

Dalton Parish Council

Minutes of the Ordinary Meeting of Dalton Parish Council at 6.30pm 16th January 2025 held at Dalton Parish Hall

Members: Cllrs K Oxley, D Pickering, S Pickering, C Malia, R Fox, R Holsey (part of meeting), P Botham

In Attendance: R Chico (Clerk), J Holsey (Clerk)

6550 To receive apologies for absence given in advance of the meeting

Cllr R Holsey (joined part of meeting), K Mackenzie, J Workman.
Cllr J Carrington and I.C.Barron were not in attendance

6551 To consider the approval of reasons given for absence

Resolved : Reasons for absence approved

6552 To note any declarations of interest on items to be discussed at this meeting

None

6553 To approve the minutes of the Ordinary meeting held on 21st November 2024

Resolved: The minutes were accepted as a true record

6554 To note the approved minutes of the Sunnyside Community Centre meeting held on 12th September 2024

Noted

6555 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

None

6556 To note any issues from members of the public in attendance

None in attendance

6557 To consider any community matters from Councillors

Council raised concerns with regard to various roads around the Parish not being gritted and grit bins not having grit replenished. Concerns to be raised with RMBC

Resident complaints had been received regarding the use of Land at Magna Lane. This has been reported to planning and enforcement.

6558 To receive a verbal Clerk update regarding matters from previous meetings

6538 – A further request has been submitted for the hedge to be cut and the gardening contract altered to make it a requirement twice per annum.

6539 – Ecology report is complete. Documents being collated to submit to planning and a planning payment will be required.

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6559 To consider financial matters including: -

6559.1 The authorisation of payment of accounts since the last meeting (distributed at the meeting)

Resolved : The below payments of accounts were approved: -

	Transaction Detail	Date Paid	Total	Payee Name
DD	Pension Fee	07/12/2024	£26.40	Smart Pension
DD	Pension	07/12/2024	£925.82	Smart Pension
DD	Pension	19/12/2024	£2,519.10	SYPA
DD	Mobile Phone	19/12/2024	£97.20	O2
DD	Photocopying	28/12/2024	£22.83	Copy Print Scan
DD	Bank Charges	22/12/2024	£8.00	HSBC
				Daisy (XLN Telecom)
DD	Phone & Broadband	28/12/2024	£153.66	
DD	Website Fee	14/12/2024	£11.99	Hugo Fox
DD	Electric 19/10-22/11	06/12/2024	£417.60	Scottish Power
BACS	Over Payment by Hirer	23/12/2024	£30.00	Hirer (Martial Ats)
BACS	Tax & NI	23/12/2024	£1,104.16	HMRC
BACS	Expenses	23/12/2024	£192.04	Clerk
BACS	Christmas Lunches	23/12/2024	£1,510.50	Complete Catering
BACS	Deposit Refund	23/12/2024	£50.00	Hirer (SF)
BACS	Deposit Refund	23/12/2024	£50.00	Hirer (NN)
BACS	Deposit Refund	23/12/2024	£50.00	Hirer (NA)
BACS	Deposit Refund	23/12/2024	£50.00	Hirer (TD)
BACS	Deposit Refund	23/12/2024	£50.00	Hirer (SN)
	Donation RBL			
BACS	Remembrance	23/12/2024	£100.00	RBL
BACS	New Printer	23/12/2024	£149.00	Cartridge Plus
BACS	New Light in Gents Toilet	23/12/2024	£97.95	MD Staniforth
BACS	Christmas Light Installation	23/12/2024	£2,976.00	AFL Ltd
	Skip - Norwood St			
BACS	Allotments	23/12/2024	£403.20	KCM Waste Management
	French Drain Installation			KDS Construction
BACS	Magna	23/12/2024	£8,847.61	Ltd
BACS	Music License - DPH	23/12/2024	£558.07	PPL/PRS
BACS	Caretaking SSCC for May	23/12/2024	£447.84	J Craven
BACS	Election Costs	23/12/2024	£534.20	RMBC
BACS	Paint	23/12/2024	£168.70	Fergusons
BACS	Seated Exercise	23/12/2024	£250.00	Activ Regen
BACS	Expenses	23/12/2024	£467.84	Clerk
	Lease - Brecks Lane			
BACS	Allotments	23/12/2024	£190.00	RMBC
BACS	Training	23/12/2024	£84.00	Rialtas
BACS	Salaries	23/12/2024	£4,395.50	Various
BACS	Payroll Fee	23/12/2024	£57.60	Robert Ogle
DD	Bank Charges	31/12/2024	£13.65	Unity Trust Bank
DD	Electric 23/11-27/12	10/01/2025	£297.75	Scottish Power
DD	Pension Fee	07/01/2025	£26.40	Smart Pension
DD	Pension	07/01/2025	£758.52	Smart Pension

