

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, 12 December 2019 @ 7:00pm.

Present: Councillors – Cole, Craig, Hilland, Jackson, Rippon, Walker (Lillian) and Walker (Lisa); and County Councillor Wilson.

Also in attendance – John Kelly (Parish Clerk).

1. Welcome:

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence:

PCSO Luke Payne, Cllr Kendall and County Councillor Liddle offered written apologies.

Resolved: *Apologies were approved by the Chair.*

3. Disclosable Pecuniary Interests:

No interests were declared.

4. Minutes of Council meeting – 14 November 2019:

The minutes of the Council meeting held on 14 November 2019 were approved as a true record and were signed by the Chairman; with one minor amendment made – item 4 (the duplicated 'Walker (Lillian)' changed to 'Walker (Lisa)').

5. 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; as well as the recently published 'Herbert Protocol'.

6. Parish Matters and on-going items:

a) County Councillors Report

Councillor Wilson discussed several areas for improvement with the Parish Council and gave updates to previously discussed items, including section 106 planning monies, that can be accessed by the community following housing developments. An update (sent by email) was also read out on behalf of Councillor Liddle, by the Chair.

Resolved: *Councillor Wilson will update the Council at the next meeting on any outstanding actions.*

b) Community Centre Report

There was no update this month.

Resolved: *Nothing to resolve.*

c) Planning Applications

- 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 advised of the potential amount and how the Parish can access this money.

Resolved: *Councillor Wilson will work with the Parish Council on any suggested projects put forward to enhance the Parish, that may require access to section 106 money. Councillor Wilson will also discuss this agenda item with Councillor Liddle.*

[Councillor Wilson left the meeting.]

d) Allotments

The Council agreed three quotes were still needed before any booking could be made.

Resolved: *The Council requested the Clerk obtain three quotes for pest control to review at the next meeting.*

e) Highways and road signage

Councillor Craig will meet County Councillor Wilson to further discuss pavement and road issues at Plawsworth.

Resolved: *No updates.*

f) Budget

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

Resolved: *No updates.*

g) Additional planters and signage

Item deferred to a later meeting at the end of winter.

Resolved: *Item to be added to March 2020 agenda.*

h) Employment Policy

The item was deferred to next meeting.

Resolved: Item to be added to January 2020 agenda.

i) Line management terms of reference

The draft terms of reference (ToR) and draft staff appraisal policy were circulated by the Clerk. It was suggested to make one amendment to the ToR– that only two members of the Council (Chair and Vice-Chair) are required on the panel (not four) for matters involving the Clerk. In addition, the Clerk will be included on the panel if any other employee is ever hired by the Council.

Resolved: *Subject to the stated amendment, the Human Resources ToR was agreed; and the Staff Appraisal Policy was agreed. Both will be published on the Council's new website in 2020.*

j) Community Centre lease

The Council agreed to send a letter to the landowner of the Community Centre, in support of renewing the lease.

Resolved: *Letter of support to be sent by the Clerk, on behalf of the Council.*

k) Tree charter

The Council discussed the Tree Charter (information circulated by NALC) and the potential to purchase and plant trees around the land near to the Community Centre and football field.

Resolved: *The Council did not agree to the purchase and planting of trees at this time.*

l) Website update

The Clerk advised the new website would be launched mid to late January 2020. A further update will be given at the January 2020 meeting.

Resolved: *Update given.*

m) Armed forces Covenant

The Council agreed to support the Armed Forces Covenant. The Council also agreed to promote the Armed Forces Outreach Service (AFOS), available through Durham County Council.

Resolved: *It was agreed the Clerk will sign the Parish Council up to the Armed Forces Covenant and include information on AFOS in the winter newsletter.*

n) NALC Smaller Council's Committee

The Council agreed to vote the Meldon (Northumberland) representative to be a member of the national Smaller Council's Committee.

Resolved: *It was agreed for the Clerk to vote online for Meldon Parish Council.*

o) Grant Applications

- None

Resolved: No grants to consider this month.

p) Training

- None

Resolved: No training to discuss this month.

q) Correspondence

- None

Resolved: No correspondence to note this month.

7. Financial Matters:

	(a)	<u>Payments</u>	
		<u>Resolved:</u> The following payments were agreed (and invoices signed by the Chair):	
	(1)	The payment on the agenda for this item was not paid*	
	(2)	The sum of £5096.00 to Sacriston Youth Project. Chq No. 400384	
	(3)	The sum of £1000.00 to Kimblesworth and Plawsworth Community Association. Chq No.400385	
	(4)	The sum of £271.91 to J Kelly (Clerk service, 1 st – 30 th November, 31.5 hours) Chq No.400386	
	(5)	The payment on the agenda for this item was not paid*	
	(6)	The sum of £35.00 to ICO – online payment and annual direct debit (see item 7. (d))	
		<i>*The following payments were not agreed:</i>	
		The sum of £150.00 to Alison Cole (planters). No payment for planters had been made by the Councillor.	
		The sum of £10.00 to J Kelly (flyer insert). No payment had been made by the Clerk.	
	(b)	<u>Receipts</u>	
		<u>Resolved:</u> The following receipts were noted and signed by Cllr Cole:	
		- PAYE (to HMRC) November (£67.98)	

	(c)	<p><u>Bank statements</u></p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> - July 2019 – checked and signed by the Chair. - August 2019 – unavailable to check – deferred to next meeting. - November 2019 – unavailable to check – deferred to next meeting.
	(d)	<p><u>Direct debits</u></p> <ul style="list-style-type: none"> - Information Commissioners Office – it was resolved that an annual direct debit be set up. - Northumbrian Water (November) – bank statement for November unavailable, so direct debit payment not checked – deferred to next meeting.
<p><u>9. Date of Next Meeting</u></p> <p>09 January 2020 to commence at 7.00pm.</p> <p><i>The meeting terminated at 8.35pm.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="581 940 737 972">Chairman</div> <div data-bbox="1214 940 1284 972">Date</div> </div>		