

West Rainton Parish Council

Draft Minutes of meeting held on

Thursday 21 March 2019

At Arden House, West Rainton

Present: Councillors I Diggory, B Kellett, P Lowrie, P Morson, A Wallage (Chairman)

In attendance:

M Ramshaw, Parish Clerk

G Keedy, Project Officer

5 Members of the Public

NOTE The meeting was not audio or video recorded.

1) Apologies

Apologies had been received from Cllr M Boettcher (holiday), Cllr M Gilbank (volunteering commitments), Cllr G Storey (work commitments) and **Parish Council resolved** to approve these absences.

An apology was received from Cllr Haddick however a reason for the apology was not given and **Parish Council resolved** to not approve the 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. Those members of the public present wished to discuss a planning issue and it was agreed that this would be dealt with under Item 7 Planning Applications.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 21st February 2019 be approved as a correct record.

5) Councillor Vacancies

The Parish Clerk advised that there had been no interest in the current vacancies. **Parish Council resolved** to approve a further deadline of 7th June 2019 for applications.

6) FINANCE REPORT

Part A: For information:

- **Income:** **£75.00** (Scotts Memorials - memorial fee MTR)
 £75.00 (Scotts Memorials – memorial fee KL)
 £150.00 (Co-op Burial fee – VS)
 £1842.34 (HMRC Vat Refund 2017/18)

- **Expenditure**
Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – March 2019	£370.16
2	G Keedy	Project Officer net salary – March 2019	£378.56
3	HM Revenue and Customs Only	Combined HMRC liabilities - March 2019	£187.20
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – March 2019	£80.00
5	Durham County Council	Supply and Planting of 6 trees and daffodils – Cemetery Project (Income funding reported Dec 18 for £1010 from County Cllrs for Project)	£1166.77
6	Leamside Nurseries	5 x grass cuts (Final invoice reduced by £230 for missed grass cut)	£1196.00
7	Durham City Homes	Arden House Hire – 14/2/19 1 hr, 21/2/19 2hrs	£15.00
8	Ken Thomas Site Clearance Ltd.	Demolition of Sextons Hut – West Rainton Cemetery	£5080.80
TOTAL			£8474.49

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
9	G Keedy	Project Officer Re-	£12.59	Y

		imbursement – Postage stamps and poster enlargement		
10	Max Recycle	Contract Closure Charge	£60.00	Y
11	M Ramshaw	Parish Clerk re- imbursement 12 x 1 st postage stamps	£8.04	
12	Special Branch Tree Services	1 x grass cut (March 19)	£201.60	
13	Came & Company	Insurance Renewal 15/3/19 – 14/3/20 (final year of 3 year agreement)	£481.76	
TOTAL			£ 763.99	Y

Part C: Bank Balances – For Information

Total Expenditure included above	£ 9238.48
Anticipated current a/c bank balance if all paid	£ 7713.17
Reserve Account Balance	£ 15038.22

Parish Council resolved to:

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

7) Planning Applications

Standing Orders were suspended to allow open discussion with those people present. A member of the public thanked everyone from the Village for their support and commented that there were 72 objections to proposals.

Reference was made to letters posted on the planning portal from the applicant which had been brought to resident's attention by way of a letter from the case advising of an amended application.

The member of the public went on to discuss the genuine concerns regarding access, the road and the footpath and that the issues still had not been addressed in the additional information provided by the applicant. Another member of the public expressed annoyance at the incorrect statements made by the applicant.

Cllr Wallage advised she had met with the Case Officer. County Councillor David Hall also attended. The inadequacy of Highways response was highlighted and it was confirmed that Highways are to review their response in view of residents

concerns. The absence of any response from Children's services was also questioned.

Cllr Wallage informed the meeting which planning policies the case officer had advised were relevant to the application and the timescales for a determination. A recommendation was expected by 8 April. As Parish Council had asked for the determination to be referred to Planning Committee, the case officer required confirmed whether the Parish Council wished for this to happen only if the application was recommended for approval or regardless of the recommendation. After discussion, **the Parish Council resolved to agree** "Call in" to Planning Committee, only if the application was recommended for approval. Cllr Wallage to speak at Planning Committee on behalf of the Parish Council. A further response be submitted to DCC prepared by Cllr Wallage, in response to the additional information provided by the applicant in support of the proposal. Cllr Wallage thanked the members of the public for their efforts and approach to the situation. A member of the public in turn thanked the Parish Council and people of the Village for their support.

8) Cemetery (General Issues)

- **Making good the footprint from the demolition area**

The Parish Clerk advised that now the building has been demolished the footprint needs to be made good. A quotation had been requested from the grounds maintenance contractor to make good the area using top soil and seed. This was for £1500 plus VAT. As this was more than initially envisaged, seeking alternative quotes was discussed. However in view of the benefits of using the existing contractor, who will be on site on a regular basis to ensure the grass developed satisfactorily, and the need to progress the work asap, **Parish Council resolved to approve** the quotation received from Special Branch Tree Services.

