

# West Rainton & Leamside Parish Council

## Minutes of the Parish Council Meeting held

at 19:00 On Thursday 17<sup>th</sup> March 2022

At St Mary's Church Meeting Room, West Rainton

**Present:** Councillors M Boettcher (from 19:24), I Diggory, B Kellett, P Lowrie, P Morson and A Wallage (Chairperson)

In Attendance: M Ramshaw (Parish Clerk)

NOTE The meeting was not audio or video recorded.

### 1) Apologies

Apologies were received from Cllr Haddick (family commitments) and Cllr Bulmer (unwell). **Parish Council resolved** to approve these absences. Cllr Warby 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

There were no members of the public in attendance.

### 4) Minutes

**Parish Council resolved** that the minutes of the Parish Council meeting held on 17<sup>th</sup> February 2022 be approved as a correct record.

### 5) FINANCE REPORT

#### PART A: FOR INFORMATION

1. INCOME Nil

#### 2. EXPENDITURE

A) Expenditure previously agreed by Parish Council due this month

Signature.....

Date.....

ITEM	PAYEE	PURPOSE	AMOUNT (£)	CHEQUE NO.
1	M Ramshaw	Parish Clerk Net Salary - March (inc. back monies for 1.75% pay rise 2021/22)	481.82	303238
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - March 22	120.40	303239
3	Durham Area Youth	2022/23 Grant	5000.00	303240
4	1st Rainton Gate Brownies	2022/23 Grant	250.00	303241
5	WR&LP	2022/23 Grant	580.00	303242
6	Leamside Nurseries	Re Issue of Cheque - Summer Bedding Plants 2021	551.72	Re-issue of cheque 303176 - 303243
7	Special Branch Tree Services	Cemetery Maintenance Contract Feb 22	339.24	303244
<b>TOTAL</b>			7323.18	

#### B) Expenditure requiring approval

ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
<b>TOTAL</b>			0.00		

Total Expenditure A + B 7323.18

#### Parish Council resolved to:

- Note income and expenditure reported for information in Part A

#### 6) Planning Applications

Parish Council noted that there had been one planning application within the Parish however there were no comments.

#### 7)DCC Find & Fix It Project Plan for West Rainton & Leamside

Parish Council noted the verbal update from Cllr Wallage who advised members that this expected plan is still awaited from DCC. Another site visit has been suggested to discuss how decisions made at the last meeting regarding additional benches, planters and waste bins could be incorporated. Due to the current demands on DCC officers this is unlikely to progress as quickly as hoped.

Signature.....

Date.....

**8) Annual Plan**

**a) Memorial wall/tree project**

The Parish Clerk gave a verbal update. The formal quotation for the memorial tree approved at the last meeting had now been received confirming the price of supply and installation of £9,995 plus VAT. A price increase of up to 10% would apply from 1/4/22. Lead in time for delivery was quoted as 12-14 weeks.

Cllr Diggory tabled a suggested fee structure to illustrate/reaffirm how the scheme would work. This was based on the cost of the tree as quoted and an estimated cost of £2,000 for ground preparation and post installation landscaping

**Parish Council resolved to approve -**

- a) The Parish Clerk submit the order for the tree asap to secure the price quoted of £9,995 plus VAT.
- b) The creation of a working group consisting of Cllrs Diggory, Morson and Wallage, with delegated authority, to agree the precise location of the tree, post installation landscaping requirements and the preparation of a specification for use by the Parish Clerk to obtain quotations for the work required asap.
- c) Consideration of the fee structure is deferred until all costs associated with the capital investment are confirmed.

Cllr Boettcher entered the meeting (19:24).

**b) School Avenue Park Project**

Parish Council noted a verbal update from Cllr Wallage. The community consultation has not yet progressed as support in setting up the on line survey is still awaited from Durham AAP.

**c) Improved maintenance of village greens and village areas**

The Parish Clerk referred members to the quotations from the council's grounds maintenance contractor, circulated in advance of the meeting, for ad hoc grounds maintenance work and regular strimming over the summer months.

**Parish Council resolved** to approve the 2 quotations for ad hoc work totalling £900 and monthly strimming of £280 per visit, excluding Vat, from Special Branch Tree services.

**d) Additional benches & waste bins**

Cllr Wallage referred members to the report which had been circulated in advance of the meeting. **Parish Council resolved** to approve the locations for benches and bins as set out within the Report.

Signature.....

Date.....

### 9) Queen's Platinum Jubilee Celebrations

Cllr Wallage referred members to the revised report circulated to correct a typo/error in the original report circulated with the agenda. The quotation for the price of flags had been received. The price for 500 flags was £335 plus VAT.

**Parish Council resolved** to approve the purchase of the following items

Gift for School Children - £776.40 Plus VAT

Bunting - £190.54

Sign Post £115.59

Waving Flags £335 plus VAT

### 10) Risk Management

#### a) Annual review of risk management strategy

The Parish Clerk referred members to strategy which had been circulated in advance of the meeting. **Parish Council resolved** to approve the revised Risk Management Strategy,

#### b) Consideration of annual risk assessment 2022/23

**Parish Council resolved** to approve the revised annual risk assessment. Cllr Diggory raised the issue of vexatious complaints and the risk associated with the impact this could have on the Parish Council. The Parish Clerk agreed to consider this and update if required.

### 11) Publication Scheme

The Parish Clerk referred members to the Publication Scheme which is a requirement of the Freedom of Information Act. The publication scheme had been developed from an ICO template and circulated in advance of the meeting.

**Parish Council resolved** to approve the publication scheme and asked the Parish Clerk to publish on website.

### 12) Annual review of cemetery charges

The Parish Clerk referred members to the report which had been circulated in advance of the meeting. **Parish Council resolved** to approve the recommended 5% increase in fees from 1/4/22.

### 13) West Rainton & Leamside Village Partnership

Cllr Wallage informed members that the proposed joint project around, 'Thank you awards' for community acts of kindness as part of the Big Lunch Jubilee Celebration had been discussed. Funding has been secured by the Village Partnership from Believe Housing to purchase the cards.

Parish Council considered an email circulated in advance of the meeting from the VP chair setting out proposals for the Parish Council's involvement in the project. **Parish Council resolved** more information was needed of the nomination process/criteria for eligibility to understand how the proposal would work in practice.

Signature.....

Date.....

**14) Smaller Councils Forum**

Cllr Boettcher referred to her previously circulated email with feedback and gave a brief update on discussions around Community Emergency Plan development and the high levels of member vacancies within Councils.

**15) General Correspondence**

There was no general correspondence for consideration.

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

Parish Council noted the date and time of next meeting: Thursday 21<sup>st</sup> April 2022 at 19:00 in St Marys Church Meeting Room.

Signature.....

Date.....