

West Rainton&Leamside Parish Council

Minutes of meeting held on

At 19:00 on Thursday 21st January 2021

(Remote Meeting Via Zoom Technology –

Permissible under Sec 78 of the Corona Virus Act 2020)

Present: Councillors M Boettcher, M Gilbank (part meeting), I Haddick, P Lowrie, P Morson& A Wallage

In attendance:

M Ramshaw, Parish Clerk

NOTE The meeting was not audio or video recorded.

1) Apologies

Apologies had been received from Cllr Kellett (unable to access via technology) and Cllr Diggory (work commitments).

Parish Council resolved to approve these absences.

Cllr Storey was not in attendance and had not submitted any apologies. **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

No members of the public were present.

4) Minutes

Cllr Lowrie advised that Cllr Gilbank had been included in the apologies however he had attended later into the meeting. The Parish Clerk was asked to amend the minutes to include Cllrs Gilbanks part attendance and the time he logged into the meeting. **Parish Council resolved** to approve the amended minutes from the Parish Council meeting held on 26th November 2020.

16) Grit/Salt Bins

Cllr Gilbank requested that item 16 be dealt with earlier in the meeting as he was unable to remain for the full meeting due to work commitments.

Cllr Gilbank informed members that he had noted some Facebook comments regarding salt bins within the Villages. The comments centred on some bins being missing, refilling of the bins and members of the public using the salt for their own properties.

Cllr Haddick advised that Durham County Council should have a record of all bins within the Village and the regularity for refilling.

Signature.....

Date.....

The Parish Clerk was asked to contact Durham County Council with regards to the placement of the bins around the Villages and the regularity for refilling.

5) Co-Option

The Parish Clerk confirmed no applications had been received. Parish Council resolved to approve a further advert with a closing date of 7th April 2021. It was acknowledged that upcoming elections could impact on anyone applying to become a Parish Councillor.

6) Finance Report

PART

A: FOR INFORMATION

1. INCOME	Co-Op Sherburn Re-Open (MW)	£156.00
	Scotts Memorials MA (JM)	£78.00
	Co Op CLS Single (PM)	£311.00
	Cochranes Shotton Single (JM)	£311.00
	Derek Moss Shiney Row - Single & Memorial Fee (WN)	£389.00
	VAT Reclaim	£2,388.97

2. EXPENDITURE

A) Expenditure previously agreed by Parish Council due this month

ITEM	PAYEE	PURPOSE	AMOUNT (£)	CHEQUE NO.
1	M Ramshaw	Parish Clerk Net Salary - Jan 21	398.50	303129
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - Jan 21	99.80	303130
3	Special Branch Tree Services	Cemetery Maintenance Dec 20	308.40	303131
4	DCC	Repayment of Grant (JH valuation and survey grant - Cheque issued in Dec 20))	2250.00	303128
TOTAL			3056.7	

B) Expenditure requiring approval

ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
5	M Ramshaw	Relmbursement 24 x 1st class stamps	18.24	y	303132

Signature.....

Date.....

6	Information Commissioner	Data Protection Annual Renewal	40.00	y	303133
7	Jones Boyd (Durham) Limited	Payroll Support 1/1/21 - 31/3/21	90.00	y	303134
8	M Ramshaw	Reimbursement Monthly Zoom Subscription Dec & January	27.78	y	303132
9	M Ramshaw	Reimbursement - Gifts TS (£24.00) and AL (£25.00)	49.00	y	303132
10	Mazars LLP	External Audit Fees 2019/20	360.00	y	303135
11	Mr G Coates	Village Maintenance (Cheque Issued Dec 20)	120.00	y	303127
TOTAL			705.02		

Parish Council resolved to:

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

7) 2020/21 Budget Position – Q3

The Parish Clerk referred members to the previously circulated Q3 budget position report. In discussing the position at Q3, the Parish Clerk advised that the £5000 grant had not been paid to Durham Area Youth yet as some information requested had not been received. This had not been queried by DAY.

Cllr Haddick queried whether the grant would be required as it was for the rental of the Village Hall and an additional staff member for one night per week however due to the pandemic this is not being delivered.

Parish Council resolved that the Parish Clerk write to DAY to ascertain whether the 2020/21 grant will be required and if so, to ensure the required information is provided.

