

West Rainton Parish Council

Minutes of Parish Council meeting held at

Arden House, West Rainton on

Thursday 20 October 2016

Present:

Councillors A Wallage (Chair), I Clifford (Vice Chair), C Cochrane, M Gilbank, I Haddick and P Lowrie

3 x Members of the Public (MoP)

In attendance: Parish Clerk - Mark Ramshaw

Project Officer - Graeme Keedy

NOTE: The meeting was audio recorded by Cllr Gilbank for his own personal use. Cllr Wallage advised that any recording is releasable under Freedom of Information. Cllr Gilbank responded that he had registered with the Information Commissioner's Office and that he would charge Parish Council a fee for the release of any recording. Project Officer advised that any fees may relate to requests made under Data Protection legislation but not Freedom of Information in the circumstances described.

1) Apologies for absence

Apologies for absence were received from Cllr P Morson (Work commitments)

Parish Council resolved to approve this absence.

No apology had been received from Cllr A Swinburn , Cllr S Patterson or Cllr Boettcher.

These absences were noted as unapproved.

Apologies for absence were received from County Councillors Hall and Kellett.

2) Declarations of interest

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

3) Public participation

Questions were taken from members of the public for 15 minutes in line with the Parish Council's Public Participation policy.

MOP informed the Meeting that she considered she was being stalked by Mark Gilbank and that she was infuriated by his behaviour towards her. The MOP advised that she was going to make a complaint to Durham County Council.

The MOP was advised that Mark Gilbank was not acting in any official capacity on behalf of the Parish Council and therefore it may not be appropriate to complain to Durham County Council about the alleged behaviour. The MOP was advised the Durham County Council Standards Councillor Complaints process only applied when a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council. As this was not the case, the matter could be referred to the police. The MOP then advised she would call the Police in future.

4) Minutes

Cllr Gilbank proposed some changes to the minutes but this was not seconded. Parish Council resolved that the minutes of the Parish Council meeting held on 15 September be approved as a correct record.

5) Police Report

Parish Council resolved to receive and note the report submitted by PCSO Robin Raymond for October 2016.

6) Annual Return 2015-2016

Council resolved to approve the audited Annual Return 15-16 by BDO (External Auditor).

Council resolved to note the Project Officer's previous feedback to the Auditor and authorise the Project Officer to produce an Action Plan to address the issues highlighted by BDO.

7) Budget Position Q2 2016/17

Parish Clerk presented the financial position at Q2. Council resolved to approve the Budget position.

Cllr Gilbank advised he had recently attended a training course on Local Council Finance where it was stated that Parish Council must request that DCC add any new housing in the village to their records when calculating the parish precept.

Parish Clerk agreed to make enquiries.

8) Finance Report

Part A: For information:

- Income:**

HMRC VAT refund claim for 2014/2015 - **£1010.50.**

Scott Memorials (Memorial Fee R Kelly) - **£50.00**

- Expenditure**

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary - Oct 16	£334.53
2	G Keedy	Project Officer net salary - Oct 16	£368.48
3	Post Office	Combined HMRC liabilities - Oct 16	£175.80
4	D Lewins	Cemetery Gatekeeper Fee - Oct 16	£80.00
5	Durham County Council	Pest Control Treatment (WR Cemetery)	£46.57
6	A Baker	HG Maintenance October	£240.00
TOTAL			£1245.38

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
7	Leamside Nurseries	Cemetery Grass Cutting x 2 (October 2016)	£478.40	Yes
8	Project Officer reimbursement - Sept 16	Stationery supplies - stamps	£3.84	Yes
9	Jones Boyd Accountants	Payroll services: 1/10/16 – 31/12/16	£84.00	Yes
10	BDO	Review of Annual Return	£240.00	Yes
TOTAL			£806.24	

Signed:
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Date:

Part C: Bank Balances – For Information

Total Expenditure included above	£2051.62
Anticipated current a/c bank balance if all paid	£12485.72
Reserve Account Balance	£15028.45

Parish Council resolved to:

1. Note income, expenditure and bank balances reported for information
2. Approve expenditure listed in Part B.
- 3 Approve a payment of £20.00 to Durham City Homes for the hire of Arden House on 1st and 8th June 2016 which was omitted from the October 2016 Finance Report. This related to Parish Plan Steering Group Meetings, the budget provision for which had been previously approved.

