



**MINUTES FROM A MEETING
OF EGGLESCLIFFE & EAGLESCLIFFE COUNCIL
HELD ON THURSDAY 4th DECEMBER 2025, COMMENCING AT 7.00pm
IN ALL SAINTS CHURCH, EAGLESCLIFFE**

CLLRS PRESENT: Cllrs K Roebuck (Chair), J Fletcher, A Collier, A Marsden & Dr J Ramsay

IN ATTENDANCE: J Linsley – Clerk to the Council, & J Taylor.

APOLOGIES: Cllr M de Launay, Cllr Richardson & Cllr Newcombe

DECLARATIONS: None.

DISPENSATIONS: None.

124/25 TO CONFIRM MINUTES OF 6th NOVEMBER 2025

The minutes of the meeting were reviewed and all pages except page 5 were ratified. Cllr Roebuck reviewed minute 112/25 and asked the clerk to clarify the words “Line or two here about 14 Carradale”. The Clerk stated that the matter was discussed and that as the application was retrospective and that no objections were received. Cllr Roebuck asked Cllr Fletcher if the minutes could be altered to remove the wording and moving the Resolved Paragraph to be above the 14 Carradale. Cllr Fletcher asked for a motion to move to amend the minute 112/25 and it was seconded by Cllr. Roebuck with Page 5 to be signed in the office or at the next meeting.

125/25 MATTERS ARISING

There were no matters arising from the 6th November 2025

126/25 COUNCILLORS REPORT BACK

Cllr Roebuck advised that she had presented Norma Ironside with a bouquet of flowers, engraved pen and a voucher for afternoon tea at Dobbies Garden Centre on her retirement.

127/25 REPORT BY THE CLERK INCLUDING CORRESPONDENCE

1. **Christmas Lights** – The Battery Operated Tree lights were collected from the office, however, had been returned as EARA had purchased their own lights and installed them.
2. **Amberley Way** - The new play area equipment installed, however there is an issue with the height of the sky rail. The length of the pole has been corrected, however a report from Proludic said that the base was off by 100mm, so remedial work would take place soon.
Action – Clerk to withhold balance of payment until works completed.
3. **Remembrance wreaths** - The Clerk made payment for the wreaths and is to be reimbursed. The RBL representative Lin was asked if there was a recycling scheme for old wreaths, there is no method in place at present.
4. **War Memorial Egglecliffe** – SBC have provided an inspection sheet of the war memorial, Recreation Committee to decide whether to ask SBC to quote. **Action** - Clerk to send an email to get a quote for information purposes.

08Signed *K. Roebuck*Chairman

Date..... *5/12/26*

R. Linsley

5. **The War Memorials Trust** – A magazine was received in the office. Should EEC enrol as members? Can we access grants for works to memorials. The Clerk to circulate the magazine for feedback. **Action** - Clerk to put on February's agenda
6. **Teesdale Way** – Clerk (NI) emailed the management for the landowner of the land on Teesdale way to ask who is responsible for the maintenance of the footpath and keeping the vegetation and trees safe. Emailed again 11th November from new email address, had a holding response saying colleague will get back to Clerk. **Action** - Clerk to chase up via email.
7. **QEII Gardens** – Network rail responded on new email address to say the outcome of the investigation works is done, however they are looking at finances for the works before releasing information, should get an update January 2026.
8. **Footpath to Coatham Woods** – update from Jill Ramsay. **Action** – Clerk to contact new SBC PROW Officer and invite to February 2026 full council meeting.
9. **Invitations Tabled** - The War Memorials Trust Leaflet Nov 2025 see item 5
10. **St Margaret's Play Area** - Email from K Killick (resident) re faded ground markings and suggested installation of alternative markings **Action** – To put on Recreation Committee agenda for January 2026. **Note** – Cllr. Fletcher advised that residents in Dunbar Drive objected to the play area in the past.
11. **Mobile Libraries** - Cllr TC asked for Parish Notice Boards to be updated with the times and dates the Mobile Library comes to Eaglescliffe. **Note** – Clerk updated all notice board except those at the allotments.
12. **Planning Matter Wells Cottages** - SBC asked for a response regarding the proposed installation of new windows and doors. **Note** – Their being no objections a comment was placed on the Planning Portal to that effect.
13. **Visit from George Wilson Plot 12** EV Allotments email sent to RR to appeal his notice
14. **Enquiry about Plot 24 EM** responded there is a waiting list
15. **EV Plot 26a Erection of Greenhouse** - **Action** - to chase up email response from the Recreation Committee and Allotment Representatives,
16. **Thank you card received**, from Norma for the presents and gifts received. Circulated to Councillor's at meeting.
17. **Durham Lane Christmas Lights** - Email from Victoria Irwin (resident) regarding the Christmas Lights on Durham Lane being rather untidy in the trees. Councillor's submitted comments and took photos. **Action** – Clerk to put the Christmas Lights on the February 2026 agenda. Cllr Collier asked that an enquiry was sent to SBC to establish the following: -
 - What EEC owned lights do SBC have in storage
 - Who owns the lights on the lampposts. Cllr Roebuck said the red lights on the lamppost on the roundabout were owned by EEC.
 - The condition of the lights and what requires replacing next year
 - Map where SBC currently installs lights and where EEC lights are installed
 - To chase up the invoice for 2024/5 lights. Cllr Fletcher said that Xentrall had failed to issue invoices on behalf of SBC. Cllr Collier said that the £1500 in the accounts related to the anticipated expenditure. Cllr Fletcher said that depending on the accounting style of the Council, this would need to be treated as an accrual. Cllr Collier suggested we added a column in to the balance sheet to show where an invoice was expected, so that we have the amount ring fenced and that the Precept should reflect this.
 - Write back to resident to thank her for bringing the matter to the attention of the council and to advise that the matter was going to be discussed at the Full Council Meeting in February 2026.