- **Removal of the tree adjacent to the boundary fence**

The Parish Clerk raised the issue of the tree which is on the cemetery boundary and overhangs a neighbouring property. Whilst no immediate danger was identified, due to the fact of the works taking place with regards to the footprint being made good, **Parish Council resolved to approve** removal of the tree as it is situated in the area to be made good and once removed the work can commence.

9) Annual Review of Cemetery Fees and Charges

The Project Officer referred those present to his previously circulated report. Significant uplifts were applied the previous year due to a number of years of no uplifts. The report suggested an uplift in line with the latest reported CPI which was 1.8%. **Parish Council resolved** to approve the suggested uplift with increases to be applied from 1st April 2019.

10) Asset Register 2018-2019

The Project Officer referred to the previously circulated document and informed the meeting of the requirement for an annual review in 2018/19. The cemetery notice board and the approved replacement for the Leamside Notice Board have been added. Parish Council **resolved to approve** the 2018/19 Asset Register.

11) Risk Assessment 2018-2019

The Project Officer referred to the previously circulated risk assessment for 2018/19. The document is based on a standard template and does include some new elements. Jubilee Hall has been added along with the risk around the decline in the acceptance of cheque payments. Cllr Wallage queried that although it was a standard template, the likelihood and impact of the risk is not included. Cllr Diggory commented that he thought it was a good document that could be easily understood by residents. **Parish Council resolved to approve** the 2018/19 Risk Assessment.

12) Field House Open Cast Community Liaison Committee

Cllr Morson advised that there were no issues to report. The first meeting of the Funding Committee to take place Wednesday 27. Match 2019.

13) West Rainton & Leamside Village Partnership

Cllr Wallage advised the meeting that this issue of the village planters had been taken back to the Village Partnership to confirm agreement that the PC would take over responsibility for the provision and maintenance of planters but that the VP/Community Groups would continue to ensure they were watered. Agreement to a co-ordinated approach going forward was also confirmed, in that any group considering any project involving any proposals for planters/planting would seek the agreement of the Parish Council before proceeding.

Parish Council resolved to approve the quotation from A Baker of £1220, reported at the February meeting, with regards to the supply of plants and planting of all Village planters in 2019/20.

Cllr Wallage informed members that the deadline for the Village News would be 15th April 2019 and the next edition will include a four page center spread on the work of the Parish Council. Cllr Diggory offered to share his thoughts on how this could be presented with Cllr Wallage.

14) Smaller Councils Forum

No information was reported.

15) Crime Statistics: Parish Council to consider information

Crime statistics were circulated prior to the meeting.

Cllr Wallage advised that she had attended the open evening of the refurbished Sherburn Road Police Station after receipt of a general invitation from Sgt Hall. Sgt Hall discussed a number of projects that the Neighbourhood Team are working on. These include:

Community speed checks - more volunteers are required. Cllr Morson agreed to volunteer.

Modernised version of Neighbourhood Watch based around social media – again the Police are looking for volunteers to get involved.

Young Heroes – to recognise and reward good acts by our people (Details circulated)

Snow Patrol – working with community volunteers to help vulnerable adults in times of severe bad weather e.g. clearing snow of drives/paths to allow safe access

One PACT Meeting is to be dedicated for a multi-agency meeting to look at Anti-Social Behaviour. Members of the public will be invited to attend.

16) Annual Parish Meeting – Parish Council to set date

Parish Council resolved to approve the date of 23rd May 2019 at 19:00, Arden House, for the Annual Parish Meeting.

17) General correspondence: For consideration. Up to date list to be tabled.

The Parish Clerk informed the meeting that correspondence from DCC regarding an alleged breach of the code of conduct had been received.

18) To agree date and time of next meeting:

Parish Council resolved to approve that the next Meeting of the Parish Council be held on Thursday 18th April 2019 at 19.00, Arden House, West Rainton

Confidential Item – Members of the public and press to be excluded (Exclusion under the Admissions to Public Meetings Act 1960)

19) Village Green Encroachment – Update from Parish Clerk

Parish Council discussed a response and supporting evidence that had been submitted, on behalf of the owner, in relation to the encroachment and also the Legal advice that had been received in response. **Parish Council resolved** that no further action be taken at this time.

Cllr Diggory asked whether something could be published to inform of the members of the public about Village Green. It was noted that information had previously been published in Village News.

The Parish Clerk was asked to publish the map showing areas of registered Village Green on the website.

20) Update on Project Officer Role - Report of Chairman

Cllr Wallage referred members to the updated report. In September 2018 it was agreed to extend the contract of the Project Officer for a further 12 months, with a review after 6 months. The Report covered some previously agreed tasks that had been outstanding for some time and some more recently identified tasks, to focus the project work with clear timescales for completion. **Parish Council resolved** to approve the Report.