

# **West Rainton & Leamside Parish Council**

## **Minutes of the Parish Council Meeting held**

**at 19:00 On Thursday 21<sup>st</sup> April 2022**

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

**Present:** Councillors M Boettcher, 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 Warby (holidays). **Parish Council resolved** to 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> March 2022 be approved as a correct record.

### **5) Parish Councillor Vacancy**

Cllr Wallage advised members that both Iain Haddick and Elaine Bulmer had resigned from the position of Parish Councillor.

The Parish Clerk advised that DCC Electoral Services had been informed who had provided the relevant Notice of Vacancy posters for display. If 10 electors come forward and ask for an election then an election will be held. If 10 electors don't come forward then Parish Council will be able to fill the vacancies via the co-option process.

To ensure no delays, if there is no request for an election by 11<sup>th</sup> May 2022, **Parish Council resolved** to fill the vacancies via the co-option process with a deadline of 3<sup>rd</sup> June 2022 for applications.

Parish Council also agreed to include the news of the two resignations in the next edition of the Village News.

Signature.....

Date.....

## 6) FINANCE REPORT

PART A: FOR INFORMATION			£		
1. INCOME		Precept 2022/23	35767.90		
		LCTSS	3187.00		
2. EXPENDITURE					
<b>A) Expenditure previously agreed by Parish Council due this month</b>					
ITEM	PAYEE	PURPOSE	AMOUNT (£)	CHEQUE NO.	
1	M Ramshaw	Parish Clerk Net Salary - April 22	405.76	303247	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - April 22	101.20	303248	
3	Royal British Legion Industries	Platinum Jubilee Bunting and lamp post signs	306.13	303246	
4	Insignia Ltd	Biodegradable Waving Flags - Platinum Jubilee	402.00	303245	
5	E-on Next	Feeder Pillar Electricity Charges 1/1-10/2/22	16.75	Direct Debit	
6	E-on Next	Feeder Pillar Electricity Charges 11/2-15/3/22	13.62	Direct Debit	
7	Special Branch Tree Services	Cemetery Maintenance March 22	339.24	303249	
8	Special Branch Tree Services	Cemetery Maintenance April 22	373.16	303250	
9	G Coates	March/April HG maintenance	175.00	303255	
10	County Durham Association of Local Councils	Subscription Charge 2022/23	315.52	303256	
11	Severn C Products Limited	Platinum Jubilee Teddy Bears - 175	1017.90	303252	
<b>TOTAL</b>			3466.28		
<b>B) Expenditure requiring approval</b>					
ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
12	ICCM	Membership Institute of Cemetery and Crematorium Management	95.00	Y	303251
13	Jones Boyd (Durham) Ltd	Payroll maintenance 28/4/22	90.00	Y	303253
14	M Ramshaw	1st class stamps x 6 reimbursement	5.10	Y	303254
<b>TOTAL</b>			190.10		
<b>Total Expenditure A + B</b>			3656.38		

Signature.....

Date.....

**Parish Council resolved to:**

1. Note income and expenditure reported for information in Part A
2. Approve an invoice that was presented at the meeting for the meeting room hire at St Marys Church - £20.00.

**7) Planning Applications**

Parish Council noted that there had been two planning applications 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.

**8)2021/22 Budget – Q4 Bank Reconciliation**

The Parish Clerk referred members to the previously circulated Q4 bank reconciliation. Cllr Diggory agreed to check the information presented against bank statements and sign as appropriate.

**9)Budget Position Q4 2021/22 – Parish Clerk to report financial Position**

The Parish Clerk referred members to the report on the Q4 budget position. The Parish Clerk gave an appraisal of the information and there were no comments. Parish Council noted the position.

**10)Appointment of Internal Auditor – Parish Council to consider Appointment of Internal Auditor**

Parish Council **resolved to approve** the appointment of Annette Simpson from A S Accounting Services for the role of internal auditor.

**11)Annual Plan****a) Memorial Tree Project - Parish Council to consider update from working group**

Cllr Wallage referred members to the previously circulated update. Quotations are being sought from potential contractors for the installation of the memorial tree. Cllr Morson queried whether the installation could be split into two jobs as it may attract more bidders. **Parish Council resolved** to delegate authority to the Working Group to agree the most appropriate quotation based on price and availability of the contractor.

**b) SchoolAvenuePark Project – Parish Council to consider update**

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Cllr Wallage advised that she was still waiting for DCC. The creation of the online survey has some issues around accessibility but it is hoped these can be overcome.

## **12) Asset Register**

The Parish Clerk referred members to the previously circulated updated Assets Register. **Parish Council resolved** to approve the Assets Register.

## **13) Parking and Waiting Restrictions Amendment Order 2022**

Cllr Wallage advised members that both Cllr Boettcher and herself had met with DCC officers to share concerns from residents regarding traffic and parking. The Consultation gives Parish Council the opportunity to comment on proposals. Some feedback was received from residents regarding the proposal. This was shared with members.

Parish Council discussed the situation and agreed that the overarching proposals were connected to road safety and as the responsible Authority, DCC are proposing the changes to improve road safety. As such **Parish Council resolved** to agree that they support the proposals.

## **14) Traffic Calming Measures**

Cllr Kellett and Cllr Lowrie had met with DCC officers and some ideas had been suggested however there were no formal proposals at this stage.

## **15) WestRainton & LeamsideVillage Partnership**

Cllr Wallage advised that there hadn't been a full Partnership Meeting. The Planning sub-committee for the Big Lunch has met. Following consideration of feedback from the Parish Council around the nomination process for the proposed joint thank you project, it was agreed that cards would just be made available on the day for anyone to give to someone they would like to thank – linked to National Thank You Day. Cllr Wallage reminded members that there support on the day of the Big Lunch would be welcomed.

## **16) Smaller Councils Forum**

Cllr Boettcher advised no meeting had taken place since the previous Parish Council Meeting.

## **17) General correspondence**

The Parish Clerk advised members regarding two pieces of correspondence. The first was a reminder of some training opportunities coming up for Parish Councillors. Anyone wishing to attend should book a place and inform the Parish Clerk. The second correspondence was a complaint that had been made by member of the public to the Information Commissioners Office (ICO) in relation to data protection issues. The Parish Clerk advised that he had responded with the information requested and an email had been received prior to the meeting

Signature.....

Date.....

to say that the ICO had found that the Parish Council had acted appropriately and complied with our data protection obligations.

**18) Annual Parish Meeting**

Parish Council noted the time and date for the Annual Parish Meeting: 18:30 on 12<sup>th</sup> May 2022 at St Mary's Church Meeting Room West Rainton.

**19) Date and time of June Parish Council Meeting**

**Parish Council resolved** to approve the request of the Parish Clerk to move the June Parish Meeting to Tuesday June 14<sup>th</sup>.

**20) To note date and time of next meeting**

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

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Date.....