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DD	Pension	19/01/2025	£2,215.12	SYPA
DD	Mobile Phone	19/12/2024	£97.20	O2
DD	Photocopying	28/01/2025	£21.26	Copy Print Scan
DD	Bank Charges	30/01/2025	£8.00	HSBC
DD	Gas 14/5-9/12	31/12/2024	£660.00	SSE Energy Daisy (XLN Telecom)
DD	Telephone & Broadband Hirer paid DPC instead of	28/01/2025	£175.04	
BACS	SSCC Hirer paid DPC instead of	23/01/2025	£97.50	SSCC
BACS	SSCC	23/01/2025	£45.00	SSCC
BACS	Payroll Fee	23/01/2025	£57.60	Robert Ogle
BACS	Salaries	23/01/2025	£4,232.00	Various
BACS	Tax & Ni	23/01/2025	£1,111.20	HMRC
BACS	Expenses	23/01/2025	£35.14	Clerk
BACS	3 Emergency Lights & Repairs	23/01/2025	£556.75	Fire House Group
BACS	Deposit Refund - Hall Hire	23/01/2025	£50.00	Hirer (DH)
BACS	Deposit Refund - Hall Hire	23/01/2025	£50.00	Hirer (LH)
BACS	Deposit Refund - Cancelled	23/01/2025	£50.00	Hirer (MN)
BACS	Overpayment - Hall Hire	23/01/2025	£5.00	Hirer (DH)
BACS	Safe Issue & New Key made	23/01/2025	£264.00	A Morgan
BACS	Legionella Water Sample Testing	23/01/2025	£324.00	Guardian Legionella Services
BACS	Printer Ink	23/01/2025	£16.00	Cartridge Plus
BACS	Pest Control - Brecks lane (OCT)	23/01/2025	£48.75	Green Pastures
BACS	Pest Control - Brecks lane (July)	23/01/2025	£48.75	Green Pastures
BACS	Hall Hire Refund - Cancellation	23/01/2025	£130.00	Hirer (MN)
BACS	Deposit Refund - Hall Hire	23/01/2025	£50.00	Hirer (PB)

6559.2 To receive and agree bank reconciliation to 30th November 2024

Resolved : The bank reconciliation was received and approved 30th November 2024

6559.3 To consider the budget for 2025/26 for Dalton Parish Council

6559.3.1 To review income and expenditure to 30th June 2024

Resolved : The below income and expenditure was reviewed and approved: -

Detailed income and expenditure report had been provided to members in advance of the meeting. Actual year to date figures shows income £131,677.00, expenditure £72,905.00, surplus of £58,772.00 with transfers to from earmarked reserves of £19,336.00 and transfer to earmarked reserves (CIL Monies) £17,928.00, giving YTD surplus £60,180.00. All expenditure lines were reviewed and any over spends were left to aid budgeting for the next financial year.

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6559.3.2 To review forecast expenditure to 31st March 2025

Resolved : The forecast expenditure was reviewed and approved

6559.3.3 To review Budget / Earmarked reserves proposed spend report 25/26

Resolved : The Budget / Earmarked reserves proposed spend report 25/26 was reviewed and approved

6559.3.4 To agree the budget for 2025-2026

Resolved : The below budget was agreed for 2025/2026: -

Dalton Parish Council	Budget 2025-26
INCOME	
Precept	£230,958.00
Bank Interest	£7,800.00
Total Bank Interest	£7800.00
Dalton Parish Hall Hire	£15,000
Dalton Parish Hall Other Income	£14.00
Total Dalton Parish Hall Income	£15,014
Football Pitch Hire	£0.00
Total Football Pitch Hire Income	£0.00
Allotment Rents - Brecks Lane	£502.00
Allotment Rents - Norwood Street	£806.00
Allotment Rents - Sunnyside	£478.00
Total Allotment Income	£1,786.00
Other income	£0.00
TOTAL INCOME	£255,558.00

Dalton Parish Council	Budget 2025-26
EXPENDITURE	
Advertising	£250.00
Phones (inc Mobiles x 4) and broadband	£3,450.00

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Postage	£400.00
Stationery	£450.00
IT Equipment and Software	£1,000.00
Mileage & Travel Expenses	£250.00
Health & Safety	£500.00
Membership / Subscriptions	£4,000.00
Insurance	£5,500.00
Audit Fees	£2,230.00
Legal and Professional Fees, inc payroll services	£3,200.00
Training - staff & members	£1,050.00
Photocopying	£500.00
Members Expenses	£100.00
Protective Clothing	£100.00
Bank Charges	£300.00
Pension Charges	£350.00
Website Charges	£150.00
Miscellaneous Costs	£4,200.00
Total Administration	£27,980.00

