

West Rainton Parish Council

Minutes of meeting held on Thursday 20 September 2018 At Arden House, West Rainton

Present: Councillors M Boettcher, I Diggory, M Gilbank, I Haddick, P Lowrie & P Morson

4 x Members of the Public

R Roberts (Durham Area Youth) & A Stevenson (The Green Group) attended part of the meeting

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

NOTE: The meeting was not audio or video recorded.

As Councillor Wallage (Chairperson) was not present, Parish Council resolved to approve that Councillor Haddick (Vice-Chair) act in the role of Chairperson for the meeting.

Councillor Haddick referred to the Agenda and advised the Item 14 would be discussed in confidence after the public had left the meeting. Parish Council resolved to exclude the press and public from the item in accordance with the Public Bodies (Admission to Meetings) Act 1960 (Section 2)

1) Apologies

Apologies for absence had been received from Councillors A Fisher (family commitments) G Storey (work commitments) and A Wallage (Holiday). **Parish Council resolved to approve** these absences.

2) Declarations of interest

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

3) Public Participation

No issues were raised.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 19th July 2018 be approved as a correct record.

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5) Durham Area Youth

Rachael Roberts from Durham Area Youth circulated a quarterly report. The Report detailed the numbers of young people participating, costings, highlights, opportunities and challenges. Rachael advised that there had been problems with the 12-16 age group and because of this the young people of this group have been excluded from Jubilee Hall. Rachael informed those present that she was trying to work with the Community Police but they tend to finish by 17:00 and only work one late night every 6 weeks.

Cllr Haddick advised Rachael to email the information relating to problems that are being caused and he would speak with the relevant officers.

6) Request to Replace a Parish Bench

Angela Stevenson discussed the report which had been circulated to Members prior to the meeting. Options were discussed around the siting of the bench and who owned the land in question.

Parish Council resolved to agree moving the bench as in the report would be the preferred option, however advised Angela to ensure that the owner of the land is identified. If the existing bench was to be removed and re-sited, then this would need to be within the boundaries of West Rainton Parish Council.

Parish Council also resolved to agree to take ownership of the new bench. All subject to The Green Group confirming the land owners.

7) Unused Grant Money- Churchyard Project

Cllr Haddick informed members that an email had been received from A Burns in relation to a 2018 grant which was not spent. It was intended for the churchyard project and whilst the work was carried out, Durham County Council decided to pay for the works. The proposal is to retain the grant and use it for further composting and planting on the understanding there would be no application for 2019.

Parish Council felt that the usage differed from the original application and that there may be other organisations that may benefit from the grant money. **Parish Council resolved to agree** that the Parish Clerk contact A Burns with a view to having the grant money returned.

8) Finance

Part A: For information:

Income: £500 - Carol Finn Funerals re: burial 20 July 18

1. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – September 2018	£356.00

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2	G Keedy	Project Officer net salary – September 2018	£378.56
3	HM Revenue and Customs Only	Combined HMRC liabilities - September 2018	£183.60
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – September 2018	£80.00
TOTAL			£998.16

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
5	Mazars LLP	External Audit for year ended 31/3/2018	£240.00	Y
6	Communicorp	Annual subscription to Clerks and Councils Direct	£12.00	Y
7	NWG Business	Cemetery Water Charges 2/5/18-1/8/18	£12.56	Y
8	Max Recycle	Surcharge for excess Weight on 1100ltr Unit - £6.25	£6.25	Y
9	Durham City Homes	Arden House room hire 2 hrs 19/7/18	£10.00	Y
10	Leamside Nurseries	Grass cuts x 5	£1196.00	Y
11	M Ramshaw	Stationery – x4 reams A4 paper, envelopes, plastic wallets and stapler	£16.80	
TOTAL			£1493.61	Y

Part C: Bank Balances – For Information

Total Expenditure included above	£2491.77
Anticipated current a/c bank balance if all paid	£23414.86
Reserve Account Balance	£15035.86

