

# **West Rainton and Leamside Parish Council**

## **Minutes of Parish Council meeting held on**

**Thursday 19 February 2015**

**Present:** Councillors E Bulmer, I Clifford, M Gilbank (Chair), A Sowerby, A Wallage.

5 x members of the public (MoP).

### **In attendance:**

Parish Clerk - Graeme Keedy

Zoe Dewdney-Parsons - for agenda item 8.

NOTE: The meeting was not filmed or audio recorded.

### **1) Apologies for absence**

A written apology received from Cllr A Swinburn advising that he was unable to attend due to work commitments was approved.

No apologies had been received from Cllrs V Gibson; S Patterson or R Swinney. Their absences were noted as unapproved.

### **2) Declarations of interest**

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

### **3) Public participation**

A MoP reported damage to a metal seat located at A690 Rainton Gate. Parish Clerk undertook to report this to Durham County Council.

### **4) Minutes**

The minutes of the Parish Council meeting held on 15 January 2015 were approved as a correct record.

Signed

Date

## **5) Matters arising**

The Parish Clerk advised that he had so far been unable to locate among his records plans showing details of Parish Council land ownership.

Cllr A Sowerby advised that he had information available and would forward this electronically to the Parish Clerk for onward circulation to members.

## **6) Police report**

This was received and the contents noted.

Cllr Gilbank added that there had also been a recent incident of vandalism to a car in Church Row.

MoP's also reported some incidents involving general nuisance by young people. Cllr Gilbank advised residents to call the 101 non-emergency number or contact "Crime Stoppers".

## **7) Neighbourhood Warden report**

No report had been received. Parish Clerk was requested to write to Neighbourhood Warden team manager and to copy in County Councillor Guy.

## **8) Play area**

Zoe Dewdney-Parsons attended from the Play Scheme Committee. Zoe outlined plans to install new equipment in the play area.

The Parish Council agreed in principle with the proposals, subject to a consultation with users and local residents; and gaining a proper understanding of funding sources, maintenance arrangements and ownership of the equipment and site.

Zoe agreed to liaise further with the Parish Clerk on these aspects.

## **9) West Rainton and Leamside Partnership update**

Cllr E Bulmer gave a verbal update in her capacity as Parish Council representative.

This covered ongoing capital spend, the awarding of Heritage Lottery Funding for the installation of interpretation boards at the church, and charity events being organised by local groups.

Cllr Bulmer asked the Parish Clerk to clarify the position with a £250-00 donation request made to the Parish Council in 2014. Parish Clerk undertook to check records and report back.

## **10) Community Chest Funding Application**

Cllr Wallage introduced the report which had been circulated in advance of the meeting and confirmed that the Parish Council had been successful in its' £3400-00 bid for Community Chest Funding. This amount to be utilised for improvements to the Heritage Garden.

Cllr Bulmer explained that the funding did not form part of the precept award and would be ring-fenced for the sole purpose of Heritage Garden improvements.

Cllr Bulmer explained the two options detailed in the report for delivering the project and asked Parish Council to consider these.

Cllr A Sowerby advised that the adoption of Option 1 would breach the Parish Council's Financial Regulations. The Parish Clerk concurred with this view and confirmed there would be a breach of regulations. The Parish Clerk advised Parish Council accordingly.

After full discussion, Parish Council resolved to approve the adoption of Option 1.

Cllr Gilbank thanked Cllr Bulmer and Wallage for their work on the bid.

Parish Council noted that the need for ongoing maintenance would also need to be addressed.

**Parish Clerk's note:** At its' meeting held on 19 March 2015, Parish Council agreed, after discussion that the wording of paragraph 5 of Agenda item 10 be amended to read – "After full discussion, due to the time critical nature of the project and cost effectiveness, Parish Council resolved to approve the adoption of Option 1".

## **11) Village Green**

The Parish Clerk provided background information which outlined ongoing issues associated with land designated as Village Green in West Rainton. The agenda item also included correspondence recently received from a resident raising various queries about the Parish Council's position on Village Green issues.

The Parish Clerk reported that in advance of the meeting he had been in touch with Patricia Holding at Durham County Council (DCC) Legal section to seek preliminary advice.

In the subsequent general discussion, Cllr M Gilbank raised the need to uphold the law in relation to Village Green issues and Cllr I Clifford highlighted the importance for the Parish Council of understanding the views and position of residents affected by the limitations of legislation relevant to Village Green. Cllr A Sowerby queried potential liability issues.

Parish Council requested that the Clerk query with the Council's insurers the position on liability in cases where residents had illegally laid paths across Village Green.

Signed

Date

## 11) Village Green continued ...

At the suggestion of the Parish Clerk, Parish Council agreed that he would contact Patricia Holding with a view to meeting with elected members in the form of a briefing session to discuss and clarify the various Village Green issues impacting on local residents and any scope for possible solutions.

