

# WALDRIDGE PARISH COUNCIL

## Minutes of a Meeting of the Waldridge Parish Council held on 10 September 2019 at 7.00pm



**Present:** Councillors - Bell, Corner, Davies, Moist, Foster, Harding, Howie, and Sexton.

**Also in attendance** – Sarah Wilson - Parish Clerk, Brian Laidler – Caretaker, Cllr Allan Bainbridge – County Councillor, and four members of the public.

1. **Welcome:**

The Chairman welcomed everyone to the meeting.

2. **Apologies for Absence:**

All members were present.

*Resolved: No decisions required.*

3. **Disclosable Pecuniary Interests**

No members declared an interest.

4. **Police Report:**

No police report was received.

5. **Minutes of Council Meeting – 9 July 2019:**

*Resolved: The minutes of the Council meeting held on 9<sup>th</sup> July 2019 were approved as a true record and were signed by the Chairman.*

## 6. Parish matters and ongoing items

### a) **County Councillors report**

Cllr Bainbridge reported that there has been no progress regarding Birch View, he is still awaiting a reply.

**Resolved:** *Report noted.*

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

The Working Group gave an update. The photos for the Northumbria in Bloom Special Awards are still to be uploaded – photos to be sent to the Clerk for uploading. As there are still outstanding queries relating to the current year's planting, it was requested that the Clerk email Martin Briscoe from DCC Clean and Green for an update. A Waldridge Parish in Bloom meeting was scheduled for the 1<sup>st</sup> of October.

**Resolved:** *Update noted.*

### c) **Events Working Group**

The working group gave an update. The draft plan for the for the Halloween event was discussed and approved, with the original date of the 26<sup>th</sup> of October being amended to the 31<sup>st</sup> of October due to availability of the Village Hall. The total budget for the event was confirmed as being £500, and it was agreed that Cllrs Corner and Sexton would complete the risk assessment paperwork and site plan. The discussion of Christmas, and the setting of event dates for 2020 was deferred.

**Resolved:** *Update noted. The draft plan for the Halloween event was approved (unanimous). The agreeing of a schedule of events for 2020 was deferred.*

### d) **Working Groups**

Cllr Bell raised concerns regarding the effectiveness of the current Working Groups.

**Resolved:** *The Council agreed to continue with the current working groups (unanimous).*

### e) **Purchasing**

The procedures that must be followed when making purchases were discussed. As raised in a recent audit report, purchases made by Councillors must be kept to a minimum, with the Clerk making all purchases except in an emergency, to avoid VAT loss and unauthorised expenditure.

**Resolved:** *The procedure that must be followed when purchases are made was noted.*

### f) **Insurance**

The Clerk informed that Council that the insurance has been renewed for the coming year, and that the current three-year deal will expire in 2020.

**Resolved:** *It was noted that the Council's insurance has been renewed for the coming year, and that the current three-year deal will expire in 2020.*

g) **Budget**

The Council discussed possible dates for a budget setting meeting.

**Resolved:** *It was agreed that a budget setting meeting would take place on the 15<sup>th</sup> of October at 7pm.*

Cllr Harding left the meeting at 20:24. Items (i) and (k) were brought forward and discussed prior to her departure.

h) **Tommy Silhouette**

The Council discussed the licence fee of £260 that has been requested by DCC for the use of the land where the Tommy Silhouette is to be installed.

**Resolved:** *It was agreed that the fee should be paid, and that the installation of the Tommy silhouette should go ahead (Cllrs Bell, Foster, Howie, Moist and Sexton for, Cllrs Corner and Davies against).*

i) **Updates from Facebook**

Cllr Harding gave an update: positive feedback received following the Cinema event and the Parish Fayre; a resident stating that they came to support the Parish Fayre because the beneficiary of the raffle proceeds was the Millennium Green Trust; suggestions that the Council get involved in 'More in Common' and 'The Great Get Together'; report of a child's bike being damaged in the village; report of a person urinating on a garage in the village.

