

West Rainton Parish Council

DRAFT Minutes of Parish Council meeting held at

St. Mary's Church Meeting Room, West Rainton

Thursday 18 February 2016

Present:

Councillors Wallage (Chair), I Clifford (Vice-Chair), M. Gilbank, I Haddick, E Bulmer and P Lowrie.

NOTE: Cllr Gilbank audio recorded the meeting for personal use.

2 x members of the public (MoP)

In attendance:

Parish Clerk – Kate Cuthbert
Project Officer – Graeme Keedy
PCSO – Robin Raymond

1) Apologies for absence

An apology for absence had been received from Cllr S. Patterson (due to family member care responsibilities), Councillor Morson (due to work commitments) and Councillor Swinburn (due to work commitments).

These were noted as approved apologies for absence.

2) Declarations of interest

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

3) Public participation

No issues were raised.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 21 January, 2016 be approved as a correct record.

5) Co-option Procedure and Policy

The Project Officer circulated a report detailing the procedure for the Co-option of Councillors. Members were advised that advice had been sought from the National Association of Local Councils (NALC) and that there was no prescriptive guidance for carrying out co-options as there was no legislative provision.

Members acknowledged that the process adopted in September 2015 was robust, transparent and compliant with good practice.

Appended to the report were the following documents:

Procedure for the Co-option of Councillors

Appendix A – Self declaration form

Appendix B – Person Specification

Appendix C – Members checklist

NALC Legal Briefing 15-08 “Co-option”

NALC Legal Topic Note 8 “Elections”

The Clerk advised that two residents had expressed an interest and completed the “Self-certification of meeting statutory requirements” Form. Both candidates were eligible to be considered for co-option.

The Parish Council resolved to:

- 1) Approve and adopt the procedure;
- 2) Note that the approved procedure and appendices would be published on the Parish Council website; and
- 3) Invoke part 5 of the procedure in relation to the two existing vacancies and that a substantive agenda item be added to the March, 2016 meeting, to appoint to the two vacancies.

6) Draft Risk Register

The Project Officer circulated a draft Risk Register 2015-2016, following a recommendation from the External Auditor. This document included the following areas:

Physical Assets

Cemetery

Finance

Funding

Insurance Cover

Employer Duties

Legal Operation of Parish Council

Each area had been assessed in relation to the actual or potential issue, the risk, the risk category and also the controls in place/action necessary.

A discussion ensued in relation to the Co-op bank and the possibility that they may be closing certain categories of business accounts. The Parish Council acknowledged that banking sector trends needed to be monitored through SLCC and NALC updates and that further research may need to be undertaken in due course, to identify other

possible banks. In the meantime, no action would be undertaken however this situation would be closely monitored. Councillor Clifford agreed to make some preliminary enquiries.

The Parish Council resolved to: approve the risk register and asked that it be regularly reviewed, with six monthly updates being reported to Parish Council.

The Project Officer was thanked for undertaking this piece of work.

7) Development of a Parish Plan: The next steps

Councillor Wallage advised that further to Yvonne Probert's visit at the last meeting, further discussions had taken place with both Yvonne and Steve Ragg (CDALC).

There was a consensus that the development of a Parish Plan as opposed to a Neighbourhood Plan, was more appropriate at this time.

Parish Councillors were reminded of the purpose of a Parish Plan, the benefits, and the resultant next steps. PCSO Raymond commented that the Police would be willing to engage with the Parish Council, and offered his contact details.

Upon discussion the Parish Council resolved to:

- 1) Commit and support the development of the plan, especially in relation to its launch and in community engagement;
- 2) Obtain further advice from Yvonne Probert as to how to start implementing a plan;
- 3) Discussions would take place with the Chair of the Village Partnership;
- 4) Discussions would take place with the appropriate officers at Durham County Council;
- 5) Discussions taking place with the 2 County Councillors;
- 6) Meetings being set up with the above contacts involving the Parish Clerk and Chairman; and
- 7) The outcomes of these discussions would be reported to the next meeting of the Parish Council.

8) Finance

Co-op current account balance as at 17 February 2016: £15,993.88

Expenditure requiring approval since 21 January 2016 meeting:

Project Officer (G Keedy) net salary – Feb 2016:	£355.60
Parish Clerk net salary – Feb 2016 (K Cuthbert):	£343.20
Post Office (HMRC liabilities - combined employees):	£174.80

Parish Clerk (K Cuthbert) reimbursement:

Envelopes:	£1.00
Pens:	£2.00
Diary/Note Book:	£5.00
Paper:	£2.50
6 x 1 st Class Stamps:	£3.78
Total Clerk Reimbursement:	£14.28

Other expenditure:

David Lewins (February payment) – Cemetery:	£80.00
ICO (Annual Registration as Data Controller under the Data Protection Act):	£35.00

Total expenditure: £1,002.88

Anticipated current account balance after above approved expenditure: £14,991.00

Co-op deposit account balance @ 17 February 2016: £15,019.03

The Parish Clerk sought approval to pay all itemised expenditure.

Parish Council resolved to agree payment of all expenditure and approve the financial report.

9) Antisocial Behaviour

Councillor Bulmer reported that there was anti-social behaviour taking place around the Heritage Garden. As a result, it was suggested that some security lighting be installed in order to deter any anti-social behaviour, and that a rubbish bin be situated within the Heritage Garden, as discarded rubbish was also causing a problem.

10) General Correspondence

The Parish Council resolved to the following actions in relation to the correspondence received:

Glasdon Brochure – Noted.

All other correspondence had been electronically circulated to Parish Councillors.

11) Police Report

PCSO Raymond advised that since the last meeting there had been:

22 - Incidents of anti-social behaviour

9 – Criminal damage

2 – Thefts

8 – Violence

1 – Burglary

12) To agree date and time of next meeting

Thursday 17 March 2016, 7.00pm at St. Mary's Church meeting room.

Councillor Haddick submitted his apologies for absence (due to unavailability).

The meeting closed at 20.15 hrs.