It was further agreed that the Parish Clerk seek advice from DCC relating to the specific queries raised in the correspondence from a local resident.

Cllr Gilbank agreed to forward to members a copy of correspondence he had received from Durham Constabulary after he had reported the most recent infringement of Village Green designated land.

## 12) Finance

### Income and expenditure since 15 January 2015 meeting

#### Money in:

Scott Memorials	£50.00
Derek Moss Funeral service	£200.00

**Co-op current account balance@ 18 February 2015: £8418.75**

#### Expenditure agreed on 15 January 2015 under item 10 Donation request:

West Rainton Green Group (payable to West Rainton and Leamside Partnership)	£250.00
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#### Cheque payments for expenditure for Parish Council approval:

Parish Clerk reimbursement:

Postage costs: Cheque book to Cllr Wallage for 15 Jan meeting	£7.15
Precept documentation to Durham County Council	£1.72
Parish Council papers to Cllrs Gibson and Wallage	£2.17
12 x second class stamps	£6.36
Curry's PC World - HP Black toner cartridge	£55.17
Ryman Stationery - receipt book	£4.99
Tesco - HP printer paper offer (2 x 500 sheets)	£6.00
Tesco - 8GB memory stick	£9.00
<b>Sub-total Parish Clerk reimbursement:</b>	<b>£92.56</b>

Parish Clerk net salary (incl. additional hours approved at 15 Jan 2015 meeting)	£1029.49
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Post Office: Clerk HMRC tax and NI on salary	£367.48
Parish Council NI	£101.29
<b>Sub-total Post Office:</b>	<b>£468.77</b>

West Rainton & Leamside CA - room hire 19 Feb 15	£10.00
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D Lewins February payment	£80.00
Jones Boyd Accountants - provision of payroll service (Oct - Dec 2014)	£84.00
Society of Local Council Clerks subscription renewal	£103.00

Signed

Date

## **12 Finance continued ...**

Came & Company (payable to Broker Network Ltd) – Insurance Renewal 2015-2016 £362.80

**Total cheques: 9** **Total costs: £2480.62**

**Anticipated current account balance after above approved expenditure: £5938.13**

Co-op bank deposit account balance @ 18 February 2015: £15009.60

The Parish Clerk sought approval to pay all itemised expenditure. This was agreed by the Parish Council. The financial report was approved by the Parish Council.

## **13) Grant application policy and process**

Cllr Gilbank advised that he had received some feedback from members and would look to incorporate this in the draft policy and procedure.

Cllr Gilbank asked if any members still wished to submit comments, they should do so as soon as possible. He would then forward a revised draft to the Parish Clerk.

## **14) Parish Council Mission Statement**

The draft Parish Council mission statement had been circulated in advance of the meeting.

This had been drawn up by Cllrs Bulmer and Wallage as part of their work to develop content for the Parish Council's proposed website.

This was well received and Members were asked to provide any comments directly to the Parish Clerk prior to the next meeting.

## **15) Co-option of councillors**

The Parish Clerk advised that to date, he had not received any expressions of interest following the inclusion of a short editorial item in the village newsletter. Parish Council agreed that the Parish Clerk would bring suggestions to make progress to the next meeting.

Signed

Date

## 16) General correspondence

The Parish Council agreed the following actions and comments in relation to correspondence received.

Mr Dawson and family: Village Green issue and complaint.

**Noted - wider issues discussed under agenda item 11.**

Community Association: Request for grant of £9000.00

**Parish Clerk to advise CA that Grants application policy was under review and no new applications currently being considered.**

Durham County Council:

Community Chest Terms and Conditions. **Noted**

Acknowledgement of Precept documentation. **Noted**

Parish paths Partnership. **Parish Clerk to forward to Green Group**

County Durham Association of Local Councils:

Big Spring Clean 2015. **Parish Clerk to forward to Green Group**

Durham Association News – previously circulated. **Noted**

Biodiversity duty - previously circulated.

**Agreed to develop as part of 2015/2016 plan**

Redemption of War stock.

**Parish Clerk to check with Durham County Council archives**

War Memorials workshop.

**Noted and Parish Clerk to forward to Cllr A Sowerby**

Training –

Audit process, Annual Returns and Transparency Code. **Parish Clerk to attend**

Employing people. **Noted**

Playground Maintenance and Inspection. **Noted**

Community Buildings Grant. **Parish Clerk to circulate to members**

North East Regional Event – 28 March. **Parish Clerk to attend and to circulate to members for individual consideration**

Durham Stonemasonry - outstanding receipts. **Parish Clerk to investigate**

## 17) Date and time of next meeting

Thursday 19 March 2015 at 7.00pm at Jubilee Hall, West Rainton.

The meeting closed at 21.45 hrs.

Signed

Date