

# West Rainton Parish Council

**Draft Minutes of meeting held on**

**Thursday 15 March 2018**

**At Arden House, West Rainton**

**Present:** Councillors M Boettcher, 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) Appointment of Chairman**

The Parish Clerk explained that following the resignation of Cllr I Clifford, it was necessary to appoint a Chairman until the Annual Meeting of Parish Council.

Cllr Wallage was proposed by Cllr Haddick and seconded by Cllr Boettcher. There were no other nominations.

Parish Council resolved to appoint Cllr Wallage as Chairman.

## **2) Declaration of Acceptance of Office – Chairman**

The Declaration of Acceptance of Office was signed by Cllr Wallage. This was witnessed by Mark Ramshaw, Parish Clerk who duly signed and dated the declaration.

## **3) Apologies**

Apologies for absence had been received from Councillor A Fisher (holiday commitment) and Cllr Gilbank (domestic commitment). **Parish Council resolved to approve** these absences.

## **4) Declarations of interest**

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

## **5) Public Participation**

A member of the public who had previously emailed the Parish Council was in attendance and spoke of her current situation with regards to anti-social behaviour in the area around her property. She advised that she has informed the County Councillors as well as calling the Police on a number of occasions. The offenders are teenagers around 13-14 years old.

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

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The local PCSO has also been involved and is meeting with the developer of the properties with a view to getting the walkway that has been created blocked off by fencing to restrict access.

**Parish Council resolved** to correspond with DCC to ask them to liaise with the developer regarding the fence, ask for an update from the PCSO and also to lobby the two County Councillors for the Parish.

## 6) Election of Vice Chairman

Following the appointment of Cllr Wallage as Chairman, nominations were sought for the position of Vice Chairman until the Annual Meeting of Parish Council.

Cllr Haddick was proposed by Cllr Wallage and seconded by Cllr Storey. Cllr Boettcher was proposed by Cllr Lowrie. This was not seconded.

**Parish Council resolved** to appoint Cllr Haddick as Vice Chairman

## 7) Minutes

**Parish Council resolved** that the minutes of the Parish Council meeting held on 15<sup>th</sup> February 2018 be approved as a correct record.

## 8) Crime Information

The report provided by Cllr Clifford was noted. This showed that there was an increase in violence/sexual offences. Some further detail was made available from the police in respect of location of some crimes and this was queried as to whether this was appropriate. Cllr Haddick agreed to contact PCSO Stephen Waddington for clarification.

## 9) Finance Report

### 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 – March 2018	£350.03
2	G Keedy	Project Officer net salary – March 2018	£372.16
3	HM Revenue and Customs Only	Combined HMRC liabilities - March 2018	£180.80

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

4	D Lewins	Cemetery Gatekeeper Gratuity Payment – March 2018	£80.00
5	Durham County Council	Website Hosting and Support 1/4/17-31/3/18	£694.03
<b>TOTAL</b>			<b>£1677.02</b>

**Part B: Expenditure requiring approval**

	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>	<b>Budget Provision Y/N</b>
5	G Keedy	1 <sup>st</sup> Class Signed Large Letter	£2.40	Y
6	Society of Local Council Clerks	Membership Subscription Renewal 2018-19	£100.00	Y
7	Cancer Research	Donation for Geoff Kitson who is raising money for charity – he carried out an emergency repair on cemetery tap 11/3/18.	£20	Y
<b>TOTAL</b>			<b>£122.40</b>	

**Part C: Bank Balances – For Information**

Total Expenditure included above	<b>£1799.42</b>
Anticipated current a/c bank balance if all paid	<b>£2642.81</b>
Reserve Account Balance	<b>£15033.52</b>

**Parish Council resolved to:**

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

**10) Benridge Bank Development**

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

Cllr Wallage informed the meeting that she had attended and spoke at the Planning Committee Meeting on 13<sup>th</sup> March and highlighted the Parish Council's concerns as set out in the Parish Council letter dated 9 March 2018.. County Councillor Kellett also spoke

Cllr Wallage reported that both the developer and the planning case officer made reference to the Section 106 financial contribution proposed being substantial for a development of this size.

It was noted that no amendments were made in response to the Parish Council's concerns and the planning application was approved with a 7-5 vote.

Cllr Wallage explained that there was no opportunity to ask any questions at the meeting and consequently there were still some concerns about the lack of transparency regarding how the S106 proposals had been determined and the process/timescales for accessing the resultant funding..

**Parish Council resolved** to agree that Cllr Wallage draft a letter to be sent to the case officer seeking clarification. This draft would be circulated to all Parish Councillors and the Parish Clerk for comment, prior to being finalised and issued by the Parish Clerk.

## **11) Planning Applications**

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

## **12) Jubilee Hall**

The Project Officer referred to his previously circulated report, summarised the current position and proposed next steps. Cllr Wallage and the Project Officer had met with Craig Morgan from Durham AAP and it was acknowledged that there were still a number of areas that required clarification from the County Council.

Cllr Wallage said that the Parish Council must have absolute clarity to be able to move forward.

**Parish Council resolved** that;

Chairman / Vice Chairman and officer(s) meet with DCC officers and Elected Members to progress the actions identified in the report;

and,

Further enquiries be made with WRLCA re supply of documentary evidence to confirm the legalities of any potential sale.

### **13) West Rainton Cemetery fees and charges**

The Project Officer referred to his previously circulated report which detailed the current fees and proposals for future fees. It was acknowledged that CDS, when carrying out a review of Cemetery operations, had recommended that the Cemetery should ideally be self-financing.

It was noted that fees had not been reviewed since 2014.

#### **Parish Council resolved to:**

Approve the suggested revisions to fees and charges applicable to West Rainton Cemetery and implement these with effect from 1 April 2018.

Agree to review the fees, charges and scope on an annual basis.

### **14) War Memorial**

The Project Officer advised that listed building consent had been received last month and Durham Stonemasonry had been informed. Unfortunately due to the time which had elapsed their supplier were unable to hold their original quotation and a new quote is awaited. Parish Council agreed to defer this item to next meeting.

### **15) Councillor Vacancy**

DCC Electoral Services have been informed of the current vacancy for a Parish Councillor following Cllr Clifford's resignation. A formal notice of the vacancy would be provided by DCC. This may lead to the calling of an election.

### **16) Website Management**

Parish Council had previously agreed that Cllr Clifford maintain the website. His resignation now required a review of arrangements.

Mr Clifford had kindly offered to continue to undertake this role and that of producing the Crime statistics on a volunteer basis.

Parish Clerk and Project Officer would look to revisit their web management training documents and Cllr Haddick offered to take on the role of producing the crime statistics.

Parish Council **resolved** to agree that Mr Clifford continue these roles on a volunteer basis pending the introduction of alternative arrangements as described.

### **17) Community Governance Review**

The Project Officer informed the meeting that all papers had been submitted and signatures confirmed as valid by DCC. Parish Council to await details of next steps from DCC.

### **18) General Correspondence**

Parish Clerk informed the meeting that the correspondence had been dealt with by the member of the public themselves at the beginning of the meeting.

**19) Annual Parish Meeting**

**Parish Council resolved to agree** the date for the Annual Parish Meeting of Wednesday 9<sup>th</sup> May 19:00 at Jubilee Hall.

**20) Date and Time of Next Meeting**

**Parish Council resolved** that the next Meeting of the Parish Council be held on Thursday 19<sup>th</sup> April 2018 at 7.00pm at Arden House, West Rainton.