**Resolved:** *Update noted.*

j) **Kindness Campaign**

The Council discussed which bench should be turned into a 'Happy Bench' and agreed that the bench should be painted. The possibility of nominating another Council to adopt the 'Happy Bench' concept was also discussed.

**Resolved:** *It was agreed that Cllr Harding should collate a list of possible benches, and that the final bench would be agreed via email. It was agreed that the bench should be painted, and that another Council should be nominated to carry on the 'Happy Bench' concept. It was agreed that paint and a plaque should be purchased for the bench, up to the value of £50.*

k) **Car Parking and Road Safety in the Village**

Cllr Sexton and Cllr Bainbridge informed that Council that they had met with Highways to discuss possible options for car parking and road safety in the village. These include: improving road safety by encouraging residents to use the unclassified road (plainings to be paid for by Cllrs Bainbridge and Sexton); rumble strips on the main road to slow down traffic approaching the bend; and a streetlight for the hammerhead.

**Resolved:** *Possible options noted.*

l) **Room Hire**

The Council discussed whether room hire charges should be applied when bookings are charity related. The Council also discussed whether each new booking should be approved by full Council.

**Resolved:** *It was agreed that bookings that benefit registered charities should be free of charge (unanimous). It was agreed that the Clerk should approve booking requests, unless a request is particularly unusual (unanimous).*

m) **Photo Competition**

The possibility of having calendars made from photo competition winners' pictures was discussed.

**Resolved:** *It was agreed that costs should be obtained for the creation of calendars.*

n) **Allotment Gate Post**

Cllr Bell gave an update on the allotment gate post: adjustment may be possible, rather than full replacement.

**Resolved:** *The Council noted that adjustment may be possible. Cllr Bell to meet with Allotment Association to discuss.*

o) **Policy Review**

- Training Policy
- Grant Awarding Policy

**Resolved:** *The Training and Grant Awarding Policies were reviewed and adopted (unanimous).*

p) **Timetable of training events:**

- County Durham & Darlington NHS Foundation Trust Open Day – 23<sup>rd</sup> October

**Resolved:** *It was noted that Cllrs Davies and Harding are attending the CDDFT Open Day.*

q) **Grants / fundraising**

No new grants or fundraising opportunities were identified.

**Resolved:** *No decisions required.*

r) **Planning Applications**

- None received

**Resolved:** *No decisions required.*

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

- None received

**Resolved:** *No decisions required.*

t) **Correspondence received**

- Several messages requesting a bin at the children's play area.
- Email from resident regarding a memorial bench on Waldrige Fell.
- Email from resident regarding the Cinema Event
- Email from resident regarding abandoned road signs
- Request from room hirer wanting to use the Parish Rooms for tap dancing.

**Resolved:** *It was agreed that the play area bin should be discussed at a Millennium Green Trust meeting. Cllrs Sexton and Bainbridge to correspond with the resident regarding the memorial bench. The kind words regarding the cinema event were noted. Cllr Bell stated that he had discussed the abandoned road signs with the resident, and that most had now been removed. Cllr Foster informed the Council that the room hirer no longer wishes to use the room for tap dancing.*

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

- None received.

v) **Clerks Report / Action Log**

The Clerk gave an update on all items on the Action Log not already covered during the meeting.

**Resolved:** *Update noted.*

w) **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.

(x) **Parish Councillor Vacancies**

The Council considered the applications received for the Parish Councillor vacancies.

