

WALDRIDGE PARISH COUNCIL

Minutes of a Meeting of the Waldridge Parish Council held on 10 March 2020 at 7.00pm



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

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

1. **Welcome:**

The Chairman welcomed everyone to the meeting.

2. **Apologies for Absence:**

Cllrs Corner, Harding, McCrystal and Morrison submitted their apologies.

Resolved: It was agreed that all apologies would be accepted (unanimous).

3. **Disclosable Pecuniary Interests:**

No members declared an interest.

4. **Police Report:**

The Chairman read out the police report.

5. **Minutes of Council staffing meeting – 6 January 2020:**

Resolved: The minutes of the Council staffing meeting held on 6th January 2020 were approved as a true record and were signed by the Chairman (unanimous).

6. **Minutes of Council Meeting – 14 January 2020:**

Resolved: Cllr Sexton requested an amendment. With the amendment made, the minutes of the Council meeting held on 14th January 2020 were approved as a true record and were signed by the Chairman (unanimous).

7. **Minutes of Extraordinary Meeting – 6 February 2020:**

Resolved: The minutes of the extraordinary meeting held on 6th February 2020 were approved as a true record and were signed by the Chairman (unanimous).

8. **Minutes of Council Meeting – 11 February 2020:**

Resolved: The minutes of the Council meeting held on 11th February 2020 were approved as a true record and were signed by the Chairman (Cllrs Bell, Davies, Foster, Howie and Moist in favour, Cllr Sexton abstained).

9. Parish matters and ongoing items

a) **County Councillors report**

Cllr Bainbridge provided an update – still no progress on Birch View.

Resolved: Update noted.

b) **Working Group**

As Cllrs Bell and Foster had requested that this item be brought back on to the agenda, the Council discussed whether the current working groups were still required.

Resolved: It was agreed both the Events Working Group and the Waldrige Parish in Bloom Working group would be discontinued (Cllrs Bell, Davies, Foster, Howie and Moist in favour, Cllr Sexton abstained).

c) **Waldrige Parish in Bloom**

The Council considered the planting plan for 2020 and discussed whether the Caretaker should be asked to tidy up any of the flower beds prior to DCC planting.

Resolved: The planting plan for 2020 was approved. It was agreed that the Clerk should liaise with the Caretaker as and when required to arrange the tidying of beds and the trimming of grass around tubs (unanimous).

d) **Events**

The Council considered quotes for a ride/entertainment for the Easter Event, and considered whether a brass band should be hired for the VE Day event. A breakdown of the events budget was discussed and formulated. Cllr Bainbridge mentioned that he could arrange a 1940s fire engine for the VE Day event – Clerk to send details,

Resolved: The Council selected Animal Antics Parties from the quotes supplied (Cllrs Bell, Davies, Foster, Howie and Moist in favour, Cllr Sexton abstained). It was agreed that a brass band should be hired for the VE Day event (unanimous). A breakdown of the events budget was approved (unanimous).

e) **Updates from Facebook**

The Clerk reported that the advertising post had now been implemented.

Resolved: Update noted (unanimous).

f) **Audit**

The Council discussed the appointment of the internal auditor for the financial year 2019-20. The Council reviewed the effectiveness of the internal audit.

Resolved: Gordon Fletcher was appointed as the internal auditor for the financial year 2019-20 (unanimous). The review of the effectiveness of the internal audit was approved (unanimous).

g) **Room Hire**

The Council considered whether Indemnity to Hirer cover should be granted to the organisers of the Craft Club and coffee mornings, the fundraising events for St. Oswald's Hospice, and the Contact the Elderly Tea Parties.

Resolved: It was agreed that Indemnity to Hirer cover should be granted to the organisers of the Craft Club and coffee mornings, the fundraising events for St. Oswald's Hospice, and the Contact the Elderly Tea Parties (unanimous).

h) **Competition**

The Council considered entries for the Best Decorated House competition.

Resolved: A winner was selected from the entries (Cllrs Bell, Foster, Howie and Moist in favour, Cllrs Davies and Sexton abstained).

i) **Allotment Hedge Trimming**

The Council considered whether the hedge along the allotment track should be trimmed.

