

West Rainton Parish Council

Minutes of the Annual Meeting held at 19:00

On Thursday 18th May 2017 at

Arden House, West Rainton

Present: Councillors M Boettcher (from Item 11), I Clifford, M Gilbank (from Item 11), I Haddick, P Lowrie, P Morson and A Wallage (Chair).

2 x Members of the Public

In attendance: G Keedy, Project Officer
Mark Ramshaw Parish Clerk
Yvonne Probert (Durham Community Action)
Susan Tron (Durham Community Action)

1) Election of Chairman for 2017/18

Nominations were sought for the position of Chairman. Cllr A Wallage proposed Cllr I Clifford, this was seconded by Cllr I Haddick. Cllr I Clifford was duly elected Chairman for 2017/2018.

2) Declaration of Acceptance of Office - Chairman

The Declaration of Acceptance of Office was signed by Cllr I Clifford. This was witnessed by Mark Ramshaw, Parish Clerk who duly signed and dated the declaration.

3) Election of Vice Chairman for 2016/2017

Nominations were sought for the position of Vice Chairman. Cllr I Clifford proposed Cllr A Wallage, this was seconded by Cllr P Lowrie. Cllr A Wallage was duly elected Vice Chairman for 2017/2018

4) Declaration of Acceptance of Office – Parish Councillors

The Declaration of Acceptance of Office were signed individually by all seven Councillors present at this juncture and at a later stage of the meeting. Each was witnessed by Mark Ramshaw, Parish Clerk, who duly signed and dated each declaration.

5) Apologies

No apology had been received from Cllr Boettcher or Cllr Gilbank and Parish Council resolved not to approve these absences at this stage of the meeting. However, both Members subsequently attended from Item 11.

Signed:

Date:

6) Declarations of interest

It was agreed that declarations of interest would be dealt with as and when the need arose.

7) Appointment to Outside Bodies

Parish Council considered appointments to West Rainton and Leamside Village Partnership and the Smaller Councils Forum.

West Rainton and Leamside Village Partnership – Cllr Wallage was proposed By Cllr Haddick and this was seconded by Cllr Lowrie. There were no other nominations.

Parish Council resolved that Cllr Wallage be the Parish Council's representative at WR&L Village Partnership.

Smaller Councils Forum – Cllr Lowrie was proposed by Cllr Clifford and this was seconded by Cllr Morson who also offered to stand-in if Cllr Lowrie was not available.

There were no other nominations. Parish Council resolved that Cllr Lowrie be the Parish Council's representative at the Smaller Councils Forum with Cllr Morson as substitute.

8) Role of Website Administrator

The role is currently being carried out by Cllr Clifford with support from Mark Ramshaw the Parish Clerk and Graeme Keedy the Project Officer.

Cllr Clifford informed Parish Council that he was happy to continue in the role.

Parish Council resolved to approve Cllr Clifford to continue in the role of website administrator, supported by the Parish Clerk and Project Officer.

9) Public Participation

There were no question from the members of the public in attendance.

10) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held 20th April 2017 be approved as a correct record.

11) Parish Plan

Yvonne Probert and Susan Tron presented a background to the Parish Plan. The Summary Plan was made available.

At this point Cllr Gilbank attended the Meeting (19:15)

Parish Council was asked to consider where it is the lead within the Action Plan and if there were any views around the timescales.

Cllr Clifford commented that he felt the timescales were optimistic and Yvonne Probert did say that timescales can change.

11) Parish Plan cont

Cllr Wallage discussed the fact that she felt the document was still a draft and that other organisations had not confirmed the timescales either.

Parish Council resolved to agree to the Summary Report being made Public, launching it at the Annual Parish Meeting. Dates that are required for the longer version to be finalised at a later date.

At this point Cllr Boettcher attended the Meeting (19:30)

Cllr Clifford asked for the item to be included on the June Parish Meeting Agenda and asked Parish Councillors to feedback prior to the next Meeting to the Parish Clerk with any issues on the Parish Councils actions and subsequent timescales.

