



HIGH CONISCLIFFE PARISH COUNCIL

**Annual General Meeting
Wednesday 24th June at 18.30 hours
St Edwin's Church Hall.**

MINUTES

- Apologies for absence. Duncan Laidler. Michael Ramsay
- Election of chairman. Simon Atkinson nominated Ian Calvesbert to continue as Chair. Seconded by Chris Simmonds. Unanimously agreed.
- Election of vice chairman. Simon Atkinson nominated Michael Ramsay to continue as Vice Chair. Seconded by Paul Branch. Unanimously agreed.
- Co-option of members – Not required
- Review of bank account signatories. Currently 4 signatories. No need for any changes.
- Accounts for the year ending 31 March 2026. Anne Llewellyn reported that the AGAR has been completed and the accounts were circulated for review. No issues.

2 members of the Parish attended the meeting to ask if we could do anything about the loud music at the Spotted Dog, reporting that it had continued to 23.50 hours on Friday 19th June and 23.00 hours on Saturday 20th June. They stated that they had found the level of the noise intolerable and although happy to negotiate and make compromises, felt that they needed some support in pursuing a complaint. They were advised that this was beyond the jurisdiction of the Parish Council and could be reported to the Noise Abatement Department at Darlington Borough Council. They were concerned that they did not have information about the nature of the licence – as a gesture of goodwill, Paul Branch will explore the licensing agreement and report back.

Both members were invited to stay for the rest of the meeting but chose to leave.

The agenda then followed that of an ordinary meeting:

1. Attendance
Simon Atkinson
Paul Branch
Ian Calvesbert
Rebecca Knowles
Anne Llewellyn
Chris Simmonds
Apologies.
Duncan Laidler
Michael Ramsay
2. Minutes of the last meeting held on 15.4.26 – Agreed as an accurate record.
3. Matters arising. None raised.
4. Finance.
 - a. Internal Audit and Annual Governance and Accountability Return has been completed and internally audited. This was signed by the Chair and Clerk and will be submitted to DBC and uploaded to the website.
 - b. Asset Register. The Clerk circulated the Assets Register for comment. Based on feedback this will be amended and circulated before uploading to the website.
 - c. Current balance. The current balance is £13,017.59. However the outstanding cheque for the Speed Indicator Devices (£6,664.70) has not yet been redeemed (This was sent April 2026). Simon Atkinson is following up with ElanCity. Once this shows on the High Coniscliffe Parish Council bank statement, Simon Atkinson will claim the VAT.
5. The Risk Management Policy has been updated. All other policies remain current and fit for purpose and can be accessed on the website.
6. Update on traffic control measures. The Speed Indicator Devices have been installed and anecdotally it was reported that they seemed to be making a difference, with many people slowing down on entering the village. Anne Llewellyn reported that DBC has been in touch to inform us that the police will not agree to the reduction in speed limit to 40mph on the approaches to the village. Residents continue to be concerned about the speeding on the A67 and on Ulnaby Lane. The possibility of inviting a police representative was raised, but it was felt that this would not achieve anything. AL to email Councillor Gerald Lee to see if we can do anything else.
7. Update on permanent Christmas tree survey and feedback. 48 people responded to the survey, with 80% voting in favour of the permanent tree. However, it was felt that more robust consultation was needed, so a paper survey will be delivered to every household in the parish. Anne Llewellyn and Beccs Knowles to progress.
8. Bus shelter refurbishment. Paul Branch and Chris Simmonds to complete.

9. Village benches. In response to an email from a parishioner, it was agreed that we would outsource the refurbishment of the village benches. Chris Simmonds to get quotes so this work can be progressed.
10. Update on meeting with Wellfield Trustees re maintenance budget. Ian Calvesbert and Anne Llewellyn reported back on the meeting held with the Trustees on 2nd June 2026. It was agreed at this meeting that the parish council would pre-approve a budget of £2,000 for maintenance of the field (grass and hedge cutting). For any other projects that the trustees agree to take forward, a request will be presented to the parish council, with at least 2 quotes to comply with our Financial Policy.
11. Communications. Anne Llewellyn attended CDALC training on communication strategy and as a result reviewed the communication strategy. Although this remains fit for purpose, more can be done to engage with the community. As a result, she has drafted a newsletter to advise parishioners of who we are, what we do and 2-way communication processes. It was agreed that this was a good idea and the format was approved. Each councillor will submit a headshot photo and brief biography. Printing of 130 copies will cost £64 plus postage and package. Anne Llewellyn to progress.
12. Community Garden Quarterly update. The garden is progressing well. The main issue continues to be accessing a water supply. Philip Hughes has agreed with the Chair of the tennis club that we will install a tap on the outside wall. An estimate of £300 has been quoted and the Parish Council is happy to pay this.
13. AOB.
 - a. Anne Llewellyn reported that she had had a conversation with Pat Howarth from the Parish Church Council, who is interested in exploring options to work together with the Parish Council to improve the church as a community facility. It was agreed that a meeting should be organised between Ian Calvesbert, Anne Llewellyn, Pat Howarth and the new vicar to discuss principles and objectives. Anne Llewellyn to organise with Pat Howarth.
 - b. Anne Llewellyn circulated the timetable of meetings from September 2026 to July 2027.
 - c. Date and time of next meeting. Wednesday 15th July at 18.30 hours in St Edwin's Church Hall

Signed as an accurate record:

A handwritten signature in black ink, appearing to read 'Ian Calvesbert'.

Ian Calvesbert, Chair. 29.7.26