8) 2020/21 Budget – Q3 Bank Reconciliation

The Parish Clerk referred members to the previously circulated Q3 bank reconciliation.

Parish Council resolved to note the Bank Reconciliation.

9) Grant Applications 2021/22

Parish Council resolved to approve the two grant applications that had been received.

These were for £314 towards the Big Lunch and £250 towards the Brownies annual Christmas pantomime trip.

10) Precept 2021/22

Parish Council discussed the report of the Parish Clerk regarding the precept for 2021/22. It was not felt appropriate to raise the precept due to the current difficult pandemic situation and also as no additional funding is required at the current time. **Parish Council resolved** to approve no rise to the precept.

Parish Council discussed creating a Village Improvement Plan to aid with budget management and transparency, this would create an earmarked reserve from the general reserve balance at the end of each financial year for potential projects moving forward.

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Date.....

Any improvement project approved to be funded, or part funded, from this reserve could then be allocated a separate budget heading when a firm budget estimate for the project was known.

Parish Council resolved to approve the creation of the Village Improvement Plan earmarked reserve and agreed that at the on 31st March 2021 the general reserve balance in excess of £10000.00 be moved to this reserve.

11) Planning

Parish Council reviewed five planning applications within the Parish and agreed no responses were required. **Parish Council resolved** to note the applications.

12) Jubilee Hall

At the November meeting, Parish Council delegated authority to Cllrs Haddick and Wallage to meet with Janet Taylor regarding the request for funding for Jubilee Hall. Additional information was shared by Janet around income from grants from the County Council and how some debts were being managed. Parish Council were advised that it would appear Jubilee Hall is able to meet its outgoings at the current time and any decision on the approval of funding was not so urgent for it to be made under delegated powers agreed at the November meeting.

19:45 Cllr Gilbank excused himself and left the meeting due to work commitments.

Parish Council reiterated the desire to support Jubilee Hall at this uncertain time although they did not feel it was appropriate to fund any debts. The initial request was for £2245.69 which included a forthcoming loan repayment. **Parish Council resolved** to approve a payment of £1360.82 towards future running costs of Jubilee Hall with a proviso that it wasn't to be used for any debt repayments. If expected funding streams are not forthcoming and the pandemic situation continues, Parish Council would encourage a further application for support in the future.

13) Cemetery

a) Overhanging Trees

The Parish Clerk presented the information obtained from the Cemetery contractor regarding the best approach to the overhanging branches on the neighbouring property. **Parish Council resolved** to approve the quotation of £600 + VAT for the works and requested that the Parish Clerk advise the contractor to commence work as soon as possible.

b) Grave Adornment Policy

The Parish Clerk referred members to the previously circulated report regarding a review of the previously approved Grave Adornment Policy. Parish Council discussed the Report and the ruling regarding no kerb set installations being permitted in the cemetery. Parish Council felt that the Policy should remain in place for the new burial area to the rear of the Cemetery in a bid to create a lawned area, which would provide for easier maintenance for future years. Parish Council did however feel that in reviewing the Policy that kerb sets should be permitted in existing burial areas where kerb sets are already in place. **Parish Council resolved** to change the Grave Adornment Policy to include permitting professionally installed kerb sets within the older burial areas of the cemetery.

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14) Village Planters

Cllr Wallage advised that the new planters are now planted but unfortunately planters have been vandalised and some plants taken. Cllr Haddick suggested reference could be made to this in the Parish Council update for the Village Newsletter.

Three of the planters were of poor quality and the incorrect size and the manufacturer is replacing these. One of these was at Leamside, and DCC asked for it to be moved due to obstructing the view when driving out from the junction.

15) Tree Planting Project

Cllr Wallage referred to the previously circulated note regarding potential funding opportunities for a tree planting project to be developed as part of the Parish Planting Plan and delivered in partnership with community group(s). Parish Councillors were asked to consider if they could think of any areas of the parish that would benefit from tree planting to inform the development of a project.

17) West Rainton&Leamside Village Partnership

The circulated report was noted by Parish Council.

18) Smaller Councils Forum Feedback

No meeting has taken place.

19) General Correspondence

No general correspondence to table.

20) Date and Time of Next Meeting

Parish Council noted the next Parish Meeting to be held 18th February 2021 at 19:00. The Meeting will be held with due regard to Government guidance regarding the Covid 19 pandemic.

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