

# Kimbleworth & Plawsworth P a r i s h & C o u n c i l

## Kimbleworth and Plawsworth Parish Council

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held remotely via Skype, on Thursday, 08 April 2021 @ 7:00pm.

**Present:** Councillors – Cole, Craig, Hodgson, Inman, Jackson, Kendall, and Rippon.

**Also in attendance** – John Kelly (Parish Clerk), County Councillor Wilson and one member of the public.

1. **Welcome:**

The Chairman welcomed everyone to the meeting.

2. **Apologies for Absence:**

Written apologies were received from Councillors Hilland and Walker.

***Resolved:*** *Apologies were noted for the above Parish Councillors.*

3. **Disclosable Pecuniary Interests:**

No interests declared.

4. **Minutes of Council meeting – 11 March 2021:**

The minutes of the Council meeting held on 11 March 2021 were approved as a true record by the Council.

5. **Police Report:**

PCSO Payne (not present) asked that the most recent PACT report for March be circulated with the agenda (acting as his update). All councillors advised they had read the PACT report.

## **6. Parish Matters and on-going items:**

### **a) County Councillors Report**

Councillor Wilson continues to wait on a response from DCC to the request to place the wooden carving and bench at the triangular piece of DCC land at the corner of Cedar Avenue and the B6312. He will request a site visit with the Clean and Green Team Leader. Councillor Wilson informed KPPC that DCC's intention for the abandoned flowerbed at the corner of Hillmeads and Tanmeads was to seed the area and they would then cut the grass as part of their maintenance routine – he will confirm when this is finally agreed. DCC Transport section have provided the Parish Council with information regarding the usage of the X20 bus route and the type of buses used, which may assist with future correspondence. A request has been made for assessment by DCC of the kerbs around Cedar Avenue and their suitability for wheelchair users. Councillor Wilson has had an initial meeting with DCC regarding broadband provider Rymote, who are looking to install fibre in the area – he will ensure the Clerk is invited to a meeting with Rymote in May, who can then feedback to the Council at the next Council meeting. Councillor Wilson advised he will be supportive of section 106 funding for a fence at the football field at Ugly Lane.

Councillor Liddle sent an update to the Clerk regarding Sacriston Youth Project restarting on Fridays at Nettlesworth Community Centre, now that COVID restrictions begin to lift – additional groups have also been added throughout the day for babies and toddlers. Councillor Liddle is not standing for re-election on 6 May 2021 but will provide updates on this project in future on behalf of SYP, where requested. Cllr Cole asked the Clerk to ask Councillor Liddle what communications are made by the project to ensure children in poverty or neglected children are not excluded from SYP groups.

**Resolved:** *Councillor Wilson to update on all queries at the next meeting. Clerk to feedback further information on admission/referrals to SYP.*

### **b) Community Centre Report**

There was no update given on behalf of the Centre. However, the Clerk noted that DCC have advised they are looking to renew the lease of the land on behalf of Plawsworth and Kimblesworth Community Association (PKCA), although the building is owned by PKCA - and if the Parish Council wished to lease the land that could only happen if Lambton Estate reject the renewal of the existing lease. However, if that were the case it is unlikely that the landowner would look to lease to other community parties. Cllr Cole asked the Clerk to contact DCC again and clarify the detail of the lease renewal.

**Resolved:** *Clerk to contact DCC for further information.*

### **c) Planning Applications**

None.

**Resolved:** *No planning applications to discuss.*

### **d) Allotments**

The Council discussed quotes to clear the rubbish at plot 26, left by the former tenant of 20 years. The Council instructed the Clerk to arrange clearance with the preferred quote – Direct Waste Services. Their licence has been sighted. Plots 1, 7, 15, and 25 have become available and offered to the next person on the waiting list. Plots 1 and 7 have been signed for, paying half the annual rent plus £4 pest control charge, with £23 collected in total. The Clerk advised the Council of complaints from residents regarding excessive fires at the allotments. Next inspections are due in June.

**Resolved:** The Council agreed a quote of up to £1500 exclusive of VAT to clear the rubbish at plot 26 and on the fence line of the adjacent field. All updates to be noted.

**e) Highways and road signage**

No updates.

