

WALDRIDGE PARISH COUNCIL

Minutes of a Meeting of the Waldridge Parish Council held on 9 June 2020 at 7.00pm



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

Also in attendance – Sarah Wilson - Parish Clerk, Cllr Allan Bainbridge – County Councillor and one member of the public.

1. **Welcome:**

The Chairman welcomed everyone to the meeting.

2. **Apologies for Absence:**

Cllr McCrystal submitted her 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 extraordinary meeting – 23 January 2020:**

***Resolved:** The minutes of the extraordinary meeting held on 23rd January 2020 were approved as a true record (unanimous).*

6. **Minutes of Staffing Meeting – 25th February 2020:**

***Resolved:** The decision on the approval of the Staffing Meeting held on 25th February 2020 was deferred.*

7. **Minutes of Council Meeting – 10 March 2020:**

***Resolved:** The minutes of the Council meeting held on the 10th of March 2020 were approved as a true record (Cllrs Bell, Davies, Foster and Howie in favour, Cllrs Corner, Moist, Morrison and Sexton abstained).*

8. **Minutes of additional Meeting – 20 March 2020:**

***Resolved:** The minutes of the additional meeting held on 20th March 2020 were approved as a true record (Cllrs Bell, Davies, Foster, Howie and Moist in favour, Cllrs Corner, Morrison and Sexton abstained).*

9. Parish matters and ongoing items

The Chairman brought forward item 10, and this was discussed at this point in the meeting. Cllr Sexton stated that the Council had voted to bring this item to the front of the agenda, and that the Clerk had refused. The Clerk stated that the order of the agenda had never been voted on, and it could not be, as it is the Clerk that sets the agenda.

a) **Delegation**

The Council discussed the delegation extended to the Clerk at the meeting held on 20th March 2020.

Resolved: *It was agreed that the specific delegation extended to the Clerk at the meeting held on the 20th of March should now end (unanimous).*

b) **County Councillors Report**

Cllr Sexton reported that he had visors, masks and hand sanitiser available.

Resolved: *Report noted.*

c) **Quarterly Accounts**

The Council considered the quarterly accounts, which had been distributed prior to the meeting.

Resolved: *The quarterly accounts were approved (unanimous).*

d) **Internal Audit Report**

The Council received the Annual Internal Audit Report.

Resolved: *The Annual Internal Audit Report was noted.*

e) **Annual Governance Statement**

The Council considered the Annual Governance Statement (Section 1 of AGAR Part 3) for the year ending 31st March 2020.

Resolved: *The Annual Governance Statement was approved (unanimous).*

f) **Accounting Statements**

The Council considered the Accounting Statements (Section 2 of AGAR Part 3) for the year ending 31st March 2020.

Resolved: *The Accounting Statements were approved (unanimous).*

g) **Exercise of Public Rights**

The Council noted that the Responsible Financial Officer has set the date for the Commencement of the Period for the Exercise of Public Rights as the 15th June 2020.

Resolved: *The commencement date was noted.*

h) **PPE**

The Council discussed the purchasing of personal protective equipment for staff and the Parish Rooms.

Resolved: *It was that the Clerk should purchase any necessary PPE and equipment required (unanimous).*

i) **Events**

The Council discussed the potential cancellation of upcoming Council events.

Resolved: *It was agreed that the Cinema event and the Parish Fayre should be cancelled this year (unanimous).*

j) **Planting**

The Council considered the quote received from DCC for planting, which was significantly over budget. Cllr Corner questioned the quote, and suggested extras had been added to it. Cllr Sexton suggested that he could arrange a site meeting with DCC to discuss the quote.

Resolved: *It was agreed that the Planting & Watering budget should be increased to £5,500, and that planting should go ahead, providing the DCC quote can be brought to within budget (unanimous).*

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).

k) **Parish Competitions**

The Council discussed the Citizen of the Year, Photography and Best Kept Garden competitions, and the judging of the Best Kept Garden competition.

Resolved: *It was agreed that all of the competitions would be held this year, and that judging should take place over a set weekend following the closing date.*

l) **Clippings**

The Council considered whether an issue of the Clippings should be produced for approval at the July meeting.