12) Police Report

A Police Report was received covering the period 18/4/17-18/5/17. Parish Council discussed the amount of reports linked to anti-social behaviour. Cllr Gilbank informed the Meeting that he had spoken to County Councillor David Hall about the youth provision. County Councillor Hall had informed him that actions are ongoing and funding is being sought.

Cllr Wallage referred to the Parish Plan and that the anti-social behaviour had been highlighted in the Parish Plan and that there is an action in the Plan to raise the Police presence and to hold local PACT Meetings.

Cllr Clifford agreed to contact the Police and ask for the previous 3 months incident reports and to also ask for the same periods reports from 2016. This was to see if incidents were escalating.

13) Finance Report

Part A: For information:

1. Income:

Co-op Funeral Care - Fee for burial of M Allport (new single) - £200.00

Co-op Funeral Care - Burial fee re late Thomas H Watson (non WR resident - new double) - £600.00

Co-op Funeral Care - Fee for reopen of plot 176 for burial of Mrs H Bellis - £100.00

13) Finance Report cont ...

2. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – May 17	£337.63
2	G Keedy	Project Officer net salary – May 17	£372.36
3	Post Office	Combined HMRC liabilities - May 17	£177.40
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – May 17	£80.00
5	West Rainton and Leamside Village Partnership	Grant – School Holiday Activity Provision (Youth Club)	£2000.00
6	St Mary's Church	Grant - Hire of two portaloos for the Big Lunch Picnic (£200) and the purchase of several planters (£250)	£450.00
TOTAL			£3417.39

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
7	CDALC	Subscription Charge 2017/18	£470.22	Y
8	A Baker	Heritage Garden - Jet Washing/ Applying Kilin Sand (March 2017)	£60.00	Y
9	A Baker	Heritage Garden – Painting and Staining (April 2017)	£406.63	Y
10	A Baker	Heritage Garden – General tidying and weeding (May 2017)	£45.00	Y
11	Land Registry	Fee for Title Plan	£7.00	Y

12	M Ramshaw	Parish Clerk Reimbursement – Cemetery Keys (cut and fobs)	£20.00	Y
13	M Ramshaw	Parish Clerk Reimbursement – Stationery £11.80 (3 x paper, file and envelopes)	£11.80	Y
14	G Keedy	Project Officer Reimbursement – 12 x 2 nd class stamps (£6.72), toner cartridge & envelopes (£27.35) and postage cost (98p)	£35.05	Y
15	Durham City Homes	Hire of Arden House – PC Meeting 20/4/17 (£10) 2hrs & 25/1/17 (£10) 2hrs	£20.00	Y
TOTAL			£1021.70	Y

Part C: Bank Balances – For Information

Total Expenditure included above	£4439.09
Anticipated current a/c bank balance if all paid	£27383.60
Reserve Account Balance	£15031.16

Parish Council resolved to:

1. Note income, expenditure and bank balances reported for information.
2. Approve expenditure listed in Part B.
3. Approve expenditure that had been received via a late invoice for Sherburn Outdoor Services which related to the 'stress testing' of headstones in the Cemetery. This was £135.45

14) Planning applications

Parish Council had no comments to make on planning applications notified by Durham County Council since the May 2017 meeting.

15) Field House Surface Mine Liaison Committee

Signed:

Date:

Cllr Clifford referred members to his Report that had been circulated in advance of the Meeting. Minutes of the Meeting had now been circulated with the Committee being formed to hold the Company to account. It was also reported that telephone numbers would be on display around the Site in case of any urgent issues.

Cllr Lowrie queried this and said she hadn't seen any signs around the Site.

Cllr Morson agreed to attend the next Meeting of the Liaison Committee to represent the Parish Council. He agreed to feedback Parish Council concerns that signage had been reported as being completed however Parish Council members have not seen any evidence of this around the Site.

