

West Rainton Parish Council

Minutes of meeting held on

Thursday 17 January 2019

At St Mary's Church Hall, West Rainton

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

In attendance:

M Ramshaw, Parish Clerk
1 Member of the Public

NOTE The meeting was not audio or video recorded.

The meeting was moved to St Mary's Church Hall as Arden House was inaccessible due to an issue with the door locking mechanism.

1) Apologies

An apology had been received from Cllr M Boettcher (holiday) and **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

No issues were raised.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 20th December 2018 be approved as a correct record.

5) FINANCE REPORT

Part A: For information:

- **Income: Nil**
- **Expenditure**
Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary –	£370.36

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Date:.....

		January 2019	
2	G Keedy	Project Officer net salary – January 2019	£378.56
3	HM Revenue and Customs Only	Combined HMRC liabilities - January 2019	£187.00
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – January 2019	£80.00
TOTAL			£1015.92

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
5	Durham City Homes	Hire of Arden House 20/12/18	£10.00	Y
6	Durham County Council	Bat Risk Assessment	£100.00	Y
7	Durham County Council	Planning Application - Demolition	£48.00	Y
8	Mr M Ramshaw	Re-Imbursement for Toners x 2 black (Cartridgesave.co.uk)	£47.92	Y
9	Jones Boyd (Durham) Ltd.	Payroll System – 1/1/19-31/3/19	£90.00	Y
10	A Baker	HeritageGarden Maintenance - Weeding, general tidying, tree and shrub pruning and removal of clippings	£345.00	Y
11	A Baker	Xmas tree – Erection, dismantle and disposal	£80.00	Y
12	Greenbarnes Ltd.	Leamside notice board replacement (See Agenda item 13)	£1316.66	Y
13	G Keedy	Reimbursement for map of Cemetery (Streetwise Maps Ltd.)	£12.00	Y
TOTAL			£2049.58	Y

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Date:.....

Part C: Bank Balances – For Information

Total Expenditure included above	£3065.50
Anticipated current a/c bank balance if all paid	£16904.53
Reserve Account Balance	£15038.28

Parish Council resolved to:

1. Note income, expenditure and bank balances reported for information.
2. Approve expenditure listed in Part B
3. Note re-provision of cheque 302899 (Durham City Homes £10.00) which has not been received by Durham City Homes. The cheque has not been presented and as such has been cancelled.

6) Budget Position Q3 2018/19

The Parish Clerk referred to the previously circulated Q3 budget position report. He pointed out that provision had been made for a new noticeboard for Leamside to replace the existing one which had seen better days. The overall position was viewed as positive and there were no further questions.

7) Precept 2019-2020 - Parish Council to consider and approve the budget/ estimates, and set the precept for 2019-2020

Parish Clerk referred members to the previously circulated draft budget report and accompanying spreadsheet. The draft budget presented was a budget with no increase to the precept and what could be described as stand-still position.

Cllr Gilbank queried the budget estimate for room hire which looked too small. This was acknowledged and would be revised.

Cllr Storey asked whether Parish Council could raise the precept. A brief discussion took place and Parish Councillors were of the opinion that a small increase in the precept would be prudent to maintain and improve services and ensure adequate reserves are maintained to meet unexpected costs.

The Parish Clerk also advised that it might be prudent in light of the elections that will take place in 2021 to create an earmarked election reserve with £2000 being transferred from general reserves in 2019/20 and 2020/21.

Parish Council resolved to approve a 3% uplift to the precept. Parish Clerk and Cllr Wallage as Chairperson to complete and sign the precept request form to be returned to Durham County Council. **Parish Council also resolved to approve** the creation of an earmarked election reserve as proposed.

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Date:.....

8) HeritageGarden Maintenance Contract

A quotation had been received for the contract for the maintenance of the HeritageGarden. The submitted cost was the same as the previous year £1578.51. **Parish Council resolved to approve** this quotation and award A Baker the contract for the coming year.

9) Planning Applications

Parish Councillors discussed issues around the Station Road Housing development and noted that Cllr Hall has asked for extra S106 financial contributions in relation to the additional application for a further 12 houses.

Cllr Kellett advised that the A690 traffic improvements linked to this development at Rainton Gate remains a priority.

Cllr Wallage advised everyone present to review the weekly planning application emails and Parish Council could then discuss and challenge if felt necessary.

10) Co-Option

Parish Clerk advised that he was to check with Electoral Services that Parish Council can go straight to the co-option process, to fill the resultant 2 vacancies as a consequence of the governance review reduction in membership not applying to May 2021. **Parish Council resolved to provisionally approve** the 8th March for the receipt of any applications for co-option, subject to confirmation from electoral services.

11) Grant Applications 2019/20

Parish Council discussed 5 grant applications received. Parish Council resolved to approve:

- WestRainton & LeamsideVillage Partnership (Big Lunch): £250
- WestRainton & LeamsideVillage Partnership (Dementia Group): £250
- 1st Rainton Gate Brownies – £200
- WestRainton & LeamsideVillage Partnership (Village Show): £250

Consideration of the grant application from West Rainton & Leamside Village Partnership(Tubs and Compost) was deferred pending the outcome of discussions agreed in relation to item 12 on the agenda.

