

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, DH2 3PN, on Thursday 10 March 2022 @ 7:00pm.

Present: Councillors – Elley, Inman, Jackson, Rippon, and Walker.

Also in attendance – John Kelly (Parish Clerk) and County Councillor Waldock.

1. Welcome:

The Vice-chair (acting as Chair of the meeting) welcomed everyone to the meeting.

2. Apologies for Absence:

There were written apologies from Councillor Craig. County Councillor Wilson also offered apologies, although not required.

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

3. To review the COVID risk assessment for KPPC meetings in person.

Risk assessment reduced to minimum actions in line with new guidance.

Resolved: *Risk assessment amended to reflect current national guidance.*

4. Disclosable Pecuniary Interests:

No interests were disclosed.

5. Minutes of Council meeting – 10 February 2022:

The minutes of the Council meeting held on 10 February 2022 were approved as a true record by the Council, subject to one minor amendment regarding a typing error that stated Councillor Jackson was elected Chair, rather than Vice-chair.

6. Parish Matters and on-going items:

a) County Councillors' Report

A litter pick is arranged at Nettlesworth for 2-3pm on Sunday 3 April. Councillor Waldock will send photos to the Clerk of Perkinsville car park, as agreed. Councillor Waldock advised KPPC that a discussion may be needed soon whether funding is made available for improvements to the play park at Nettlesworth, or Kimblesworth, or whether a new park would be best. Councillor Wilson was not in attendance and had not provided an update.

Resolved: *Councillors Waldock and Wilson to update on all queries at the next meeting.*

b) Highways, paths, and road signage

Councillors Waldock and Wilson are still awaiting a timeframe when the red bollards will be placed at the A167 crossing.

Resolved: *Councillors Waldock and Wilson to update on all queries at next meeting.*

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

The Clerk has still only received one quote. All other groundworks and/or landscapers do not reply to requests. Councillor Jackson asked if work could proceed with one quote – the Clerk advised Standing Orders do allow for this where it is difficult to obtain more than one quote, but this would not be best practice and the Council should not proceed without a second quote for comparison.

Resolved: *Working Group to meet when a second quote is received.*

d) Community Centre Report

The lease has now expired, but extension discussions are ongoing. Kevan Jones MP is due to meet the Lambton Estate to discuss the matter. Councillor Rippon asked Councillor Walker if the insurance for the community centre was still valid without an extended lease. Councillor Inman supported the query.

Resolved: *To note update.*

e) Planning Applications

The Council discussed the following application:

- DM/22/00365/FPA (Proposed extension and alterations to Lilac Cottage, Plawsworth)

Resolved: *No comment offered by the Council.*

f) Allotments

Notice was served on the tenant of plot 1. Since then, the plot was abandoned and has been vandalised significantly. All structures were damaged. A dead chicken was found at plot 1. The entrance was vandalised.

Resolved: *The Chair will assist the Clerk with removing excess debris left at plot 1; to note other updates.*

g) Newsletter (new standard item from March 2022)

Councillor Walker suggested inclusion of the Queen's Jubilee celebrations, for content in the next newsletter.

Resolved: *To note update.*

h) HR Panel Terms of Reference and Staff Appraisal Policy

Terms of Reference (ToR) and Appraisal Police reviewed and approved.

Resolved: *The Council agreed the HR Panel ToR and Staff Appraisal Policy.*

i) Internal Audit

The Council agreed to appoint Gordon Fletcher as internal auditor for 2021-22.

Resolved: *The Council appointed the internal auditor, Gordon Fletcher.*

j) Council Insurance

The Council agreed to renew insurance for 2022-23 with Zurich Insurance.

Resolved: *Zurich Insurance approved as provider of insurance for KPPC for 2022-23.*

k) Grant applications

The Council discussed a new Grant Awards Policy and amended Terms of Reference for the grant awards. The Council discussed two separate applications for Kimblesworth Cricket Club - one for £1,200 (roof of changing rooms), one for £5,700 (changing rooms renewal).

Resolved: *The Council agreed the new policy and ToR for grant awards. Councillor Inman abstained. The Council approved the grant for £1,200. The Council deferred the larger application, awaiting further information regarding longevity of renewing the changing rooms.*

l) Training

- Year-end accounts and Audit
- VAT
- Internal Audit

All training offered by The Parkinson Partnership at a cost of £30 per person, per session.

Resolved: *No Councillors expressed an interest in any training event.*

m) Correspondence

- Enquiry regarding the ill repair of the wall around the cricket pitch, Kimblesworth.

Resolved: *All correspondence noted; County Councillor Waldock will discuss with Durham County Council the issue of the disrepair.*

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 £244.61 be paid to J Kelly (Clerk service, 1st – 28th February, 26 hours)
- (2) The sum of £56.63 be paid to J Kelly (Clerk services, NJC backdate to April 2021)
- (3) The sum of £3.49 be paid to J Kelly (HP ink, February)
- (4) The sum of £78.00 be paid to PKCA (meeting rooms January to April plus Clerk's appraisal)
- (5) The sum of £257.60 be paid to Zurich Insurance 2022-23
- (6) The sum of £555.00 to ALV IT (website hosting and support)

b) Receipts

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

- PAYE (to HMRC) February hours, March submission (£75.20)
- Printer subscription with HP - see item 7(a)3 above (£3.49 February)

c) Bank statements and direct debits

Resolved:

Statements checked:

- January 2022

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

- HMRC – January statement (January submission, £61.20)
- Anglian Water trading as Wave (quarterly) – not due until March statement.

8. Date of Next Meeting

14 April 2022 to commence at 7.00pm.

The meeting terminated at 20.36.

Chairman

Date