

# West Rainton Parish Council

## Minutes of meeting held on Thursday 15 November 2018 At Arden House, West Rainton

**Present:** Councillors I Diggory, M Gilbank, I Haddick, P Lowrie, G Storey, A Wallage (Chairman)

**In attendance:** M Ramshaw, Parish Clerk and G Keedy, Project Officer.  
County Councillors B Kellett and D Hall  
2 members of the public

NOTE: The meeting was not audio or video recorded.

### 1) Apologies

Apologies for absence had been received from Councillors P Boettcher (holiday) and P Morson (work commitments). **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 18<sup>th</sup> October 2018 be approved as a correct record.

### 5) FINANCE REPORT

#### Part A: For information:

- **Income:** £150.00 – Co-op funeral care grave re-open fee DC 16/10/18  
£ 25.00 – Records Search Fee (GD)

- **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 – November 2018	£370.16
2	G Keedy	Project Officer net salary – November 2018	£378.56
3	HM Revenue and Customs Only	Combined HMRC liabilities - November 2018	£187.20
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – November 2018	£80.00
5	Durham Stonemasonry	Deposit for Memorial work – Cheque issued 30/10/18 due to deposit requirement and timescales.	£429.60
<b>TOTAL</b>			<b>£1445.52</b>

**Part B: Expenditure requiring approval**

	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>	<b>Budget Provision Y/N</b>
6	Durham City Homes	Arden House – room hire 18/10/18 2 hours	£10.00	Y
7	Anglian Water Business National	Water Supply Cemetery – 2/8/18 – 1/11/18	£18.71	Y
8	Companies House	CIC Registration	£35.00	Y
TOTAL			<b>£63.71</b>	

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

Total Expenditure included above	<b>£1509.23</b>
Anticipated current a/c bank balance if all paid	<b>£21689.09</b>
Reserve Account Balance	<b>£15038.22</b>

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

1. Note income, expenditure and bank balances reported for information.
2. Approve expenditure listed in Part B
3. Note the £150.00 cheque no. 302891 issued 18/10/2018 for the Demolition Notice (DCC) has been cancelled as it was not required due to already included in the Contractors quote.
4. Note cancellation of cheque no 302890 £249.50 made payable to A Baker. A replacement for this cheque was required and reissued cheque no. 302893 22/10/18.
5. Note a payment that was previously agreed to Durham Stonemasonry 30/10/18 cheque no 382894 for £429.60 (inc VAT). This cheque was raised on an urgent basis in order to pay the deposit to Durham Stonemasonry for the work they are to undertake on the War Memorial. Expenditure previously approved.
6. Approve a payment for £33.20 to the Gilpin Press for the printing of posters relating to Carols around the Christmas Tree received after the finance report had been prepared.

### **6) Planning Applications**

There were no comments specifically in regard to any particular planning application, although Cllr Gilbank noted that a number of planning applications had been submitted in Belmont Parish and surrounding areas linked to houses of multiple occupancy/student accommodation and raised concerns that this may spread to our parish.

Cllr Wallage asked that members continue to view the planning applications as they are circulated and raise any issues at Parish Council meetings.

### **7) Jubilee Hall**

Cllr Wallage informed those present that the Parish Council Working Group had its first face to face meeting with members from the Community Association. They informed the C.A. that the first stage in consideration of their proposal was for the Parish Council to prepare a draft business plan for 2019-23.

The C.A. have provided audited accounts for 2017 and hope to have the 2018 accounts early in the New Year.

Durham Sparks have now advised, with DCC support, they would be able to offer free support to the Parish Council in drafting the business plan if the Parish Council set up a community interest company (CIC) for this purpose. This would

allow professional independent support and advice. The Working Group felt this would be beneficial to the CA and the Parish Council.

The setting up of a CIC would require an application fee of £35 to be paid to Companies House and Directors and a Company Secretary to be nominated. The Company Secretary would be the point of contact for the Company and could be a Director.

The nature of the Company would be consultative and formed purely for the purpose of preparing the draft business case with the support of the Durham Sparks. The Company would then be dissolved.

**Parish Council resolved** to approve the £35.00 expenditure and the setting up of the CIC with the current working group members as directors and the group nominating one of the Directors to act as Secretary.

## **8) Cemetery**

### **a) Grave Adornment Policy**

The Project Officer referred those present to his previously circulated report.

The current situation is one of no regulation with regards to grave and adornments. Everyone acknowledged that this is a sensitive area and research from other Authorities show there are a variety of approaches. The aim of the report is to develop a comprehensive set of guidelines.

A number of issues were raised around health and safety and the difficulty the contractor has when cutting the grass with various adornments on graves.

Cllr Wallage asked that all members visit the Cemetery to view the situation for themselves and so that they are able to make an informed decision.

It was acknowledged that any rules would need a lengthy period of notice of implementation to give people adequate time to adhere to the rules.

Cllr Wallage suggested that consideration of the policy be deferred to the next council meeting to allow members more time to consider suggestions made. The Project Officer agreed to produce some key points in relation to the policy for the next meeting.

It was felt that the Policy could start from 1<sup>st</sup> March 2019 and could be published by the Parish Council in the new year and in Village News at the beginning of February to make everyone aware.

### **b) Update on brick building demolition**

The Parish Clerk advised that the Contractor has now been engaged and we are awaiting DCC Planning Department checks prior to any work commencing.

