

West Rainton & Leamside Parish Council

Minutes of the Parish Council Meeting

held at 19:00

On Thursday 18th July 2024

At St Mary's Church Meeting Room, West Rainton

Present: Councillors M Boettcher, I Diggory (Chairperson), M Massey, P Morson, A Wallage and K Wood.

In attendance:

M Ramshaw, Parish Clerk

11 x Members of the Public

NOTE The meeting was not audio or video recorded.

1) Apologies for Absence

Apologies were received from Cllr Kellett (another meeting commitment) and Cllr Langford (ill-health). **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

A member of the public raised the issue of the cremated remains burial area in the top left corner of the cemetery. It has become overgrown and in a general mess. Another member of the public commented on the grass cutting and the grass that is left on memorials after cutting.

Cllr Diggory updated those present on the Parish Councils actions regarding reviewing all cemetery policies. He advised that any changes or actions would be communicated to the community.

The Parish Clerk advised that he was to meet the contractor to discuss the maintenance of the cemetery and agreed to raise the concerns regarding the cremated remains area and the grass cutting amongst other issues.

A member of the public asked if DCC has been approached regarding the maintenance of the cemetery. The Parish Clerk advised that a tender was carried out but DCC were not successful.

Signature.....

Date.....

A member of the public asked whether the intention of the Parish Council was to grass over all graves. Cllr Diggory advised this was not the case.

A member of the public advised that decorative gravel had been removed from a grave and the grave had been filled up and seeded. This had then been reversed by the individual. The Parish Clerk advised that some work on topping up and seeding graves where there were no adornments or surrounds had taken place however the grave mentioned would not have been included in this work.

4) Minutes of Previous Meeting

a) To consider approval of the minutes of the Parish Council Meeting held 20/6/24

Parish Council resolved that the minutes of the Parish Council meeting held on 20th June 2024 be approved as a correct record.

b) Update on actions

Cllr Diggory advised members that he had included this item on the agenda to update on actions from the previous meeting.

He advised that he had contacted DCC regarding the planning application that included the removal of the hedge in situ. There was no clarity regarding whether the hedge would be replaced.

Cllr Diggory advised that the item for the Electric Vehicle Charging Point had not progressed and Cllr Wood advised that an alternative installation site would be sought.

Signature.....

Date.....

5) Finance Report

PART A: FOR INFORMATION					
1. INCOME	30/6/24 Credit Interest	£347.68			
2. EXPENDITURE					
A) Expenditure previously agreed by Parish Council due this month					
ITEM	PAYEE	PURPOSE	Payment Method	AMOUNT (£)	
1	M Ramshaw	Parish Clerk Net Salary - July 24	BACS	482.55	
2	M Ramshaw	Parish Clerk Net Salary - August 24	BACS	482.55	
3	HM Revenue and Customs Only 465PD00171320	HMRC Liability - July 24	BACS	120.60	
4	HM Revenue and Customs Only 465PD00171320	HMRC Liability - August 24	BACS	120.60	
5	Jones Boyd (Durham) Ltd	Maintenance of Payroll - 30/6/24	BACS	90.00	
6	Special Branch Tree Services NE Ltd	Cemetery maintenance - June 24	BACS	391.81	
7	Special Branch Tree Services NE Ltd	Village green mainetnance - June 24	BACS	336.00	
8	EON	Electricity Supply	DD	30.00	
9	Unity Trust Bank	Multipay set up fee	BACS	50.00	
		TOTAL		2104.11	
B) Expenditure requiring approval - Expected Invoice Pending					
ITEM	PAYEE	PURPOSE	Payment Method	AMOUNT (£)	BUDGET PROVISION
10	G Coates	Village Green/Heritage Garden maintenance	BACS	150.00	Y
11	Leamside Nurseries	Provision of bedding plants an dcompost	BACS	710.00	Y
12	Unity Trust Bank	Service Charge	DD	18.00	Y
		TOTAL		878.00	
Total Expenditure A + B				2982.11	

The Parish Clerk advised that an additional invoice had been received after the Finance Report had been prepared. He advised it was from the ICCM for the membership subscription. The invoice was for £100.

Parish Council resolved to:

1. Note income and expenditure reported for information.
2. Approve expenditure listed in Part B
3. Approve the invoice from ICCM to the value of £100.

6) Planning Applications

There were no comments on the planning application.

Signature.....

Date.....

7) Co-option to Parish Councillor Vacancy

The Parish Clerk advised members that one vacancy still remains on the Parish Council. He advised that due to the next meeting being in September, a deadline of 11th September for any applications would be suitable.

Parish Council resolved to approve a further co-option period with a deadline of 11th September 2024.

8) Cemetery

a) Draft memorial safety policy

Cllr Wallage referred members to the circulated policy. **Parish Council resolved** to approve the draft policy. Cllr Wood offered to assist the contractor when the memorial testing takes place.

b) Revised draft memorial application form

Parish Council resolved to approve the draft application form.

9) 2024/25 Budget – Q1 Bank Reconciliation

The Parish Clerk referred members to the Q1 bank reconciliation. Cllr Massey agreed to check the information and sign off as appropriate at the end of the meeting.

10) 2024/25 Budget – Q1 Monitoring Report

The Parish Clerk referred members to the monitoring report which had previously been circulated. There were no comments from members and **Parish Council resolved** to note the report.

Cllr Wallage advised members that she was currently awaiting a quotation from DCC for fencing around the proposed adult gym area.

11) Christmas Arrangements 2024

After some discussion, **Parish Council resolved** to approve a switch on date of 30th November 2024. Cllr Wallage advised that she would confirm the date with DAY. A provision date of 19th December 2024 was proposed for 19th December 2024. It was felt that the event should be held indoors.

12) Planning for the future

Cllr Diggory discussed his thoughts around the annual plan for the parish council and whether a medium term (4-5 years) and longer (10 years) could be included. Cllr Wallage advised that it would be prudent for the Parish Council to also consider a longer-term financial plan.

13) Register of interests members home addresses survey

Parish Council resolved to approve a response and asked the clerk to respond to the survey.

Signature.....

Date.....

14) Smaller Councils Forum

Cllr Boettcher advised that a discussion around Councillors having gov.uk emails had taken place.

15) General Correspondence

There was no correspondence for discussion.

16) Date and Time of Next Meeting

Parish Council noted the next Parish Meeting to be held on Thursday 19th September 2024 at 19:00.

Signature.....

Date.....