

West Rainton & Leamside Parish Council
Minutes of the Parish Council Meeting held at
19:00 on Thursday 15th January 2026
at St Mary's Church Meeting Room, West Rainton

Present: Councillors S Corfield, I Diggory (Chairperson), A Langford, M Scott, K Wood and A Wallage.

In Attendance:

Parish Clerk
County Councillor Phil Heaviside
Michael Potts – Co-option Candidate

NOTE: The meeting was not audio or video recorded.

1. Apologies for Absence

Cllr Stabler was not in attendance however an apology had not been received.

2. Declarations of interest

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

3. Parish Councillor Vacancies

a) Co-option to Parish Councillor vacancies

Cllr Diggory introduced Michael Potts who was a candidate for co-option. Parish Council members introduced themselves. Michael spoke to members and explained why he was applying to be a Parish Councillor. Michael left the room while Parish Councillors considered the application.

Parish Council resolved to co-opt Michael Potts to the Parish Council. Michael signed the acceptance of office statement and this was witnessed by the Parish Clerk.

b) Deadline for applications for vacancies

Parish Council resolved to approve the 9th March 2026 as the deadline for co-option applications for the remaining vacancy.

4. Public Participation

County Councillor Heaviside advised members that there had been issues with fly tipping on Marks Lane. He went on to discuss off road bikes and asked for anyone seeing a bike causing a nuisance to report it to the police via 101. There is also a live chat facility that can be used.

Cllr Wallage advised County Cllr Heaviside that the bus stop repairs had not yet been carried out.

Signed:.....

Dated:.....

5. Minutes of Previous Meeting

a) Approval of Minutes

The Parish Clerk advised members that he had been presented with an amendment to item 10 on the November minutes. Cllr Wallage gave some information to the background of the situation and the amendment.

Parish Council resolved that the revised minutes of the Parish Council meeting held on 20th November 2025 be approved as a correct record.

b) Review of Actions

Cllr Diggory advised members that the Londis Premises Licence Application had been approved.

Cllr Diggory advised members that the letter of support regarding the planning permissions for Jubilee Hall had been submitted to the CA.

The Parish Clerk advised that maintenance had been carried out on the avenue of lime trees in the cemetery.

Cllr Diggory advised members of a change to the Agenda so items 12 and 13 would be dealt with at this point. Parish Council were in Agreement with the change.

12. Parish Councillor Dispensation

Members were referred to the previously circulated Application for Dispensation in relation to activities related to the refurbishment of Jubilee Hall. This related to Cllrs Langford and Wood.

It was felt appropriate to widen the activities requested to include operation and management.

Parish Council resolved to approve the dispensations in line with Standing Orders 13. h 1 & 2.

13. S106 Application

Cllr Diggory referred members to the S106 application which had been shared by Durham County Council. This is for the renovation and refurbishment of Jubilee Hall.

Parish Council were in full support of the application and **resolved** that a letter of support, drafted by Cllr Diggory, would be sent to DCC via the Parish Clerk.

6. Planning Applications

There were no comments.

Signed:.....

Dated:.....

