

# West Rainton & Leamside Parish Council

**Minutes of the Annual Meeting held on  
Thursday 13 May 2021  
At St Mary's Church Hall, West Rainton**

**Present:**Councillors M Boettcher, I Haddick& AWallage

**In attendance:**

M Ramshaw, Parish Clerk  
1 Member of the Public

NOTE The meeting was not audio or video recorded.

**1) Election of Chairman for 2021/22**

The outgoing Chairman Cllr Haddick opened the Meeting and asked Parish Councillors present for nominations for the Chairman for the coming year. Cllr Haddick proposed Cllr Wallage and this was seconded by Cllr Boettcher. **Parish Council resolved to approve** Cllr Wallage as Chairman for the upcoming year.

**2) Declaration of Office**

The declaration of acceptance of office form was duly completed and signed by Cllr Wallage and witnessed by the Parish Clerk.

**3) Election of Vice Chairman**

Cllr Wallage asked Parish Council for nominations for Vice Chairman. Cllr Wallage proposed Cllr Haddick and this was seconded by Cllr Boettcher. **Parish Council resolved to approve** Cllr Haddick as Vice Chairman for the upcoming year.

**4) Apologies**

No apologies had been received.

**5) Declarations of interest**

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

**6) Appointments to Outside Bodies**

Parish Council considered nominations and **resolved to agree** the following representative for each Group:

Signature.....

Date.....

- West Rainton and LeamsideVillage Partnership – Cllr Wallage
- Smaller Councils Forum – Cllr Boettcher

## 7) Public Participation

The member of public present had nothing to raise.

## 8) Minutes

**Parish Council resolved** that the minutes of the Parish Council meeting held on 22 April 2021 be approved as a correct record.

## 9) FINANCE REPORT

PART

A: FOR INFORMATION

1. INCOME Nil

### 2. EXPENDITURE

A) Expenditure previously agreed by Parish Council due this month

ITEM	PAYEE	PURPOSE	AMOUNT (£)	CHEQUE NO.
1	M Ramshaw	Parish Clerk Net Salary - May 2021	398.70	303158
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - May 21	99.60	303159
3	Special Branch Tree Services	Cemetery Maintenance - April 2021	339.24	303160
<b>TOTAL</b>			837.54	

B) Expenditure requiring approval

ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
4	Miss A E Simpson	Internal Audit 2020/21 fees	220.00	y	303161
5	Mr G Coates	Village/Heritage Garden Maintenance	104.00	y	303162
6	Anglian Water Business (National) Ltd	Cemetery Water Supply 2/2-1/5/21	13.85	y	303163
<b>TOTAL</b>			337.85		

Signature.....

Date.....

Total Expenditure A + B 

1175.39
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**Parish Council resolved to:**

1. Note income and expenditure reported for information.
2. Approve expenditure listed in Part B

**10) 2021/22 Budget**

The Parish Clerk referred members to the updated budget that had been previously circulated. There were no comments from members.

**Parish Council resolved** to note its contents.

**11) Planning Application**

One planning application was considered however there were no comments from members.

**12) Internal Audit Report 2020/21**

The Parish Clerk advised members of the outcome from the internal audit. The Report was clear with no recommendations. **Parish Council resolved** to note the contents of the report.

**13) Draft Annual Governance and Accountability Return 2020/21**

The Parish Clerk introduced the item and proceeded to read through the Annual Governance Statement to those present. **Parish Council resolved** to approve the Annual Governance Statement. The Parish Clerk then reported the Accounting Statements 2020/21 to the Parish Council. **Parish Council resolved** to approve the Accounting Statements. The Chairman and the Parish Clerk signed the required documentation.

**14) Timescales for Co-Option of 6 Parish Councillor Vacancies**

As a result of the recent elections there are 6 Parish Councillor vacancies. Parish Councillors Boettcher, Haddick and Wallage were elected uncontested. The 6 vacancies are now to be filled through the Parish Council’s co-option process. After some discussion it was agreed to publish the advert for the vacancies as wide as possible including social media via Village Partnership as well as the Council’s own website and noticeboards. The deadline agreed for expressions of interest was 16:00 on 25<sup>th</sup> June 2021.

**15) Calendar of Meetings**

The Parish Clerk referred members to the previously circulated list of proposed dates for meetings. Due to there only being 3 members in place, full attendance is crucial to ensure Parish Council is quorate and able to make decisions. All dates apart from 15<sup>th</sup> July were agreed. This date was brought forward to 8<sup>th</sup> July.

Signature.....

Date.....

Clerks Note: After the meeting one member realised they were unable to meet on 8<sup>th</sup> July and agreement was reached to not hold the meeting in July but to move it to 5<sup>th</sup> August to ensure all members are able to attend.

**16) General Correspondence**

The Parish Clerk advised members of the following:

- Concerns raised by residents relating to the development in progress at Benridge Bank, notably site vehicle parking/highway safety and the accessibility of the adjacent public footpath at the lower edge of the site. Cllr Haddick advised that he had already spoken with the Site Manager who advised a hard standing area was being created for vehicles and they would review the cleaning down of the road and footpaths. Cllr Wallage agreed to refer the concerns to the DCC Planning Department and the Public Rights of Way Officer so that they could monitor the situation.
- Durham Area Youth has submitted a grant application form requesting funding for the current year which should have been submitted at the end of November 2020. The Parish Clerk has asked Durham Area Youth to provide the relevant supporting documentation and will present the application to the Parish Council for consideration once all information is received.

Signature.....

Date.....