128/25 PLANNING APPLICATIONS

08Signed *W. Roebuck* Chairman

Date: *5/2/26*

Planning Applications for Council meeting 4th December 2025

Planning ref	Address	Application description
Ref. No: 25/2332/FUL Received: Tue 04 Nov 2025 Validated: Wed 05 Nov 2025 Status: Awaiting decision	Apple Tree Cottage 1 Rose Terrace Egglescliffe Stockton-on- Tees TS16 9DD	Application for the replacement of 9no windows to the front and side.
Ref. No: 25/2365/SEC Received: Mon 10 Nov 2025 Validated: Wed 12 Nov 2025 Status: Awaiting decision	Egglescliffe Hall, West House Butts Lane Egglescliffe Stockton- On-Tees TS16 9BU	Section 211 notice to fell 1no Willow tree, 1no Photinia tree, 1no Conifer (Cupressus), 1no Prunus and 1no small tree.
Ref. No: 25/2372/DCH Received: Mon 10 Nov 2025 Validated: Mon 10 Nov 2025 Status: Awaiting decision	Land East Of Mandale Park Urlay Nook Road Eaglescliffe TS16 0LA	Information to discharge condition no13 (Public Art) of planning approval 23/2223/FUL - Erection of 87no. dwellings to include the creation of associated accesses, landscaping, external works, and the erection of a substation.
Ref. No: 25/2381/FUL Received: Tue 11 Nov 2025 Validated: Wed 12 Nov 2025 Status: Awaiting decision	27 Emsworth Drive Eaglescliffe Stockton-on- Tees TS16 0NR	Erection of single storey rear extension (demolition of existing rear extension)
Ref. No: 25/2451/FUL Received: Thu 20 Nov 2025 Validated: Thu 20 Nov 2025 Status: Awaiting decision	6 Meadowfield Drive Eaglescliffe Stockton-on- Tees TS16 0HG	Replacement of existing garage flat roof to a pitched roof with canopy to front and application of render to existing dwelling
Ref. No: 25/2448/PDE Received: Wed 19 Nov 2025 Validated: Thu 20 Nov 2025 Status: Awaiting decision	63 Greenfield Drive Eaglescliffe Stockton-on- Tees TS16 0HN	Prior notification for the erection of a single storey extension to the rear (length 3.6m, height to eaves 2.4m and overall height
Ref. No: 25/2443/CPL Received: Tue 18 Nov 2025 Validated: Tue 18 Nov 2025 Status: Awaiting decision	26 Lingfield Drive Eaglescliffe Stockton-on- Tees TS16 0NX	Certificate of lawfulness for the erection of single storey extension to side.
Ref. No: 25/2404/DCH Received: Fri 14 Nov 2025 Validated: Thu 20 Nov 2025 Status: Awaiting decision	Land East Of Durham Lane Eaglescliffe Stockton On Tees	Information to discharge conditions no7 (Construction Environmental Management Plan), no10 (Lighting) and no12

