

WALDRIDGE PARISH COUNCIL

Minutes of a Meeting of the Waldridge Parish Council held on 12 February 2019 at 7.00pm



Present: Councillors - Bell, Davies, Foster, Howie, Moist and Warren.

Also in attendance – Sarah Wilson - Parish Clerk, Brian Laidler - Caretaker, PCSO Brian Donnelly and 8 members of the public

1. **Welcome:**

The Chairman welcomed everyone to the meeting. Following the recent election, Bill Moist was elected onto the Council. He signed his declaration of acceptance and took his place on the Council.

2. **Apologies for Absence:**

Cllrs Corner, Harding, Hollingsworth and Sexton submitted their apologies.

3. **Disclosable Pecuniary Interests**

No members declared an interest.

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

Residents raised the issue of parking in the village and were informed that unfortunately this does not fall within the remit of the Parish Council, and it would be the County Council who could take further action, if any. The issue of lighting in the village car park was raised, and it was mentioned that although the existing lights are good, there are not enough. A resident also questioned why there are no bus services through the village in the late evening.

5. **Police Report:**

PCSO Donnelly read out the Police Report – one theft of charity bags from Warkworth Drive and one vehicle taken without owners consent. PCSO Donnelly also advised residents that they should not leave their cars unattended when defrosting windscreens, and to ensure doors and sheds are locked, following several incidents on Garden Farm and the Avenues.

6. **Minutes of Council meeting – 8 January 2019:**

Resolved: *The minutes of the meeting held on 8th January 2019 were approved as a true record and were signed by the Chairman.*

7. Parish matters and ongoing items

a) **County Councillors report**

Cllr Bainbridge gave an update on Birch View, matter still ongoing and he is awaiting a reply.

Resolved: *Report noted.*

b) **Armed Forces Day Event**

A member of the public requested permission to hold an Armed Forces Day Event on the Millennium Green over the weekend of the 15th and 16th of June 2019. An overview of the event plan was given, and the organiser confirmed that they hold their own public liability insurance, and that all vendors would be required to have their own public liability insurance. The Council requested that the Clerk check with if the Parish Council's own insurers to ensure that there are no issues. The issue of parking was raised, as there is very limited parking in the area surrounding the Millennium Green. PCSO Donnelly suggested the Riverside Park as an alternative venue, however, the event organiser stated that the costs involved in hiring the Riverside Park meant that this would not be feasible. It was agreed that the event could be scaled back, and that attendees could be encouraged to walk or use public transport, and that the issue of parking would need further investigation. Cllr Bell suggested that the organiser contact the Safety Advisory Group to obtain their advice and return to the next meeting.

Resolved: *It was agreed to defer the decisions on whether to allow the Armed Forces Day event to take place, and to what extent the Parish Council should be involved in the organising of the event until the next meeting (unanimous).*

c) **Committees, Sub-committees and Working Groups**

The Council reviewed the current Working Groups, and in turn, discussed whether each was still required, and who the members of each would be. Also discussed was whether any of these should become official Committees, and whether any new Working Groups or Committees should be formed.

Resolved: *It was agreed that the three existing Working Groups – Waldrige Parish in Bloom, Millennium Green and Working Group – were still required, and that these should remain as Working Groups. It was agreed that 'Working Group' should be renamed and would be called Events Working Group going forward. The members list for each Working Group was confirmed as follows: Waldrige Parish in Bloom – Cllrs Bell, Foster, Howie and Sexton; Millennium Green – Cllrs Bell and Warren, and Brian Laidler; Events Working Group – Cllrs Bell, Corner and Sexton. It was agreed that no new Working Groups or Committees should be formed at present. All decisions unanimous.*

d) **Waldrige Parish in Bloom Working Group**

As the group is waiting for further information from DCC, it was agreed that an update should be provided at the next meeting.

Resolved: *Update noted.*

e) **Events**

The updated events plan for 2019 was discussed and it was confirmed that the dates agreed at the previous meeting have now been added. The Awards Evening was discussed, and a date agreed. It was noted that a draft events budget breakdown has not yet been created. Cllr Bell suggested that as there have been significant changes to the Events Working Group, the decisions on cinema screen providers and the mobile bar should be deferred to the next meeting to allow the new Events Working Group members time to plan. The Clerk advised that deferring these decisions could mean that suppliers would no longer be available for the current agreed date. Also discussed was the renaming of the Fun Day, which will now be called the Parish Fayre.

