

West Rainton& Leamside Parish Council

Minutes of the Parish Council Meeting held

at 19:00 on 22nd September 2022

At St Mary's Church Meeting Room, West Rainton

Present: Councillors I Diggory, B Kellett, P Morson, A Wallage (Chairperson) and K Wood

In Attendance: M Ramshaw (Parish Clerk)&Malcolm Massey (Co-option candidate)

NOTE The meeting was not audio or video recorded.

1) Apologies

Apologies were received from Cllr Boettcher (family bereavement) and Cllr Lowrie (holiday). **Parish Council resolved** to approve these absences.

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 21st July 2022 be approved as a correct record.

5) Co-Option to Parish Council Vacancies

The Parish Clerk advised members that one application had been received from Malcolm Massey. Malcolm was in attendance and was duly co-opted onto the Parish Council. The acceptance form was signed and witnessed by the Parish Clerk.

Parish Council resolved that a further advert go out for the remaining vacancy to be appointed through the co-option process. Closing date 13th October 2022.

Signature.....

Date.....

6) Finance Report

PART A: FOR INFORMATION					
1. INCOME		Burial (Re-open) 1073 WW	£167.00		
		Memorial Leaf - BL (BACS)	£150.00		
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 22	405.56	303290	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - September 22	101.40	303291	
3	Special Branch Tree Services Ltd	Cemetery Maintenance July 2022	373.16	303286	
4	Special Branch Tree Services Ltd	Village Maintenance July 2022	336.00	303287	
5	St Marys Church	Room Hire 12/5, 19/5, 14/6 & 21/7	40.00	303285	
6	Anglian Water Business (national) Ltd	Cemetery water rates 2/5-1/8/22	13.84	303289	
7	Odlings Ltd	Mulberry Memorial Tree and Delivery	12174.00	303288	
8	M Ramshaw	Reimbursement - HP Instant Ink 18/7/22 - 17/8/22 & 18/8/22 - 17/9/22	19.98	303292	
9	Special Branch Tree Services Ltd	Cemetery Maintenance August 2022	373.16	303293	
10	Special Branch Tree Services Ltd	Village Maintenance August 2022	336.00	303294	
TOTAL			14173.1		
B) Expenditure requiring approval					
ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
11	Communicorp	Annual Subscription - Clerks & Councils Direct	12.00	Y	303295
12	Durham County Council	Website Hosting & Support 1/4/22-31/3/23	769.99	Y	303296
13	M Ramshaw	Reimbursement x12 1st class stamps	11.40	Y	303297
14	Mazars LLP	External Audit - Limited Assurance Review yr. end 31/3/22	240.00	Y	303298
15	G Coates	HG tidy, Village Signs tidy & cemetery beds tidy	115.00	Y	303299
16	Odlings Ltd	Additional tool for Mulberry memorial tree	30.00	Y	303300
17	M Ramshaw	Reimbursement- 4 Colour Ink Cartridges	66.85	Y	303301
18	M Ramshaw	Reimbursement - Queens condolence - Lily Plant £10.00, A4 Picture Frame £4.99 & Book of Condolence £24.36	39.35	Y	303302
19	M Ramshaw	Reimbursement Mixed Crocus Bulbs (1000)	184.99	Y	303303
20	E-On Next	Electricity Supply - Feeder Pillar - 2/6-24/8/22	28.06	Y	Direct Debit
21	Brambledown Landscape Services Ltd.	Groundworks for memorial tree	5081.23	Y	303304 (re-issue for 303277)
TOTAL			6578.87		
Total Expenditure A + B			20751.97		

Signature.....

Date.....

Parish Council resolved to:

1. Note income and expenditure reported for information in Part A
2. Approve expenditure listed in Part B
3. Note that items 3-7 were paid during August recess due to payment requirements
4. Note the reissue of cheque 303277 (21/7/22) £5081.23. Stop placed on original cheque and reissued due to loss.

7) Planning Applications

One planning application was considered however members had no comments. Pre-planning information regarding a telecommunications installation was noted but no comments were made at this time.

8) Annual Governance and Accountability Return 2021/22

The Parish Clerk referred members to the previously circulated information. No comments were received from Mazars the external auditor, and as a result no actions are necessary.