Part D: Max Recycle Invoices

At the beginning of August invoices from Max Recycle were received which were dated February 2018. They had been sent to the incorrect address and were accompanied by a surcharge fee for debt collection. The debt collection fee was withdrawn after

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representations by Parish Clerk however due to the urgency of the situation and the fact that expenditure had already been agreed, the two invoices were paid during the August recess as follows:

- 1) £143.20 – Duty of Care covering 1/4/18-31/3/19
- 2) £1528.64 – Contract for 1100ltr wheeled bin

Parish Council resolved to:

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

9) Annual Governance and Accountability Return 2017/18

The Parish Clerk reported on the Annual Governance and Accountability Return for 2017/18. The new external auditor was Mazars and the audit was satisfactory.

Parish Council resolved to approve the audited Annual Return 17-18 by Mazars (External Auditor). There was no requirement to produce an action plan.

10) Planning Applications

Cllr Morson declared an interest in a recent planning application and the left the room. Cllr Haddick referred to 4 recent planning applications being within the West Rainton Parish Council boundaries. **Parish Council resolved** to approve that there were no comments or objections to make in connection to any of the applications.

Cllr Morson re-joined the meeting after conclusion of this item.

11) Jubilee Hall

Cllr Haddick informed the meeting that both Cllr Wallage and he had met with Durham Sparks in connection with devising a Business Plan relating to Jubilee Hall. Durham Sparks were knowledgeable in this area of expertise and they have approached DCC with regards to finding for them to be able to support the development of the Business Plan. A decision is expected 25th September 2018. In the meantime Cllr Wallage is approaching representatives of Jubilee Hall regarding setting up a meeting.

12) West Rainton Cemetery

a) Report of the Project Officer

The Project Officer referred Members to his previously circulated report. There is an issue with around 139 graves that require attention by the current owners. He advised of the next steps with regards to publishing notices on the website and cemetery gates to ask the relevant owners to tend to the graves. A map of the graves will be produced. **Parish Council resolved to approve** this course of action and set a deadline of 7th January 2019 for graves to be attended to.

The Project Officer then went on to discuss the disused brick building within the cemetery and the recommendation of CDS to demolish said building.

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S106 funding of £5000 has been applied for and this would cover the demolition of the building and also the provision of a notice board at the entrance to the cemetery.

Prior to any demolition work being carried out an asbestos survey would be required on the building to be demolished. Two quotes had been received and **Parish Council resolved to approve** the quote from Environtec which was £180 (inc. VAT).

Also contained in the Report was reference to two trees that require attention. **Parish Council resolved to approve** the works on both trees and after discussion, Cllr Morson agreed to approach a resident in the adjoining property prior to the tree removal.

The Project Officer informed the meeting that the new burial areas are now operational. This includes the area identified by CDS for a further 470 graves. The Project Officer reported on the option of the new burial site becoming a 'lawn area' which would restrict any memorial installation to a single head stone. This would help improve the appearance and maintenance of the area. **Parish Council resolved to approve** this.

The Project Officer informed the meeting that he intended to bring a further report to the next meeting of Parish Council regarding the management of existing graves and installations.

b) External Appearance of the Cemetery

Cllr Haddick referred Members to the report that considers the external appearance of the Cemetery. A number of options had been identified and were discussed. Funding has been secured via County Councillors Hall and Kellett. **Parish Council resolved to approve** the planting of trees and bulbs for the best impact.

Discussion then ensued on which tree would be the best to plant. Cllr Haddick suspended standing orders and invited the members of the public to comment. A member of the public commented that they felt trees would make a positive impact along with the suggested wrought iron planters. Standing orders were then reinstated.

Parish Council resolved to approve Option 2 with regards to the type of trees to be planted.