08Signed *H. Cochrane* Chairman

Date..... *5/2/26*

5/2/26

Ref. No:
25/2315/DCH | Received:
Mon 03 Nov
2025 | Validated: Mon 03
Nov 2025 | Status:
Awaiting decision

Land East Of Durham
Lane Eaglescliffe
Stockton On Tees

[Information to discharge condition
no16 \(Bund and Planting to the East
\(adjacent to railway\) of planning
approval 25/0672/FUL](#)

Ref. No:
25/2279/FUL | Received:
Mon 27 Oct
2025 | Validated: Mon 03
Nov 2025 | Status:
Awaiting decision

Land West Of Hillcrest
Aislaby Road Eaglescliffe
TS16 0QN

[Erection of 1no dwelling house, the
conversion and extension of 1no
existing barn to form 1no dwelling
house, to include the](#)

25/2372/DCH (Land East on Mandale Park) – Councillors reviewed the online application to establish what artwork had been erected. The Clerk found the design on the planning portal; however, it made no reference as to the location that the signage would be installed. **Action** – Cllr Ramsay said that she would locate the signage and report back to the Council.

25/2779/FUL (Land West of Hillcrest) - Cllr Roebuck commented that she had reviewed application and that there was no objection to be raised, but to note that the plot had been split in two. In addition, that whilst the application fell within the village of Aislaby, the Council should take note of planning applications which boarded EEC, such as the plans for 848 houses in Aislaby as this may impact the residents with EEC.

25/2443/CPL (26 Lingfield Drive) – Cllr Fletcher explained that the application was for a certificate of lawfulness, relating to the erection of a single-story building, the certificate would generally be needed during a sale of a property, or at the mortgage providers request, to certify that the alteration meet the planning requirements.

RESOLVED:That the above matters be noted

129/25 REPORTS & MINUTES FROM WORKING GROUPS & COMMITTEE (Committee minutes circulated to Councillors prior to the meeting.)

- 1. Recreation Committee meeting 11th November 2025.** Cllr Roebuck updated the council with the key points. Amberley Play Area the Skyrail Pole was to be adjusted and the Clerk is withholding the balance of the invoice until such time as remedial action is taken. St Margaret play area flooding issues, **Action** - Clerk to contact SBC for further information and update at the next meeting. Leven Close play area to be reviewed in the New Year. The Arborist is commencing inspections of the Trees in January. Christmas Lights to be put on the agenda for February 2026 (refer to 126/25). War Memorials cleaned by volunteers, letter or thanks to be sent Cllr Jim Taylor has provided the addresses. **Action** – Clerk to compose a letter and add Under Pressure (Jet Washing) to the contractor list. Public Footpaths – Cllr Ramsay raised the matter of the PROW from the new Taylor Wimpey/Storey development to Coatham Woods. Cllr Fletcher commented that the new dog-friendly café was an asset to the area. **Action** – Clerk to invite new PROW to the February meeting to discuss the proposals for a footpath to Coatham Woods. Cllr Fletcher to make enquiries with his contact to see if a new PROW Officer had been appointed.
- 2. Finance Committee 27th November 2025.** Cllr Roebuck updated the council with the key points. The Insurance Policy is due for renewal on 31st March, and the Clerk advised that the renewal quotation would be received sometime in February. **Action** – the Clerk to obtain quote to insure the play equipment and present to the January meeting. Cllr Roebuck asked that if Councilor’s were aware of any financial matters that would impact

08Signed *K. Roebuck*Chairman

Date.....*5/2/26*.....