**Resolved:** Nothing to resolve.

**f) Spring/ water trough at the roadside, Nettlesworth entrance (west)**

The Clerk advised the working group had recently met. Councillor Wilson advised the Parish Council that the group had agreed the feature would remain dry due to expected cost of a water feature, and would feature an ornamental pump, with a loose stone path/surrounding, a flowerbed, and a bench (or two). A plaque/information board could be added to the site. The Clerk advised he could look to obtain quotes from landscapers and/or groundwork companies but drawings will be required of design ideas. Councillor Wilson volunteered to provide the Clerk with these in April, if he had time (bearing in mind the upcoming election). The Clerk stated he would arrange a working group meeting at the turn of April and May if drawings were available, to obtain quotes.

**Resolved:** To note updates. Clerk to arrange a working group meeting prior to May's meeting if design drawings were available to provide the basis to obtain quotes.

**g) Budget and AGAR update**

The Clerk gave an update on the Council's end of year finances, with the year-end bank balance noted as £32,038.89. AGAR papers have been prepared by the Clerk and will be provided to the Internal Auditor along with all other relevant documentation relating to 2020-2021. A VAT claim for purchases since March 2020 (up until Feb 2021) has been made for £78.25 to HMRC.

**Resolved:** To note updates.

**h) Ordinary Meetings in person (and risk assessment)**

The Clerk advised the Council that legislation to hold remote meetings will end on 7 May 2021, and meetings will need to be held in person from that point to be lawful. However, COVID legislation does not allow for indoor formal meetings to be held until 17 May 2021, so the next meeting will have to be held after that date. A risk assessment (based on NALC template but adjusted for KPPC) was presented to the Council for approval to hold meetings in person. The Council agreed the risk assessment.

**Resolved:** The Council agreed the risk assessment for meetings held in person of the Council. Updates regarding changing legislation to be noted.

**i) Schedule of meetings 2021-22**

The Council agreed to meet on the second Thursday of each month except May, which will be the third Thursday (20 May). No meeting will be held in August.

**Resolved:** The Council agreed to hold the Annual Meeting of the Council on 20 May, and Ordinary Meetings were agreed in 2021 for 20 May, 10 June, 8 July, 9 September, 14 October, 11 November, 9 December and on 13 January 2022, 10 February 2022, 10 March 2022, and 14 April 2022.

**j) Grant applications**

- None

**Resolved:** *Nothing to resolve.*

**k) Training**

- None

**Resolved:** *Nothing to resolve.*

**l) Correspondence**

- none

**Resolved:** *No correspondence to note.*

**7. Financial Matters:**

**a) Payments**

**Resolved:** *The following payments were agreed (and invoices will be signed by the Chair at the next meeting held in person):*

- (1) The sum of £313.61 be paid to J Kelly (Clerk service, 1<sup>st</sup> – 31<sup>st</sup> March, 34 hours inclusive of two hours from the training budget for CILCA)
- (2) The sum of £30.61 be paid to J Kelly (HP ink, March, stamps and stationery)
- (3) The sum of £130.00 be paid to CDALC (£30 finance training, 2<sup>nd</sup> Feb, Cllr Cole; and £100 CILCA training, various dates, Clerk).

**b) Receipts**

**Resolved:** *The following receipts were noted and will be signed by the Chair at the next meeting in person:*

- PAYE (to HMRC) March hours, April submission (£78.42)
- Printer subscription with HP - see item 7(a)2. above (£3.49)
- Stamps – see item 7(a)2. above (£18.12)
- Printer paper and envelopes – see item 7(a)2. above (£9.00)

**c) Bank statements and direct debits**

**Resolved:**

Statements checked:

- February 2021 – received and will be signed at the next meeting held in person.

Direct debits (and standing orders) checked by the Chair and to be signed at next meeting held in person:

- HMRC (March payment) – checked on February statement (paid 1<sup>st</sup> March).
- Certification for Information Commissioner’s Office – checked on February statement (paid 19<sup>th</sup> February).
- Anglian Water trading as Wave (quarterly) – next due on March statement.

The Chair noted that any underpayments of PAYE to HMRC, resulting from the monthly set amount for the bank standing order (£65), will be cleared at year-end.

**8. Date of Next Meeting**

20 May 2021 to commence at 7.00pm.

Note: Annual Meeting of the Council to commence at 6.40pm.

*The meeting terminated at 20.38.*

**Chairman**

**Date**