

West Rainton & Leamside Parish Council

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

Present: Councillors M Boettcher, I Diggory, M Gilbank, I Haddick, A Wallage (Chairman)

In attendance:

M Ramshaw, Parish Clerk
1 Member of the Public

NOTE The meeting was not audio or video recorded.

1) Apologies

Apologies had been received from Cllr P Morson (work commitments), Cllr P Lowrie (social commitment) and Cllr B Kellett (holiday). **Parish Council resolved** to approve these absences.

Cllr G Storey was not in attendance and had not submitted any apology. **Parish Council resolved** to not 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

The member of the public in attendance had no items to raise.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 20th June 2019 be approved as a correct record.

5) Planning Applications

No planning applications had been received since last Parish Council meeting.

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6) Finance Report

Part A: For information:

Income: Nil

1. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount (£)
1	M Ramshaw	Parish Clerk net salary – July 2019	370.16
2	G Keedy	Project Officer net salary – July 2019	238.17
3	HM Revenue and Customs Only	Combined HMRC liabilities - July 2019	152.00
4	D Lewins	Cemetery Gatekeeper Fee – July 2019	80.00
5	Special Branch Tree Services	Cemetery Maintenance Contract – Grass Cut 2/7 & 18/7/19	£308.40
6	Believe Housing	Arden House room booking – 20/6 1hr & 20/6 2hrs	£15.00
7	Jones Boyd (Durham) Ltd.	Payroll System – 1/7/19 – 30/9/19	£90.00
8	A Baker	General Maintenance: Painting Work - £406.83 Weeding/Tidying - £270.00 Summer Bedding Plants - £191 HG New Fence - £540 Additional stain to fence - £70 Stone Gateway – cut back and tidying - £90 Planting of Barrel Tubs - £330 Planting of Black Planters - £280	£2177.83
TOTAL			£ 3431.56

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Part B: Expenditure requiring approval

	Payee	Purpose	Amount (£)	Budget Provision Y/N
9	M Ramshaw	2 x Printer Cartridges - £59.36 1 st Class stamps x 12 - £8.40	£67.76	
10	Durham County Council	Archived records search fee – 13/12/2001 Parish Council minutes	£5.00	
TOTAL			£ 72.76	

Part C: Bank Balances – For Information

Total Expenditure included above	£3504.32
Anticipated current a/c bank balance if all paid	£25767.33
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

6) Planning Applications

No planning applications for the Parish had been received since the last meeting.

7) August Recess

The Parish Clerk presented a brief report on regular payments that are required during August. Parish Council resolved to approve the payments.

8) Budget Monitoring Report Q1 up to 30 June 2019

The Parish Clerk presented the first quarter budget report and Parish Council **resolved to note** the Report.

9) Quarterly Bank Reconciliation

The Parish Clerk explained that the recently approved financial regulations include bank reconciliations on a quarterly basis. The Parish Clerk asked for a Parish Councillor who would be willing to stay back after the meeting to reconcile the bank balances and statements. Cllr Diggory offered to do this piece of work.

Parish Council resolved to approve that Cllr Diggory verify the bank reconciliations on a quarterly basis.

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10) Parish Planting

Cllr Wallage referred to the draft planting plan which was discussed at the previous Parish Council meeting. Some consultation has taken place with community groups although the Village Partnership hasn't met yet. Overall feedback has been positive to date.

Comments include a request for a large planter at the school as the smaller one has been smashed by cars parking on the grass. Also the proposed removal of planters from Benridge Bank and Lea Rigg has been commented on and a proposal put forward that they remain. This being the case, 3 new planters would be required to deliver the plan.

For these three planters it would be around £800 capital and £200 ongoing costs.

Cllr Wallage advised that DCC had given an update on plans for the removal of boulders on the "Rec". They still are hoping to remove, but given some concerns raised, they are now proposing to plant hedging behind existing boulders and then once established remove them. However DCC will not do anything in that area until further consultation is carried out with the Community.

