

West Rainton Parish Council

Minutes of Parish Council Meeting held at

Arden House, West Rainton on

Thursday 15 December 2016 at 19:30

Present:

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

4 x Members of the Public (MoP)

County Councillor Kellett

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 acknowledged this.

1) Apologies for absence

Apologies for absence were received from Cllr Morson (Work Commitments).

Parish Council resolved to approve this absence.

No apologies had been received from Cllr S Patterson or Cllr Swinburn.

These 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 introduced himself as Ken Smith. Mr Smith had first contacted the Parish Council in September 2015 to enquire about having his Grandfather's name commemorated on the War Memorial within the Village. He informed Parish Council that there may also be another six people's names who aren't on the Memorial.

The Project Officer informed Mr Smith that a Report had been submitted to the October Meeting of the Parish Council and if names are commemorated elsewhere they cannot be included. It was acknowledged that Mr Smith's grandfather's name was not recorded on any other memorial. The Project Officer advised that the stonemason's advice would be sought on how to add any additional names, separately to the main memorial as there was no space available.

Cllr Gilbank advised that the Carville Memorial was a good example of how additional names could be added.

Mr Smith provided the required certification to the Project Officer who agreed to bring potential costs for including the additional name to a future Parish Council Meeting.

Mr Smith left the Meeting at this point.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held 17th November 2016 be approved as a correct record.

5) Police Report

No Report was received from the Police.

Cllr Gilbank passed on apologies from the Police regarding there not being a Report and informed Parish Council that Police are aware of the Anti-Social Behaviour and that the PCSO is working with Keely Fingleton from Youth Services.

6) West Rainton and Leamside Community Association

Parish Clerk circulated an email received from Durham County Council regarding WRLCA and Jubilee Hall.

It was acknowledged that Parish Council see Jubilee Hall as a valuable community asset however Parish Council need to understand what involvement is required from the Parish Council and what this might achieve.

Parish Council resolved that a meeting proposed by Durham County Council should be arranged and attended by Cllrs Cochrane, Lowrie and Wallage along with the Parish Clerk as the Parish Council's nominated representatives.

It was noted that any Meeting could only be used to gather information that will inform Parish Council discussions. Any decisions could only be made at a Meeting of the Parish Council.

7) Co-option process for Councillor Vacancy

Project Officer informed Parish Council that there had been a vacancy since June 2016 and the vacancy had been advertised on an ongoing basis. There had been two people expressed an interest and details had been received from one of these people.

At this stage the MOP who was in attendance to support his application for the Councillor vacancy withdrew his application.

Parish Council resolved to re-advertise the current vacancy on the website and noticeboards. Deadline for expressions of interest 12 noon 10th February 2017.

8) Finance Report

Part A: For information:

1. Income:

HMRC VAT Refund 2013/14: £143.73

2. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – Dec 16	£334.53
2	G Keedy	Project Officer net salary - Dec 16	£368.48
3	Post Office	Combined HMRC liabilities - Dec 16	£175.80
4	D Lewins	Cemetery Gatekeeper Fee - Dec 16	£80.00
5	Pittington Brass Band	Donation Pittington Brass Band – Xmas Carols	£100.00
TOTAL			£1058.81

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
6	Mr M Ramshaw	2 x Toner Cartridges for Printer (IJTDirect.co.uk)	£54.41	Y
7	Northumbrian Water	Water Charges – Supply to Cemetery 1/9/16 – 30/11/16	£14.01	Y
8	The Gilpin Press	100 Carol Sheets	£40.55	Y
9	The Gilpin Press	20 A3 Posters – Carol Service	£27.71	Y
10	Durham City Homes	Hiring of Arden House (Steering Group Meeting 13/7/16)	£10.00	Y
11	Mr A Baker	Maintenance of Heritage Garden and erection of Xmas Tree	£189.50	Y
TOTAL			£336.18	

Part C: Bank Balances – For Information

Total Expenditure included above	£1394.99
Anticipated current a/c bank balance if all paid	£9512.08
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

9) Durham County Council Procurement Service (Project Officer)

Project Officer submitted a Report relating to the provision of procurement support that is available from Durham County Council. This would put in place a Service

Level Agreement with the County Council allowing the Parish Council the ability to access procurement support and advice as well as being able to access the County Councils contracted providers.

