

West Rainton & Leamside Parish Council

**Draft Minutes of meeting held on
Thursday 18 April 2019
At Arden House, West Rainton**

Present: Councillors M Boettcher, I Diggory, I Haddick, B Kellett, P Lowrie & A Wallage (Chairman)

In attendance:

M Ramshaw, Parish Clerk
G Keedy, Project Officer
County Councillor David Hall
2 Members of the Public

NOTE The meeting was not audio or video recorded.

1) Apologies

Apologies had been received from Cllr G Storey (family commitments) and Cllr P Morson (work commitments). **Parish Council resolved** to approve these absences.

Clerks Note: An apology was received via email from Cllr M Gilbank advising he had been called into work, however this had not been accessed prior to the meeting starting. Therefore Parish Council did not have the information at the time of the meeting to 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.

4) Minutes

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

5) Durham Area Youth – Update on Project and future developments

County Cllr Hall advised the meeting that DAY had been successful in their Big Lottery funding application and this has secured the core funding for 3 years. This will allow further recruitment of a youth worker and administration worker. The project will be based in an office within Belmont School from mid-May. Cllr Hall advised that the funding from the Parish Council will continue to fund the current arrangements but there will be additional youth workers. He went on to inform the meeting that a further bid for £7000 towards additional outreach work in West Rainton was to be submitted. Cllr Hall advised that the project is currently planning holiday sessions and that he would have further detail around this by the May meeting of the Parish Council. Cllr Hall agreed to submit a quarterly update around activity to the Parish Council.

6) FINANCE REPORT

Part A: For information:

* Income:	DCC – Sec 106 Payment Cemetery Works	£3702.83
	DCC – Precept and LCTSS 2019/20	£37521.80

* Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount
1	M Ramshaw	Parish Clerk net salary – April 2019	£370.36
2	G Keedy	Project Officer net salary – April 2019	£378.56
3	HM Revenue and Customs Only	Combined HMRC liabilities - April 2019	£187.00
4	D Lewins	Cemetery Gatekeeper Gratuity Payment – April 2019	£80.00
5	Durham Area Youth	Grant towards operating costs 2019/20	£6000.00
6	West Rainton & Leamside Village Partnership	Grant (Big Lunch) – Emily Burns	£250.00
7	West Rainton & Leamside Village Partnership	Grant (Dementia Group) – Emily Burns	£250.00

8	West Rainton & Leamside Village Partnership	Grant (Village Show) – Kath Whitehouse	£250.00
9	1 st Rainton Gate Brownies	Grant (Pantomime Trip) – Sally Dodsworth	£200
10	Special Branch Tree Services	Grounds Maintenance Contract - Visit 1 – Grass Cut	£308.40
11	Special Branch Tree Services	Cemetery Work – Removal of tree and stump (outside of contract)	£426.00
12	Special Branch Tree Services	Cemetery Work – Additional grass cut (outside of contract)	£201.60
13	Special Branch Tree Services	Cemetery Work – Top Soil and Seed of demolition area (outside of contract)	£1800.00
14	A Baker	Removal of 2 x trees in cemetery	£650.00
TOTAL			£10541.92

Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
15	County Durham Association of Local Councils	CDALC Subscription Charge 2019/20	£466.21	y
16	Institute of Cemetery and Crematorium Management	Corporate membership subscriptions 2019/20	£95.00	y
17	Society of Local Council Clerks	Membership Subscriptions 2019/20	£106.00	y
18	Jones Boyd (Durham) Limited	Payroll System 1/4/19 - 30/6/19	£90.00	y
19	Durham City Homes	Hire of Arden House: 14/3/19 1 hour 21/3/19 2hours	£15.00	y
TOTAL			£ 772.21	

Part C: Bank Balances – For Information

Total Expenditure included above	£ 11314.13
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Anticipated current a/c bank balance if all paid	£ 37825.27
Reserve Account Balance	£ 15064.81

Parish Council resolved to:

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

7) Budget Position Q4 2018/19

The Parish Clerk referred to the previously circulated information. **Parish Council resolved** to note the budget position.

8) Appointment of Internal Auditor

The Parish Clerk gave a verbal update regarding the annual audit and the requirement for an internal audit of the accounts. The Parish Clerk requested that Parish Council consider the appointment of Annette Simpson who has audited the accounts for a number of years. **Parish Council resolved** to approve the appointment of Annette as the internal auditor.

9) Planning Applications

Cllr Haddick noted that a planning application had been submitted for a Barn conversion at Marks Lane that may detract from the character of the area. After a brief discussion, PC resolved it would make no comment on the application.

10) Heritage Garden Fence

Cllr Wallage advised that the fence at the Heritage Garden is in need of repair. The contractor, Anthony Baker, was asked to have a look at it but he advised rather than attempting to repair it again, a more robust fence constructed of fencing boards, rather than the existing panels, would be a better option.

PC resolved that Cllr Wallage follow up with Anthony Baker and ask for a quote for renewing the fence.