Resolved: *Updated events plan noted. It was agreed that the Awards Evening would take place on the 19th of November 2019. As the draft events budget breakdown has not yet been created, no decision was required. It was agreed that the Fun Day would now be called the Parish Fayre. All decision unanimous. The Council voted on whether to defer the decision on which cinema screen supplier to use, and the vote was split (Cllrs Bell, Davies and Moist in favour, Cllrs Foster, Howie and Warren against). Cllr Warren used her casting vote, and it was agreed to defer the decision until the next meeting. It was agreed to defer the decision on whether Nickynoo Mobile Bar should attend the Cinema event until the next meeting (unanimous).*

f) **Working Group**

As she was unable to attend the meeting, Cllr Harding agreed to email the Council an update on the Ecobricks campaign and her visit to the Hermitage Academy. Cllr Davies mentioned an Environmental Task Group that may link well with the Ecobricks campaign and agreed to pass on the details to Cllr Harding.

Resolved: *Update noted. Decision on the next steps for the Ecobricks campaign deferred until the next meeting.*

g) **Updates from Facebook**

Prior to the meeting Cllr Harding provided an update which was read out by the Clerk. A resident had raised a concern that the same few people dominate the discussion on the Facebook group, and that as a result they feel like they are unable to voice their own opinions. Cllr Harding suggested posting a gentle reminder of the group rules.

Resolved: *Update noted.*

h) **Millennium Green**

The Caretaker gave a verbal report – no issues to note. He then described the maintenance work that is required on the Millennium Green, and discussed the three contractors being considered, including the way in which each would carry out the maintenance work. Given their expertise, and the quality of worked previously carried out, the Council agreed to have Durham Arb carry out the maintenance work. However, as the budget for the Millennium Green is £1,000, it was agreed that this should only proceed if Durham Arb could carry out the work within budget. The Council discussed holding Millennium Green Trust meetings and agreed upon dates and times for these.

Resolved: *Update noted. It was agreed to proceed with the maintenance. It was agreed that Durham Arb should carry out the maintenance, on the condition that the cost does not exceed the £1,000 budget. It was agreed that a monthly Millennium Green Trust meeting*

would be held, and that this would take place directly before each Parish Council Meeting, at 6:45pm. All votes unanimous.

i) **Parish Council Surgeries**

The Council discussed potential dates and rotes for upcoming surgeries.

Resolved: *It was agreed that the next two surgeries would be held on the 16th of March and the 13th of April. It was agreed that Cllr Moist would attend the March surgery, and that one of the Councillors not present would also be asked to attend. It was agreed that Cllrs Davies and Warren would attend the April surgery. All votes unanimous.*

j) **Quarterly Accounts**

The Clerk distributed the accounts for approval.

Resolved: *Cllr Bell signed the bank reconciliation, bank statement, petty cash and budget.*

k) **Bank Mandate**

The Council discussed which Councillors are currently signatories, and which additional signatories should be added. All signatories signed the bank mandate.

Resolved: *It as agreed that the Clerk should be a signatory. It was agreed that Cllrs Bell and Moist should be added as signatories. All votes unanimous.*

l) **Parish Rooms Heating**

The possibility of obtaining quotes for a remotely controlled heating system such as Hive or Nest was discussed. It was noted that the boiler is being serviced on Friday 15th February.

Resolved: *It was agreed that the Clerk should obtain quotes for a remotely controlled heating system (unanimous).*

m) **Clothing collection for the homeless**

As Cllr Corner was not present, it was agreed to defer discussion on this item until the next meeting.

Resolved: *It was agreed to defer the decision on whether a clothing collection for the homeless should be organised until the next meeting (unanimous).*

n) **Printing monthly plan**

The Council discussed whether it would be more cost effective to continue with the HP Instant Ink monthly plan after the end of the free trial period, or to purchase cartridges as and when required.

Resolved: *It was agreed to continue with the HP Instant Ink monthly plan at a cost of £7.99 per month (unanimous).*

o) **XLN Broadband**

The Council discussed whether the broadband in the Parish Rooms should be upgraded to fibre, and whether to continue with the current supplier - XLN. The Clerk informed the Council that XLN have refused to update the contact details on the account without the Council committing to a new two-year contract. In light of this, it was agreed that the Clerk should obtain quotes for alternative suppliers.

Resolved: *It was agreed to defer the decision on the broadband supplier until further quotes have been sought (unanimous).*

p) **Clerk's Holidays**

The Clerk's requested holiday dates were discussed.

Resolved: *The Clerk's holiday dates of the 18th – 21st of February, and the 11th and 12th of April were agreed (unanimous).*

q) **Policy Review**

- Public Participation Policy
- Community Engagement Strategy

Resolved: *It was agreed to adopt The Public Participation Policy and the Community Engagement Strategy (unanimous).*

r) **Timetable of training events**

The Council discussed the upcoming training courses and discussed whether any additional Councillors were able to attend. As it is more cost effective, it was agreed that the Clerk should travel to the SLCC Regional Training Seminar by train rather than by car. The Clerk requested that the book Local Councils Explained be purchased, as it is recommended for both the ILCA and CILCA courses.

