

# West Rainton Parish Council

## Minutes of meeting held on Thursday 19<sup>th</sup> October 2017 at Arden House, West Rainton

**Present:** Councillors I Clifford (Chairman), M Gilbank, I Haddick, P Lowrie 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 Councillor P Morson (holiday). **Parish Council resolved to approve** this absence.

No apology had been received from Cllr M Boettcher and **Parish Council resolved** not to approve this absence.

*Clerk's Note: Cllr Boettcher had been unexpectedly delayed at a school meeting and informed the Chairman the following day.*

### 2) Declarations of interest

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

### 3) Public Participation

Damage to a bus stop in the Village was raised. This had already been reported to Durham County Council for repair.

### 4) Minutes

**Parish Council resolved** that the minutes of the Parish Council meeting held 21<sup>st</sup> September 2017 be approved as a correct record.

### 5) Crime Information

Cllr Clifford referred to the previously circulated crime figures for the Village.

Cllr Gilbank informed the Meeting that he has met with the Chief Constable and that PACT Meetings will be changing in the near future. Cllr Gilbank did inform the meeting that crime reports should start to come from the police again but until that time Cllr Clifford agreed to continue to produce the statistics for each Meeting.

## Item 6: Finance Report

### Part A: For information:

<b>1. Income:</b>	Scott Memorials – memorial fee for late V Lynn –	£50.00
	County Councillors Hall/Kellett Donations -	£300.00

### 2. Expenditure

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

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – October 2017	£350.03
2	G Keedy	Project Officer net salary – October 2017	£372.36
3	Post Office	Combined HMRC liabilities - October 2017	£180.60
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – Oct 2017	£80.00
5	A Baker	Heritage Garden Maintenance	£190.00
<b>TOTAL</b>			<b>£1172.99</b>

### Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
6	M Ramshaw	Pride in our village day – Reimbursement for food purchases and costs associated with scone baking for the day.	£72.85	Y
7	Jones Boyd	Payroll Maintenance 1/10/17 – 31/12/17	£90.00	Y
8	West Rainton and Leamside Community Association	Hire of Jubilee Hall – Pride in our village day	£60.00	Y
9	G Keedy	Re-imburement of Mastercard Payment to replace 'Bounced Cheque' No 302717 – Gardeners Dream Order: 4/ 17-18	£645.40	Y
10	Gilpin Press	Pride in our village day promotional leaflets	£83.42	Y
<b>TOTAL</b>			<b>£951.67</b>	

### Part C: Bank Balances – For Information

Total Expenditure included above	£2124.66
Anticipated current a/c balance if all paid (inc. cheques to be re-issued)	£12634.14
Reserve Account Balance	£15033.52

Signed..... Date.....

**Parish Council resolved to:**

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

**Part D: Bank Administration Issue**

Due to an administrative issue at Co-op Bank, the Parish Council's current account was shut down by the Bank without notice towards the end of September. When this came to light, an immediate enquiry and formal complaint was made to Co-op by Parish Clerk – leading to swift re-instatement of the account.

As a result of the temporary account closure, Parish Clerk was advised that cheques authorised and signed at 21 September meeting were likely not be honoured upon presentation.

All creditors were contacted and advised of the position and the Parish Council's apology offered. Some cheques were subsequently returned prior to banking, some others which were presented "bounced". One cheque was successfully cashed (G Keedy Cheque No. 302753 - £372.16).

Action was now required to ensure that outstanding payments were made by Parish Council. Checks have been made with Co-op to ensure that no duplicate payments are likely and Parish Council are now asked to agree to authorise replacement cheques as follows:

<b>ORIGINAL CHEQUE NUMBER</b>	<b>RECIPIENT</b>	<b>REPLACEMENT CHEQUE NUMBER</b>	<b>AMOUNT</b>
302705	M Ramshaw	302751	£350.23
302707	HMRC	302772	£180.60
302708	D Lewins	302754	£80.00
302709	Leamside Nurseries	302755	£1643.20
302710	Durham City Homes	302756	£10.00
302711	CDALC	302757	£27.00
302712	BDO LLP	302758	£276.00
302713	Smith of Derby	302759	£789.84
302714	Smith of Derby	302760	£238.80
302715	NWG Business	302761	£12.16
302716	Communicorp	302762	£12.00
<b>Total</b>			<b>£3619.83</b>

**Parish council resolved to approve** the re-issue of cheques as detailed above for previously approved payments in the September 2017 Finance report.

## Part E: Lost Cheque

It has brought to the Parish clerks attention that the following cheque has not been received by the intended recipient – D Lewins. Checks with the Bank show the cheque has not been presented and is now unable to be cashed.

302696	D Lewins	302753	£80.00
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**Parish Council resolved to approve** the re-issue of the cheque as detailed above.

