

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

Kimbleworth and Plawsworth Parish Council

Draft minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held remotely via Skype, on Thursday, 11 June 2020 @ 7:00pm.

Present: Councillors – Cole, Craig, Jackson, and Rippon; and County Councillor Wilson.

Also in attendance – John Kelly (Parish Clerk) and two members of the public.

Before the formal part of the meeting began, a member of the public offered their support to the Council for their proposed project on the historical water spring at Nettlesworth. They also offered support for how the Council has progressed in recent years, in terms of its administration and the Councillor makeup. The second member of the public was representing Changing Lives and advised the Council on how the organisation has managed The Fells site during recent months. Changing Lives are keen to engage with the Council and all parishioners. If local people have any concerns with residents in their community, they can contact Changing Lives on 0191 371 0541.

1. Welcome:

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence:

Cllr Kendall, Cllr Walker (Lillian), Cllr Walker (Lisa) and PCSO Luke Payne offered written apologies.

Resolved: Apologies were approved by the Council.

3. Disclosable Pecuniary Interests:

No interests declared.

4. Minutes of Council meeting – 14 May 2020:

The minutes of the Council meeting held on 14 May 2020 were approved as a true record by the Council.

5. Police Report:

No PCSOs were in attendance. PCSO Payne asked that the most recent PACT report for May and the Chester-le-Street Newsletter (June edition) be read out (acting as his update). Cllr Cole read key points from the update – all councillors advised they had read the PACT report and newsletter. Cllr Craig asked the Clerk to check if the previous months' incident figures could be shown on the PACT report, so trends could be analysed. Cllr Craig also noted that no PCSO has been in attendance at the meetings since he became a councillor.

6. Parish Matters and on-going items:

a) County Councillors Report

Councillor Wilson advised a petition may be the only option available regarding the multi-use paths on the A167 (that have no streetlights). DCC have confirmed that cyclists and pedestrians were included in the risk assessment when removing the lights. Cllr Craig asked if the risk assessment could be provided to the Parish Council. Councillor Wilson advised he will also speak to the relevant portfolio holder at DCC about the matter. Councillor Wilson stated DCC had given a detailed explanation of why the road crossing at the Red Lion cannot be moved. The Clerk will circulate this correspondence. Councillor Wilson will also contact DCC again regarding Ugly Lane, which is not adopted but maintained as a public footpath. DCC had previously said they would inspect the road which is used to get to the football pitch. The Clerk suggested that the Leisure section at DCC should be contacted, as they maintain the pitch and council staff use the road to access it. Councillor Wilson advised he would assist with the spring project; and will enquire why there is no Plawsworth entry sign coming off the A167 (there is 'Plawsworth Gate' further down the road). An update from County Councillor Liddle was read out by the Chair, which included discussions with Changing Lives (increased police presence) and Children's Services (parking at The Green).

Resolved: *Councillor Wilson will update on all reported issues at the next meeting. Clerk to circulate DCC correspondence regarding the Red Lion crossing.*

[Councillor Wilson left the meeting after discussing item 6(j), which the Chair brought forward on the agenda.]

b) Community Centre Report

No update available.

Resolved: *Nothing to resolve.*

c) Planning Applications

No planning applications.

Resolved: *Nothing to resolve.*

d) Allotments

The Council discussed the new draft tenancy agreement and an inspection rota for 2020-21; a damaged fence bordering a resident's property; and the erection of a 'no flytipping' sign. The Clerk advised the tenancy agreement would be checked by Legal (via CDALC contract) and stated another Allotment Working Group would take place in the coming weeks, to suggest rent amounts to the Council and the current plot vacancy.

Resolved: *Council approved the draft tenancy agreement but deferred the inspection process to July's meeting – where rents for 2020-21 will also be approved. The Council agreed that Councillor's Cole and Craig would visit the resident who has raised the allotment fence issue, to inspect the site and discuss a resolution with the resident – the Clerk will contact the resident to arrange visit. The Clerk will purchase and place a 'no flytipping' sign for the allotments.*

e) Highways and road signage

The Clerk had been asked to check with Durham County Council as to what consultation is required with residents regarding road closures. The response is none. Any consultation carried out by an organisation is at their own discretion but usually residents are notified about parking, bins etc. It was noted that Holmhill Lane at Plawsworth will be closed on Sunday 23rd August to allow an inspection of the railway bridge. Diversions will be in place along the A167.

Resolved: *Updates noted.*

f) Debt Policy

The Council require a policy to cancel cheques that are not presented by the payee after six months. These payments can then be returned to the accounts by reducing expenditure. Cheques are not usually accepted by banks after six months.

Resolved: *The Council approved a new policy which will be called 'Cheque Cancellation Policy'. This will be added to the KPPC website; signed by the Chair and held on file by the Clerk.*

g) Annual Internal Audit Report 2019-20

The Council received the report and noted recommendations. One was regarding the 2018-19 AGAR, where the carried forward balance was incorrect due to an un-presented cheque. The internal auditor asked that KPPC contact the external auditor regarding the matter and the external auditor advised to add an explanatory letter to the KPPC website when publishing the 2019-20 AGAR. The other recommendation was to keep VAT amounts listed alongside the expenditure records, rather than as a separate record.

