

**Minutes of a Meeting of the Waldridge  
Parish Council held on  
13 March 2018 at 7.00pm**



**Present:** Councillors - Cork, Davies, Foster, Harding, Howie, Martin and Sexton

**Also in attendance** - Angela Foster - Parish Clerk, Brian Laidler - caretaker and 4 members of the public

1. **Welcome** – The Chair welcomed everyone to the meeting

2. **Apologies for Absence:**

Apologies received from Cllr Warren

Chris Moody submitted his resignation. The Clerk contacted electoral services to inform of vacancy and received relevant paperwork to advertise

No election was called for the vacancy from Judith Baker therefore the council are now able to co-opt. All applications to be received by 9th April to attend next meeting.

3. **Disclosable Pecuniary Interests**

No members declared an interest.

4. **Questions from members of the public:**

One member wished to ask when the white line will be put in place on the corner of Poplar street. This was agreed with DCC last year.

One resident requested that DCC grit the road up to the Village and also asked if the council could find out if a mini link bus can go up to the village.

***Resolved:*** *The Clerk to chase up the line. Cllr Sexton will see if the village can be included in both of the schedules.*

5. **Police Report:**

No police presence no report submitted, this will be a bi-monthly report in future. A few speed watch campaigns have taken place around the Parish.

6. **Minutes of Council meeting:**

***Resolved*** *That the minutes of the meeting held on 13 February 2018 were approved and signed by the Chairman.*

7. **Clerks report:**

Nothing to report

9. **Parish Matters and on-going items**

a) **Planning applications received**

- *No applications received*

b) **To consider any planning applications received after the agenda was published.**

- *No applications received*

c) **Lights on C11** - After the notice went out to residents explaining the situation with the lights going to be removed from 31 March. It was clear after the comments received from the residents that they were in favour of the Parish Councils decision.

**Resolved:** *It was therefore agreed to fund this as the road is used by local Parish residents and is very secluded. The Clerk to contact DCC and set up the SLA to start with immediate effect*

d) **County Councillors report – Cllrs Sexton and Bainbridge gave an update on the following:**

- Update on Birch View
- Winter weather - lessons learnt - Cllr Sexton to see if more grit bins/grit can be put in place

**Resolved:** *Report noted*

e) **Working Group** - Cllr Harding updated the council on the 'Be Kind' Initiative. Costs involved would be £8.50 per month for biscuits and £50 for pegs, toddler walk £55 and letter writing £60 and will come out of the working group budget.

**Resolved:** *All suggestions were agreed by the council. The Clerk to check with insurance re the walk.*

f) **Update of Facebook** - Suggestions from residents on Facebook was discussed. The majority of the requests the Council are already doing.

g) **Grants / Fundraising** - No update on any fundraising.

h) **Easter event** - All final arrangements were discussed. Paying for first aid was discussed and deemed not necessary. Buying a bunny costume was discussed at a cost of approx £50 this can be used in future years.

**Resolved:** It was agreed to check with insurance re first aid and if not required will not book St Johns. Cllr Harding to purchase the prizes as previously agreed. It was agreed to purchase the bunny outfit.

i) **Children's play area** - Awaiting decision from DCC re if planning is required. A charge of £30 was made to see if planning was needed. Cllr Howie to investigate costings.

j) **Lights for Halloween** - This item to be deferred as Cllr Moody has resigned. Cllr Davies to bring costings to the next meeting.

- k) **Broadband** - Installing WiFi in the Parish Rooms was discussed. This to be a short and long term project.

**Resolved:** *In the short term it was agreed to install WiFi in the rooms at a cost of approx £270 per year. In the long term surveys to be handed out to all residents to ask for comments re their internet issues. To apply for funding if needed.*

- l) **Seating on Millennium Green** - It was agreed to wait until installing the play area and position close by.

- m) **Budget** - The Budget was submitted for final approval after several items needed changing on previous budget.

**Resolved:** *The Final budget was agreed and signed off*

- n) **Fitness equipment / Millennium Green / goal posts / fun hoop monthly inspections –**

The Caretaker gave a verbal report, stating no issues arising within the green, all equipment in sound order. Except the path is starting to crack.

**Resolved:** *Report noted. The Clerk to contact a tarmac company to see if damage can be repaired as it could be a tripping hazard.*

- o) **General Data Protection Regulations** - The Clerk ran through what she knew so far. She requested an encrypted hard drive and a lockable cupboard approx costs £150. Further information is due out on 26 March from SLCC

**Resolved:** *It was agreed the Clerk to purchase the above equipment*

- p) **Timetable of training events –** CDALC forthcoming events (if any)

- *Bullying and Harassment course on 2 May, the Clerk requested to attend, it was agreed she should attend.*

- q) **Light at car park** - A cost to install a lamppost was given of £3,000 plus the electricity bill. Costs of solar security lights was sought of £28 for 4

**Resolved:** *It was agreed to go with the solar lights for now to see if any good*

- r) **Risk Assessment** - The annual risk assessment was distributed for approval

The Council carried out an assessment for the risks facing the council and took appropriate steps to manage those risks, this includes the introduction to internal controls agenda item T

- s) **Audit – Review of Effectiveness of Internal Auditor –** The cost of audit this year will be £400 + Vat from S M Lowery. He will review budget and tendering. Members carried out a review of effectiveness of the internal audit. It was noted this review is an integral part of continually improving governance and accountability and forms part of the annual governance statement. The review covered independence, competence, relationships with clerk and councillors, audit planning, audit scope and audit reporting.