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3. the budget spend for 2026/27 that it be emailed across in advance of the Budget Setting Meeting. New Bank Account Signatories were needed and Cllr Roebuck and Cllr Marsden to be added to the account. **Action** – Clerk to send HSBC online signature requests to the Councilors. **Action** – Clerk to check with CDALC which other banks are used by Parish Councils. The Policies and Procedures including Standing Orders, Financial Regulation and Audit have been circulated and will need to be reviewed in the New Year ahead of the January meeting, the policies will need to go before two full council meetings to be adopted. The minutes presented contained amendments and they were accepted and an updated copy would be circulated in advance of the next meeting.
4. **Public Relations Committee 27th November** – Cllr Collier asked that the printer for the office be purchased before Christmas. Cllr Roebuck suggested waiting until the new year, when the laptop had been set up. The website needs updated Parish information and Cllr Marsden agreed to write an article on the schools in the area. Cllr Ramsay had been researching articles and had found some historic information on the original Parish Plan and about Cleveland Bay which is reported as the first Railway Hotel. Cllr Collier is researching Egglecliffe Parish Church along with Cllr Ramsay, the history of the three bridges. S&DR Commemorative plaques discussion to be moved to the February meeting. Councilor's have been asked to provide photos for the councilors' page by the end of the year and to have adopted the new Parish Council email address so that the clerk can update the Notice Boards with the contact details. Cllr Ramsay asked about the EGG Soup distribution area. **Action** – Clerk to contact the school to see how many copies were published and where they were distributed. Cllr Roebuck raised the point that the school had also received funding from Tesco which they did not declare in their grant application.

RESOLVED: That the minutes for the meetings are received and recommendations put into effect.

REVIEW OF OFFICE ACCOMMODATION AND MEETING VENUES

1. **Office accommodation** – The Clerk reported that the downstairs office proposed was adjacent to a storage garage which was used throughout the day and the doors were left open, the Clerk felt that the room would be cold and noisy with workmen in and out and the natural light was restricted by the bars on the windows. Cllr Roebuck said that the Clerk should enquire if any other ground floor rooms were available. **Action** – Clerk to speak to Warrior Properties.
2. **Meeting venues** - Cllr Collier asked the Council to consider other meeting rooms and their availability. **Action** – The Clerk to make enquires with Egglecliffe Parish Hall, Egglecliffe Community Centre and the Secondary School. The Clerk said that if meetings were to be held online in future, then a large wall mounted television/screen would be needed for meetings

RESOLVED: The Clerk to continue with the potential office relocation and further discussion with alternative venues for monthly Council meetings large enough for members of the public to attend.

130/25 EAGLESCLIFFE (VICTORIA) MEMORIAL PARK LAND REGISTRY

The Clerk advised that the Council was waiting to hear from Tilly, Bailey and Irvine as the documents had been sent to the Land Registry. Cllr Fletcher asked if there were sufficient funds allocated to progress the matter further. Cllr Jim Taylor (Preston PC) had previously asked that the costs were apportioned appropriately to the number of residents in each Parish. **Action** – The Clerk to contact the solicitors to establish a time frame for the Land Registry Title Deed.

RESOLVED – That the matter will be revisited on receipt of the deeds.

131/25 BI CENTENARY STOCKTON AND DARLINGTON RAILWAY

08Signed *W. Roebuck*Chairman

Date.....*5/2/26*.....

W. Roebuck

Cllr Fletcher noted that his email of the 15th November may have failed to reach the recipients due to the issues with the emails, a further copy was sent and a paper copy circulated at the meeting. Cllr Roebuck asked that the matter be moved to the February Meeting, in the interim Cllr Fletcher asked that Councillors suggest improvements with relevant information and forward on.

RESOLVED: That the matter be moved to the February Meeting

132/25 IT AND WEBSITE UPDATE

The website is in the transition stage, and a review of the content is underway, with Councillor's involved in updating the history of the Parish. The Clerk is working in the background adding content such as policies and minutes of meetings. Cllr Roebuck said that a date was to be arranged to install the new laptop.

RESOLVED: That the Council and Clerk will update the Website in the coming months

133/25 SUMMER INSPECTIONS – Cllr Roebuck submitted the final inspection reports and the Clerk had saved the documents. **Action** – The Clerk to work through the list of items that needed repairing or replacing in consultation with SBC and the Council.

RESOLVED – That the inspections have been completed for 2025

134/25 ARRANGE COMMITTEE MEETINGS AND OTHER DATES

Full Council - Arranged for Thursday 8th January 7pm

Cllr Fletcher suggested that a second date was kept in reserve in case that the Budget for 2026/27 was not ratified at the meeting on the 8th. The Council agreed to the 22nd January. **Action** – The Clerk to ask if All Saints Church is available.

