

West Rainton Parish Council
Minutes of Parish Council meeting held at
St. Mary's Church Meeting Room, West Rainton
Thursday 21 April 2016

Present:

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

NOTE: Councillor Gilbank recorded the meeting for personal use.

3 Members of the public (MoP).

In attendance:

Parish Clerk – Kate Cuthbert
Alan Percival – Community Association

1) New Parish Councillors

Councillor M. Boettcher was welcomed to her first meeting of the Parish Council and duly signed the 'Acceptance of Office and Undertaking to Comply with the Members Code of Conduct Form'.

2) Apologies for absence

Apologies for absence had been received from Cllr. A. Wallage (due to unavailability) Cllr E. Bulmer (due to illness) and Councillor P. Morsen (due to unavailability).

These were noted as approved apologies for absence.

3) Declarations of interest

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

4) Public participation

A resident raised an issue about 'white lines' appearing at the junction on South Street and whether this had been instigated by the Parish Council.

The Parish Council acknowledged that this had been discussed in September 2014, and that it had been agreed that no further action be taken. The Parish Council were therefore not responsible for, or had instigated any works to be undertaken.

5) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 17 March, 2016 be approved as a correct record.

6) Annual Parish Meeting: Confirmation of date, time and venue to be followed by launch for village/parish plan

The Parish Council resolved that the Annual Parish Meeting (APM) would be held on Thursday 12th May, 2016 at 7.00pm (Jubilee Hall). A launch event for the Village Plan would take place immediately after the Annual Parish Council meeting at approximately 7.30pm.

7) Village Plan

Yvonne Probert was in attendance for this item of business.

Yvonne advised that the launch event for the Village Plan would take place on Thursday 12th May at approximately 7.30pm.

Following the launch of the event, several steering group meetings would be arranged involving key partners, with a view of having a Village Plan adopted by Spring 2017.

8) Finance

The Parish Clerk referred to the Finance report previously circulated. Members were advised of the following:

1. **Income received since last report dated 17/03/2016:**
Co-op Funeral Care: £50.00 (memorial fee from Cleveland Monumental Co., Ferryhill for the late David Christopher Todd)
2. **Expenditure**

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	K Cuthbert	Parish Clerk Net Salary	£ 343.20
2	G Keedy	Project Officer Net Monthly Salary	£355.60
3	Post Office	Combined HMRC on monthly salaries	£174.80
4	D Lewins	Cemetery Gatekeeper Fee	£ 80.00

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
5	A Baker	Maintenance (Heritage Garden)	£90.00	Yes
6	K Cuthbert	Lights (Heritage Garden)	£38.99	Yes
7	K Cuthbert	Batteries for lights (Heritage Garden)	£11.94	Yes
8	K Cuthbert	Materials (Heritage Garden)	£5.00	Yes
9	Leamside Nurseries	Grass Cutting	£156.00	Yes
10	Max Recycle	Cemetery	£1,417.68	Yes
	TOTAL		£1,719.61	

The following amendment was agreed at the meeting held on 19 May 2016:

Parish Council resolved that the minutes of the Parish Council meeting held on 21 April, 2016 be approved as a correct record subject to the inclusion of a £1440.00 donation to the Citizens Advice Bureau being included within Item 8 – Expenditure.

Councillor Gilbank queried whether a tender exercise had been undertaken for waste disposal at the Cemetery (Max Recycle Invoice). The Clerk agreed to investigate this.

Part C: Bank Balances – For Information

Total Expenditure included above	£2,673.21
Anticipated current a/c bank balance if all paid	£43,350.49
Reserve Account Balance	£ 15,023.74

Members are asked to:

1. Note income, expenditure and bank balances reported for information
2. Approve expenditure listed in Part B (items 5-9).
3. Defer the payment to Max Recycle pending further investigation.

9) 2015/16 Draft (Unaudited) Financial Outturn

The Clerk referred to the financial outturn position 2015/16, previously circulated.

The Parish Council approved the financial position 2015/16 (subject to audit).

10) Consideration of Appointment of Internal Auditor

The Parish Council gave consideration to the appointment of an Internal Auditor for the 2015/16 accounts and resolved that Annette Simpson be appointed as Internal Auditor for the forthcoming year.

11) Heritage Garden

The Clerk requested approval for the purchase of a waste bin to be located in the Heritage Garden. The cost to supply, install and routinely empty the waste bin (DCC) totalled £259.30 plus VAT. The Parish Council approved the purchase.

12) Grant Application

The Clerk referred to the grant application to the DCC Community Fund in respect of capital works to the Cemetery and sought retrospective approval.

The Parish Council retrospectively approved the application.

13) Planning Application: Ref DM/16/00511/OUT Broom House – Cocken Lane Housing Development

Parish Councillors referred to the outline planning application previously circulated and also discussed the further information detailed on the planning portal.

Upon detailed discussion it was put to a vote with 3 members agreeing that the Parish Council should 'do nothing', 1 member objecting, and 1 member abstaining.

It was **resolved** that: the Parish Council do nothing at the current stage and acknowledged that this was an outline planning application.

14) Residents' concerns in relation to the Mason's Arms Site

The Parish Clerk reported that progress had been made and ownership of the site had been awarded. Work was underway with planners on future proposals for the site, which would initially include the building being demolished. Parish Council were advised that this was planned for October. The Parish Council asked that the Clerk write to DCC to ensure that the site remained secure.

15) General Correspondence

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

LCR (Spring 2016) – copy circulated to each Councillor

Came & Company (Spring 2016 brochure) – noted

Notification of the Big Lunch Picnic (St. Mary's Churchyard 5th June 2016) - noted

All other correspondence had been electronically circulated to Councillors.

16) Police Report

PSCO Raymond had provided the Clerk with the following written report, detailing crime/offences since the last meeting:

1 Burglary (garage)

2 Theft's

12 incidents of Anti-Social Behaviour

17) To agree date and time of next meeting

Thursday 19 May 2016, 7.15pm at St. Mary's Church meeting room. (AGM will take place at 7.00pm)

The meeting closed at 20.05 hrs.