

**West Rainton Parish Council**  
**Minutes of Parish Council Meeting held at**  
**Arden House, West Rainton on**  
**Thursday 19 January 2017 at 19:30**

**Present:**

Councillors A Wallage (Chair), C Cochrane, M Gilbank, P Lowrie and A Swinburne.  
2 x Members of the Public

**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 Boettcher (unwell) and Cllr Haddick (work commitments).

Parish Council resolved to approve these absences.

Cllr Morson (Apologies were received prior to the Meeting but were not tabled as had not been viewed prior to the commencement of the Meeting) - Work Commitments.

No apologies had been received from Cllr I Clifford or Cllr S Patterson.

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**

Signed:..... Date:.....

Members of the public were invited to raise any issues. No issues were raised.

#### 4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held 15<sup>th</sup> December 2016 be approved as a correct record.

#### 5) Police Report

Parish Clerk shared the Police Report with those present.

Parish Council discussed the need to liaise with the Police Community Support Officer in the future however felt that feedback from the Parish Plan would inform future discussions.

Parish Council noted the Report.

#### 6) Finance Report

##### Part A: For information:

**1. Income:**

Nil

**2. Expenditure**

**Expenditure previously approved by Parish Council due this month**

	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
1	M Ramshaw	Parish Clerk net salary – Jan 17	£334.53
2	G Keedy	Project Officer net salary – Jan 17	£368.68
3	Post Office	Combined HMRC liabilities - Jan 17	£175.60
4	D Lewins	Cemetery Gatekeeper Fee – Jan 17	£80.00
5	Durham City Homes	Hire of Arden House – Steering Group 17/8/16 (1.5 hours)	£7.50
	Durham City Homes	Hire of Arden House – Steering Group 7/9/16 (2 hours)	£10.00
	Durham City Homes	Hire of Arden House – Steering Group 12/10/16 (2 hours)	£10.00
	Durham City Homes	Hire of Arden House – Steering Group 9/11/16 (2 hours)	£10.00
	Durham City Homes	Hire of Arden House – Parish Council Meeting 15/9/16	£10.00

		(2 hours)	
	Durham City Homes	Hire of Arden House – Parish Council Meeting 20/10/16 (2 hours)	£10.00
	Durham City Homes	Hire of Arden House – Parish Council Meeting 17/11/16 (2 hours)	£10.00
	WR&L Community Association	Hire of Jubilee Hall (Xmas Carols) 19/12/16 (2 ½ hrs)	£45.00
<b>TOTAL</b>			<b>£1071.31</b>

**Part B: Expenditure requiring approval**

	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>	<b>Budget Provision Y/N</b>
	Jones Boyd Accountants	Payroll services: 1/1/17 – 31/3/17	£84.00	Y
	Mr M Ramshaw (Reimbursement Postage)	Post Office: Stamps – 1 <sup>st</sup> Class x 12	£7.68	Y
	Mr M Ramshaw (Reimbursement)	Argos: Batteries (Xmas Lights – 32 AA)	£17.98	Y
	Society of Local Council Clerks	Local Government Administration – 10 <sup>th</sup> Edition	£76.60	Y
	Information Commissioner	Data Protection Registration renewal (From 27/1/17)	£35.00	Y
<b>TOTAL</b>			<b>£221.26</b>	

Signed:..... Date:.....

### Part C: Bank Balances – For Information

Total Expenditure included above	<b>£1292.57</b>
Anticipated current a/c bank balance if all paid	<b>£8219.51</b>
Reserve Account Balance	<b>£15028.45</b>

Cllr Gilbank queried the payment of £45.00 for the hire of Jubilee Hall on 19/12/16. He felt that the event was a West Rainton and Leamside Community Association event and as such they would be responsible for the hire of Jubilee Hall. Cllr Gilbank proposed that payment be withheld. This was not seconded as the Project Officer informed that whilst acting as Parish Clerk the Hall was booked by the Parish Council and therefore the Parish Council were liable for payment.

Parish Council resolved to:

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

### 7) Budget Position Q3 2016/17

Parish Clerk presented an update to Parish Council on the 3<sup>rd</sup> Quarter budget position. The budget is currently on target.

Councillor Gilbank questioned the cost heading – Legal fees Village Green. The Project Officer advised this was monies set aside for legal advice that may be required by the Parish Council in connection with a single infringement of Village Green encroachment.

Councillor Gilbank also questioned the Citizens Advice Bureau provision and Parish Clerk agreed to obtain numbers of people who had used the service in 2016.

Parish Council resolved to note the Q3 Budget Position Report.

### 8) Precept 2017/18

A joint report of the Parish Clerk and Project Officer was tabled for consideration. The report included income and expenditure details for 15-16; forecasted income

and expenditure for 16-17 and a draft budget proposal for 2017/18 which could be delivered with no rise in the precept.

