

# West Rainton & Leamside Parish Council

**Draft Minutes of meeting held on  
Thursday 16 May 2019  
At Arden House, West Rainton**

**Present:** Councillors M Boettcher, I Diggory (part of meeting), M Gilbank, B Kellett, P Lowrie & A Wallage

**In attendance:**

M Ramshaw, Parish Clerk  
G Keedy, Project Officer  
1 Member of the Public

NOTE The meeting was not audio or video recorded.

**1) Election of Chairman for 2019/20**

The Parish Clerk opened the Meeting and asked Parish Councillors present for nominations for the Chairman for the coming year. Cllr Kellett proposed re-election of the current chairman and this was seconded by Cllr Lowrie. **Parish Council resolve to approve** Cllr Wallage as Chairman for the upcoming year.

**2) Declaration of Office**

The declaration of acceptance of office form was duly completed and signed by Cllr Wallage and witnessed by the Parish Clerk.

**3) Election of Vice Chairman**

Cllr Wallage asked Parish Council for nominations for Vice Chairman. Cllr Kellett again proposed re-election of the current Vice Chairman and this was seconded by Cllr Boettcher. **Parish Council resolved to approve** Cllr Haddick as Vice Chairman for the upcoming year.

**4) Apologies**

Apologies had been received from Cllr I Haddick (personal commitments) and Cllrs P Morson, G Storey and I Diggory (work commitments) although Cllr Diggory did attend the latter part of the meeting. **Parish Council resolved to approve** these absences.

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Date.....

**5) Declarations of interest**

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

**6) Appointments to Outside Bodies**

Parish Council considered nominations and **resolved to agree** the following representative for each Group:

- West Rainton and Leamside Village Partnership – Cllr Wallage
- Smaller Councils Forum – Cllr Boettcher
- Opencast Community Liaison Committee/ Community Funding Committee – Cllr Morson

**6) Minutes**

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

**7) Public Participation**

A member of the public raised a smashed window in the bus stop near Jubilee Hall. Cllr Wallage understood that DCC were replacing the windows but agreed to check and feedback through Cllr Kellett if it hasn't been replaced.

With the closure of the dispensary within the doctor's surgery, the issue of crossing the road from the surgery to the chemists was also raised with the road being very difficult to get across. Cllr Kellett agreed to raise this with Michelle McIntosh from DCC who is the relevant Officer.

**8) Minutes**

**Parish Council resolved** that the minutes of the Parish Council meeting held on 18<sup>th</sup> April 2019 be approved as a correct record.

Cllr Gilbank requested that Parish Council approve his absence from the April meeting. Cllr Gilbank had submitted his apologies prior to the meeting but his email had not been sighted prior to the meeting. **Parish Council resolved to approve** Cllr M Gilbanks absence from the April meeting.

**9) FINANCE REPORT**

**Part A: For information:**

1. **Income:** Nil

2. **Expenditure**

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

	Payee	Purpose	Amount
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1	M Ramshaw	Parish Clerk net salary – May 2019	370.16
2	G Keedy	Project Officer net salary – May 2019	378.56
3	HM Revenue and Customs Only	Combined HMRC liabilities - May 2019	187.20
4	D Lewins	Cemetery Gatekeeper Fee – May 2019	80.00
5	Believe Housing	Hire of Arden House – 11/4/19 1 hr & 18/4/19 2hrs	15.00
<b>TOTAL</b>			<b>£ 1030.92</b>

### Part B: Expenditure requiring approval

	Payee	Purpose	Amount	Budget Provision Y/N
6	Anglian Water Business (National) Ltd	Water Supply Cemetery – 2/2/19-1/5/19	23.28	y
7	Miss A E Simpson	Internal Audit Fees year end 31/3/19	170.00	y
TOTAL			<b>£ 193.28</b>	

### Part C: Bank Balances – For Information

Total Expenditure included above	<b>£ 1224.20</b>
Anticipated current a/c bank balance if all paid	<b>£ 42350.68</b>
Reserve Account Balance	<b>£ 15064.81</b>

### Parish Council resolved to:

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

Following concerns raised by Cllr Gilbank regarding the contractual arrangements for cemetery gatekeeping, the Parish Clerk undertook to review these.

### 10) Internal Audit Report

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Date.....

The Parish Clerk presented the internal audit report for 2018/19. There were no recommendations for the Parish Council.

**Parish Council resolved** to note its contents.

**11) Draft Annual Return 2018/19**

The Parish Clerk introduced the item and proceeded to read through the Annual Governance Statement to those present.

**Parish Council resolved** to approve the Annual Governance Statement.

The Chairman and the Parish Clerk duly signed the Section.

The Parish Clerk then reported the Accounting Statements 2018/19 to the Parish Council.

**Parish Council resolved** to approve the Accounting Statements. The Chairman and the Parish Clerk duly signed the Section.

