**WALDRIDGE PARISH COUNCIL**
1 Poplar Street
Waldridge Village
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LOCAL COUNCIL AWARD SCHEME FOUNDATION

08 July 2019

To: The Chairman and members of the **WALDRIDGE PARISH COUNCIL**
(Councillors Bell, Corner, Davies, Foster, Harding, Howie, Moist, and Sexton)

Dear Sir / Madam,

You are hereby summoned to attend a meeting of the **WALDRIDGE PARISH COUNCIL** which will be held at 1 Poplar Street, Waldridge Village, DH2 3SE on **TUESDAY 9 JULY 2019 at 7.00pm** to transact the following business:-

**Public Participation Session**

Prior to the start of the meeting, there will be a public participation session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. Questions relating to services provided by the Parish Council will be answered where possible at the meeting. If this is not possible, a written response will be provided within 14 days of the meeting. Members of the public are asked to restrict their comments and/or questions to five minutes per item/individual. This section does not form part of the formal meeting of the Council.

**BUSINESS**

1. Welcome

2. To receive and consider apologies for absence - to note all apologies and reason must be given in writing to the Clerk prior to the meeting.

   To note that as no request for an election was made, the Council is now able to co-opt to fill the two vacancies.

3. To receive and accept any Disclosable Pecuniary Interests from members in any item to be discussed. To remind members, if any changes in circumstances, that new forms need to be submitted

4. To receive Police report (for information only)

5. To receive and approve the minutes of the annual meeting of the council held on 11 June 2019 (copy attached)

6. Parish matters and on-going items (attached)

7. To accept financial matters (attached)

8. To note date and time of next meeting

**Yours faithfully**

S L Wilson

**Sarah Wilson**
**Clerk and Responsible Financial Officer**

## 6. PARISH MATTERS AND ON-GOING ITEMS:

a) **County Councillors Report** – for discussion only (decision / action to be placed on next agenda)

To receive report from County Councillors.

*Decisions Needed:-* *To note update, if any decision to be made, to be placed on next agenda.*

b) **Waldridge Parish in Bloom Working Group**

To receive an update from the working group. To discuss the 2019 Best Kept Garden Competition and create a plan for this.

*Decisions Needed:-* *To note update. To agree a plan for the Best Kept Garden Competition.*

c) **Events Working Group**

To receive an update from the working group. To finalise plans and set advertising dates for the Parish Fayre and History of Waldridge night.

*Decisions Needed:-* *To note update. To approve final plan and set advertising dates for the Parish Fayre and History of Waldridge night.*

d) **Updates from Facebook**

To receive an update. To discuss any requests/suggestions received via Facebook.

*Decisions Needed:-* *To note update. Any matters arising requiring further discussion to be placed on next agenda.*

e) **Quarterly Accounts**

To receive and approve quarterly accounts.

*Decisions Needed:-* *To approve quarterly accounts. Non-signatory to sign bank statements, bank reconciliation, budget and petty cash.*

f) **Website**

To consider quotes for a new website for the Parish Council.

*Decisions Needed:-* *To select a supplier for the new website from the quotes provided.*

g) **Co-option Procedure**

To note that the Council now has two vacancies and is free to co-opt. To discuss how to proceed with co-option.

*Decisions Needed:-* *To note that the Council is now free to co-opt to the two vacancies. To agree a plan for co-option. To review and approve the Co-option procedure.*

h) **Kindness Campaign**

To receive an update on the Kindness Campaign. To discuss the possibility of turning one or more of the Parish seats into a 'Happy Bench'. To discuss the 'Friendly Bench' concept.

*Decisions Needed:-* *To agree to turn one or more Parish seats into a 'Happy Bench', and if agreed, to decide which seat(s) this will be. To agree to the purchasing of a plague or sign for the bench(s).*

i) **Salary Payment Methods**

To discuss the possibility of providing the option for salary payments to be paid by BACS as an alternative to cheque.

*Decisions Needed:-* *To agree to pay salary payments by BACS if requested.*

j) **Signage**

To discuss the email received from DCC regarding the signage on the sponsored flower bed. To discuss the potential setting of a signage policy.

*Decisions Needed:-* *To agree a response to DCC. To agree whether a signage policy is required*

k) **Policy Review**

To review policies on a regular basis.