Resolved: *Council agreed for the Clerk to add the explanation for the amended 2018-19 closing balance and noted the recommendation for VAT details – the Clerk has already added this VAT column to the expenditure sheet for 2020-21.*

h) AGAR 2019-20

The Clerk presented the Annual Governance Accountability Return for 2019-20 and discussed the (non-submission) in 2017 (for the year 2016-17).

Resolved: *Council agreed the accounts ending 31st March 2020, approved the annual governance statement (all elements), approved the accounting statement, and approved the certificate of exemption. The Council noted the date for the exercise of public rights, set by the Clerk, as correct. All documents will be uploaded to the KPPC website on 14th June, ready for the start of the exercise on 15th June 2020. The Clerk will send the certificate of exemption to Mazars (external auditor) along with the new contact details for the Clerk and Chair. An expenditure list of all items over £100 for 2019-20 will be added to the website, along with the one fixed asset of KPPC, in line with the exemption rules. The Council also agreed to add a document (as a 'placer') to the website for 2017, explaining the non-submission, so the public do not think there is a missing AGAR document for that year.*

i) Coronavirus support

The Clerk gave a further update on the Food for Thought project including the hot meals provision at Nettlesworth Community Centre. Statistics and costings were discussed for the provision to continue for remainder of 2020. A donation was considered (deferred from last meeting). A representative from the Council for the Food for Thought project was discussed.

Resolved: A further donation (following the £500 donation in late March, towards care packages in the community) of £500 was agreed by the Council. This payment will be made to the Kimblesworth and Nettlesworth Task Force who are administering the hot meal provision at Nettlesworth Community Centre. The Council agreed they would assess a grant application from the Task Force in the coming months when the Coronavirus situation/impact on the community was more detailed and a full projection of costs could be provided. The Council suggested that the meals may need to be assessed based on need (not necessarily means tested) in future, for the project to be extended and sustainable. The Council agreed Cllr Rippon would be the representative for the Food for Thought project. It was agreed Cllr Cole would attend any meetings that Cllr Rippon could not.

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

[This item was discussed immediately after item 6.(a) at the request of the Chair.]

The feature on Sacriston Road dates to at least the 1800s, as found on historic maps. Councillor Wilson advised a bid to the Heritage Lottery Fund may be most appropriate. There will be no planning issues if the site is less than 200 cubic metres and assets at DCC have advised they would license this project. The Clean and Green Team at DCC are assisting Councillor Wilson to make a contact at Northumbrian Water.

Resolved: The Council did not agree to funding from Council budget at this point but will continue to discuss and will place an item on the July agenda to set up a Working Group for the Spring Project. This could include non-Council volunteers and County Councillor Wilson indicated he would be happy to be part of this group too.

k) Grant Applications

- No applications.

Resolved: Nothing to resolve.

l) Training

- Friends Against Scams (circulated to councillors for online completion)
- Three councillors expressed an interest in foundation training for councillors if it took place outside normal working hours.

Resolved: Clerk to notify CDALC of the expressions of interest in the foundation training.

m) Correspondence

- Donation request from Citizens Advice Bureau (CAB)
- Allotment waiting list enquiry
- Councillor vacancy enquiry
- May 2020 minutes and 2016-17 AGAR omission from KPPC website
- Transport (DCC) correspondence regarding timetable for the extended X20 service

Resolved: Correspondence noted:- the Council agreed to make a £50 donation to CAB, due to the advice they offer to all residents without eligibility criteria; the Clerk will invite the resident interested in a councillor vacancy to July's meeting for possible co-option; May minutes will now be uploaded to the website (as approved at this June meeting) along with a document explaining the 2016-17 AGAR omission (see item 6.(h) of minutes); and the Clerk will ask DCC Transport how the Parish Council can support the bus route for the X20 to travel through Kimblesworth on evenings and Sundays (as well as weekdays during the day).

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 £300.87 be paid to J Kelly (Clerk service, 1st – 31st May, 33.5 hours)
- (2) The sum of £3.49 be paid to J Kelly (HP ink)
- (3) The sum of £19.99 be paid to J Kelly (McAfee Security – laptop subscription)
- (4) The sum of £150.00 be paid to G Fletcher (internal audit)

b) Receipts

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

- PAYE (to HMRC) May hours, June submission (£75.00)
- Printer subscription with HP - see item 7(a)2. above (£3.49)
- McAfee Security – see item 7(a)3. above (£19.99)

c) Bank statements and direct debits

Resolved:

Statements checked:

- April 2020 – received and will be signed at the next meeting held in person.
- May 2020 – statement not yet received, so deferred to the next meeting.

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

- HMRC (quarter 3 and quarter 4 payment plus August deficit) – item already checked on March statement – placed on June agenda in error.
- HMRC (April payment) – item already checked on March statement – placed on June agenda in error.
- HMRC (May payment) – checked on April statement (paid 1st May).
- Zurich insurance - checked on April statement (agreed March meeting).

8. Date of Next Meeting

09 July 2020 to commence at 7.00pm.

The meeting terminated at 9.00pm.

Chairman

Date