Resolved: *It was agreed that a digital edition of the Clippings should be produced (Cllrs Bell, Corner, Davies, Foster, Howie, Moist and Morrison in favour, Cllr Sexton abstained).*

m) **Quality Council Status**

The Council considered whether it should renew its Quality Council Status.

Resolved: *It was agreed that the Council's Quality Council Status should be renewed (Cllrs Bell, Davies, Foster, Howie, Moist, Morrison and Sexton in favour, Cllr Corner abstained).*

n) **COVID-19 fund**

To Council considered whether it should support If U Care Share Foundation.

Resolved: *It was agreed that If U Care Share Foundation should be supported, but that no amount should be set yet, and this should be reviewed at the next meeting when discussing the possible re-distribution of the budget from cancelled events Cllrs Bell, Corner, Davies, Foster, Howie, Moist and Morrison in favour, Cllr Sexton abstained).*

o) **Whatsapp**

The Council discussed the Council's WhatsApp group. Cllr Corner stated that she was certain that the Council had voted to discontinue use of the WhatsApp group at a previous meeting, and that this must have been omitted from the minutes.

Resolved: *It was agreed that the WhatsApp group should no longer be used for Council communication (Cllrs Bell, Corner, Foster, Howie, Moist, Morrison and Sexton in favour, Cllr Davies against).*

p) **Policy Review**

The Council reviewed the Protocol on Communications.

Resolved: *The decision on the re-adoption of the Protocol on Communications was deferred. It was agreed that Councillors should submit their suggested amendments for the next meeting (unanimous).*

q) **Planning Applications**

No applications were received.

Resolved: *No decisions required.*

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

No applications received.

s) **Correspondence received**

- Email from a resident regarding Waldrige Woods.

Resolved: *It was agreed that the Clerk should create a post of Facebook to make residents aware of the issue (unanimous).*

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

- None received.

u) **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.

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

The Council discussed the return to work of a staff member.

Resolved: *It was agreed that a risk assessment should be completed and approved at the July Council meeting, and that the staff member should not return to work until this has been approved (unanimous).*

Cllr Corner left the meeting at 21:33.

10. **Financial Matters**

Cllr Moist stated that he wanted to query the items related to pension payments. The Clerk advised the Council that if they were to discuss confidential staffing information, they would need to resolve to exclude the press and public. Cllr Sexton stated that the item should be discussed in public. The Clerk informed Council that she was very uncomfortable having her personal information discussed in a public meeting.

As the nature of the business to be transacted is sensitive, the Council resolved to temporarily exclude the public and the press from the meeting for this item, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s. 1 (Cllrs Bell, Davies, Foster and Howie in favour, Cllrs Corner, Moist, Morrison and Sexton against. As Chairman, Cllr Bell used his casting vote in favour)

	(a)	<u>Payments</u>	
	<u>Resolved:</u> That the following payments be agreed:		