**12) Budget Update 2019/20**

The Parish Clerk referred to the previously circulated report and discussed the rationale for the various variations.

**Parish Council resolved to approve** the revised 2019/20 Budget.

Cllr Gilbank thanked the Parish Clerk for his efforts and this was met with agreement from the other Parish Councillors present.

**13) Planning Applications**

No planning applications for the Parish had been received since the last meeting. Cllr Wallage advised that the planning permission relating to 'Medulin' and its change of use to a children's home had been refused.

**14) Meetings Calendar 2019/20**

The Project Officer had circulated a list of Parish Council meetings for the Year for Parish Councils consideration. Parish Council discussed the regularity of meetings and the difficulties around the timing of the December meeting. Cllr Kellett proposed that the December meeting be cancelled and Cllr Lowrie seconded this. **Parish Council resolved to approve** the Meetings list subject to the deletion of the December meeting.

**15) Local Council Awards Scheme**

The Project Officer referred to his previously circulated report. The Awards Scheme has been in operation since 2014 and is a framework to assist Parish Councils to meet their full potential. The Parish Council had decided to pursue the award in 2016 and the Project Officer advised that some of the requirements are already met through enhanced governance and that it was time to make the final push to achieve the award.

The Report outlines the outstanding actions and **Parish Council resolved** to note the progress to date and approve further actions proposed.

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Date.....

**16) Learning & Development Policy**

The Project Officer referred to his previously circulated report which outlines the approach to learning and development for the Parish Council. **Parish Council resolved** to note the report and agree the recommendations within it.

**17) Village Planters**

Cllr Wallage reminded members of the discussions regarding community groups applying for funding from the Hargreaves Community fund. It appears now that the criteria has been relaxed and it may be the case that the Parish Council can apply for funding direct.

Cllr Wallage advised that Cllr Haddick, and herself had walked the village and discussed some options with Martin Briscoe (DCC) including tree and bulb planting. DCC have provided some costings for this and others have been requested to form the basis of a grant application. Still some uncertainly as to whether a bid submitted direct by the PC would be acceptable, given the PC representation on the CFC. Clarity to be sort. The next meeting of the funding committee is 22<sup>nd</sup> May so the application would not be submitted to that meeting due to short timescales.

Parish Council resolved to approve that Cllrs Haddick and Wallage to work on a bid to apply for funding with regards to trees, planters, flowers etc. for the Village.

**18) Application for a Definitive Map Notification**

Cllr Wallage advised that a resident in a bungalow at the back of the Meadows had received notification of an application for a definitive map modification. It appears that up to 2026 there is provision for applications to change the nature of public rights of way. The British Horse Society are supporting a national push to reinstate bridal ways that existed in the past. The footpath at the rear of The Meadows has been identified as being a previous bridal way. The Green Group are aware and have spoken with DCC who advise they have had 60 applications across County Durham.

The applications will be dealt with in a similar manner to planning applications at some stage, but due to DCC resources required to consider the growing number of such applications this is not likely to be for some time.

**19) Leamside News Article**

Cllr Wallage referred to the article that had been circulated for information. Cllr Wallage advised that she has emailed the PCSO to see if he is aware of the correspondence. Cllr Wallage reiterated the need for everyone to work together and agreed to speak to the PCSO about the situation and inform the Village Partnership.

**20) Jubilee Hall**

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Date.....

Cllr Wallage referred to the briefing note that had been circulated. Parish Council resolved to approve option 4, a full repairing lease to a separate legal entity as the preferred management option on which to base the draft business case, as recommended within the report.

Cllr Wallage advised that 5 people, had expressed an interest in volunteering to join a potential new management committee in their consultation survey response. Cllr D Hall has also offered his support. Parish Council noted that the next step would be to consult with these volunteers.

**21) Community Liaison Committee**

No updates.

**22) West Rainton & Leamside Village Partnership**

The AGM took place 26<sup>th</sup> April with nothing to report at this stage. Next meeting Wednesday 22<sup>nd</sup> May.

**23) Crime Statistics**

Parish Council resolved to note the crime information. Discussion took place around the usefulness of the information considering it is a month or two out of date. Everyone was encouraged to attend future PACT meetings to raise any current concerns and receive the latest feedback from the Police.

**24) General Correspondence**

The Parish Clerk advised there was nothing to raise.

**25) Date and time of next meeting:**

Parish Council resolved to approve the next meeting to be held on Thursday 20<sup>th</sup> June 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)

**26) Cemetery Improvements**

Parish Council considered bids for the installation of a fenced compound within the cemetery to hold grave spoils and any equipment as required. **Parish Council resolved to approve** the quotation for £1180 from Special Branch Tree Services. This quotation included the added value of removing the trees within the compound.

**27) Heritage Garden**

Signature.....

Date.....

Parish Council considered the quotation received from A Baker with regards to the replacement of the fence in the Heritage Garden. **Parish Council resolved** to approve the quotation for £540.

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Date.....