

West Rainton Parish Council

Minutes of meeting held on

Thursday 15 February 2018

At Arden House, West Rainton

Present: Councillors I Clifford (Chairman), A Fisher, M Gilbank, I Haddick, P Lowrie, P Morson, G Storey, A Wallage.

3x Members 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 M Boettcher, (domestic commitment). **Parish Council resolved to approve** this 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

A member of the public raised the issue of fly tipping. Concerns were raised about some of the footpaths around the Village. Cllr Gilbank agreed to obtain the footpath numbers of the affected areas and forward them to the Parish Clerk who will report to Durham County Council.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 18th January 2018 be approved as a correct record.

5) Crime Information

The report provided by Cllr Clifford was noted. This showed that there was an increase in violence/sexual offences. Cllr Clifford had clarified this with Durham Constabulary and it was due to a number of domestic violence incidents. Cllr Gilbank commented that other thefts also appeared to have risen.

6) Finance Report

Part A: For information:

1. Income:

Scott Memorials – memorial fee for late L S Carr – £50.00

2. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – February 2018	£350.23
2	G Keedy	Project Officer net salary – February 2018	£372.36
3	HMRC	Combined HMRC liabilities - February 2018	£180.40
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – February 2018	£80.00
TOTAL			£982.99

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
5	Came & Company	Parish Council Insurance Renewal – 2018/19	£382.67	Y
6	NWG Business	Cemetery Water Supply 2/11/17 – 1/2/18	£14.56	Y
7	Durham City Homes	Hire of Arden House – PACT Meeting 6/12/17 1 hour	£5.00	Y
8	Durham City Homes	Fire of Arden House – Parish Council Meeting 22/12/17 2 hours	£10.00	Y
TOTAL			£412.23	

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

Part C: Bank Balances – For Information

Total Expenditure included above	£1395.22
Anticipated current a/c bank balance if all paid	£4452.23
Reserve Account Balance	£15033.52

Parish Council resolved to:

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

7) Planning Applications

There were no specific comments regarding the previously circulated weekly planning information.

Cllr Gilbank queried whether the 64 homes development has been approved. The application is to be submitted in February with a view to building works starting April 2018. It was also noted the open cast works are to commence in March 2018.

8) Register of Assets 2017-18

The Register of Assets for 2017/18 had been circulated previously. The recently purchased laminator had been added.

Cllr Gilbank queried the valuation of some items including the War Memorial. The Project Officer advised that this followed best practice as outlined in the publication "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices"

Parish Council resolved to approve the 2017/18 Register of Assets and asked the Parish Clerk to ensure that insurance cover is sufficient.

9) Risk Assessment 2017-18

The Risk Assessment for 2017/18 had been previously circulated. Potential risk associated with the future of Jubilee Hall was discussed. However, it was felt at the moment no amendment to the Risk Assessment was required as no decisions had been made.

It was noted that the Risk Assessment was a "live" document and was able to be reviewed to reflect changing circumstances.

Parish Council resolved to approve the 2017/18 Risk Assessment.

10) Jubilee Hall – Information Update

Cllr Clifford referred members to the previously circulated letter that had been sent by the Parish Clerk to Craig Morgan from Durham AAP which requested further detail and information in respect of the proposal around Jubilee Hall. Cllr Storey asked if the Parish Clerk would ensure that the funding application deadline of 31st March which had previously been mentioned could be extended. Parish Clerk agreed to follow this up with Craig Morgan.

11) Community Governance Review

The Project Officer reported that the petitions and a covering letter had been submitted to Durham County Council and we are awaiting them to inform us of the next steps in the process.

12) Cemetery Maintenance Contract 2018-19

The Project Officer referred to the previously circulated report. He went on to explain that there were 2 options. The current contract has an option to extend for a further year or a second option which was to re-tender. The Project Officer reported that he had spoken with Leamside Nurseries the current contractor, who indicated they would be happy to continue for a further year at the same cost as 2017-2018, this being £4110.00 (excl. VAT).

Parish Council resolved to approve the extension of the current contract for 2018-2019.

13) Cemetery: Information re sale of burial plots and memorial dimensions

The Project Officer referred to the previously circulated report.

Parish Council resolved:

To note the contents of the report and formally record the policy as described;

and,

That a further report be brought to a future meeting of Parish Council relating to wider Cemetery management issues.

14) Heritage Garden Maintenance 2018-19

A quotation had been received from Anthony Baker for the continued maintenance of the Heritage Garden. This quotation was at the same price as the previous Year and also included some additional work around repairing the fences at no additional cost.

Parish Council resolved to approve the quotation for 2018-19.

15) General Correspondence

Cllr Gilbank referred to a previously circulated email from a member of the public and the concerns around traffic on Station Road. This had been sent to Durham County Council with no response being received at the time of the meeting.

16) Date and Time of Next Meeting

Parish Council resolved that the next Meeting of the Parish Council be held on Thursday 15th March 2018 at 7.00pm at Arden House, West Rainton.