Salaries	£101,978.00
Relief Caretaker	£2,500.00
Tax & NI	£10,000.00
Pension	£15,000.00
Total Staffing	£129,478.00

Environment Costs

Grounds maintenance	£20,000.00
Hanging baskets	£3,000.00
Litter picking equipment	£100.00
Total Environment Costs	£23,100.00

Dalton Parish Hall

Gas	£4,000.00
Electric	£4,000.00
Water	£1,150.00
Repairs/ annual maintenance	£14,600.00
Fire	£800.00
Waste Disposal	£2,000.00
Cleaning materials	£850.00
Legionella Checks	£600.00
Fixtures and Fittings	£2,000.00
Total Dalton Parish Hall	£30,000.00

Play Areas

Inspection Reports	£2,000.00
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Flanderwell Lane	£500.00
Magna Lane	£1,000.00
Ruby Cook	£500.00
Total Play Areas	£4,000.00

Allotments

Brecks Lane lease	£850.00
Brecks Lane Miscellaneous Costs	£500.00
Norwood Street Miscellaneous Costs	£500.00
Sunnyside Miscellaneous Costs	£500.00
Total Allotments	£2,350.00

Other

Gala	£7,000.00
Christmas Events	£3,000.00
Other Events	£1,000.00
Christmas Lights	£6,000.00
Youth Diversionary Work	£7,500.00
Sunnyside CC Lease	£150.00
Parish Improvements	£1000.00

Total Other Expenditure	£25,650.00
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Grants & Donations

Grant to Sunnyside CC	£10,000.00
Grants & Donations	£3,000.00
Section 137 Donations	£0.00
Total Grants and donations	£13,000.00

TOTAL EXPENDITURE	£255,558.00
SURPLUS / -DEFECIT	0

6559.3.5 To agree the precept value for 2025/2026

Resolved : The precept value for 2025/2026 was agreed at £230958, giving a band D figure £84.19 (3.21% increase on a Band D property) which equated to a 5% increase in budget.

6560 To consider any general correspondence and publications including:-

6560.1 To receive a summary and agree any actions for play inspections reports

Graffiti noted on sites. Contractor appointed to carry out gardening works at Sunnyside. These items have been added to the gardening contract so they are carried out on a routine proactive basis.

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6561 To consider pest control requirements at Brecks Lane allotments

The current contractor is finishing at the end of January.

Resolved : To find alternative provider, delegated powers to Clerks to instruct if a reasonable alternative provider is identified.

6562 To agree to obtain asbestos reports for allotment sites

Resolved : Clerks given delegated powers to obtain asbestos reports for the three allotment sites to a value of £1500.

6563 To agree the following documents / process for the gardening contract 2025 to 2028

- 6563.1 Advert**
- 6563.2 Specification (Appendix A)**
- 6563.3 Scoring matrix for selection**
- 6563.4 To agree two councillors for selection panel with Clerks**
- 6563.5 Contract**

Cllr Holsey arrived at item 6544.3

Resolved : All the above items for the contract were approved. 6544.3 To be apportioned 50/50 price / contract detail. 6544.4 Cllrs K Oxley and D Pickering.

6564 To consider planning matters including new planning applications in Dalton

6564.1 Planning: - 47– 2 (List 2 items to be emailed to councillors prior to the meeting)

Resolved : To note the below planning applications: -

RB2024/1768 - 17 Heathland Brecks - Application for Lawful Development
Certificate re: proposed change of use from C3 Dwellinghouses to C2 Residential
Institutions

6564.2 To receive an update regarding planning item previously objected too

Council noted that planning item RB2024/1369 - 1Belcourt Road Brecks was granted conditionally

6565 To agree 2025 Meeting Dates

Resolved : Meeting dates were approved. Sunnyside Community Centre meetings to be altered from quarterly to twice per annum in March and September.

6566 To review CCTV Policy

Resolved : The CCTV Policy was accepted and adopted.

6567 To discuss and agree any action regarding information from YLCA regarding VE Day 8th May 2025

Information from YLCA was noted, no action being taken

6568 To notify the Parish Clerk for any matters for inclusion on a future agenda

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To request Councillors to share contact details, item to be placed on February agenda

6569 To note dates of future committee meetings, events, and the next Parish Council

Parish Council – 6:30pm

13th February 2025

Other Meetings / Events

Dalton Parish Council Community Café held on the above dates at 900am –
1230 at Dalton Parish Hall

Finance Meeting – 6:30pm

3rd April 2025

Sunnyside Charity Meeting – 6pm

17th April 2025

Sunnyside Meeting – 6:30pm

13th March 2025

The meeting was closed at 19:45pm

Chairperson

Cllr D Pickering

Date 13th February 2025