

West Rainton Parish Council

Minutes of meeting held on

Thursday 15th June 2017

at Arden House, West Rainton

Present: Councillors M Boettcher, I Clifford (Chairman), P Morson and A Wallage.
1 x Member of the Public.

In attendance: M Ramshaw, Parish Clerk and G Keedy, Project Officer.

NOTE: The meeting was not audio or video recorded.

1) Apologies

Apologies for absence had been received from Councillors M Gilbank (training course commitment) and P Lowrie (holidays). Parish Council resolved to approve these absences.

No apology had been received from Cllr I Haddick and **Parish Council resolved** not to approve his absence.

2) Declarations of interest

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

3) Public Participation

The issue of parking near the Italian Farmhouse was raised. During the busier periods cars are being parked close to the junctions making it very difficult to pull out safely onto the main road.

Parish Council asked the Parish Clerk to approach Durham County Council regarding the situation.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held 18th May 2017 be approved as a correct record.

5) Police Report

Parish Clerk reported that no report had been received. Cllr Clifford informed the Meeting that Reports may not be received now due to staffing shortages. The Police had hoped to get a volunteer to support however Cllr Clifford was unsure as to how this had progressed.

5) Police Report (Continued)

Cllr Boettcher said that she had seen some information on the Internet and she would investigate this and see if she could provide the next Parish Council Meeting with some sort of crime report for the area.

6) Finance Report

Part A: For information:

1. **Income: Nil**

2. **Expenditure**

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – June 17	£337.63
2	G Keedy	Project Officer net salary – June 17	£372.16
3	Post Office	Combined HMRC liabilities - June 17	£177.60
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – June 17	£80.00
5	Leamside Nurseries	Contract – 5 x grass cuts	£1196.00
6	Durham Community Action	Parish Plan (As per SLA)	£3330.00
TOTAL			£5493.39

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
7	G Keedy	Project Officer Reimbursement: Fellowes Laminator & A4 Pouches £24.99 Fellowes A4 Laminating Pouches £8.99 Fellowes A3 Laminating Pouches £9.99 Punch hole reinforcement rings/tags £0.75 Cable ties £0.80 Photocopying & enlarging £4.00 Hazard warning tape x 2 £6.18 Parking Fee £0.50	£56.20	Y
8	NWG Business	Water Supply Cemetery 8/2/17-1/5/17	£10.04	Y
9	Miss A E Simpson	Audit Services – Internal Audit Report year ending 31 March 2017	£170.00	Y
TOTAL			£236.24	Y

6) Finance Report (Continued)

Part C: Bank Balances – For Information

Total Expenditure included above	£5729.63
Anticipated current a/c bank balance if all paid	£22406.20
Reserve Account Balance	£15031.16

Parish Council resolved to:

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

7) Budget Update: 2016/17 Outturn Position and Revised 2017/18 Budget

Parish Clerk shared a document detailing the 2016/17 outturn position for the budget. This showed £5309 to be carried forward to the 2017/18 budget. Parish Council resolved to note the Outturn Position.

Parish Clerk then shared a revised budget for 2017/18. Revisions included the Parish Council elections not being required and the cessation of funding to Durham CAB.

Parish Council resolved to approve the revised budget for 2017/18.

8) Internal Audit Report 2016/17

Parish Clerk presented the internal audit report for 2016/17. There were no recommendations for the Parish Council.

Parish Council resolved to note its contents.

9) Draft Annual Return 2016/17

Parish Clerk introduced the item and Cllr Clifford proceeded to read through the Annual Governance Statement to those present.

Parish Council resolved to agree to approve the Annual Governance Statement. The Chairman and the Parish Clerk duly signed the Section.

The Parish Clerk then reported the Accounting Statements 2016/17 to the Parish Council.

Parish Council resolved to approve the Accounting Statements. The Chairman and the Parish Clerk duly signed the Section.

10) Planning applications

Parish Council had no comments to make on planning applications notified by Durham County Council since the May 2017 meeting.

11) Parish Councillor Co-option

Acting Parish Clerk advised Members that no expressions of interest had been received for the vacancies by the extended deadline of 9 June 2017.

Parish Council resolved to agree the extension for the co-option to 14 July 2017.

12) Parish Plan

Cllr Wallage had considered the timescales on the Parish Plan for actions by the Parish Council and made some recommendations on changes.

Parish Council resolved to agree those changes.

Parish Clerk agreed to return the revised document for update.

Cllr Wallage discussed the implementation of the action plan and asked Parish Council to consider her starting work in the background looking at what can be done to make progress.

Parish Council resolved to approve this and for Cllr Wallage to report back to the July Meeting of the Parish Council.

13) Parish Councillor Training and Development Opportunities

Project Officer circulated a report asking Parish Council to consider participation in training along with budget implications.

Parish Council discussed Code of Conduct training which is free and lasts 1.5 hours. This course is next held on the 3 October 2017.

Parish Council resolved to agree that Code of Conduct training should in principle be mandatory.

Parish Clerk was asked to book 4 spaces initially and to contact those Councillors not present about their availability.

Discussion then took place around Councillor training which was felt to be desirable for Councillors to attend although it was noted that individual Councillors may have other commitments.

The Councillor Training is £27.00.

Parish Council resolved to approve Cllrs Boettchers request to attend.

Parish Council also resolved to approve to Cllr Wallages attendance at the Village Halls training session which is free.

14) Cemetery update

Parish Council were asked to consider the quotation from Leamside Nurseries of £700 to remove the trees that are within the metal fencing in the Cemetery. Parish Council were advised there is money in the Budget for such maintenance. It was noted that the location of the fence is in close proximity to some graves so any works would need to ensure protection of the graves.

Parish Council resolved to approve the expenditure of £700.

Project Officer to speak to Leamside Nurseries.

Project Officer informed the Meeting that 38 notices had been put onto headstones that had failed the stress test. Approximately 1/3 of these had been removed.

Project Officer informed the meeting he would re-visit the Cemetery and put notice back up where they had been removed and take photographs to confirm the date that notices had been put up.

15) War Memorial

Project Officer reported that after discussion with the stonemason the plinth would not be able to put on an angle.

Parish Council resolved to approve the plinth being installed flat.

Project Officer advised that he had contact Mr Smith who was happy with the progress being made.

16) Heritage Garden

A bench from the Heritage Garden was stolen between 3-20 April. This has been reported to the Police and a crime number issued. The insurance excess to claim would be £250.

There are still two benches in the Heritage Garden and Parish Council discussed the possibility of bolting these to the ground. Cllr Morson agreed to look at securing the benches.

Parish Council resolved to agree not to replace the stolen bench and agreed to Cllr Morson securing the benched to the ground.

17) General Correspondence

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

Environmental Awards sponsored by Durham County Council, The Northern Echo, Banks Group, Durham Wildlife Trust and national environment charity Groundwork.

Parish Council resolved not to submit an application at the current time.

NALC Newsletter – Email circulated 23 May
Parish Council noted contents.

Parish Clerk informed the meeting that an email had been received from a parishioner regarding the conduct of Councillor Gilbank.

Parish Council resolved to agree that the Parish Clerk respond and advise that the appropriate course of action for any concerns around a Parish Councillors conduct should be directed to Durham County Councils Standards Committee.

18) Date and time of next meeting

Parish Council resolved that the next Meeting of the Parish Council be held on Thursday 20 July 2017 at 7.00pm at Arden House, West Rainton.

MR
15 July 2017