9) Parish Plan Update

Cllr Wallage updated Council on the progress of the survey for adults. There had only been 11 hits from the online survey. The next edition of Village News will promote the survey and provide a link to the on line survey. The Steering Group suggested additional hard copies be placed around the Parish.

Cllr Wallage had obtained quotes on various options for the printing of further copies of the survey. Parish Council resolved to place an order for 400 copies from Gilpin Press at a cost of £96.59.

Details of where hard copies could be collected from and returned to would also be published in Village News.

The young people's survey has also now been produced and the Head Teacher has agreed to promote the survey with children in the Primary School and Cllr Wallage is liaising with secondary schools to promote feedback from older young people.

All councillors were asked to promote the survey as much as possible through their personal contacts.

10) Cemetery Update

The Project Officer advised Council that he had met Durham County Council Pest Control on site at the cemetery. One of three reported wasps nest was located and treated.

The Pest Control Officer also looked for signs of rats around the holly bush on the left hand side of the cemetery. He was unable to locate any signs of rats and felt it unlikely that rats were nesting in the holly bush.

The Project Officer advised that the final grass cut for the year would be towards the end of October.

Project Officer advised that queries around consecrated areas of the cemetery are ongoing.

Project Officer also advised that correspondence had been received from a MOP regarding the cost of the report by Cemetery Development Services on the Cemetery. Project Officer has responded informing of the due discussion by the Parish Council which was driven by public opinion.

11) West Rainton and Leamside Community Association

Parish Clerk advised Council that an email had been received from WRLCA around the future of the Association, but despite a request for clarification from the Parish Clerk, no detail was available to present to the Meeting.

12) Local Issues

Councillor Cochrane outlined concerns around condition of footpaths on The Crescent and issues around re-instating a bus route along the top road in the Village.

Parish Clerk agreed to report the condition of the footpaths to Highway Action Line and also Cllr Hall/Cllr Kellett.

With regards to the bus route, Parish Council felt that feedback within the Survey around transport links would inform Parish Council.

13) War Memorial

Project Officer presented Parish Council with a Report on West Rainton War Memorial and the process for adding and seeking grants for additional inscriptions.

Parish Council resolved to agree the Project Officer to meet with Principal Technical Officer and a Conservation Officer from Durham County Council to assess the site and establish an approach to adding inscriptions.

Parish Council also resolved to agree to only consider requests from families for names to be added to the War Memorial whereby the family provide birth and death certificates and only on the basis that the individuals name was not commemorated in any other way.

14) Parish Councils and Referendum Principles

Parish Council received the information around the referendum principles and resolved to agree the nationally promoted draft resolution on whether to introduce referendums for Local Councils.

15) West Rainton Primary School and new Nursery

Cllr Wallage shared an invitation from Head Teacher to Parish Councillors to visit the School on Thursday 3rd November at either 10.00 a.m. or 6.00 p.m. Councillors to inform Parish Clerk if they are able to attend.

16) General Correspondence

Valuation Office Agency - Online review of draft rateable value (relevant to WR Cemetery) - For Information

Durham County Council - Promotional material for "Locate" website for care and support services – For Information

Communicorp – request to renew paid for subscription to "Clerk and Councils Direct" magazine (£12.00 /subscriber) – Parish Council resolved to agree to one copy of the magazine to be registered to the Parish Clerk. Parish Clerk agreed to action.

17) Date and time of next meeting

Thursday 17th November 2016 at 7.30 pm venue Arden House

MR

08/11/2016