

MINUTES OF CORNFORTH PARISH COUNCIL MEETING: MAY 2017

Minutes of the Meeting of Cornforth Parish Council held at 7.00pm, in the Community Centre, Cornforth, on Monday 15th May 2017 on the arising of the Annual General Meeting.

Present: Councillor Mr. A. Hodgson and

Councillors: Mr. C. Baker, Mrs. P. Crathorne, Mrs. H. P. Drew, Dr. S. C. Drew, Mrs. J. Grafton, Mr. J. Grafton, Mr. C. Hodgson, Mr. M. Simpson, Mrs. S. Traynor, Mr. R. Vaughan, Mrs. M. Walker and Mrs. A. Wilson.

Apologies: Councillors: Mrs. M. Poole and Mr. R. Poole.

1. INTRODUCTIONS AND APOLOGIES

The above apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of a personal or prejudicial interest notified to the meeting with regard to any item to be transacted.

3. MINUTES

The Minutes of the meeting held on 10th April 2017, which were circulated with the agenda were approved and signed by the Chairman. The Vice-Chairman pointed out, for the benefit of new Members, that until the Minutes had been approved they remained as drafts that would be inappropriate to publish.

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ON THE AGENDA

There were no items arising that were not included on this agenda.

5. POLICE LIAISON

The Vice Chairman reported that he had felt it inappropriate to attend the PACT meeting held on 3rd May 2017, as at that time he was unelected. He drew Members' attention to the revised timetable of meetings mentioned at the AGM.

6. PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

7. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE.

Councillor Mr. M. Simpson circulated a notification he had received from the County Council advising about the proposed demolition of buildings on the Banks site in Cornforth.

8. AAP ISSUES

The Chairman reported that there would be no items to be reported from the AAP until after 8th June 2017.

9. COUNTY COUNCIL ISSUES

Our County Council representative, Mrs. P. Crathorne reported changes to the County Council's Neighbourhood Budget. In 2017/18 the Budget would be reduced to £19,400 p.a., with £14,000 being allocated to capital items, a £1,000 small grant limit and £100 for small schemes.

10. PLANNING MATTERS AND APPLICATIONS FROM DURHAM COUNTY'S WEEKLY LISTS.

The Clerk reported that at the time of the despatch of this agenda, which included applications up to and including 8th May 2017, the following application had been received by Durham County Council which were of interest to Cornforth Parish Council:

- i) DM/17/0134/FPA – Land west of the C69 road at Thrislington Quarry – Creation of two new newt migration/reception ponds.

Members resolved not to make any representations with regard to this item.

The Clerk reported that the Parish Council had been notified of the following decision taken by the County Council affecting development within its boundaries:

- i) 42 The Green – erection of a conservatory and garage.
- ii) 11 The Green – Replacement front windows.

11. ALLOTMENTS ISSUES.

The Clerk reported that he had made arrangements with our ground maintenance contractor to quote for the clearance of vacant allotments accessing them from the NWA road across used allotments where necessary. A safety survey had been carried and the Clerk sought Members' views on the next steps. Members resolved to pay for the survey and to use it to draw up a specification for the removal of the vacant structures. Three quoted were to be sought. The Clerk of Ferryhill Town Council was to be contacted for advice on which company that Council used for such work.

The Chairman reported that he had noticed that Councillor Mrs. A. Wilson had posted on a web site the intention to use a Parish Council allotment she leased as a Community Garden/Allotment. He advised that in those circumstances he thought it in her interests to take out Public Liability Insurance.

12. UPDATE ON OUTSTANDING ITEMS.

The Clerk gave an update on items discussed at the last meeting as follows:

- i) The Green – No reply had been received from our former contractor on the tarmac issue and the Clerk will pursue this and the repair to the footpath outside of No. 17 The Green. He also referred to Zurich's settling of the claim by the resident at No. 16 The Green, which is to be dealt with under a item 17.
- ii) The Memorial Park – Durham County Council had repaired the damage to the safety surfacing.
- iii) The Balaclava Public House – The Clerk read out correspondence he had received from the County Council in response to letters sent to officers, the Leader and our Member of Parliament on this matter. The situation was much improved following the service of notices and visits by County Council staff. Further action had been promised by the County Council but no timetable had been set out. Councillor Mrs. P. Crathorne undertook to press for a timetable of action and asked that the Clerk reply to the County Council.

13. PARISH MEETING.

The Clerk reported that the Parish Meeting is to be held at 6pm on Friday 26th May 2017 in the Community Centre. Notice had been posted on the web site and on the Parish Council notice board. Items for inclusion on the agenda had been requested via the Parish web site and it was hoped that Members would attend. Members asked that the police be invited to attend and Members of the Village Show Committee.

