

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 in the Community Centre, Nettlesworth, on Thursday, 14 November 2019 @ 7:00pm.

Present: Councillors – Cole, Hilland, Kendall, Rippon, Walker (Lillian) and Walker (Lisa); County Councillors Liddle and Wilson.

Also in attendance – John Kelly (Parish Clerk) and one member of the public.

1. Welcome:

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence:

PCSO Luke Payne and Cllr Craig offered written apologies.

Resolved: *Apologies were approved by the Chair.*

3. New members:

Bill Jackson was co-opted onto the Parish Council. He signed his declaration of acceptance and took his place on the Council.

4. Disclosable Pecuniary Interests:

Councillors Kendall, Walker (Lillian) and Walker (Lisa) declared an interest in the grant application from the community association (item 8 (I)).

5. Minutes of Council meeting – 10 October 2019:

The minutes of the Council meeting held on 10 October 2019 were approved as a true record and were signed by the Chairman.

6. Minutes of Extraordinary Council meetings – 26 November 2018, 19 December 2018, 24 January 2019 and 31 January 2019:

The minutes of the Council meetings held on 26 November 2018, 19 December 2018, 24 January 2019 and 31 January 2019 were approved as a true record and signed by the Chairman.

7. Police Report:

No PCSOs were in attendance. PCSO Payne asked that the most recent PACT report and the Chester-le-Street newsletter be read out (acting as his update). Cllr Cole read key points from the PACT report and newsletter.

8. Parish Matters and on-going items:

a) County Councillors Report

Councillor Liddle and Councillor Wilson discussed a number of areas for improvement with the Parish Council.

Resolved: *Pavement defects and bus stop improvements to be logged with Durham County Council; carparking at the school on a morning and near Nettlesworth shops (all day) to be discussed with PCSO Payne; potential for new parking to also be investigated by County Councillors, with Karbon. Councillors Liddle and Wilson will update the Council at the next meeting.*

[Councillors Liddle and Wilson left the meeting.]

b) Community Centre Report

An update was provided – lease issues are ongoing.

Resolved: *Update noted.*

c) Planning Applications

- Graham Court development - the Council agreed for the Clerk to submit a comment of support for this application on behalf of the Council.
- Cross Lane development – the Council discussed the request to change the planning application for the developer to pay money for artwork instead of installing themselves. The Clerk was asked to check amount and how the Parish can access this money.

Resolved: *Positive comment to be made for Graham Court application; and Clerk to investigate section 106 money for Cross Lane.*

d) Allotments

The Clerk gave information received from County Durham Association for Local Councils regarding the Allotments Act and structures on the land. The Council discussed pest control and agreed three quotes were needed before any booking could be made.

Resolved: *The Council requested the Clerk contact one allotment owner to request a suitable time to inspect their allotment. The Council requested the Clerk obtain three quotes for pest control to review at the next meeting.*

e) Highways and road signage

No discussion.

Resolved: *No updates.*

f) Budget

The Council continued to discuss the draft for 2020-21, ready for precept setting in January 2020.

Resolved: *Following some suggestions, the budget was further amended.*

g) Memorial Bench

A new memorial bench policy was discussed and agreed it would benefit the council.

Resolved: *The Memorial Bench Policy was agreed. A bench requested from a resident could now be sourced by the Clerk (agreed at earlier meeting).*

h) KPPC logo

The council discussed the potential for a competition to design a logo for the Parish.

Resolved: Cllr Lisa Walker will contact the local primary school in January 2020 to run a competition, which the Council will judge in February 2020.

i) Communications and marketing

The Council suggested adding Christmas well wishes in the noticeboards. The previously agreed flyer for the new Monkswood estate will also be left in the sales room at the estate for new residents. It was discussed if parish awareness could take place with the school (ie the work the Parish does).

Resolved: *The Clerk to add a Christmas card to noticeboards and pass flyers to the Chair who will leave at the sales room in the new estate. Promotional work with the school to be added to the Council's action plan.*

j) Additional planters and signage

Item deferred to next meeting.

Resolved: *Item to be added to next agenda.*

k) Line management of the Clerk

The Council discussed who would carry out the Clerk's one to ones and appraisals. It was suggested that it should be the Chair and Vice-chair.

Resolved: *The Council agreed that the Chair and Vice-chair would line manage the Clerk, although all decisions will continue to be the Council's. It was agreed terms of reference will be required for meeting with the Clerk.*

l) Grant applications

- Sacriston Youth Project (to extend the project to KPPC);
- Plawsworth and Kimblesworth Community Association (heating costs).

Resolved: *It was agreed that £5096 would be awarded to Sacriston Youth Project. It was also agreed that £1000 be awarded to Plawsworth and Kimblesworth Community Association.*

m) Training

The Council discussed training, to be given by Durham County Council, regarding planning applications.

Resolved: *It was agreed the Clerk should attend the training if available, at a cost of £27.*

n) Correspondence

- No correspondence to consider.

Resolved: No decision required.

9. Financial Matters:

	(a)	<u>Payments</u>
		<u>Resolved:</u> The following payments were agreed (and invoices signed by Cllr Cole):
	(1) (2) (3) (4) (5) (6) (7)	<p>The payment on the agenda for this item was not paid*</p> <p>The sum of £475.00 to A Cole (HMRC payment) – online payment</p> <p>The sum of £27.00 to CDALC (Chairmanship training) Chq No.400379</p> <p>The sum of £190.00 to Ash Signs (newsletter). Chq No.400380</p> <p>The sum of £207.16 to J Kelly (Clerk service, 1st – 31st October, 24 hours) Chq No.400381</p> <p>The sum of £59.99 to J Kelly (Microsoft package for KPPC laptop) Chq No.400383 (combined with below)</p> <p>The sum of £15.99 to J Kelly (ink cartridge) Chq No.400383 (combined with above)</p> <p><i>*The following payment was not agreed:</i></p> <p>The sum of £150.00 to Kimblesworth & Nettlesworth Community Task Force (planters).</p>
	(b)	<u>Receipts</u> <u>Resolved:</u> The following receipts were noted and signed by Cllr Cole: - Microsoft package (see item 8 (a) 6. above) - HP ink cartridge (see item 8 (a) 7. above) - PAYE (to HMRC) October (£51.80)
	(c)	<u>Bank statements</u> <u>Resolved:</u> - July 2019 - unavailable to check – deferred to next meeting. - August 2019 – unavailable to check – deferred to next meeting. - September 2019 – checked and signed by the Chair. - October 2019 – checked and signed by the Chair.

9. Date of Next Meeting

12 December 2019 to commence at 7.00pm.

The meeting terminated at 9.00pm.

Chairman

Date