A price is still awaited from DCC for adding more metal bars along the "top" road (Old Sunderland Road) instead of fencing, as originally proposed to replace existing boulders.

A discussion took place around parking on football match days. Vehicles are being parked on the grass. Cllr Wallage agreed to speak to DCC who are responsible for the maintenance of the area.

Cllr Wallage advised that she would speak to the Civic Pride Team with regards to a potential bulb planting event at the beginning of October.

Parish Council discussed a funding application to the Hargreaves Community Fund to include bulbs, planters and trees within the Parish Planting Plan. Cllr Haddick offered to prepare and submit the grant application for 9th August 2019.

11) Jubilee Hall

Cllr Wallage advised that the working group hadn't met but work is still ongoing. The Group is still awaiting DCC Assets to provide support with the survey and valuation. Cllr Wallage advised a written update would be presented at the September meeting of the Parish Council.

12) Draft Annual Plan 2019/20

Cllr Wallage advised that a requirement of the Local Council Awards Scheme is for Parish Councils to publish an Annual Plan. This should set out the council's objectives and what the PC is planning to do to help achieve them. Having an Annual Plan is something the Parish Council should have anyway to help focus and prioritise its business. Cllr Wallage discussed the previously circulated draft Plan. This plan had been prepared retrospectively but next year the planning process should start much earlier, well before the draft 2020/21 budget is prepared, with an opportunity for some community consultation prior to

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approval. The Plan will be published on the website and residents made aware via Village News. **Parish Council resolved** to approve the draft 2019/20 plan and to publish in the Village News for consultation.

13) St Marys Clock - Draft Maintenance and Repair Agreement

No comments were made in respect of the previously circulated proposed agreement with St Mary’s PCC. Cllr Wallage advised that a Panel should be set up as per the procedure.

Parish Council resolved to approve the Panel be set up comprising of Councillors Wallage, Gilbank and Boettcher.

14) St Marys Clock - Draft Maintenance and Repair Agreement

Cllr Wallage referred members to the previously circulated proposed agreement with St Mary’s PCC regarding the arrangements for the maintenance of the Church Clock. The agreement details a 50/50 split in repair costs between the church and the Parish Council with the Parish Council paying for the annual service charge and the PCC ensuring the clock is insured and is only handled by trained operatives. The agreement would be reviewed annually. **Parish Council resolved** to approve the agreement. The Agreement is to be considered by the Church 22nd July 2019 and is therefore scheduled to commence as planned 1st August 2019.

14) General Correspondence

The Parish Clerk advised that correspondence had been received from DCC in relation to two separate breaches of the code of conduct by a Parish Councillor. The correspondence advised that after investigation the outcome was for no further action.

15) Carols around the Christmas Tree" Event 2019

Cllr Wallage suggested the date of Sunday 22nd December for this year’s Xmas event. Cllr Haddick proposed that the Parish Council pays for the refreshments. Cllr Wallage agreed to seek a quotation from the CA for the hire of the hall and provision of refreshments.

19:40 a member of the public arrived at the meeting and asked whether they could record the meeting. Cllr Wallage advised that this was acceptable. Cllr Gilbank then began to record the meeting and he was advised that if he was to record the meeting then this would need to be made available for Parish Council. A heated exchange of words took place between the member of the public and Councillor Gilbank which eventually calmed down.

The discussion around the Xmas celebrations continued and Parish Council resolved to approve that Pitlington Brass Band be approached to perform and

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that any lights be purchased as required and the Xmas tree be sourced from Leamside Nurseries.

16) Field House Open Cast Community Liaison Committee

No updates.

17) West Rainton & Leamside Village Partnership

Cllr Wallage advised that the VP scheduled for July 17 had been cancelled.

18) Smaller Councils Forum

No updates.

19) General Correspondence

An email had been previously circulated regarding the West Rainton Project. This is a Police initiative to ask the community if there are any issues affecting them. The email requests support to assist with community interviews. Cllr Boettcher agreed to assist on 23rd July 2019.

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