Parish Council also resolved to make it a grant condition, for all awards, that applicants should provide evidence of expenditure within 3 months after the date of the event to which the award relates.

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12) Provision and maintenance of planters

Councillor Wallage discussed a suggestion that through informal discussions with the Village Partnership and the Green Group there could be a possibility to move towards a co-ordinated approach to the planting of tubs throughout the Village. The Village Partnership/Community groups are not always guaranteed to have funding available and Parish Council were asked whether they felt it appropriate to take on the responsibility for the planting and maintenance of the planters. Cllr Haddick agreed with the suggestion and felt some tubs weren't looking their best.

A quotation had been received to give an indication of the costs involved with planting the existing tubs. This was £1220 a year. This was from A Baker and was for the tubs to be planted twice a year.

Parish Council resolved to approve that Cllr Wallage approach the Village Partnership at their next meeting with a view to the Parish Council taking on responsibility for the planting of the tubs.

13) Purchase of replacement for Leamside noticeboard

The Parish Clerk advised Parish Council of the poor condition of the Leamside noticeboard. A quotation had been received for a new noticeboard similar to the one in West Rainton. The cost would be £1316.66. **Parish Council resolved to agree** the purchase of a replacement noticeboard.

14) Cemetery

- a) Demolition of brick building – Planning application is now submitted with a view to demolition towards the ends of February if permission is granted.
- b) General maintenance issues including tree removal – The trees have not yet been removed and **Parish Council resolved to approve** seeking an alternative contractor to remove the trees asap.
- c) Memorial Wall – Cllr Haddick advised he was in contact with three architects regarding the design of the memorial wall with a view to getting some indicative costings.

15) Purchase of a Defibrillator

Cllr Kellett advised he has referred the information to the Health and Wellbeing Scrutiny Committee of Durham County Council who are working on a county-wide approach for the provision of defibrillators.

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16) Jubilee Hall

Cllr Wallage informed members that the consultation process was commencing. This was launched with Durham Sparks at the Village Partnership Meeting. Consultation will take the form of a questionnaire regarding the future potential use of Jubilee Hall. The questionnaire will be available electronically via Survey Monkey and also in hard copy. Information will be published in the Village News.

17) Parish Plan Update

Cllr Wallage informed those present that in installing 6 new bins, Durham County Council has inadvertently put one in the incorrect place. Rather than move the newly installed one, Cllr Wallage sought approval for an additional bin to be purchased for the bus stop at the top of Station Rd. Cllr Storey advised an approach had also been made by a member of the public to have a bin installed at the seat opposite the Garage. **Parish Council resolved to approve** the installation of a further two bins. Parish Clerk to order the bins.

Cllr Gilbank informed members he was still looking at the provision of salt bins throughout the Village.

Cllr Wallage asked members to re-visit their individual tasks with a view to reporting to the next Parish Council Meeting.

18) Field House Open Cast Community Liaison Committee

There were no updates. Next meeting 23 Jan 19

19) West Rainton and Leamside Village Partnership

Cllr Wallage advised next meeting 23 Jan 2019, so nothing to report at this stage.

20) Crime Statistics

The report prepared by Cllr Haddick was circulated.

Cllr Kellett informed those present that the issues of off-road motorcycles has been raised with the Police and despite sightings they have been unable to catch the culprits so far.

A member advised he had photographs of the offenders if required and commented that he had noticed an increased Police presence in the Village.

Councillors were reminded to keep reporting any incidents to the Police.

Cllr Wallage advised Parish Councillors that an approach had been made by the Police to see if the Parish Council could support them by booking Arden House for future PACT meetings, rather than having meetings outside the Big Chef. **Parish Council resolved to approve** the booking and payment for the hire of Arden House for future PACT Meetings.

21) General Correspondence

An email had been received from a member of the public regarding food waste being left in the church yard and on the footpath at the rear of the Rainton

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Date:.....

Meadows. Concerns were raised by the resident with DCC Councillors and Pest Control officers that this would attract vermin. Durham County Council are looking at the residents request to erect notices to advise against this practice

22) Date and Time of Next Meeting

Parish Council resolved to approve that the next Meeting of the Parish Council be held on Thursday 21st February 2019 at 19.00, 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)

23) Village Green Encroachment

The Parish Clerk and Cllr Wallage had met with Durham County Councils solicitor and he has agreed to draft a letter regarding the encroachment onto Village Green.

24) Cemetery Maintenance Contract

The Parish Clerk advised that after a period of publication two bids had been received for the Cemetery maintenance contract. Both met the essential criteria including two relevant references. The bids were evaluated on the lowest price and Parish Council resolved to approve the bid of Special Branch Tree Services with a bid of £3700.80 (per year inc. VAT) as the winning bidder.

CLERKS NOTE: A further bid was received which had not been picked up at the time of the meeting. This was shared electronically with Parish Councillors however this did not affect the outcome as it was a more expensive quotation.

Signed:.....

Date:.....