Parish Council resolved to note the outcome.

9) Civility and Respect Pledge

The Parish Clerk advised that a template had been received from CDALC which in essence is a dignity at work policy. The Parish Clerk advised that he felt the Policy was more relevant to situations where there are a number of employees working together. Members felt that the Parish Council has relevant policies in place that covered the core principles of this policy/pledge and that adoption of this policy would be duplication. **Parish Council resolved** to note the contents but not to adopt this additional policy.

10) Annual Plan 2022/23

Cllr Wallage referred members to the updated 2022/23 Annual Plan which sets out the on-going work and current projects of the Parish Council. Members discussed the Plan and noted progress to date.

11) School Avenue Park Project

Cllr Wallage referred members to the feedback that had been received from the community consultation exercise regarding the Outdoor Adult Gym proposal and to the suggested types of equipment that could be incorporated into the project based on that feedback. For the benefit of new members, Cllr Wallage explained the background to how this potential project was identified, the latest estimate of costs (£40K) and potential funding sources currently available. (£25K S106 monies and £10K from Cllr Kellett's neighbourhood fund budget. Cllr Kellett advised his funding had or be spent by 31/3/23.

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Parish Council resolved to discuss the feedback from the consultation exercise with the Outdoor Facilities Manager and then identify the next steps in the process.

12) Community Emergency Plan

Cllr Wallage advised members that she discussed the idea of developing a community emergency plan with the Village Partnership (VP). There is general support in principle to developing a plan but it was acknowledged that wider community engagement was needed to try and attract volunteers needed to support its development and implementation. Cllr Wallage reminded members that support is available from the Civil Contingency Unit of DCC.

Parish Council resolved to engage with the wider community to ascertain if there is any interest from any members of the public to assist with the development of a Plan.

13) Vehicle Charging Points

Cllr Wood advised members that Durham County Council had won a £1.5m bid for electronic vehicle charging points across the County. Two sites have already been identified within the Parish by those working on the Project.

Parish Council discussed the installation of the electricity pillar near the Italian Farmhouse and whether there could be any benefit to the Parish Council in utilising this to install a further charging point.

Parish Council resolved to approve that Cllr Wood make some initial enquiries regarding the vehicle charging point installation within the Parish.

14) Christmas 2022

Cllr Wallage proposed the Carols around the Christmas tree event be held on Thursday 22nd December. Pittington Brass Band are available as is the Jubilee Hall. **Parish Council resolved** to agree the date for the event.

Parish Council discussed the Christmas tree switch on event. Cllr Wallage advised that there had been some discussion at the VP around the school children getting involved and the proposed date for switch on is Saturday 26th November. This may also co-incide with the Youth Group being at the Jubilee Hall for a party.

15) Cemetery – Quotation for landscaping works

Parish Council considered the three quotations. **Parish Council resolved** to agree the quotation from Makepeace Landscape Services.

Parish Council discussed work required within the Cemetery around topping up graves and seeding them. Gary Coates, had been approached and was willing to assist with this work. It was suggested that Makepeace may be able to incorporate some of this work when on site for the landscaping work. The Parish Clerk agreed to speak with Makepeace Landscape Services, but it was

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Date.....

acknowledged that the on-going finishing and seeding of new graves would still be required to be undertaken by Gary.

16) West Rainton & Leamside Village Partnership update

Cllr Wallage advised that there was no further update to the matters discussed above.

17) Smaller Councils Forum Update

No update was received as Cllr Boettcher was not present.

18) General Correspondence

The Parish Clerk advised of two items:

- 1) Members were asked if anyone was available to attend the Beautiful Durham Awards Evening on Wednesday 5th October. No members were available and Cllr Wallage agreed to ask Cllr Lowrie and Cllr Boettcher if they would be able to attend.
- 2) The Parish Clerk informed members that after some research it appears that The Unity Bank will best meet the Parish Council's banking needs moving forward. This will allow online management and authorisation which the Parish Council currently doesn't have.

19) Date and Time of Next Meeting

Parish Council noted the date and time of next meeting: Thursday 20th October 2022 at 19:00 in St Marys Church Meeting Room.

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