Resolved: *It was noted that the Clerk is attending the Audit update, Health and Safety, Emergency First Aid and Fire Safety courses. It was noted that Cllrs Harding and Sexton were attending the Emergency First Aid course. It was agreed that no further Councillors would attend these courses. It was agreed that the Clerk should attend the SLCC Regional Training Seminar, and it was agreed to cover the cost of travel via train instead of mileage allowance. It was agreed to purchase the Local Councils Explained book at a cost of £19.99. All votes unanimous.*

s) **Grants / fundraising**

A funding opportunity from the People's Postcode Lottery was discussed, and it was noted that although the Parish Council cannot apply, the Millennium Green Trust can.

Resolved: *It was agreed that given the tight deadline Cllrs Bell and Warren should investigate possible projects, and if a potential project is identified, that they should apply on behalf of the Millennium Green Trust (unanimous).*

t) **Planning Applications**

DM/18/03853/TPO	96 Warkworth Drive Chester-le-Street DH2 3TW	Pruning of one Beech tree 4 metres clear of the house (T1) and removal of the first two lower lateral limbs to balance and lift crown over garden of one Beech tree (T2) protected by a tree preservation order.
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Resolved: *To recommend approval.*

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

DM/19/00264/FPA	21 Flodden Close Chester-le-Street DH2 3TD	Proposed front entrance alteration, garage conversion and rear single storey garden room extension replacing conservatory, brick chimney to gable.
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DM/19/00338/FPA	18 Hauxley Drive Chester-le-Street DH2 3TE	Proposed front entrance alteration, garage conversion and rear single storey kitchen and garden room extension replacing of existing conservatory.
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Resolved: *To recommend approval.*

v) **Correspondence received**

- Email from a resident requesting information on litter picks and suggesting that Parish litter picks could form part of Keep Britain Tidy's 'Great British Spring Clean' Campaign.
- Request from the North East War Memorials Project for the Parish to sponsor a page on the website.
- Email from CDALC asking whether the Parish Council would be interested in hosting one of the Local Councils Working Group meetings.
- Letter from resident suggesting that the Parish Council should consider being involved in the Highlights Rural Touring Scheme.

Resolved: *It was agreed to register the Parish litter picks with Keep Britain Tidy. It was agreed to sponsor each of the two Parish related pages on the North East War Memorial Project website and to donate £10 per page. It was agreed to offer to host the Local Councils Working Group meeting. It was agreed that the Clerk should request further information on the Highlights Rural Touring Scheme.*

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

- Reply received by Cllr Foster regarding the visit to the Pitman's Parliament.

x) **Clerks Report / Action Log**

The Clerk gave an update on all items on the Action Log not already covered during the meeting. The Clerk informed the Council that the play area is now scheduled to be installed w/c 4th of March.

Resolved: *Update noted.*

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

No issues to note. Cllr Foster requested that the permanent location of WW1 Silhouette be placed on the agenda for the next meeting.

8. **Financial Matters**

	(a)	<u>Payments</u>
	<u>Resolved:</u> That the following payments be agreed:	
	<ul style="list-style-type: none"> (1) That the sum of £922.10 be paid to Miss S Wilson (January 2019 wage) (2) That the sum of £438.30 be paid to Mr B Laidler (January 2019 wage) (3) That the sum of £53.96 be paid to Wave Water (Parish Rooms water) (4) That the sum of £125.00 be paid to Mr P Sexton (NIB entry fee) (5) That the sum of £22.74 be paid to XLN Telecom (broadband) (6) That the sum of £92.00 be paid to E.ON (gas and electricity) (7) That the sum of £5,816.34 be paid to Kompan (play area equipment) (8) That the sum of £910.20 be paid to DCC (street lighting SLA RA85) 	
	(b)	<u>Receipts</u>
	<u>Resolved:</u> That the following receipts be noted:	
	<ul style="list-style-type: none"> (1) That the sum of £60.00 was received from the Scouts (room hire). (2) That the sum of £157.50 was received from DCC (room hire – election). (3) That the sum of £992.39 was received from Waldrige Fell Allotment Association (allotment rent and water). (4) That the sum of £50.00 was received from Tranquil Treatments (room hire). 	
<p>9. <u>Date of Next Meeting</u></p> <p>12 March to commence at 7.00pm.</p> <p>The meeting terminated at 9.10 pm</p> <p style="text-align: right;">Chairman Date</p>		