

West Rainton & Leamside Parish Council

**Minutes of meeting held on
Thursday 17 October 2019
At Arden House, West Rainton**

Present: Councillors M Boettcher, I Diggory (from 19:25), I Haddick, P Lowrie & P Morson

In attendance:

M Ramshaw, Parish Clerk
2 Members of the Public

NOTE The meeting was not audio or video recorded.

As Cllr Wallage (Chairman) was not present, **Parish Council resolved** to approve that Cllr Haddick (Vice Chairman) act as Chairman for the meeting

1) Apologies

Apologies had been received from Cllr M Gilbank (family bereavement), Cllr B Kellett (ill-health) and Cllr A Wallage (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

A member of the public raised an issue around the stones the edge Village Green near St Marys Church being moved, creating a larger area of Village Green. This is causing some issues for vehicles entering the area. Cllr Haddick advised that the Parish Council was not aware of this and that if there were any issues that these should be communicated via the Parish Clerk with photographic evidence if available.

Signature.....

Date.....

Cllr Lowrie advised that she had been approached by a member of the public who commented on the state of the paths around the Village. Parish Clerk to contact DCC with regards to their maintenance of the paths.

4) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 19th September 2019 be approved as a correct record.

5) Planning Applications

No Planning Applications for the West Rainton Parish had been received via email since the last Parish Council Meeting.

6) Finance Report

Part A: For information:

1. **Income:** £305.00 Co-Operative Funeral Care (GM)
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 £509.00 Stuart Wright Funerals (ET)
 £75.00 Scott Memorials (GVS)
 £5000.00 Grant (DCC-Opencast Funds)

2. Expenditure

Expenditure previously approved by Parish Council due this month

	Payee	Purpose	Amount (£)
1	M Ramshaw	Parish Clerk net salary – October 2019	455.79
2	HM Revenue and Customs Only	Combined HMRC liabilities - October 2019	126.40
3	D Lewins	Cemetery Gatekeeper Fee – September 2019	80.00
4	Believe Housing	Arden House room booking – 12/9 – 1hr & 19/9 – 2hrs	15.00
TOTAL			£ 677.19

Part B: Expenditure requiring approval

	Payee	Purpose	Amount (£)	Budget Provision Y/N
5	M Ramshaw	1 st class stamps x 18	12.60	Y
6	Smith of Derby	Fault Repair (During Annual Service)	65.00	Y
7	Jones Boyd	Payroll System – 1/10/19-	90.00	

		31/12/19		
8	Mazars	External Audit fee for Accounts 2018/19 (£300+VAT) & Fee in connection with additional work in relation to objection to accounts (£1200+VAT)	1800.00	Y
TOTAL			£ 1967.60	

Part C: Bank Balances – For Information

Total Expenditure included above	£ 2644.79
Anticipated current a/c bank balance if all paid	£ 26890.39
Reserve Account Balance	£ 15102.37

The Parish Clerk advised Parish Council that the Parish Clerk salary includes £62.41 back pay which has accrued due to pay rise not implemented from April 2019 and also an increment on salary from September 2019.

Parish Council resolved to:

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

7) Budget 2019/20 - Outturn position statement for Q 2

Parish Clerk referred to the previously circulated information. He advised that at this stage there was little variance in the budget although expenditure linked to an objection to the Accounts for 2018/19 would cost £1200 + VAT. **Parish Council resolved** to note the content.

8) Annual Governance and Accountability Return 2018/19:

External auditor report and the audited Annual Return 2018/19

The Parish Clerk referred members to the previously circulated information. The Parish Clerk discussed the Audited return and advised that the figure relating to fixed assets 2017/18 had to be amended to include the parish noticeboard that had been purchased in 2012 that was included in the 2018/19 column. There was also two minor area highlighted which included the use of pence (values should be rounded to the nearest pound) and where the adjustment was made 'restated' must be used.

Parish Council resolved to note the External Auditors Report.

Signature.....

Date.....

9) 2018/19 Accounts – Resident Objection

The Parish Clerk referred members to a letter received from Mazars which detailed their findings in connection to a residents objection to the 2018/19 Accounts. Whilst the outcome found that the Parish Council had acted appropriately and within their powers, Parish Council expressed their disappointment with regards to the fee for the work carried out by Mazars. Parish Council discussed the situation and **resolved to approve** the drafting of an article for the next edition of the Village News.

10) Quarter 2 Bank Reconciliation

Whilst the bank reconciliation had been circulated previously there were no comments or questions. As previously agreed by Parish Council, Cllr Diggory checked the reconciliation documents with the bank statements and signed as appropriate.

11) Relocation of Bus Stop (Old A690 – top road)

Parish Council discussed the merits of asking DCC to consider the feasibility of relocating the bus shelter from the bus stop next to Chantry Place (no longer used) to the bus stop on the A690 opposite Moor House. Parish council considered the cost would far outweigh the potential benefit and agreed not to pursue this with DCC.

12) Community Emergency Plan

Cllr Haddick discussed the merits of a Community Emergency Plan when all of the Agencies have emergency plans in place for County Durham. It was felt that a Community Emergency Plan would be suited to rural areas.

Parish Council considered that it would require a considerable amount of work to develop, manage and maintain and that the Durham County Council Emergency Plans are already in place. After some discussion **Parish Council resolved** not to produce a Community Emergency Plan.

13) Field House Open Cast Community Liaison Committee

Cllr Morson advised he had no update for the meeting.

14) Smaller Councils Forum

Cllr Boettcher advised that the next meeting was to be held in November.

15) General correspondence

Parish Clerk advised there had not be any general correspondence for discussion.