### **c) General maintenance Issues**

It was reported that residents have confirmed their approval with the trees being removed. Other aspects remain outstanding that include the moss removal from the paths and the tree sucker removal. The Project Officer advised that he has emailed the contractor but has not had a response.

#### **d) Memorial Wall**

Cllr Haddick referred to his previously circulated report regarding proposals for a memorial wall within the cemetery. This was received positively.

Cllr Wallage advised that there are earmarked reserves for cemetery developments and they could be used to fund the wall.

A discussion around the sitting of the wall took place but no agreement was reached at this stage.

**Parish Council resolved** that Cllr Haddick contact architects with a view to obtaining a price for the drawing of preliminary design options.

#### **e) Request for additional funding**

The Parish Clerk referred to the previously circulated report which requested an approval of an amount of £443.35 towards the demolition work and the purchase of a cemetery noticeboard which could not be met from the £5,000 grant award.

**Parish Council resolved** to approve the additional amount required.

#### **9) War Memorial Temporary Plinth**

The Project Officer advised that St Mary's Church would be happy to house the temporary plinth. Parish Council resolved to donate the plinth to St Mary's Church.

#### **10) Raising the Parish Council Profile**

Cllr Diggory referred members to his previously circulate report. Cllr Diggory discussed his report and the main channels of communication within the village; Parish website, Village Partnership Website and the Village Newsletter.

Cllr Diggory referred to the Parish Council website and the Service Level Agreement with DCC for support and hosting which has an annual charge of £589.93.

Cllr Diggory shared options on how the current website could be improved and informed members that he has been offered a free demonstration of an alternative website.

**Parish Council resolved** to agree to receive a free demonstration of an alternative website.

Cllr Diggory outlined the need for the Parish Council to seek opportunities for residents to be able to talk to councillors in an informal manner. His recommendation that the Parish Council takes a table at Community events, such as the monthly craft fair was welcomed. Attendance at the next fair at the end of November was supported. The idea of having two pull up banners produced as publicity that could be taken to events was discussed and **Parish Council resolved** to approve expenditure of up to £150 for the purchase and design of two banners.

The banners design to include the name (West Rainton and Leamside Parish Council), the website address and the Parish Council Logo.

Cllr Storey volunteered to work on the design for the banners and order them in consultation with the Clerk.

### **11) Parish Plan Update**

Cllr Wallage referred to the previously circulated document. Cllr Wallage advised that she had looked at the outstanding actions with Cllr Haddick and they allocated tasks to Parish Councillors. Members agreed with the approach and agreed to bring regular updates on actions back to future Parish Council meetings.

### **12) British Heart Foundations Nation of Lifesavers Community Package**

Cllr Gilbank referred members to the information that had been circulated. There would be a cost of £600 for the equipment and this is heavily subsidised. Other ongoing service costs would be a battery every 3-5 years as well as having to replace pads, gloves, razor etc. if used.

Parish Council discussed possible locations and the costs around a cabinet for storage.

Cllr Gilbank was asked to approach the North East Ambulance Service regarding their potential support for the proposed application and to seek their advice on the most appropriate location. Cllr Gilbank also agreed to circulate the application form to members.

### **13) Concerns regarding the use of the lay by near Middle Rainton Picnic Area**

Cllr Gilbank raised some concerns regarding the lay by near Middle Rainton Picnic Area. Whilst walking he witnessed a wagon parked up and the driver was defecating in the area. Parish Council discussed the usage of the layby and asked the Parish Clerk to correspond with Sunderland City Council regarding the incident and ongoing concerns.

### **14) A690 Rainton Gate Junction**

Cllr Gilbank shared concerns around the use of the junction at Rainton Gate and the inadequacy of the signage. There is signage however the larger green sign is difficult to see when crossing the junction. Cllr Gilbank suggested the green sign be moved to a prominent position on the central reservation.

Cllr Hall informed those present that there is a plan to put traffic lights in place in the future – planning condition relating to Station Road Housing Development. In the interim, Cllr Hall said he would support the moving of the signs.

Parish Council asked the Parish Clerk to refer the concerns to Durham County Council.

### **15) Field House Open Cast Community Liaison Committee**

.There were no updates. Next meeting is 28<sup>th</sup> November.

## **16) West Rainton and Leamside Village Partnership**

No meeting had been held. The next meeting is 27<sup>th</sup> November.

## **17) Crime Statistics**

The report prepared by Cllr Haddick was circulated.

Cllr Hall discussed the anti-social behaviour that was taking place which had increased through Halloween and Bonfire Night. He informed those present he is setting up a multi-agency meeting with the Police to discuss what can be done. Cllr Hall asked if anyone has any concerns regarding any anti-social behaviour these should be raised with the police.

## **18) General Correspondence**

The Parish Clerk informed those present of three emails that had been received. All three linked to the Cemetery. Two were referring to the demolition of the brick building within the cemetery and one was linked to parish policy. The Parish Clerk informed that both the Project Officer and he were working on responses to the residents.

## **19) Date and Time of Next Meeting**

**Parish Council resolved** to approve that the next Meeting of the Parish Council be held on Thursday 20<sup>th</sup> December 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)

## **20) Village Green Encroachment**

Parish Council considered the legal advice that had been received and **resolved to** agree that the Parish Clerk should correspond with the resident regarding the alleged encroachment in light of the advice received.