7. Finance Report

PART A: FOR INFORMATION					
1. INCOME		Burial - Re-Open WF	£430.00		
		Additional Inscription 1032	£40.00		
		Burial Re-Open ER & EROB application	£470.00		
		Bank Interest	£506.90		
		DCC S106	£1,818.00		
		Total	£3,264.90		
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 - Jan 2026	BACS	513.75	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - Jan 2026	BACS	128.40	
3	Jones Boyd (Durham) Ltd	Maintenance of Payroll - 31/12/2025	BACS	90.00	
4	Special Branch Tree Services NE Ltd	Cemetery work - Tree maintenance	BACS (Dec)	3540.00	
5	Special Branch Tree Services NE Ltd	Cemetery - Tree Survey	BACS (Dec)	324.00	
6	Makepeace Landscapes	Cemetery Maintenance - December	BACS	624.00	
7	Makepeace Landscapes	Cemetery Maintenance - November	BACS	624.00	
8	EON	Electricity Supply (2 months)	Direct Debit	33.74	
9	Lloyds Bank	Service Charge (2 months)	Direct Debit	6.00	
10	Unity Trust Bank	Service Charge (2 months)	Direct Debit	12.00	
		TOTAL		5895.89	
B) Expenditure requiring approval					
ITEM	PAYEE	PURPOSE	Payment Method	AMOUNT (£)	BUDGET PROVISION
11	Anglian Water Business (National) Ltd	Cemetery Water Supply	BACS (Dec)	150.00	Y
12	WR&LCA	Jubilee Hall room hire amd xmas refreshments	BACS	82.43	Y
13	St Marys Church	Room Hire	BACS	100.00	Y
14	M Ramshaw	Reimbursement - 4 x 1st class stamps	BACS	6.80	Y
15	Odlings Ltd	1 x Mulberry Leaf	BACS	105.00	Y
16	Lloyds Bank	A4 Copy paper (2500 sheets) - Amazon Order	Debit Card	15.35	Y
17	Lloyds Bank	Bulldog Clips x 50 (Amazon Order)	Debit Card	8.97	Y
18	Lloyds Bank	100 x A4 plastic pockets Amazon Order	Debit Card	4.99	Y
19	ICO	ICO Registration Renewal	BACS	52.00	Y
		TOTAL		525.54	
Total Expenditure A + B				6421.43	

Parish Council resolved to:

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

Signed:.....

Dated:.....

8. Budget Position Q3 2026/27

The Parish Clerk referred members to the previously circulated information and advised members of the budget position for Q3. There were no comments. **Parish Council resolved** to note the position.

9. 2025/26 Budget – Q3 Bank Reconciliation

The Parish Clerk advised members that the information circulated showed how the account and the cash book reconcile to the bank balance. Cllr Wallage checked the detail and signed off the reconciliation.

10. Grant Applications 2026/27

Cllr Diggory referred members to the applications for grant funding. **Parish Council resolved** to approve all four applications. The Parish Clerk was asked to circulate the supporting information in respect of the DAY application to members for information.

11. 2026/27 Draft Budget and Precept

The Parish Clerk took members through the report that had been previously circulated. Parish Council considered the current financial position, any planned expenditure and also expenditure that may be required at a later point in the year.

Parish Council resolved to approve a 5% rise in the precept after a vote had taken place, with the majority in favour of a rise.

14. Cemetery Maintenance Contract

The Parish Clerk advised members that the contract was coming to an end in March 2026. He went on to advise that a one year extension was available. Parish Council were advised that the existing contractor would continue for another year at the existing price. **Parish Council resolved** to approve the one year extension to the current contract.

15. Cemetery Tree Survey Report

Cllr Diggory referred members to the previously circulated report. The report in the main showed the trees to be in good condition with a couple of low risk issues. **Parish Council resolved** to note the report and revisit it later in the year.

16. Cemetery (Health and Safety)

The Parish Clerk advised that he had been contacted by a member of the public regarding access being difficult to the newer burial area to the left rear of the Cemetery. There is a small embankment that would benefit from steps up to the new area. Parish Council asked the Parish Clerk to obtain some relevant quotes.

17 -24. Motions (Cllr Stabler)

These motions were not considered due to Cllr Stabler not being present.

Signed:.....

Dated:.....

25. Request for Additional Grit Bin

Cllr Scott advised members that she had been approached by a member of the public to see if it is possible to get a grit bin for Lea Rigg. **Parish Council resolved** to approve their support for an additional grit bin and asked the Parish Clerk to make enquiries with Durham County Council.

26. West Rainton and Leamside Village Partnership Meeting

A meeting had not taken place since the previous Parish Council Meeting so nothing to report.

27. Smaller Councils Forum

A meeting had not taken place since the previous Parish Council Meeting so nothing to report.

28. General Correspondence

3 emails had been received regarding various road safety issues. Cllr Diggory advised that these would be considered alongside previous issues that had been raised around road safety.

29. Date and time of next meeting

It was noted that the next meeting is Thursday 19th February 2026 at 19:00.

Signed:.....

Dated:.....