14. YEAR END PROCESS FOR 2016/17 FINANCIAL YEAR.

The Clerk advised members on the process leading up to the submission of the formal year end returns to the external auditor. The timetable and process for the approval of our Accounting Statements are set by the external auditors (BDO). The documents relating to the Councils income and expenditure for 2016/17 are currently with our internal auditor, and his report forms part of the submission to BDO. The procedure would be finalised and approved at the Council meeting to be held on 26th June 2017. Only then could any public consultation begin, after which the auditors would report, usually in September. Councillor Mrs. M. Walker asked that at the time of the consideration of our accounts Members be given a copy of the 2015/16 external auditor's report and the 2016/17 internal auditor's report. This was agreed.

15. PARISH COUNCIL WEB SITE.

In response to a long-standing request for discussion on the Parish Council's web site, Councillor Mrs. A. Wilson circulated a brief document on how the web site could be improved. Members agreed to consider the proposals and agenda the item for the June meeting.

16. CHRISTMAS LIGHT MOTIFS IN THE HIGH STREET.

The Clerk reported that the working group of members had met with our supplier, Blanchere, to discuss the options available to the Council. The present contract is at an end and the options are to continue with the current display at a discounted rate, choose new motifs with Blanchere or seek an alternative supplier. Members discussed the matter and agreed to continue with the present contract with Blanchere at a discounted rate.

17. SETTLEMENT BY ZURICH FOR REPAIRS TO 16 THE GREEN.

The Clerk reported that Zurich Municipal had settled the claim with the owner of No.16 The Green for damage caused to the property by water ingress from the pavement area owned by the Parish Council. The work, which was defective, was originally supervised by Durham County Council as successor authority to Sedgefield Borough Council. The claim was settled by Zurich on the grounds that this Council did not carry out its statutory duties. Members felt that this was not a true reflection of the situation and asked the Clerk to raise the issue with both Durham County Council and the insurers.

18. FINANCIAL REPORTS.

The Clerk reported the following financial matters:

i) SCHEDULE OF RECEIPTS AND PAYMENTS TO 30th APRIL 2017.

Receipts		£	Cheque No.
Payments			
R. A. Sunman	Allowances	73.13	813
Northumbrian Water	Allotment water	96.81	814
Altogether Greener	Period 12 (no extras)	2,596.67	815
Cornforth Partnership	Administration costs	930.55	816
Cornforth and Ferryhill Parochial Council	Church Hall hire	240.00	817
R. A. Sunman	Salary	666.10	S/O
	Total Expenditure	4,603.26	

The schedule was approved.

ii) BANK RECONCILIATION STATEMENTS – POSITION AT 30th APRIL 2017.

The bank reconciliation statement was circulated at the meeting and approved.

iii) PAYMENT OF THIRD PARTY CONTRIBUTION TO TARMAC LIMITED.

The Clerk reminded Members that the Parish Council had received agreement for grant of £3,500 towards the costs of the Tursdale War Memorial from Tarmac Limited. The statue has been commissioned and the Council now needs to pay £387.73 as a third party contribution to Tarmac as a condition of the receipt of grant. Members approved the payment.

iv) REQUESTS FOR FINANCIAL CONTRIBUTIONS.

- a) A letter had been received from the Secretary of Cornforth Village Show for financial support toward the costs of the 2017 Village Show, to be held in September 2017. The Parish Council had included a sum of £1,000 in its budget and this level of contribution was approved.
- b) A letter had been received from the Secretary of the Library for a contribution of £700 towards the costs of their summer programme. The Parish Council had included a sum of £700 in its budget and this level of contribution was approved.

19. CHANGE OF ADDRESS OF THE PARISH CLERK.

Members were asked to note that the new address of the Parish Clerk is 19 Farndale, Spennymoor, Co. Durham, DL16 6SG. His email address and contact number remains the same, sunmanassociates@talkatlk.net and 01388 817543.

At the close of the meeting Members were asked if they had any items for inclusion on a future agenda. The following were agreed:

- i) The new Parish Council needed to approve revised Standing Orders and Financial Regulations at a later meeting.
- ii) Members would require a training programme. It was agreed that this should begin with training on the Code of Conduct and Expressions of Interest. The Clerk would investigate the possibilities with CDALC or a combined in house venture with Bishop Middleham Parish Council.
- iii) Memorial Park – it was felt that the planting and the equipment in the park needed to be refreshed and altered. S106 monies could be available for this work.
- iv) Although not agenda items, it was noted that Councillor C. Hodgson would not be attending the June meeting and that as an experiment a rearrangement of the tables and seating would be tried to facilitate better discussion.

To all Members of the Parish Council.

Yours Sincerely, Ray Sunman, Parish Clerk: 4th June 2017.

Signed: Dated: