|  |  |  |  |
| --- | --- | --- | --- |
| **WALDRIDGE PARISH COUNCIL** | | | |
| Minutes of the Council Meeting held at the Parish Rooms Waldridge on Thursday 13th July 2021 | | | |
| **1** | **Present** | Cllr Morrison (Chair)  Cllr Sexton  Cllr Graham  Cllr Moist | Cllr Lewcock  Cllr Foster  Cllr Howie  Ian Heaviside (Clerk)  members of the public |
| **2** | **Public Participation** |  | |
| **3** | **Welcome** | The chair welcomed all present to the meeting | |
| **4** | **Apologies** | Apologies were received from Cllr Elliott & Cllr Gerrett which were accepted by those present | |
| **5** | **Declarations of Interest** | No member of the Council declared an interest on any agenda item | |
| **6** | **Minutes** | The minutes of the meeting held on 8th June 2021 were accepted as a true record. | |
| **7** | **Financial Matters** | The Following items of income and expenditure were noted   |  |  |  | | --- | --- | --- | | Date | Expenditures | £ | | 15/06/21 | XLN Telecom | 42.59 | | 24/06/21 | NEST pension contributions (March April May 21) | 263.01 | | 28/06/21 | Eon | 75.00 | | 30/06/21 | NEST pension contributions (June 21) | 87.67 | | 01/07/21 | British Gas Boiler Maintenance | 76.89 | | 07/07/21 | Salaries | 1504.34 | | 07/07/21 | GB Plans Ltd | 400.00 | | 07/07/21 | Medic Assist Defibrillator | 161.64 | | 07/07/21 | G Fletcher - Auditor | 150.00 | | 07/07/21 | Parish Clerk expenses and recovery of purchases | 201.08 | | 08/07/221 | Anglian Water | 60.51 | |  |  |  | |  |  |  | |  | Cash Balances at 30th June 2021 |  | |  | Redwood Bank | 85000.00 | |  | Unity Trust Bank | 68063.13 | |  | Cash at Hand and Petty Cash | 0.91 | |  | Total Cash Funds | 153,064.04 | |  | | | | |
| **8** | **Motions** | **Disabled Access to Waldridge Fell SSSI Site**  Motion – That The Council should agree to participate in the funding of this £35,000 project with a £5000 contribution  **Durham Wildlife Trust consultation with children**  Motion to agree to funding of £300 to cover coaching and consultation  **Appointment of Internal Auditor**  Motion to agree to appoint Gordon Fletcher as our internal auditor for the current year | |
| **9** | **Policies For Discussion and / or Review** | Parish Room Letting Policy -  Health and Safety Policy | |
| **10** | **Action Log Update and Ongoing Matters** | Community Garden: Project Update | |
|  |  | Official E Mail address and Domain: Project Update – We are now in possession of the waldridgeparishcouncil.gov.uk domain and will have the details to start using it within 7 days | |
|  |  | EV Charging: Project Update | |
|  |  | Payroll Services: Project Update | |
|  |  | Password and Data Security: Project Update | |
|  |  | Play Area Millennium Green: Project Update | |
|  |  | Parish Council Events: Project Updates | |
|  |  | Waldridge Weekender & Summer Fayre | |
|  |  | Proposals for Fruit and Veg Show | |
|  |  | Environmental Awareness / Education Project Update | |
|  |  | To review parking in Waldridge Village and agree options for improvement | |
|  |  | To appoint two members to serve on the CDALC smaller councils forum  To consider nominations to serve on the CDALC executive committee | |
| **11** | **Parish Matters and Matters for Discussion** | County Councillors Report - To receive a report from County Councillors if present | |
|  |  | Planning Applications - to consider applications made since the last meeting:  Single storey conservatory to ground floor flat 25 Redesdale Road Ref. No: DM/21/02258/FPA  Proposed front extension to garage and single storey rear extension 75 Lesbury Close Ref. No: DM/21/02206/FPA | |
|  |  | **Post Agenda Planning Applications -** To consider any planning applications received after the  agenda was published | |
|  |  | Decisions Needed: To decide whether any representations should be made | |
|  |  | Correspondence received – Mrs Peers further e mail regarding cutting back of weeds and trees at Millennium Green (circulated) | |
|  |  | **Decisions Needed:** To agree to next steps / actions to take | |
|  |  | Post Agenda Correspondence – To consider urgent correspondence received after agenda published: None to note | |
|  |  | To discuss the storage and safeguarding of Parish Archive documents – Kath Foster | |
|  |  |  | |
|  |  | To review parking in Waldridge Village and agree options for improvement – Paul Sexton | |
|  |  |  | |
| **12** | Items to be discussed following the Exclusion of the Public and Press under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) | Tribunal Claim Update-  Update from Cllr Moist  Update on Insurance Claim – The clerk informed the meeting that our current insurer may not be the ones to claim from as the date for dismissal was 04/09/20 and the policy didn’t start until 22/09/20. DAS legal consultancy represent all major insurers and the details of both the current AVIVA and last years AXA policy  Change of Keypad and Alarm Codes  The chair has suggested that the keysafe on the external wall and the alarm code be changed to increase security. This will be changed to 1967 as soon as possible  Financial Irregularity  When completing the AGAR return for the year ending 31st March 2021 there was a discrepancy between the closing balance on 31st March 2020 and the actual balance recorded on the Councils internal bank reconciliations. This amount was £9.38 and following investigations was an amount showing as cash in hand. This amount wasn’t handed over by the previous clerk, however it has been shown on the return as if it had. IT was agreed to write this amount off as an expense to regularise the Councils financial position. | |
| **12** | **Next Meeting** | The Next meeting will be held on Tuesday 13th July 2021 | |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