**Resolved:** *The cost was accepted, it was agreed to invite SM Lowery to be internal auditor. To accept the evidence of achievement from the review.*

t) **Statement of Internal Control** - The policy was distributed for approval

**Resolved:** *The policy was approved and adopted*

u) **Friends of Congburn Woods** - Cllr Davies gave an update. A committee meeting was held and awaiting information re bank accounts.

v) **Policy review** - (if any to be reviewed/adopted)

- Facebook
- Health and Safety
- Hall letting

**Resolved:** *It was agreed to the changes in the Facebook policy and approve the Health and Safety and hall lettings, Clerk to update the website*

w) **Constitution and minutes with action timelines**

Cllr Sexton wished to discuss the above.

**Resolved:** *It was agreed no constitution as all policies are in place, it was agreed to send out action timelines to all members after the meeting*

x) **Correspondence received**

- Nothing received

y) **Correspondence received after agenda published** (to note only)

- Nothing received

z) **Welcome sign at Waldridge** - As the new owner of Inn on the Green wished the welcome sign to be removed urgently, the Clerk got cost of £200 + vat to get removed, stored and replaced when planning permission is granted. New location needs to be sought.

**Resolved:** *The Clerk used delegated powers to get the work done as deemed urgent.*

aa) **Waldridge in Bloom working group update** –

Cllr Cork gave an update - a request from a member of the public to install further planters along the C11. Spring judging will take place on 20 April.

**Resolved:** *It was agreed to install and other Parish members to help out*

bb) **Noticeboard** - Further requests for a notice board on the C11. Costs sought of £250, a further location to be found in future.

**Resolved:** *It was agreed to see if planning permission is needed first, if so the Clerk will apply.*

cc) **Website and email addresses** - The website stats were produced from the web designer. The stats look really good and looks like the website is well used. He has agreed to get new email addresses for Clerk and Councillors, this to co-inside with data protection at a cost of £2.50 per month. He also agrees to give the website a new look.

**Resolved:** *It was agreed to get new emails put in place*

dd) **Funday** - The Clerk confirmed all bookings and informed of new activities. The cost of medals was sought at £232, the toilet £330, penalty shoot out £175

**Resolved:** *It was agreed get further costs of medals, not to hire toilet and get further info on the penalty shoot out.*

ee) **WW1 event** - This item will be discussed further at the next meeting

ff) **AAP forum update** - Cllr Davies gave a quick update and discussed doctors surgeries new initiative

gg) **Nomination forms** - The Clerk to send out nomination forms to receive back at next meeting for Chair/Vice Chair

hh) **Urgent issues for noting** (Clerk to use delegated powers if necessary) **and any items Councillors wish to agenda for next meeting**

10. **Financial Matters**

	<b>(a)</b>	<b><u>Payments</u></b>
		<b><u>Resolved:</u></b> That the following payments be agreed:
	(1)	That the sum of £650.26 be paid to Mrs A Foster (February 2018 wage)
	(2)	That the sum of £211.30 be paid to Mr B Laidler (February 2018 wage)
	(3)	That the sum of £36.00 be paid to Mrs A Foster - allowance
	(4)	That the sum of £180.00 be paid to Snowball Printers - clippings
	(5)	That the sum of £63.98 be paid to Mrs A Foster - tables
	(6)	That the sum of £60.00 be paid to Mr P Sexton - printing
	(7)	That the sum of £5,000 be paid to Durham County Council - car park
	(8)	That the sum of £52.00 be paid to Mrs K Harding - kindness cards
	(9)	That the sum of £105.00 be paid to TFS - boiler repair and service
	(10)	That the sum of £50.00 be paid to Ms C Gibson - Facepainter
	<b>(b)</b>	<b><u>Receipts</u></b>
		<b><u>Resolved:</u></b> That the following receipts be noted:
	(1)	That the sum of £42.00 was received for room hire
<p>11. <b><u>Date of Next Meeting</u></b></p> <p>10 April 2018 - to commence at 7.00pm. The Annual Parish Meeting will commence at 6pm</p> <p>The meeting terminated at 9.10 pm</p> <p style="text-align: right;"><b>Chairman</b> <b>Date</b></p>		