16) War Memorial

Project Officer reminded Parish Council of the request for a name to be added to the War Memorial. He reported that he had met with Durham Stonemasonry and had received a quotation for an additional plinth to be situated in front of the memorial. This was circulated together with an illustration. The plinth would be in a granite that is sympathetic to the existing appearance. This would allow space for up to 10 additional names to be added should more be identified through ongoing local research.

The quote of £498.00 was presented to Parish Council. Additional characters could be added at a price of £2 + VAT per character.

Parish Council asked Project Officer to investigate whether the plinth could be seated on a slight angle.

Parish Council resolved to agree a maximum expenditure of £550.

17) Cemetery Update

A written report to support this item had previously been circulated.

Project Officer reported on two areas linked to the Cemetery.

Headstone testing has now taken place and 38 headstones have failed the test. The Contractor had placed warning tape on affected headstones however this appears to have been removed.

Project Officer highlighted that it is the responsibility of the owners to make good the headstones.

17) Cemetery Update cont ...

Project Officer shared draft notices that he proposed to display on the Cemetery Gates and individual, unstable headstones.

Parish Council resolved to agree the content and situating of the notices.

Parish Council resolved to agree a deadline for remedial works to be completed of 31st August 2017.

Parish Council also resolved to agree the expenditure of £45.00 + VAT for the purchase of a laminator and pouches to aid production of the notices.

The second item reported linked to Cemetery maintenance. A concern had been received from a member of the public of grass cuttings covering headstones. The Project Officer had spoken to the Contractor regarding this and asked if anyone visiting the Cemetery could report back any further issues.

There are also some trees growing through the metal fence near the A690 that may damage the fencing. The Contractor has been asked to have a look at the situation.

Cllr Haddick commented on the bushes, shrubs and trees needing some work on them through the middle of the Cemetery. Project Officer agreed to speak with the Contractor on how they will tackle this.

18) Co-options

Project Officer informed Parish Council that as there had been an uncontested election, the seven only nominees had been elected to serve as Councillors for West Rainton Parish Council. He added that advice to Local Councils from Electoral Services at Durham County Council was that unfilled vacancies after the 4 May 2017 full elections should be filled through a co-option process.

Parish Council resolved to agree to run the previously adopted co-option process for the four vacancies at West Rainton PC with a deadline of Friday 9th June.

Parish Clerk to arrange display and publication of appropriate notices.

19) Representation at CDALC Executive Committee and Area Action Partnership Board

A written report to support this item had previously been circulated.

Parish Council were asked to consider nominating up to 3 representatives for the Durham Area Committee. The Committee would then nominate representatives to be on the Durham Area Action Partnership and the Executive Committee.

Parish Council resolved not to nominate any Representatives for the Committee. It was noted that Cllr Gilbank was keen to have representation.

20) General correspondence

Society of Local Council Clerks Training Seminar 19/7/2017 £69 + VAT

Parish Council resolved to agree that attendance was not necessary due to cost and the time involved whilst the information can be obtained via regular updates.

Signed:

Date:

Ryehill Farm – Long Term Forest Plan 2017 – 2027

Parish Council considered the Report that had been received and noted its contents. It was felt that the appropriate bodies were involved with the Project so no further feedback was required at this stage.

DCC Campaign Material – Public Space Protection Order – Dog Control

Parish Council resolved to agree to display notices that had been provided.

Email circulated 12/5/17:

Application for a New Premises Licence – The Italian Farmhouse, South Street, West Rainton.

Parish Council discussed the application and asked the Parish Clerk to enquire as to whether the new licence was the same as the previous licence or whether any changes had been made.

NALC

Chief Executives Bulletin circulated via email 15/5/17

Parish Council to note the content.

21) Date and time of next meeting

Parish Council resolved that the next Meeting of the Parish Council be held on Thursday 15th June 2017 at 7.00pm at Arden House, West Rainton.