

West Rainton & Leamside Parish Council

Minutes of the Parish Meeting held at 19:00

On Thursday 19th May 2022

At St Mary's Church Meeting Room, West Rainton

Present: Councillors M Boettcher, I Diggory, W Kellett, P Lowrie, P Morson (from Item 5) & A Wallage.

In attendance:

M Ramshaw, Parish Clerk

NOTE The meeting was not audio or video recorded.

1) Election of Chairman for 2022/23

The outgoing Chairman Cllr Wallage opened the Meeting and asked Parish Councillors present for nominations for the Chairman for the coming year. Cllr Boettcher proposed Cllr Wallage and this was seconded by Cllr Diggory. **Parish Council resolved to approve** Cllr Wallage as Chairman for the upcoming year.

2) Declaration of Office

The declaration of acceptance of office form was duly completed and signed by Cllr Wallage and witnessed by the Parish Clerk.

3) Election of Vice Chairman

Cllr Wallage asked Parish Council for nominations for Vice Chairman. Cllr Diggory and this was seconded by Cllr Lowrie. **Parish Council resolved to approve** Cllr Diggory as Vice Chairman for the upcoming year.

4) Apologies

No apologies had been received prior to the meeting.

Cllr Warby was not in attendance and had not submitted any apologies. **Parish Council resolved** to not approve this absence.

No apology had been given by Cllr Morson however he joined the meeting before item 5.

5) Declarations of interest

It was agreed that declarations of interest would be dealt with as and when the need arose.

Signature.....

Date.....

6) Appointments to Outside Bodies

Parish Council considered nominations and **resolved to agree** the following representative for each Group:

- West Rainton and Leamside Village Partnership – Cllr Wallage
- Smaller Councils Forum – Cllr Boettcher

7) Public Participation

No members of the public were present.

8) Minutes

Parish Council resolved that the minutes of the Parish Council meeting held on 21 April 2022 be approved as a correct record.

9) FINANCE REPORT

PART A: FOR INFORMATION					
1. INCOME		WM Scott & Sons Ltd - DS Headstone Erection	£84.00		
		DCC Grant	£300.00		
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 - May 22	405.56	303258	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - May 22	101.40	303259	
3	Special Branch Tree Services	Cemetery - Tree and Vegetation clearance	810.00	303260	
TOTAL			1316.96		
B) Expenditure requiring approval					
ITEM	PAYEE	PURPOSE	AMOUNT (£)	BUDGET PROVISION	CHEQUE NO.
4	Anglian Water Business (National) Ltd	Cemetery - water supply 2/2-1/5/22	14.18	Y	303261
5	M Ramshaw	Reimbursement for additional Platinum Jubilee bunting purchased (payment required on order)	363.00	Y	303262
6	G Coates	Village Maintenance - HG	143.00	Y	303263
7	Miss A E Simpson	Internal Audit 2021/22	220.00	Y	303264
TOTAL			740.18		
Total Expenditure A + B			2057.14		

Parish Council resolved to:

Signature.....

Date.....

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

10) Internal Audit Report

The Parish Clerk advised members of the outcome from the internal audit. No issues had been raised. **Parish Council resolved** to note the contents of the report.

11) Draft Annual Governance and Accountability Return 2021/22

The Parish Clerk introduced the item and proceeded to read through the Annual Governance Statement to those present. **Parish Council resolved** to approve the Annual Governance Statement. The Parish Clerk then reported the Accounting Statements 2021/22 to the Parish Council. **Parish Council resolved** to approve the Accounting Statements. The Chairman and the Parish Clerk signed the required documentation.

12) 2022/23 Budget

The Parish Clerk presented the revised budget for 2022/23. Parish Council resolved to approve the revised Budget.

13) Planning Applications

One planning application had been received. No feedback necessary.

14) School Avenue Play Park Project

Cllr Wallage updated members on the consultation exercise. The survey is expected to go live 30th June 2022 online. Hard copy surveys also to be produced and made available for immediate use. Feedback from hard copies will be captured on the on line survey once live to allow automated analysis of all feedback. End of consultation expected 31 July 22.

15) Find & Fix Plan

Cllr Wallage referred members to the circulated report from DCC. Members noted that work had started with the painting of the benches.

16) Meetings Calendar 2022/23

The Parish Clerk referred members to the circulated dates for future meetings. **Parish Council resolved** to approve the dates for meetings.

17) West Rainton & Leamside Village Partnership

Cllr Wallage advised that there was no meeting and as such nothing to report.

18) General Correspondence

The Parish Clerk advised members of two pieces of correspondence that had been received.

Signature.....

Date.....

The first which had been circulated was from an outdoor fitness equipment company offering an invitation to view equipment.
The second was a subject access request that had been received.

19)Date and Time of Next Meeting

Parish Council noted the next Parish Meeting to be held on Tuesday 14th June2022 at 19:00.

Confidential Item

20)Cemetery – Installation of Memorial Tree

The Parish Clerk advised members that in total 5 companies had now been approached for quotations to prepare the groundwork/foundations and post installation finishing. Despite follow up attempts to obtain at least 3 quotations only 2 quotations had been forthcoming.

Parish Council resolved to approve the lowest quotation of £4613.16, excluding VAT. At this point the name of the successful contractor, Brambledown Landscape Services Ltd, was disclosed. Works are expected to commence 2 to3 weeks from the date of order.

Cllr Kellett reported a declaration of interest regarding the successful contractor but as the decision had been made without the identity of contractors submitting quotations being disclosed, no action was necessary regarding this declaration.

Signature.....

Date.....