11) Update on proposed Village Partnership (VP) grant application for new planters

Cllr Wallage advised that the Village Partnership were considering an application for funds to the Hargreaves Fund for planters. As the Parish Council is now responsible for the provision and maintenance of planters, but is unable to bid for funding itself, the opportunity to work with the Village Partnership to secure funding was welcomed. However, further work is needed to ensure that any application submitted supported the agreed approach to developing a parish wide planting plan and considered the ongoing cost of maintenance. To help develop this and make the most of this potential funding opportunity, Parish

Council resolved to approve that Cllrs Haddick and Wallage carry out a walk of the Village to ascertain a view of what planters are currently in place and what is required and to report back to the next Parish Council meeting.

12) Financial Regulations

The Project Officer referred members to the previously circulated document. The Financial regulations are based on a standard template produced by NALC and adapted as necessary following review in consultation with the Chair and the Parish Clerk. The Project Officer outlined that since the document had been circulated that further changes had been identified but that these were not material as they related to formatting.

It was agreed to amend 9.4 to 30 days. **Parish Council resolved** to approve the document as its Financial Regulations subject to this amendment and other formatting changes highlighted.

13) Standing Orders

The Project Officer referred members to the previously circulated document based on the NALC model document. and gives an updated version of Standing Orders. These had been reviewed by Cllr Wallage and the Parish Clerk alongside the Project Officer.

Cllr Wallage queried paragraph 6 (d) on page 10 and the fact that there is some inconsistency in the number of 3 councillors specified compared with 2 councillors specified in paragraph 6 (b). It was felt that item 6 (d) should be changed to 2 Councillors to mirror the required of 6 (b).

Cllr Kellett queried item 14 Code of Conduct and felt that item (d) was inaccurate as action required where a breach has been established is not determined by the Parish Council. It was also thought it would be helpful to replace "District or Unitary Council" with Durham County Council. The Project Officer agreed to seek clarification.

Parish council resolved to approve Standing Orders subject to any amendment required to address comments made.

14) Cemetery Issues

The Project Officer referred to the previously circulated report. With regards to the fenced off area for spoils and equipment this was agreed and the Parish Clerk was asked to obtain some quotations based on a specification to be developed by Cllr Haddick.

Neglected graves were once again discussed and **Parish Council resolved to approve** expenditure to carry out the works and a site visit between the Project Officer, Parish Clerk and Contractor with a view to clearing the overgrown graves so that the problem will not reoccur.

With regards to topping up graves, the Project Officer advised that the grave digger has offered to do this if he is informed what is required. Cllr Wallage suggested that a more systematic approach to identifying graves in need of topping up and seeding the area was required. It was decided to stay with the current arrangements using the grave digger to top up graves as this is at no cost to the Parish Council.

15) St Mary's Church Clock and Chimes maintenance funding arrangements

The Parish Clerk referred members to his previously circulated report. Cllr Wallage advised that the Parish Council has no responsibility for the Clock or the building that hosts it however it was noted that the Village do appreciate the clock and the chimes.

Parish Council discussed the opportunity for the Church to apply for funding to maintain the clock. There are some concerns around the equipment that will need replacing at some point in the future. Parish Council resolved to approve that Cllrs Haddick and Wallage have a meeting with Church representatives and report to the May Meeting.

16) Jubilee Hall – Working Group Update

Cllr Wallage advised that the community consultation period ended 15 March and 130 survey responses had been received with 14 people showing an interest in getting involved in the new management arrangements. Durham Sparks have advised consulting with these volunteers to discuss their aspirations.

Information relating to current costs and activities is not yet complete. A further meeting with the Community Association Secretary is planned to progress.

The working group is still awaiting support from the DCC Asset Management Officer regarding the seeking of quotations for the structural survey/valuation.

17) Opencast Community Liaison Committee

No updates at the current time with the next meeting being held in May.

18) West Rainton & Leamside Village Partnership

No meeting has taken place. AGM to be held next week.

19) Crime Statistics

Cllr Wallage advised that she had met with a multi-agency group which included both County Councillors. The number of incidents appear to have dropped however there are concerns that incidents are not being reported. Cllr Wallage reiterated that if any incidents are observed these should be reported to the Police.

20) General correspondence

The Parish Clerk advised that correspondence had been received from DCC in connection with an alleged breach of the code of conduct by a Parish Councillor. This had been investigated and there was no further action.

A letter had been received regarding a request for funding for the startup of a local football team. Parish Council discussed the request and asked the Parish Clerk to advise on the availability of the Hargreaves Community fund and also the Parish Councils grant/donation policy.

A further letter had also been received from the Citizens Advice Bureau requesting funding. Parish Council acknowledged the letter and referred to the previous decision to cease funding CAB support in the Village due to the very low usage of the service. Parish Council asked the Parish Clerk to correspond and decline the request and to provide details of how to contact the service on the PC's website.

The Parish Clerk advised Parish Council that due to further damage incurred, the notice board at Leamside has been scrapped. The approved replacement board, will be ordered as soon as the necessary advertising consent is received from DCC.

21) To agree date and time of next meeting:

Thursday 16th May 2019 at 19.00, Arden House, West Rainton