- Facebook Policy
- Anti-Fraud Policy
- Protocol on Communications
- Protocol on Member-Officer Relations

*Decisions Needed:-* *To agree any changes to be made to the Facebook Policy. To review and adopt the Anti-Fraud Policy. To adopt the Protocol on Communications, and the Protocol on Member-Officer Relations.*

l) **Timetable of training events:**

To note any forthcoming events:-

- No new events

*Decisions Needed:-* *None needed.*

m) **Grants / fundraising**

To discuss any new grants / fundraising opportunities.

*Decisions Needed:-* *To agree to apply (where applicable).*

n) **Planning Applications**

These have previously been sent via e-mail – view online for location/details (if any)

| | | |
|---|---|---|
| DM/19/01178/AD | Land To The North Of The Hermitage Academy, West Of Gibside, South Of Cragside And North Of Fenton Close<br>Chester-le-Street | Advertisement consent for 1no. 'V' board sign (Jct of Whitehills Way/Gibside) and 3no. single board signs (Jcts of North Approach/The Avenue, Whitehills Way/Waldridge Road, Rear of Gibside Shops). |
| DM/19/01861/FPA | 1 Lilburn Close<br>Chester-le-Street<br>DH2 3TN | First floor side extension over existing garage |
| DM/19/01989/FPA | 4 Cedar Street<br>Waldridge<br>Chester-le-Street<br>DH2 3SH | Single storey rear extension |

*Decisions Needed:-* *What recommendations to give. To note that objections were submitted for DM/19/01178/AD.*

o) **To consider any planning applications received after the agenda was published, this information is available on Durham County Council website** – to give Clerk delegated powers to proceed, unless it is a major / controversial application, whereby a special meeting will be called:

*Decisions Needed:-* *What recommendations to give.*

p) **Correspondence received**

- Email from resident regarding works usually carried put by the probation service.

*Decisions Needed:-* *To agree whether these works, and any additional works should be requested.*

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

*For information only:-* *No decisions to make. Matters arising requiring further discussion to be placed on next agenda.*

r) **Clerks Report / Action Log**

Clerk to update the Parish Council on progress from previous meeting on any subject not already covered on agenda. All items on action log to be discussed.

*Decisions Needed:-* *To note update. Matters arising requiring further discussion to be placed on next agenda.*

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

**7. FINANCIAL MATTERS – To review and approve the listed payments, and sign any cheques included in the list below:**

(a) **Payments**

**Recommended** – that the following payments be agreed:

1. That the sum of £904.79 be paid to S Wilson (June 2019 wage)
2. That the sum of £243.17 be paid to B Laidler (June 2019 wage)
3. That the sum of up to £850.00 be paid to S Wilson (July 2019 wage)
4. That the sum of up to £270.00 be paid to B Laidler (July 2019 wage)
5. That the sum of £834.00 be paid to Durham Flooring (toilet flooring)
6. That the sum of £220.00 be paid to Snowball Printers (Clippings)
7. That the sum of £35.94 be paid to XLN (broadband)
8. That the sum of £71.00 be paid to E.ON (gas & electricity)
9. That the sum of £104.31 be paid to Wave Water (allotment water bill)
10. That the sum of £7.99 be paid to S Wilson (monthly print plan June)
11. That the sum of £195.00 be paid to CastleWood (toilet hire – cinema event)
12. That the sum of £195.00 be paid to CastleWood (toilet hire – parish fayre)
13. That the sum of £442.86 be paid to HMRC (PAYE)
14. That the sum of £370.00 be paid to A S Wright (Mr. Windbags – parish fayre)
15. That the sum of £800.00 be paid to P Evans (Carnival Fun Fairs – parish fayre)
16. That the sum of £19.39 be paid to S Wilson (mileage allowance)

(b) **Receipts**

**Recommended** – that the following amounts be noted:

1. That the sum of £5.00 was received from Sing & Sing (room hire).
2. That the sum of £40.00 was received from Beautiful Beginnings (room hire - May).
3. That the sum of £15.00 was received from J Uhlirova - yoga (room hire - June)
4. That the sum of £50.00 was received from Room Hire (cash payments)

**8. DATE AND TIME OF NEXT MEETING:**

**10 September 2019 to commence at 7:00pm**