RESOLVED – That the next meeting date is 8th January 2026

135/25 ACCOUNTS/FINANCE

a) To approve schedule of payment and receipts for the Month of December 2025

The following payments are for approval:

Payee	Required for	Amount £	Date paid / approved	Payment method / Approved
GPSLD Ltd	Newsletter Printing	525.00	02/11/2025	BP
GPSLD Ltd	Leaflet Distribution	405.00	02/11/2025	BP
Warrior Property Services	Office Rent	312.00	03/11/2025	BP
Microsoft	Monthly Subscription	14.75	03/11/2025	DC
Tesco	Kettle	14.50	04/11/2025	DC
Norma Ironside	Salary	1,651.79	05/11/2025	BP
HMRC	PAYE	455.10	05/11/2025	BP
All Saints Church	Room Hire	30.00	05/11/2025	BP
Cartridge People	Printer Toners	39.01	05/11/2025	DC
Post Office	Postage	7.20	05/11/2025	DC
Spusu	Mobile Phone	2.53	05/11/2025	DC
SKY Business	Broadband and telephone	44.40	12/11/2025	DD
Friends of SD&R	Membership	50.00	13/11/2025	BP
Thornaby Landscapes	QEII Maintenance	155.00	13/11/2025	BP

08Signed *C. Roebuck* Chairman

Date..... *5/2/26*

cc:hc

Aborwork Tree Services	Works at Eliffs Mill	1,400.00	13/11/2025	BP
Proludic	Amberley Way play equipment 1/3	10,000.00	17/11/2025	BP
Proludic	Amberley Way play equipment 1/3	10,000.00	18/11/2025	BP
Clerk	Mileage Claim	20.25	20/11/2025	BP
Tilly Bailey & Irvine	Land Registry Work	1,661.40	20/11/2025	BP
Cartridge People	Ink Cartridges	112.42	20/11/2025	DC
Currys	Laptop	399.00	20/11/2025	DC
Clerk	Postage	27.20	20/11/2025	DC
HSBC	Bank Charges	0.98	21/11/2025	CHG
Currys	Laptop Docking Station	39.99	21/11/2025	DC
Amazon	Laptop Stand & Glass for Phone	11.47	24/11/2025	DC
Everflow	Water Bill	211.89	26/11/2025	DC
Everflow (refund to be issued)	Water Bill	211.89	27/11/2025	DD
Norma Ironside	Salary	1,699.55	28/11/2025	BP
HMRC	PAYE	483.54	28/11/2025	BP
	Total Payments	29,985.86		

RESOLVED: That the schedule of payments as listed above, are approved.

- b) Setting of Budget 2026/7 (Precept) Refer 134/25. Cllr Fletcher asked what the Band D equivalent was. The Clerk advised that the Council had yet to receive the details from SBC and that a copy of the Electoral Register had been requested. Cllr Fletcher raised the concern of the amount of the Precept on the Council Taxpayer. Cllr Fletcher asked that the Clerk obtain the quote for the Insurance of the Play equipment ahead of the January meeting. Cllr Roebuck said that it was not practical to hold an in-person Finance Committee meeting between now and Christmas, so asked for information to be emailed between the councillors and the Clerk to collate in readiness for the meeting in January
- c) Cllr Fletcher commented that the budget should include a budget for the Chairs Expenditure and S137 Grant Aid
- d) Cllr Collier asked what bills were anticipated, such as grass cutting and Christmas Lights as there have been occasions when SBC have not billed the Council. Cllr Fletcher said that we should contact SBC to see if there were any upcoming invoices, so that we could capture these.

136/25 ITEMS FOR INFORMATION

War Memorial Magazine Tabled

137/25 A.O.B

1. Cllr Fletcher asked what stage the Neighbourhood Plan was at. **Action** – The Clerk to make enquiries.
2. Cllr Fletcher offered his apologies for the March Meeting due to a special birthday
3. The Clerk advised that CLAC was currently inactive and that an email needed to be sent to a new representative to register our interest. Cllr Collier asked if we could join the North Yorkshire Branch, however, like CDALC they are unable to cross demographic boundaries. **Action** – The Clerk to engage with new contact.
4. Cllr Collier asked if the Council had plans for an Emergency Plan or if SBC had an updated plan incorporating the Parish **Action** – The Clerk to enquire with SBC.

123/25 TO CONFIRM DATE & TIME OF NEXT MEETING

RESOLVED: That the next meeting will be held Thursday 8th January 2026

08Signed *K. Roebuck* Chairman

Date..... *5/2/26*

56/25

in All Saints Church meeting room commencing at 7pm.

There being no further business, the meeting closed at 9.26pm

08Signed *K. Rosebush*Chairman

Date..... *5/2/26*.....

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