

# West Rainton & Leamside Parish Council

**Minutes of the Parish Meeting held**

**at 19:00 On Thursday 16 September 2021**

**At St Mary's Church Meeting Room, West Rainton**

**Present:** Councillors M Boettcher, I Diggory, Cllr P Lowrie, Cllr E Bulmer, Cllr P Morson, & A Wallage (Chairperson)

The Chair advised members that the Clerk was unable to attend the meeting due to ill health, but had sort prior advice from CDALC that this meeting could still be held in his absence, providing that a councillor agreed to take notes of the meeting in his absence so that these could then be shared with him to enable the formal minutes to be prepared. The Chair agreed to take notes.

NOTE The meeting was not audio or video recorded.

## 1) Apologies

Apologes were received from Cllr Haddick (holiday) and Cllr Kellett (health grounds). **Parish Council resolved** to approve the absences.

## 2) Declarations of interest

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

## 3) Co-option of Parish Councillor

Cllr Wallage advised that the Clerk had received one formal expression of interest but regretfully the candidate had to withdraw due to personal reasons.

**Parish Council resolved** that the vacancy is re-advertised with a closing date of 30 September 2021.

## 4) Public Participation

There were no members of public present.

## 5) Minutes

**Parish Council resolved** that the minutes of the Parish Council meeting held on 5th August 2021 be approved as a correct record.

Signature.....

Date.....

## 6) FINANCE REPORT

PART A: FOR INFORMATION					
1. INCOME		NIL			
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 - September 2021	398.70	303182	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - September 2021	99.60	303183	
3	Special Branch Tree Services	Cemetery Maintenance Contract - August 2021	339.24	303184	
<b>TOTAL</b>			<b>837.54</b>		
B) Expenditure requiring approval					
ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
4	Communicorp	Clerks and Council Direct Magazine Annual Subscription	12.00	Y	303185
5	Durham County Council	Website Hosting and Support 2021/22	747.56	Y	303186
6	Annglian Water Business (National) Ltd	Cemetery Water 2/5/21 - 1/8/21	14.37	Y	303187
7	M Ramshaw	Reimbursement - Microsoft Office 2019	17.49	Y	303188
8	M Ramshaw	Reimbursement - HP Instant Ink (Printer)	14.00	Y	303189
9	Mazars LLP	External Audit - Annual Return 2020/21	408.00	Y	303190
10	St Mary's Church	Room Hire 10/8 & 16/9/21	40.00	Y	303191
11	ICCM	Insitute of Cemetery and Crematorium Management Annual Fee	95.00	Y	303192
12	County Durham Association of Local Councils	Good Councillor Guide, Good employer Guide and Transparency Guide x 10 of each plus postage	99.99	Y	303193
<b>TOTAL</b>			<b>1448.41</b>		
<b>Total Expenditure A + B</b>			<b>2285.95</b>		

### Parish Council resolved to:

- Note expenditure reported for information in Part A
- Approve expenditure listed in Part B

Signature.....

Date.....

**7) Planning Applications**

It was noted, there had been no planning applications submitted to DCC since the last meeting.

**8) Annual Governance & Accountability Return 2020/21**

Parish Council noted the audited return by the external auditor Mazarrs LLP and resolved to approve it.

**9) Q1 Budget Monitoring Report**

Parish Council noted the q1 budget monitoring report (as at 30/6/21) prepared by the Parish Clerk.

**10) Q1 Bank Reconciliation**

Parish Council noted the Q1 Bank reconciliation statement (as at 30/6/21) prepared by the Clerk and Cllr Diggory verified the reconciliation to the actual bank statement.

**11) Draft Annual Plan 2021/22**

Parish Council considered the proposed Annual Plan for the year, previously circulated with the agenda. Cllr Wallage explained that the intention of the plan was to set out the Parish Council’s priorities for the year. The Plan incorporated preferences on potential new projects discussed at the informal session held 10 August as well as previously agreed actions and on going Parish Council business.

The Parish Council resolved to approve the priorities and actions set out in the draft plan subject to the following amendments:

- 2.1, 2.2, 2.3 – Cllr Lowrie to be added to assist with road safety issues
- 3.2 Add: consideration of refurbishment as well as replacement of existing benches in cemetery
- 3.5 Cllr Morson to assist Clerk by doing regular walkabouts of cemetery and with other cemetery issues
- 4.1 Add: consideration of refurbishment as well as replacement of all public benches
- 4.6 Add: consideration of painting small boulders around green on South Street opposite Jubilee Hall
- 7.4 Delete – included in error – completed in 2019/20

**12) Neighbourhood Plan**

Cllr Diggory referred to the paper previously circulated relating to the consideration of developing a Neighbourhood Plan. Unlike the existing community led Parish Plan, a Neighbourhood Plan would be a strategic plan for the longer term development of the Parish and would give the local community a

Signature.....

Date.....

real say in future DCC planning decisions by defining how they would like the neighbourhood to grow and change in future.

**Parish Council supported the development of a neighbourhood plan, covering the parish boundary area, in principle and resolved to approve the submission of an application of intent to DCC as a first step in working towards its development.**

**13) Winter Bedding Plants**

Cllr Wallage advised that an order had been placed by the Clerk with Leamside Nurseries for the supply of winter bedding plants (£250), the approval of which was within his delegated authority.

**14) Feedback from Village Partnership**

Cllr Wallage advised that the Village Partnership were considering arrangements for some type of Christmas Fair/Market on the last Saturday in November (27<sup>th</sup>). The option for an outdoor event, rather than in Jubilee Hall, was to be considered due to Covid. The potential to have a linked event to the Christmas Tree Light Switch on event was discussed but is dependent on DCC being able to do the switch on that day or alternatively on Sunday 28<sup>th</sup>.

**Parish Council were supportive of a joint event. Cllr Wallage agreed to follow up switch on request with DCC.**

**13) Smaller Councils Forum**

Cllr Boettcher advised that consideration was being given nationally to give council’s a choice in holding virtual or in person meetings. Report to be circulated by Cllr Boechetter.

**14) General Correspondence**

The Clerk had no items to report

**15) Date and Time of Next Meeting**

Parish Council noted the date and time of next meeting: Thursday 21<sup>st</sup> September 2021 at 7pm. Venue to be arranged.

**16) Confidential Item**

The Parish Council considered a report from the Parish Clerk relating to correspondence received from a resident.

**Parish Council resolved** that the correspondence was vexatious and that:

Signature.....

Date.....

- a) The Resident be advised that the WR&L PC, consider the matter closed and will not enter into any further correspondence or communication on the 2 issues pursued.
- b) The Police be notified of Parish Council concerns regarding the harassment of the Clerk by the resident.

Signature.....

Date.....