnard Castle Town Council Afternoon Tea with Fashion Through the Ages	Y	
30-Oct-18	Bishop Auckland Town Council Mining Art Gallery & Auckland Tower Tour and Afternoon Tea	Y	Y
04-Nov-18	Hartlepool Borough Council Mayor's Civic Service	Y	
09-Nov-18	Hartlepool Borough Council Dinner to mark 100th Anniversary for the signing of the Armistice	Y	
10-Nov-18	Sedgefield Town Council Remembrance Lunch	Y	
10-Nov-18	Just Like Grandma's Official Opening 2A Fore Bondgate, Bishop Auckland		Y
11-Nov-18	Remembrance Sunday & Parade Bishop Auckland	Y	
12-Nov-18	Bishop Auckland and Coundon in Bloom Fundraising Quiz Spice Lounge, Bishop Auckland	Y	
15-Nov-18	Breathe Easy Durham Dales Community Choir Concert Bishop Auckland Methodist Church	Y	
17-Nov-18	Great Aycliffe Town Council Mayor's Charity Piggy Race Night		Y
23-Nov-18	Bishop Auckland Town Council Christmas 2018 Event Bishop Auckland	Y	

29-Nov-18	Greater Willington Town Council Mayor's Civic Carol Service	Y	
01-Dec-18	Darlington Borough Council The Mayor's Military Dinner	Y	
06-Dec-18	Durham County Council Chairman's Christmas Celebration	Y	
06-Dec-18	Bishop Auckland Town Council Christmas Quiz Heritage Park Football Club	Y	

RECOMMENDED: That the information be noted

BISHOP AUCKLAND TOWN COUNCIL

COUNCIL MEETING

11TH DECEMBER 2018

REPORT OF TOWN CLERK

1. ROYAL GARDEN PARTY, 2019

A letter has been received from County Durham Association of Local Councils (CDALC) regarding an invitation for people to attend a Royal Garden Party at Buckingham Palace. The date is to be confirmed.

CDALC is seeking nominations from constituent local councils to be entered into a draw to allocate places.

Nominees should not have attended a Royal Garden Party previously. Places will be allocated to two elected members and their spouse/partner/daughter or son over 25.

RECOMMENDED: That nominations be sought from Members who wish to attend the Royal Garden Party.

2. COUNCIL FORWARD PLAN

The Town Council embarked on a parish planning exercise in 2016 to identify relevant local issues to assist the preparation of a Council Forward Plan. A Plan was to be developed that describes in broad terms the aims of the Council together with actions to be undertaken to achieve those aims.

Durham Community Action acted as an independent agent to manage the parish plan process. A steering group consisting of members of the community and local Councillors was created to lead the exercise. The process involved consultation with local people via questionnaires (electronic and hard copy) and focus groups. The views of young people were seen as important in setting future priorities and therefore a questionnaire and focus groups were organised specifically so that they could contribute to the exercise.

The outcome of the parish planning exercise was presented to the Town Council at its meeting held in December 2017. A provisional response to the Plan's recommendations was agreed by the Town Council in January 2018. Further work was however required to develop a range of action and priorities for the next 3-4 years in the form of a Forward Plan aimed at resolving the issues raised.

The aim for the Forward Plan is to be a document that sets out high level aspirations of a vision for the future of the town which is underpinned by a set of actions to help achieve the aspirations. The actions should be realistic and achievable taking into account the limited resources of the Council in terms of finance and staff and the need to work in partnership with other organisations to make any noticeable progress.

A number of workshops were held to consider the Council's future direction, aims and objectives and its ambitions to grow which would be underpinned by a Mission Statement.

The following Mission Statement with associated values, was formally adopted by the Council

'Working in partnership to improve the quality of life for all those who live, work, visit or invest in Bishop Auckland'

In doing so, the Council will:

- Conduct business openly and democratically, and consult with local people.
- Act in the best interests of local people in making appropriate representations to Durham County Council and other appropriate private and public sector groups.
- Deliver services to the highest quality in terms of efficiency, effectiveness and value for money.
- Continue to build relationships with the community and voluntary organisations and with the statutory, public and private sector.
- Encourage and promote economic and commercial long terms plans for the town through partnership working.
- Recognise and support diversity and seek to strengthen the inclusion of all residents of Bishop Auckland.

The most recent workshops, held on 20th November and 4th December, considered how to develop a Forward Plan. Taking into account the key issues raised during the parish plan exercise the following aspirations were identified for formal consideration by Council.

A WEALTHIER BISHOP AUCKLAND

- A vibrant and thriving town that provides opportunities for businesses, training, and employment. A place where people realise and maximise their potential.

A BETTER BISHOP AUCKLAND FOR CHILDREN AND YOUNG PEOPLE

- A place where children and young people realise and maximise their potential, make healthy choices and have the best start in life.

A HEALTHIER BISHOP AUCKLAND

- A place where people make healthy choices, live long and happy lives.

A SAFER BISHOP AUCKLAND

- A safe place to live, work and visit.

A GREENER BISHOP AUCKLAND

- A clean and attractive place to live, work and visit. A place that makes the most of its natural environment and built heritage.

These aspirations are an expression of the Council's vision of a future it would like to see for Bishop Auckland. They intentionally mirror the priority themes of Durham County Council. This is to acknowledge that the County Council is a major partner of the Town Council and that we will continue to work together to help tackle these key issues.

The Town Council will also continue to work within established partnerships such as Brighter Bishop Auckland, Heritage Action Zone, Bishop Auckland Town Team and with the Durham County Council, Bishop Auckland and Shildon AAP, Auckland Project Group and Kynren, and will seek new partners wherever appropriate and practical.

Attached at Appendix 1 (*to be distributed in due course*) is a summary of the outcome of discussions held at a workshop to consider actions that the Town Council could take to work towards the achievement of the above aspirations. Members are requested to formally consider the actions.

It is intended to draft a forward plan document when the Council has formally agreed its aspirations and actions.

The resulting action plan will also inform the Council's budget setting exercise which will be considered at the next Finance Committee (8th January 2019) and Council meeting (15th January 2019). In line with usual practice all Councillors will be invited to attend the Finance Committee in order to contribute to discussions relating to budget setting. Only members of the Committee will be able to vote. Recommendations of the Finance Committee will be considered at the Council meeting where all members will of course be able to vote.

- RECOMMENDED:**
1. That the proposed aspirations and actions be considered.
 2. That the agreed actions be considered within the budget setting process during January 2019.

