

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

## Kimblesworth and Plawsworth Parish Council

Minutes of a meeting of the Kimblesworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, DH2 3PN, on Thursday 20 May 2021 @ 7:00pm.

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

**Also in attendance** – John Kelly (Parish Clerk), County Councillor Waldock, County Councillor Wilson and approximately 10 members of the public.

During the public participation section prior to the formal meeting commencing, several members of the public queried a planning application at Eureka Terrace, Tanhills. The concern was that the proposed accommodation was to support clients from a chaotic background, including drug and alcohol issues, and previous criminality. County Councillor Wilson advised that the accommodation was to be used for adults with autism and that 24-hour on-site support would be present. The public were supportive if this were the case but would not want the client base to change in future without local consultation. The County Councillors present advised they would investigate the application further and provided their contact details. The Parish Council advised they would discuss the application on the agenda.

A representative from Rymote Broadband also attended the public participation section of the meeting and presented the work they were carrying out across the local villages and Chester-le-Street. They asked for support from the Parish Council in promoting the work, in line with the Council's objectives and recent work over the last year to improve broadband speeds in the area. The Parish Council advised they would discuss the item on the agenda.

Councillor Jackson signed his acceptance of office (as a member) prior to the meeting commencing.

### 1. **Welcome:**

The Chairman welcomed everyone to the meeting.

### 2. **Apologies for Absence:**

Written apologies were received from Councillor Hodgson.

***Resolved:*** *Apologies were noted for the above Parish Councillor. The Council agreed Cllr Hodgson would sign his acceptance of office prior to next meeting, due to exceptional circumstance.*

### 3. **Disclosable Pecuniary Interests:**

No interests declared.

**4. Minutes of Council meeting – 08 April 2021:**

The minutes of the Council meeting held on 08 April 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 April be circulated with the agenda (acting as his update). All councillors advised they had read the PACT report. The Clerk reminded the Council that PCSO Payne left his role on 27 April 2021 and the role will not be back filled until later in the year.

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

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

Councillor Wilson met the DCC Team Leader for Clean and Green and the Clerk, prior to the meeting, at the triangular piece of DCC land at the corner of Cedar Avenue and the B6312 (regarding the carving). The Team Leader will provide quotes for fixing the seat and carving for the next meeting. Councillor Wilson informed KPPC that the same Team Leader will soon confirm the seeding of the abandoned flowerbed at the corner of Hillmeads and Tanmeads. A visit had also been made to the trough and the Team Leader was positive towards minor work that could be carried out there – stonework, flowers, landscaping etc. Councillor Wilson will chase the outcome of the request for assessment by DCC of the kerbs around Cedar Avenue and their suitability for wheelchair users. Councillor Wilson advised he had not had word regarding the outcome of section 106 application for a fence at the football field at Ugly Lane. Councillor Wilson was asked to investigate why Nettlesworth no longer has a lollipop person at school starting/finishing time. Councillor Wilson will be in touch with Cllr Craig regarding the DCC site visit at the A167, regarding a crossing and lighting. Councillor Wilson advised he will contact DCC regarding rules on high fencing in streets that obscure views on bends. He will also speak to someone at DCC regarding water run off from farmer fields, that cause a danger to public and private roads (i.e., at the allotments). Councillor Wilson asked all parish councillors to see whether 'What3Words' app would be beneficial to them – he thinks it will assist with reporting issues around the villages (as it pinpoints locations).

Former County Councillor, Heather Liddle sent thanks to the Parish Council, Clerk and County Councillor Wilson for their assistance and engagement over her term of office. She confirmed that DCC highways design team had created a proposed plan to create hard standing parking and access at Ugly Lane, along with approximate costings and had a joint meeting with the Clerk and Karbon Homes who are also keen to be involved with the project. This project has been handed over to the new councillors to take forward.

Councillor Waldock will liaise with DCC neighbourhood wardens regarding the issue with rubbish and fly tipping at the woods between Broadmires and the allotments. Councillor Waldock advised the Clerk she would forward details of an allotment society KPPC may wish to join.

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

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

There was no update given on behalf of the Centre. However, County Councillor said the lease issue is being thoroughly dealt with by DCC – the land was re-registered with the former Chester-le-Street District Council decades ago, so was passed to DCC when the unitary authority was created.

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

[Councillor Inman left the meeting.]

### **c) Planning Applications**

- DM/20/01263/FPA – Eureka Terrace, Tanhills – conversion of existing 12no bedroom hostel into 5no self-contained supported living units with staff and communal areas

The Council had listened to the views of the residents at the beginning of the meeting, in the public participation section. The Council agreed they would share their concerns for future change of client base at the supported accommodation. Its current proposed use is not a concern but the area should be consulted again, if the existing provide or new provider decided to use the supported accommodation for a new purpose.