It was felt especially relevant with the upcoming procurement of an annual cemetery maintenance contract.

The cost of the Service Level Agreement with the County Council is £250 + VAT.

Parish Council felt this would be very beneficial, adding transparency to any procurement exercises and the expertise to be available from the County Council as required.

Parish Council resolved to agree to buy in to the service offered by DCC Procurement as described in the accompanying report.

Project Officer was tasked with contacting Durham County Council to initiate setting up the Service Level Agreement.

10) Cemetery Maintenance Contract (Project Officer)

Project Officer circulated a proposed specification on cemetery maintenance which was in much more detail than had previously been considered. This Specification has been produced by Cemetery Development Services.

Parish Council discussed the contents of the Report. Project Officer agreed to remove areas that were not relevant to West Rainton Cemetery including Sec 5 Rose Beds and Sect 8 Flower beds.

Parish Council resolved to approve the specification and for the Project Officer to approach Durham Council with a view to procure an annual cemetery maintenance contract.

11) Cemetery Update: Project Officer to update on current issues)

Project Officer updated Parish Council that he had located someone who is trained and qualified to do stress testing of the headstones within the graveyard. He has his own Company and Project Officer has asked for a price and site meeting with him.

12) Grant Applications

Three grant applications were acknowledged as received. Parish Council resolved to defer any decision until the January Meeting when budget setting for 2017/18 has been considered. A query was raised about the grant application relating to youth service provision and the potential duplication with a previous request made by Cllr Hall regarding Parish Council financial support for the Youth Service.

It was resolved that the Parish Clerk would circulate this application form prior to the January meeting.

13) Christmas Celebrations

Cllr Wallage informed Parish Council that the Christmas tree and its' lights had been subjected to some vandalism. Someone has attempted to remove the lights and damaged the battery boxes. This has been reported to the Police.

Parish Council was reminded of the celebrations starting 7.30pm on Monday 19th December with Pitlington Brass Band.

Cllr Gilbank informed Parish Council that he could provide some additional lights for the Christmas tree on a loan basis.

14) Parish Plan

Cllr Wallage informed the Meeting that so far there has been 49 adult returns and 34 from young people. It was felt that the response overall has been poor. The Steering Group has extended the deadline into the New Year.

15) General Correspondence

Parish Clerk tabled the following correspondence:

Royal Garden Party

Parish Council resolved to invite Violet Gibson to accept its nomination of her to attend the Royal Garden Party. This would entail Violets name going into a draw whereby two names would be selected from County Durham. Parish Clerk to contact Violet to seek her agreement to the nomination.

Getting Ready for Winter

Parish Council noted the email and it was considered that this would be a matter for the Parish Plan.

Housing Development

Cllr Wallage informed Parish Council that she and Cllr Kellett had made some enquiries with DCC planning officers regarding developer's boards that have appeared on the Station Road Housing Site. Cllr Wallage advised that the approved outline planning permission included provision for a community hub including retail units. The boards placed by the developers are for them to assess any interest before submitting detailed planning proposals for this part of the site. It is expected detailed proposals will be submitted to DCC early in the new year. The Parish Council will be advised of these through the usual circulation of applications received.

Cllr Wallage also informed Parish Council that the Development attracts Sec 106 finance which means funds may become available.

Effectively this means there could be up to £125,000 funding available for new community projects through an application process. This will be released linked to the building of the new properties. It is anticipated that the first houses will be built in the summer of 2017 and applications for funding should be submitted at this time. In the meanwhile consideration should be given to potential projects through the Parish Plan development process.

Parish Council noted this information.

Youth Services Information

Information on current usage of Youth Services was circulated and noted by Parish Council.

Masons Arms

Cllr Boettcher informed Parish Council that a number of complaints had been received around the Masons Arms. Cllr Kellett informed that he has mentioned this to the County Council on a number of occasions and the estimated date of demolition is now February. In the interim, the safety of the site is to be reviewed by DCC.

20. Date and Time of Next Meeting

Thursday 19th January 2017 7.30 pm at Arden House.

MR
8 January 2017