**Resolved:** *The Council agreed which applicants would be invited to the October meeting to be co-opted on to the Council.*

7. **Financial Matters**

	<b>(a) <u>Payments</u></b>	
<b><u>Resolved:</u></b> That the following payments be agreed:		
	<ul style="list-style-type: none"> <li>(1)</li> <li>(2)</li> <li>(3)</li> <li>(4)</li> <li>(5)</li> <li>(6)</li> <li>(7)</li> <li>(8)</li> <li>(9)</li> <li>(10)</li> <li>(11)</li> <li>(12)</li> <li>(13)</li> <li>(14)</li> <li>(15)</li> <li>(16)</li> <li>(17)</li> <li>(18)</li> <li>(19)</li> <li>(20)</li> <li>(21)</li> <li>(22)</li> <li>(23)</li> <li>(24)</li> <li>(25)</li> </ul>	<p>That the sum of £910.57 be paid to S Wilson (August 2019 wage)</p> <p>That the sum of £295.45 be paid to B Laidler (August 2019 wage)</p> <p>That the sum of £475.00 be paid to Animal Story (parish fayre)</p> <p>That the sum of £30.00 be paid to Bullion Community Resource Centre (fire training)</p> <p>That the sum of £12.00 be paid to SLCC (new clerk event)</p> <p>That the sum of £35.94 be paid to XLN (broadband)</p> <p>That the sum of £139.00 be paid to S Wilson (gazebos)</p> <p>That the sum of £71.00 be paid to E.ON (gas &amp; electricity)</p> <p>That the sum of £180.76 be paid to S Wilson (dispensers and refills)</p> <p>That the sum of £72.00 be paid to S Wilson (lanyards)</p> <p>That the sum of £22.00 be paid to British Gas (boiler cover)</p> <p>That the sum of £40.19 be paid to XLN (broadband)</p> <p>That the sum of £71.00 be paid to E.ON (gas &amp; electricity)</p> <p>That the sum of £100.00 be paid to Makem Bounce (face painting)</p> <p>That the sum of £37.80 be paid to Peterlee Fire Company (extinguisher service)</p> <p>That the sum of £408.00 be paid to Mazars (external audit fee)</p> <p>That the sum of £980.80 be paid to Came &amp; Co. (annual insurance premium)</p> <p>That the sum of £22.00 be paid to British Gas (boiler cover)</p> <p>That the sum of £120.00 be paid to Ashley Stirling (parish fayre – singing)</p> <p>That the sum of £36.00 be paid to S Wilson (work from home allowance)</p> <p>That the sum of £15.98 be paid to S Wilson (monthly print plan July &amp; August)</p> <p>That the sum of £24.52 be paid to S Wilson (medals and tickets)</p> <p>That the sum of £12.49 be paid to P Sexton (barrier tape – cinema event)</p> <p>That the sum of £15.50 be paid to P Sexton (lights – cinema event)</p> <p>That the sum of £81.57 be paid to H Davies (parish fayre refreshments)</p> <p>It was noted that the actual amounts for salary payments in made July were £832.68 (S Wilson), and £210.12 (B Laidler).</p>

(b)

**Receipts**

**Resolved:** That the following receipts be noted:

- (1) That the sum of £157.50 was received from DCC (room hire - election).
- (2) That the sum of £60.00 was received from Scouts (room hire – July to December)
- (3) That the sum of £80.00 was received from Riverside Musical Theatre Company (room hire – May & June)
- (4) That the sum of £100.00 was received from Interline (sponsored flower bed)
- (5) That the sum of £30.00 was received from J Uhlirva (room hire - July)
- (6) That the sum of £200.00 was received from Costcutter (sponsored flower bed)
- (7) That the sum of £25.00 was received from Tranquil Treatments (room hire – July)
- (8) That the sum of £100.00 was received from Nickynoo (damage deposit return)
- (9) That the sum of £25.00 was received from Tranquil Treatments (room hire – August)
- (10) That the sum of £50.00 was received from Riverside Musical Theatre Company (room hire - July)
- (11) That the sum of £50.00 was received from Room Hire (cash payments)

8. **Date of Next Meeting**

8 October to commence at 7.00pm.

The meeting terminated at 9.20 pm

**Chairman**  
**Date**