(1)	That the sum of £36.00 be paid to SLCC (appraisal training)
(2)	That the sum of £90.00 be paid to SLCC (regional training seminar)
(3)	That the sum of £130.94 be paid to S Wilson (washroom supplies)
(4)	That the sum of £40.19 be paid to XLN (broadband)
(5)	That the sum of £35.00 be paid to ICO (data protection fee)
(6)	That the sum of £56.00 be paid to E.ON (gas & electricity)
(7)	That the sum of £7.99 be paid to S Wilson (monthly print plan March)
(8)	That the sum of £1,000.00 be paid to Waldrige Millennium Green Trust (grant)
(9)	That the sum of £53.88 be paid to medic assist (defibrillator rental)
(10)	That the sum of £300.00 be paid to Net Island (creation of website)
(11)	That the sum of £1,083.96 be paid to DCC (streetlighting RA85)
(12)	That the sum of £1,186.28 be paid to DCC (streetlighting RA70)
(13)	That the sum of £46.31 be paid to S Wilson (reimbursement of misc expenses)
(14)	That the sum of £22.00 be paid to 3 mobile (mobile contract)
(15)	That the sum of £22.00 be paid to British Gas (boiler cover)
(16)	That the sum of £57.06 be paid to Wave Water (water charges)
(17)	That the sum of £420.44 be paid to HMRC (PAYE)
(18)	That the sum of £593.69 be paid to CDALC (annual subscription)
(19)	That the sum of £250.00 be paid to CDALC (Councillor training)
(20)	That the sum of £81.00 be paid to CDALC (planning training)
(21)	That the sum of £50.00 be paid to S Wilson (Easter eggs)
(22)	That the sum of £983.05 be paid to S Wilson (March 2020 wage)
(23)	That the sum of £336.72 be paid to B Laidler (March 2020 wage)
(24)	That the sum of £40.19 be paid to XLN (broadband)
(25)	That the sum of £56.00 be paid to E.ON (gas & electricity)
(26)	That the sum of £7.99 be paid to S Wilson (monthly print plan April)
(27)	That the sum of £53.88 be paid to medic assist (defibrillator rental)
(28)	That the sum of £1,000.00 be paid to Re-f-use (COVID-19 donation)
(29)	That the sum of £22.00 be paid to 3 Mobile (mobile contract)
(30)	That the sum of £22.00 be paid to British Gas (boiler cover)
(31)	That the sum of £1,197.66 be paid to Durham County Pension Fund (2018-19 contributions)
(32)	That the sum of £2,952.50 be paid to Durham County Pension Fund (2019-20 contributions)
(33)	That the sum of £463.69 be paid to Durham County Pension Fund (2020-21 contributions)
(34)	That the sum of £830.32 be paid to S Wilson (April 2020 wage)
(35)	That the sum of £230.40 be paid to B Laidler (April 2020 wage)
(36)	That the sum of £40.19 be paid to XLN (broadband)
(37)	That the sum of £56.00 be paid to E.ON (gas & electricity)
(38)	That the sum of £139.98 be paid to S Wilson (items for donation to Refuge)
(39)	That the sum of £53.88 be paid to medic assist (defibrillator rental)
(40)	That the sum of £22.00 be paid to 3 Mobile (mobile contract)
(41)	That the sum of £22.00 be paid to British Gas (boiler cover)
(42)	That the sum of £7.99 be paid to S Wilson (monthly print plan May)
(43)	That the sum of £150.00 be paid to G Fletcher (internal audit fee)
(44)	That the sum of £99.52 be paid to S Wilson (items for donation to foodbank)
(45)	That the sum of £268.88 be paid to J McCormick (West House afternoon tea)
(46)	That the sum of £841.61 be paid to S Wilson (May 2020 wage)
(47)	That the sum of £230.40 be paid to B Laidler (May 2020 wage)
(48)	That the sum of £36.00 be paid to S Wilson (quarterly work from home allowance)

(b) Receipts

Resolved: That the following receipts be noted:

- (1) That the sum of £15.00 was received from S Rouse (room hire - Feb)
- (2) That the sum of £70.00 was received from Tranquil Treatments (room hire - Feb)
- (3) That the sum of £17.50 was received from C Huddart (room hire)
- (4) That the sum of £3,276.73 was received from HMRC (VAT reclaim)
- (5) That the sum of £157.50 was received from DCC – (room hire)
- (6) That the sum of £27.50 was received from Allen Archaeology (room hire)
- (7) That the sum of £575.36 was received from Waldrige Fell Allotment Association (annual rent and water charges)
- (8) That the sum of £410.00 was received from room hire (cash payments)
- (9) That the sum of £66,254.00 was received from DCC (precept)
- (10) That the sum of £10.00 was received from J Uhlirova (room hire – Mar)
- (11) That the sum of £20.00 was received from Tranquil Treatments (room hire – Mar)
- (12) That the sum of £10.00 was received from S Rouse (room hire – Mar)
- (13) That the sum of £20.00 was received from Riverside Musical Theatre Company (room hire – Mar)

11. Date of Next Meeting

14 July to commence at 7.00pm.

The meeting terminated at 9.40 pm

**Chairman
Date**