### 7) Budget 2017/18 – Parish Clerk to give outturn position statement for Q 2

Parish Clerk referred to the previously circulated Report on the Budget position at Quarter 2. **Parish Council resolved to note** its contents.

### 8) Planning Applications

Cllr Clifford referred to the previously circulated report regarding the Benridge Bank development. He had been informed by the Head Teacher that the school would have sufficient capacity if the development was approved. The clause suggesting lack of capacity was, therefore, removed from the report.

**Parish Council resolved to agree** the amended report and submit it as the objection to the development. Parish Clerk was instructed to do this via the Durham County Council Planning Portal.

An amendment to the Station Road development was raised which referred to a request by the developer to start building a reduced number of houses which would avoid having to comply with road improvements required in the original planning approval. Road improvements were required once 75 new properties were completed. There was a concern that additional houses would be built without the roads being improved.

**Parish Council resolved to agree** to submit an objection against the revised proposal as it felt that any traffic improvements must be carried out prior to the building of any new houses. Parish Clerk was instructed to do this via the Durham County Council Planning Portal.

### 9) Parish Councillor Co-option

#### a) Parish Councillor Applications

Two members of the Parish have submitted application forms and the relevant detail, however they have been unable to attend the meeting. It is hoped that they will be present at the next Parish Council meeting.

#### b) Governance Review

Project Officer informed the meeting that he had not received information relating to any possible governance review back from the County Council. He did however inform the meeting that a governance review could include the

option of changing the Parish name from West Rainton Parish Council to West Rainton and Leamside Parish Council.

**Parish Council resolved to agree** to submit a name change to West Rainton and Leamside Parish Council if the Governance Review progresses.

### **10) Grant Application**

Parish Council considered an application for a grant from 1<sup>st</sup> Rainton Gate Brownies. The grant requested funding from the current year budget and did not meet the current criteria. Parish Clerk advised that funding applications must be received prior to 30<sup>th</sup> November to be considered for the following Year.

**Parish Council resolved to reject** the application and asked the Parish Clerk to inform the applicant of the outcome and invite a further application for 2018/19.

### **11) Youth Service Provision**

An email had been received and circulated to Parish Councillors regarding a request for funding for youth service provision within the village from County Councillor Hall. Parish Council acknowledged that there were concerns around provision for youths within the village however there are a number of areas identified in the Parish Plan which will place pressure on the budgets. Parish Council discussed the option of raising the precept to increase income.

Councillor Haddick suggested that Parish Council request a formal proposal to include a business plan which details the amount of funding required and how long the commitment would last. The proposal could include staffing costs, accommodation, what the money would be used for and what the outcomes would be for the people of West Rainton.

**Parish Council resolved to agree** this approach and asked the Project Officer to respond to County Councillor Hall.

### **12) Data Protection Training**

**Parish Council resolved** to approve for the Parish Clerk and Project Officer to attend training at a cost of £54.00.

### **13) Cemetery update**

Project Officer informed the meeting that the headstones that had not been made safe were laid flat 9<sup>th</sup> October. This was done for no additional costs as Councillor Morson and Kev Stack assisted the Project Officer. As Kev Stack had volunteered his experience at no cost, Project Officer was asked to draft a letter to be signed by the Chairman to express the thanks of the Parish Council for his support.

### **14) St Marys Clock – Discounted Service Plan**

Project Officer reported that a longer term service plan proposal had been received from Smith of Derby. Parish Council did not feel there was benefit and value to paying up front for a longer term service plan.

**Parish Council resolved to reject** the proposed service plan but asked the Parish Clerk to make enquiries to see if the deal would be available with annual invoicing.

**15) War Memorial**

Project Officer informed the meeting that listed building consent is required for the work on the war memorial. A local company from Houghton is able to provide a scaled drawing and apply for the required consent at a price of £150.00 +VAT.

**Parish Council resolved to agree** the request.

**16) Pride in Our Village Day**

Councillor Wallage fed back to the meeting. The bulb planting and a litter pick took place although the turnout wasn't as good as was expected. It is hoped to build on next year's Big Lunch celebration as it is to be held on World Volunteer Day and incorporate a pride in our village day with these events.

**17) Heritage Garden Proposal**

Councillor Wallage referred to the previously circulated proposal to spend some underspend from the Heritage Garden budget to make improvements to the area in front of the fencing immediately in front of the garden.

**Parish Council resolved to agree** the proposal.

**18) General Correspondence**

All correspondence previously circulated via email. No further action.

**19) Date and time of next meeting**

**Parish Council resolved** that the next Meeting of the Parish Council be held on Thursday 16<sup>th</sup> November 2017 at 7.00pm at Arden House, West Rainton.

MR  
31/10/2017