

# West Rainton & Leamside Parish Council

## Minutes of the Parish Meeting held

at 19:00 On Thursday 21<sup>st</sup> October 2021

At St Mary's Church Meeting Room, West Rainton

**Present:** Councillors I Diggory, I Haddick, P Lowrie, E Bulmer, B Kellett, P Morson, & A Wallage (Chairperson)

NOTE The meeting was not audio or video recorded.

### 1) Apologies

Apologies were received from Cllr Boettcher (family commitments). **Parish Council resolved** to approve this absence.

### 2) Declarations of interest

Parish Council resolved to change item 2 and item 3 around on the Agenda. Therefore item 3 Declarations of Interest was moved to Item 2. It was agreed that declarations of interest would be dealt with as and when the need arose.

### 3) Co-option of Parish Councillors

The Parish Clerk advised that two eligible candidates had applied via the co-option process however one had decided to not stand. The candidate spoke regarding their application and invited questions from Parish Councillors. Parish Council considered the candidate and **resolved to co-opt** the applicant Gillian Warby.

Gillian signed the declaration of acceptance of office form and this was witnessed by the Parish Clerk. The newly appointed Parish Councillor took her seat at the meeting.

### 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 16<sup>th</sup> September 2021 be approved as a correct record.

Signature.....

Date.....

## 6) FINANCE REPORT

### PART

#### A: FOR INFORMATION

#### 1. INCOME

Re-open 1068 £159

Headstone - JR Memorials  
£80

#### 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 - October 21	398.50	303194
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - October 21	99.80	303195
3	Jones Boyd (Durham) Ltd	Payroll Maintenance 30/9/21	90.00	303196
4	Special Branch Tree Services	Cemetery Maintenance - September 21	339.24	303197
<b>TOTAL</b>			927.54	

##### B) Expenditure requiring approval

ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
	G Coates	General Maintenance - Village Planters, Heritage Garden, Flower beds in Cemetery and disposal of rubbish.(51hrs)	550.00	y	303198
	M Ramshaw	Reimbursement - Poppy Wreath (British Legion)	21.98	y	303199
<b>TOTAL</b>			571.98		

**Total Expenditure A + B**

1499.52

### Parish Council resolved to:

- Note income and 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 for the West Rainton&Leamside Parish area submitted to Durham County Council since the last meeting.

**8)Russell Foster Football Centre Planning Application**

The Parish Clerk advised that he had been contacted by a member of the public with regards to anorganising a meeting of local people to discuss the planning application.

Cllr Wallage advised that she had contacted the Planning Case Officer who advised they were awaiting further information from the applicant. So, at this stage there were no updates. Cllr Wallage went on to discuss the Planning Committee process and outlined that anyone who has objected should be notified by DCC of the date and time of the Planning Committee when the application will be determined and be asked if they wish to attend.

Parish Council discussed holding a public meeting and **resolved to approve** holding a public meeting in respect of the application towards the end of November 2021. The Parish Clerk was asked to check on availability of Jubilee Hall.

**9) Q2 Budget Monitoring Report**

Parish Council noted the Q2 budget monitoring report (as at 30/9/21) prepared by the Parish Clerk.

**10) Q2 Bank Reconciliation**

Parish Council noted the Q2 Bank reconciliation statement (as at 30/9/21) prepared by the Clerk and Cllr Diggory verified the reconciliation to the actual bank statement.

**11) St Marys Church Clock**

**a) Quotation for Repair**

The Parish Clerk referred members to the quotation received from Cumbria Clock Company, via the PCC, to replace the auto regulator system to provide accurate time keeping & automatic BST/GMT alterations. **Parish Council resolved to approve** payment of 50% of the cost of the repair which was quoted as a total cost of £2150 +VAT.

**b)Review of current maintenance agreement with the PCC and renewal proposal**

The Parish Clerk referred members to the previously circulated agreement which had now lapsed. This agreement is between the PCC and the Parish Council and outlines the process and responsibilities for clock repair management. **Parish Council resolved** to approve renewing the agreement for a further 12 months.

Signature.....

Date.....

**12) Annual Plan**

Cllr Wallage referred members to the approved Annual Plan. A progress update was tabled.

Cllr Wallage informed members that 3 site visits with officers from Durham County Council had been made to progress agreed actions in the plan. These visits took time to organise due to DCC’s officers diary commitments.