Resolved: It was agreed that the hedge should be trimmed, and a budget of £200 was set for this (unanimous).

j) **Policy Review**

- Risk Assessment
- Disciplinary Procedure
- Grievance Procedure

Resolved: It was agreed that the Risk Assessment, Disciplinary Procedure and Grievance Procedure would be re-adopted (unanimous).

k) **Timetable of training events:**

- SLCC Appraisal Training – 25th March 2020
- CDALC Audit Training – 7th April 2020
- SLCC Regional Training Seminar – 8th July 2020

Resolved: It was noted that the Clerk would be attending the free CDALC Audit Training. It was agreed that the Clerk should take the SLCC Appraisal Training (Cllrs Bell, Davies, Foster, Howie and Moist in favour, Cllr Sexton against). It was agreed that the Clerk should attend the SLCC Regional Training Seminar (Cllrs Bell, Davies, Foster and Howie in favour, Cllrs Moist and Sexton against). It was agreed that the decision on whether any Councillors should attend the SLCC Regional Training Seminar would be deferred.

As it was approaching a two-hour meeting duration, the Council agreed to continue past two hours in order to conclude the business on the agenda (unanimous).

l) **Grants / fundraising**

The Council considered the approval of a grant of £1,000 to the Millennium Green Trust for tree and shrub maintenance.

Resolved: *A grant of £1,000 to the Millennium Green Trust was approved (unanimous).*

m) **Planning Applications**

DM/20/00277/FPA	7 Dronfield Close Chester-le-Street DH2 3JE	Remove existing carport. Extend existing garage forward to form entrance hall, wc and utility with flat roof and lantern. Garage to be converted to a bedroom.
DM/20/00332/FPA	3 Beadnell Close Chester-le-Street DH2 3JP	Bedroom Extension above Existing Attached Double Garage

Resolved: *It was agreed that no representations would be made (unanimous).*

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

No applications received.

Resolved: *No decisions required.*

o) **Correspondence received**

- Email from a resident regarding road safety.

Resolved: *It was agreed that the Clerk should ask the resident to write to Cllr Sexton.*

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

None received.

q) **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.*

r) **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.

s) **Salaries** (as the nature of the business to be transacted is sensitive, Council resolved that public and the press would be temporarily excluded from the meeting for this item, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s. 1)

The Council discussed staff salaries.

Resolved: *It was noted that the Clerk's salary will increase by one increment on 1st April 2020 in line with her contract and the NJC pay scales. The increase to National Minimum Wage from 1st April 2020 was noted. An increased hourly rate was set for the Caretaker, and it was agreed that this should be backdated to the 15th of October 2019 (unanimous).*

10. **Financial Matters**

(a) <u>Payments</u>	
<u>Resolved:</u> That the following payments be agreed:	
<ul style="list-style-type: none"> (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) 	<ul style="list-style-type: none"> That the sum of £893.45 be paid to S Wilson (February 2020 wage) That the sum of £256.19 be paid to B Laidler (February 2020 wage) That the sum of £20.00 be paid to Paula’s Palette (Easter facepainting deposit) That the sum of £4,060.94 be paid to DCC (planting and watering) That the sum of £40.19 be paid to XLN Telecom (broadband) That the sum of £56.00 be paid to E.ON (gas & electricity) That the sum of £53.88 be paid to medic assist (defibrillator rental) That the sum of £25.62 be paid to 3 Mobile (mobile contract) That the sum of £290.00 be paid to SH Services (allotment gate post repair) That the sum of £22.00 be paid to British Gas (boiler cover) That the sum of £190.00 be paid to Snowball Printers (clippings) That the sum of £36.00 be paid to S Wilson (quarterly work from home allowance) That the sum of £15.98 be paid to S Wilson (monthly print plan Dec and Feb)
(b) <u>Receipts</u>	<p><u>Resolved:</u> That the following receipts be noted:</p> <ul style="list-style-type: none"> (1) That the sum of £35.00 was received from Tranquil Treatments (room hire - Jan) (2) That the sum of £10.00 was received from S Rouse (room hire - Jan) (3) That the sum of £200.00 was received from Chester-le-Street Town JFC (sponsored flower beds) (4) That the sum of £10.00 was received from Riverside Musical Theatre Company (room hire - Jan) (5) That the sum of £20.00 was received from J Uhlirova (yoga) – (room hire - Feb) (6) That the sum of £30.00 was received from Riverside Musical Theatre Company (room hire – Feb)
<p>11. <u>Date of Next Meeting</u></p> <p>14 April to commence at 7.00pm.</p> <p>The meeting terminated at 9.28 pm</p> <p style="text-align: right;">Chairman Date</p>	