

West Rainton & Leamside Parish Council

Minutes of the Parish Council Meeting held

at 19:00 on 16th March 2023

At St Mary's Church Meeting Room, West Rainton

Present: Councillors M Boettcher, I Diggory, M Massey, P Morson (part of meeting), K Wood & 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 Kellett who was at another meeting. **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 16th February 2023 be approved as a correct record.

5) Parish Councillor Vacancies

The Parish Clerk advised that there had been no applicants for the current vacancies. The Parish Clerk suggested a new deadline date of 12th April 2023 for applications to be considered under the co-option process. **Parish Council resolved** to approve the next deadline for applications.

Signature.....

Date.....

6) Finance Report

PART A: FOR INFORMATION					
1. INCOME		Memorial Leaf (SB)	150		
		Memorial Leaf (CT)	150		
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 - March 22	441.19	303357	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - March 22	110.40	303358	
3	WR&LVP	Grant Application - Support for annual Big Lunch	590.00	303359	
4	WR&LVP	Grant Application - Village Show	250.00	303360	
5	Durham Area Youth	Grant Application - West Rainton Youth Project	5000.00	303361	
6	1st Rainton Gate Brownies	Grant Application - Pantomime trip	250.00	303362	
7	Special Branch Tree Services Ltd	Tree Work - South Street x 3 trees	1080.00	303363	
8	Special Branch Tree Services Ltd	Cemetery grounds maintenance Feb 23	373.16	303364	
9	West Rainton & Leamside Village Partnership	Grant - New Project(Application approved Feb 22 Meeting)	300.00	303365	
		TOTAL	8394.75		
B) Expenditure requiring approval					
ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
10	EON (DD)	Electricity Supply - Feeder Pillar 15/12/23 £13.65, 24/1/23 £168.93 & 21/2/23 95.80	278.38	Y	BACS
11	M Ramshaw	ReImbursement - 1st class stamps	9.60	Y	303366
12	M Ramshaw	ReImbursement - Zoom Subs 16/2-15/3/23	14.39	Y	303367
13	M Ramshaw	ReImbursement Kings Coronation Bunting	144.00	Y	303368
14	G Coates	Cemetery grave top-up and seeding	229.50	Y	303369
15	WR&LCA	Room Hire 13/3/23 (CEG)	22.00	Y	303370
		TOTAL	697.87		
Total Expenditure A + B			9092.62		

Parish Council resolved to:

1. Note income and expenditure reported for information in Part A
2. Approve expenditure listed in Part B

Signature.....

Date.....

7) Planning Applications

The Parish Clerk referred members to two applications within the Parish which had been circulated by Durham County Council on the weekly updates. After consideration there were no comments to note on either application.

8) Supplementary Planning Documents Consultation

Cllr Wallage referred members to the previously circulated information from the Parish Clerk received from the Planning Department at DCC. This information highlighted a number of areas of consultation. Cllr Boettcher advised that she had registered to attend 2 of the 3 briefing sessions on this and agreed to register for the third (Trees and Woodland). Due to the timescales for submission of any potential consultation response from the Parish Council, **Parish Council resolved** to delegate authority to Cllrs Boettcher and Diggory to agree any response from the Parish Council considered necessary following Cllr Boettcher's feedback from the sessions.

9) Appointment of Internal Auditor

The Parish Clerk advised members that the internal auditor must be appointed and proposed Annette Simpson who had audited the Parish Council accounts in previous years. **Parish Council resolved** to approve Annette Simpson's appointment as internal auditor.

10) Arden House Update

Cllr Diggory advised members that he was still awaiting further information from Believe Housing.

11) Annual Plan Update for 2023/24

Cllr Wallage referred members to the previously circulated draft Annual Plan for 23/24 consideration and asked members to consider if anything else needed to be added.

Cllr Wallage was aware of the omission to capture the Parish Council's decision to make an application for an unregistered footpath to become a PROW which will be added. She also suggested that an action should be added to capture and help address the current anti-social behaviour (ASB) within the Parish. Action taken to date includes the commitment to increase police and neighbourhood warden patrols. Multi Agency discussions currently on going on what further action can be taken.

It was also agreed to add an action included in the 22/23 plan for regular councillor walkabouts (previously allocated to Cllr Lowrie) to identify and report any action needed e.g., to report fly tipping to DCC. Cllr Wallage suggested, given recently appointed new members, it may be an opportune time to have an initial

Signature.....

Date.....

Parish Council walkabout of the Parish by all members, if able, before the Annual Parish Meeting in May. Cllr Wallage agreed to circulate potential day/times for the walkabout, a copy of the parish map and contact details of our DCC Neighbourhood Warden.

In view of recent residents' concerns about ASB, it was suggested that the Police and Crime Commissioner be asked to attend the Annual Parish Meeting. It was agreed that the Parish Clerk would confirm date, venue and time of the Parish Meeting and check the PCC's availability.

12) Asset Register

The Parish Clerk shared the updated Asset Register with members. **Parish Council resolved** to approve the updated Register.

13) Annual Risk Assessment 2023/24

The Parish Clerk referred members to the previously circulated Risk Assessment which had been reviewed and amended for 2023/24. **Parish Council resolved** to approve the revised risk assessment.

14) Village Green strimming 2023/24

The Parish Clerk advised members that a quote for strimming the village green areas around the village between April and October had been received. The quote is the same price as the previous year. **Parish Council resolved to approve** the quotation from Special Branch Tree Services Ltd. of £280 +VAT per month.

15) West Rainton & Leamside Village Partnership update

Cllr Wallage advised members that the new pilot project, to support young families during the cost of living crisis with weekly sessions in the Jubilee Hall has started up with 25 children in the first week. Some additional community volunteers have come forward to assist the project lead run the sessions and there is potential to extend the sessions to meet the demand/need for support as the project gains momentum.

Cllr Wallage advised that the village market would be restarting in Jubilee Hall this month.

Cllr Wallage advised that she had been in touch with the Head Teacher, regarding the Parish Council decision to support a King's Coronation School event. The suggestion of a commemorative gift was welcomed. The H/T thanked the Parish Council for its support. It was noted that the H/T was busy with the current Ofsted inspection but that she would get back with her thoughts on the potential type of gift.

Signature.....

Date.....

16) Smaller Councils Forum Update

Cllr Boettcher advised that mandatory training of all parish councillors on the Member Code of Conduct is under discussion at the Forum.

17) General Correspondence

No correspondence had been received.

18) Date and Time of Next Meeting

Parish Council noted the date and time of next meeting: Thursday 20th April 2023 at 19:00 in St Marys Church Meeting Room.

Signature.....

Date.....