Although the budget was designed to maintain a similar level of expenditure as 16-17, more monies have been set aside for agreed cemetery maintenance improvements and the Parish Council elections in May 2017.

Parish Council resolved to:

Approve the 2017-18 budget.

Set the precept for 2017-2018 at £25604.00 and a Band D council tax charge of £37.92, representing a 0% increase.

Submit the precept request to Durham County Council.

## **9) Grant Applications**

Three grant applications were considered by Parish Council.

Two grant applications from St Marys Church were considered. One for hire of two portaloos for the Big Lunch Picnic (£200) and one to purchase several planters (£250). Parish Council resolved to approve these two applications.

One grant application was received from Keely Fingleton on behalf of West Rainton Youth Club. This request had been made following a restructuring of Youth Service Provision by Durham County Council ( DCC). From April 2017 DCC would cease to fund the Youth Group. It was noted that the Youth Club has subsequently secured funding to continue to run the core Youth Club provision on a Monday evening during school term time. At present activities are also provided during school holidays. The grant application to the Parish Council was to secure funding to continue with these additional activities during 2017/18.

Parish Council and a member of the public discussed some issues around young people hanging around outside the Youth Club and also some anti social events when the Youth Club closes.

It was noted that any funding provided would be held by the Village Partnership on behalf of the youth club and drawn down by Keely Fingleton as and when required. This would give a level of accountability.

Parish Council resolved to approve the application with a proviso that the activities/services provided with the funding must be targeted to young people only from West Rainton.

Parish Clerk to inform both organisations of Parish Councils decision.

## **10) Cemetery Update**

Project Officer informed Parish Council that the Grounds Maintenance specification for the cemetery was revised as discussed and that he was currently awaiting feedback from Durham County Council.

Project Officer informed that he had a quote from Sherburn Outdoor Services with regards to the stress testing of headstones. This quote was £130 and this would include stress testing all headstones and reporting findings to the Parish Council.

Parish Council felt that some publicity around the stress testing was required to provide advance notification of the work to cemetery users.

Project Officer proposed to draft a notice to be displayed on the cemetery gates. The notice would be to inform people about the stress testing that would be taking place and to ask those visiting the cemetery to contact the Project Officer to help build up information of who is responsible for graves within the cemetery. It was also proposed that Project Officer draft editorial items on this topic for the forthcoming Village Newsletter and the Parish Council website.

Parish Council resolved to approve the quote and the proposed actions of the Project Officer relating to publicity.

## **11) Parish Plan**

Councillor Wallage updated Parish Council on the Parish Plan.

74 adult and 34 young people surveys were received. The Adults survey is now closed. Some initial analysis has been completed but a Meeting is to be held 25/1/17 to go through the results.

A Business Survey has been designed for local businesses and the closing date for returns is 3/2/17. Businesses will have surveys hand delivered.

The format for the draft Parish Plan has been proposed and the Steering Group intend to keep the Plan as simple as possible with items of interest and photographs.

A drop-in community event is planned for 20/2/17 at Jubilee Hall between

3.30p.m.-6.30p.m. to feedback findings to the public and seek views on potential solutions to issues identified.

The draft Parish Plan is on target to be produced by the end of March 2017.

## **12) General Correspondence**

Parish Clerk tabled the following correspondence:

Email from Councillor Boettcher

Councillor Boettcher had emailed the Parish Clerk with some issues from residents regarding the new street lighting and the derelict Masons Arms. Parish Council resolved to agree to the Parish Clerk write to Durham County Council expressing the Parish Councils concerns in respect of both issues.

An email from County Councillor Kellett had been received by the Parish Clerk to update Parish Council that works were commencing in connection with the Open Cast Site.

Councillor Wallage informed the Parish Council that the Community Action Group STOPWR is to reconvene shortly and that they will monitor the situation. Councillor Wallage advised she would be happy to continue to attend future meetings of STOPWR and report back to Parish Council.

Parish Council noted the contents of the email.

Councillor Cochrane informed Parish Council that County Councillor Kellett had looked into concerns around bus services covering the 'top road'. There is a Link2 Service provided by DCC which can be booked. This is a door to door service if the journey is less than 5 miles.

Councillor Cochrane advised that she was to deliver some literature through some residents' doors most likely in need of the service, to help raise awareness.

Parish Council resolved to agree to publicise the service on the Parish Council Website and noted Cllr Kellett's intention to put an article about the service in the Village Newsletter.

### **13) Date and Time of Next Meeting**

Thursday 16<sup>th</sup> February 2017 7.30 pm at Arden House.

MR  
3 February 2017