



## WALDRIDGE PARISH COUNCIL

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Minutes of the **WALDRIDGE PARISH COUNCIL** meeting held at the Parish Rooms on Tuesday 10<sup>th</sup> October 2023 at 7:00pm.

### Present

Cllrs: Fantarrow, Johnson, Kinnear, Moffat, Sexton. Parish Co-ordinator Harris.

### 1. Welcome

The Chair welcomed everyone to the meeting.

### 2. Apologies

Received from Cllrs: Moist, Morrison, and Taylor.

### 3. Public questions

Kathleen Foster raised the issue of certain flower beds within the parish not being maintained and questioned if these were covered within a contract with DCC. Cllr Sexton reported that DCC had said they were not included but there was some doubt about whether the council had been invoiced. It was agreed that the beds in question need to be maintained but that, due to a large increase in DCC's charges, it would be for the parish council to decide if the provision of flowers and maintenance would be best done in-house. **Action created to review any invoices received from DCC and to ensure no payment was made in relation to the flower beds in question**

### 4. Minutes of last meeting

Agreed by all present and signed by the Chair.

### 5. Disclosable pecuniary interests

None declared.

### 6. Agenda-motions

See below.

### 7. Date and time of next meeting

Tuesday 14<sup>th</sup> November 2023 at 7pm.

## Agenda-Motions

(Specific actions arising are documented and tracked in the **action log**).

### 1) Financial and report and update on audit

- a) Parish Co-ordinator presented financial statement for September 2023 plus receipts for scrutiny by council. **Decision: financial statements for September 2023 were approved by Council and signed by Chair and Co-ordinator** No queries were raised
- b) Parish Co-ordinator reported that £989.13 has been spent so far from the previously agreed tooling budget of £5000.
- c) 2022-3 External audit. Parish Co-ordinator presented the external audit report to Council; reported that the audit reports had been posted on both website and noticeboards; and summarised all of the non-compliances within the report. **Decision: Councillors received the report and corrective actions for the 2023-4 financial year were agreed.**
- d) Parish Co-ordinator presented a 2023-4 mid-year budget review report to councillors. **Action raised on all councillors to bring ideas for revenue and Capex spending for the remainder or the current financial year, and for future years, in response to the forecasted underspending levels.**

### 2) Review vehicle leasing, purchasing options.

Cllr Sexton presented a review of the current market in new and second-hand vans for use by the new handyman. **Decision: unanimously agreed to purchase, not lease a van. Also unanimously agreed to authorise spending up to £33,000 including VAT for purchase of vehicle, including insurance and sign-writing.**

It was noted that the van could be used in future for beneficial community activities when not being used by the Handy Person.

### 3) Allotment association

Deferred due to absence of Vice-chair.

### 4) Co-option of new councillors

Two vacancies arising from the resignations of Julie Lewcock and Sam England have been through advertising process and no election was triggered. Both vacancies are eligible for selection by co-option. **Action raised to advertise for both posts and for all councillors to consider possible candidates.**

### 5) On-going review of procedures

Parish Co-ordinator reported he is focussing on getting the asset register up to date. This is a priority task likely to take some time.

### 6) Woodland management plan

**Decision: unanimously agreed that a local consultation is required with the option of proposing alternative planting sites to the land adjacent to Fenton Close (see also item No. 8 below. Actions raised to contact relevant parties about tree planting and thinning proposals as well as getting advice re. Millennium Green**

### 7) Further work at Hammerhead

**Decision: unanimously agreed that next step should be to commission a structural survey on the state of the existing stone well. Action raised to find suitable expert surveyors able to complete a survey and get cost to bring for a spending decision to next meeting.**

### 8) Potential tree planting on Waldrige Millennium Green

See item 6 above

## 9) Review action log

The action log was reviewed and updated following discussion in the review and raised in AOB.

## 10) Millennium Green Improvements

The Handy Person has already made some excellent improvements. He will continue to work on maintaining paths and cutting back obstructing plants. Other, major improvements that he is unable to undertake still need consideration.

## 11) Halloween Event

Decision: unanimously agreed to cancel this year's event. To be replaced with a "best Halloween display" competition with 3 prizes of £50 in vouchers to be purchased.

## 12) AOB

- a) Suggestion for Xmas parties, **See action log**
- b) Grant application for Men's Shed. Brought to the meeting by Cllr. Fantarrow. Standard application process to be followed. **Co-ordinator to email application documents to Cllr Fantarrow.**
- c) Actions identified to deal with levels of humidity and resulting mould in Parish Rooms
- d) Noted the Children in Need walk was held and great appreciated and Council thanked to all who organised and took part in the event.