**Doctors Surgery**

A meeting was held on site with Cllr Wallage, Cllr Kellett, a Durham County Council Highways Officer and the Surgery Practice Manager to discuss a number of concerns. The Practice Manager advised that the Practice had previously offered to tarmac grassed areas that are regularly used for surgery parking/local residents. In response, Highways officers at the time advised that whilst they had no objection to this proposal the surgery would need to pay annual rent to DCC of £6500. This was not an affordable option for the surgery. Despite this lack of apparent support by DCC the practice manager advised that they continue to make attempts to improve the surrounding area, even though it’s DCC land and not their direct responsibility to maintain. All in attendance agreed that it was important that DCC and the Surgery work together to consider options and potential funding for improving the area. Discussions are on-going between the 2 parties.

**Parking**

Cllr Wallage advised that a site visit had been held with a DCC Highways Traffic Officer to discuss concerns regarding inappropriate parking in various parts of the village. Cllr Boettcher was also in attendance. A number of areas were highlighted where white and yellow lines needed re-painting which DCC agreed to do. DCC also agreed to do some peak time parking surveys and then come back to the Parish Council with options for addressing.

**Fencing and Street Furniture**

Cllr Wallage met with Martin Briscoe’s replacement to explain the projects that Martin was assisting the Parish Council with. This included requests for quotes for fencing, replacement/refurbishment of street furniture, incomplete or outstanding work already requested. A note of matters discussed was prepared by Councillor Wallage, but as yet there has been no response from DCC.

Signature.....

Date.....

Cllr Wallage advised a further site meeting has been arranged with DCC’s Outdoor Facilities manager early November to discuss potential options and costs for the proposed Adult Outdoor Gym Project on School Avenue.

Cllr Lowrie advised that she had located and mapped salt bins around the Village and she felt that there wasn’t enough, and some were in the wrong places. Cllr Lowrie to liaise with appropriate contact at DCC.

**13) Memorial Wall**

Cllr Diggory referred members to his previously circulated comprehensive report. It was agreed that the expectation for a memorial wall was it would not provide space for cremated remains. The Cemetery currently has a cremated remains burial area and members felt this option should continue so a new area would need to be identified.

Members discussed the various options and considered the examples within the Report.

Cllr Warby mentioned that New College could be approached with regards to building the wall as they are often looking for Projects for their apprentices.

Parish Council felt that a memorial wall similar to that at Horden Cemetery would be the most appropriate option to consider.

Cllr Diggory agreed to look at the option in more detail and get some estimated costings. Cllr Wallage thanked Cllr Diggory for the work that had gone into the Report.

**14) Christmas Arrangements**

Cllr Wallage advised that the proposed Christmas Tree switch on event linked to a Village Partnership outside Christmas Fair on the 27th November could not now ahead as the Village Parternship had advised, regretfully, that they were unable to support the event, primarily due to community volunteersavailability. In the circumstances, **Parish Council resolved** that a switch on event was no longer feasible and resolved to ask DCC to switch on the lights remotely on a timer at 4pm on the 27<sup>th</sup> November.

Cllr Wallage confirmed the availability of Jubilee Hall and Pittington Brass Band for the Carols around the Christmas Tree event which will take place Monday 20<sup>th</sup> December at 7pm.**Parish Council resolved to** fund the provision of refreshments by the Jubilee Hall so that these could be provided at no charge to anyone attending.

**15) Cemetery Gates**

Signature.....

Date.....

Cllr Morson declared an interest in the matter and left the room prior to consideration of this item.

The Parish Clerk advised that he had been attempting to get a company to come out to see if the gates could be refurbished / repaired to improve access for visitors in excess of six months. Most companies did not respond to phone calls and the only one that agreed to a site visit didn't turn up. As a result, Cllr Morson had offered to have a look at the gates and subsequently submitted supporting information and a quotation for a repair that would make the gates easier to open. **Parish Council resolved** to approve the quotation of £260. Cllr Morson was invited back into the Meeting.

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

There was no update.

**17) Smaller Councils Forum**

There was no update.

**18) General Correspondence**

No correspondence was tabled

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

Parish Council noted the date and time of next meeting: Thursday 18<sup>th</sup> November 2021 at 7pm at St Marys Church Meeting Room.

Signature.....

Date.....