13) Cemetery Waste Disposal Contract

The Parish Clerk referred members to the previously circulated report regarding the contractual situation with the waste removal contract for the Cemetery. The Parish Clerk advised that he had sought information from other Parish Councils regarding waste collection and DCC were used by the majority. An initial quotation from DCC showed a saving of almost 50% on the current contract. Due to the specialist nature of the work **Parish Council resolved to approve** the termination of the contract with MaxRecycle with a view to contracting with DCC from 1st April 2019.

14) Village Green Encroachment

This item was deemed confidential and moved to the end of the meeting to exclude the public.

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15) British Heart Foundation's Nation of Lifesavers Community Package

Clr Gilbank informed Parish Council that during the recess period there had been an offer from the BHF regarding the provision of a defibrillator and training. The cost of the package is £600 which was discounted from £2500. Cllr Gilbank informed Parish Council that he had completed the application although this could be withdrawn.

Discussions took place around where any equipment could be sited and how it would be stored. A specific box would need to be purchased. A query around annual maintenance costs was also raised. Parish Council acknowledged that in theory, the idea of a defibrillator in the village was a good idea.

Clr Gilbank agreed to draft a detailed proposal to include all costings to include annual maintenance, purchase price, training etc. and any other requirements.

16) Project Officer Role

The Project Officer left the room for this item. Cllr Haddick referred members to the previously circulated report. **Parish Council resolved** to extend the Project Officer role for a further 12 months.

17) Carols around the Christmas tree

Clr Haddick referred to the previously circulated report produced by Cllr Wallage.

Parish Council resolved to approve the detail of the report which included a date of Sunday 23rd December 2018 and the £400 budget provision for Christmas festivities. The Parish Clerk to order a Christmas tree which is at least 16 feet high.

18) War Memorial

The Project Officer advised Members that the process for obtaining additional inscriptions to the war memorial had been protracted with planning permission and an added consultation period for any further names to be identified. No feedback had been received by 31st August 2018 deadline. An order has been placed with Durham Stonemasonry and there are two options for supply of the marble. The Project Officer advised Members of the two options. Option one is an overseas supplier costing £594 which will be delivered March 2019. The second option is a UK supplier and anticipated delivery is pre-Christmas at a cost of £631.

Parish Council resolved to approve the UK supplier option at a cost of £631.

As the memorial will not be completed by the 11th November event, the Project Officer offered to research a temporary alternative to identify the five additional names.

Parish Council resolved to delegate authority to Cllrs Haddick and Wallage regarding expenditure on a temporary alternative.

19) Field House Open Cast Community Liaison Committee

Clr Morson advised that there were no updates at this time. An onsite meeting is to be held next week.

20) West Rainton & Leamside Village Partnership

There were no comments on the previously circulated report.

21) Smaller Councils Forum

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Cllr Boettcher informed Members of her attendance at the forum and that one of the key discussions was around the conduct of Parish Councillors and having some more formal guidelines.

22) Crime Statistics

There were no comments on the information circulated.

23) General Correspondence

The Parish Clerk advised Members that there had been two separate emails of complaint regarding the conduct of a Parish Councillor. Both complainants were advised to contact Durham County Council.

The Parish Clerk also advised that there had been a Subject Access Request received which was being dealt with.

24) Date and Time of Next Meeting

Parish Council resolved to approve that the next Meeting of the Parish Council be held on Thursday 18th October 2018 at 7.00pm at Arden House, West Rainton.

CONFIDENTIAL BUSINESS:

Parish Council resolved to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960 (Section 2)

25) Village Green Encroachment

Parish Council discussed a recent encroachment onto Village Green. A fence had been erected. The owner of the property has advised that there had been a fence in situ historically. Whilst information had previously been received from DCC regarding prosecutions, the Project Officer had sought advice from a firm of solicitors who specialise in Village Green issues and advised Members of an initial cost quotation.

Discussion also took place around the possibility of using the Small Claims Court.

Parish Council resolved to agree that the Parish Clerk check for any historical evidence of a fence being in place.

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