**Resolved:** *The Clerk will submit comment to advise the Parish Council has no issue with the current proposed use (adults with autism) but would wish for further consultation if this were to change in future (regardless of whether planning variation is needed).*

#### **d) Allotments**

Plots 15 and 25 have been signed for, paying half the annual rent plus £4 pest control charge, with £28 collected in total. A total of £51 has been banked by the Clerk which includes money from the two plots signed for in April. The Clerk advised the Council that complaints from residents regarding excessive fires at the allotments had decrease since letters were sent to tenants. Next pest control visit is schedule for 29<sup>th</sup> May. Councillor Walker asked what action can be taken if a tenant commits anti-social behaviour at the allotment site – the Clerk advised depending on the urgency of the matter, the victim should call 111 or 999. If a tenant wants to raise any matter with the Council, they should contact the Clerk. The Council discussed actions if asbestos was found at the allotments – the Council asked the Clerk to contact CDALC legal consultant for advice and report back to the Council at a future meeting.

**Resolved:** *To note updates; and Clerk to contact CDALC regarding asbestos at allotments.*

#### **e) Highways and road signage**

The Community Speed Watch Team carried out their most recent speed survey on 27<sup>th</sup> April 2021. 42 vehicles were tracked at 30mph or less, eight were between 31 and 34mph, zero were 35mph or above. Therefore, no referrals were made for letters/fines. The team advised the watch took place at 10am and this cannot be done at school times - as children may gather, and this would be considered a danger.

**Resolved:** *To note updates.*

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

Councillor Wilson had volunteered in April to provide the Clerk with sketches on which to obtain quotes. However, due to time constraints this has not been possible, so no Trough Working Group has been called. Clerk stated he could arrange a working group meeting in June, once quotes were collected. DCC have visited the site and will be providing a quote for the work also.

**Resolved:** *Item deferred.*

#### **g) Annual Internal Audit 2020-21**

The Clerk had circulated the Annual Internal Audit Report with the meeting papers. Two recommendations of best practice were suggested by the internal auditor: 1) for the Chair to sign the Clerk's timesheets each month (this will not be a problem for the Council as this had only stopped due to COVID); and 2) to pay the exact amount of PAYE each month to HMRC, by online payment, instead of paying a set amount by standing order each month and then paying any balance at year-end.

**Resolved:** *The Council agreed the contents of the report and recommendations.*

#### **h) AGAR 2020-21**

The Clerk presented the Annual Governance Accountability Return for 2020-21.

**Resolved:** *Council agreed the accounts ending 31<sup>st</sup> March 2021, 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 23<sup>rd</sup> May, ready for the start of the exercise on 24<sup>th</sup> May 2021. The Clerk*

Initialled by Chairman \_\_\_\_\_ 2021 - 2022 – May.

*will send the certificate of exemption to Mazars (external auditor) along with the contact details for the Clerk and Chair. An expenditure list of all items over £100 for 2020-21 will be added to the website, along with the assets of KPPC, in line with the exemption rules.*

#### **i) Broadband**

The Council discussed broadband in the villages and agreed to promote Rymote. The Clerk will contact residents in Plawsworth who assisted with the original Openreach quote, to explain the change in voucher scheme and direction of travel (i.e., local company, already working in the area).

**Resolved:** *The Council agreed to promote Rymote on Facebook and their website and include leaflets in their newsletter circulation in the summer.*

#### **j) KPPC Newsletter**

The Clerk asked councillors to send any items they wished to be included in the newsletter before the next council meeting. A draft will be brought to June meeting for approval.

**Resolved:** *To note update and provide Clerk with any items of interest for the newsletter.*

#### **k) Grant applications**

- None

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

#### **l) Training**

- Councillor Essential introductory Training (CDALC) – Tue 1 June 6pm-8pm, or Wed 16 June 6pm-8pm, both online (£10 per person)
- Code of Conduct Training (DCC Monitoring Officer and Solicitor) – Mon 7 June 6pm-7pm online (free)
- Responsible use of Social Media for Councillors (DCC Monitoring Officer and Solicitor) – Mon 14 June 6pm-7pm online (free)

**Resolved:** *To note training; Councillors Jackson and Walker asked the Clerk to book them on the Code of Conduct training, and Cllr Cole expressed an interest in the social media training (Clerk to provide further details).*

#### **m) Correspondence**

- Rubbish reported at wood between Broadmires and Woodland Terrace, Nettlesworth.
- Broken allotment tap (22 April) flooding road.
- Fires at the allotments – not controlled and excessive.

**Resolved:** *The Council are working with DCC and County Councillors regarding the issues with rubbish at the woods; the broken allotment tap was fixed within 24 hours following contact by the Clerk with a plumber (a valve has also been added so Northumbrian Water to not require call out each time it breaks); and the Clerk has sent letters to tenants regarding fires recently, which appears to have improved the situation at the allotments (the matter will also be discussed with tenants at the next inspections).*

## **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 £376.40 be paid to J Kelly (Clerk service, 1<sup>st</sup> – 30<sup>th</sup> April, 38 hours inclusive of two hours from the training budget for CILCA)
- (2) The sum of £7.98 be paid to J Kelly (HP ink, April, and May)
- (3) The sum of £1650.00 was paid to S Clark T/A Direct Waste Services (rubbish removal)
- (4) The sum of £70.00 was paid to B Ord Plumbing (allotment tap and valve)
- (5) The sum of £150.00 be paid to G Fletcher (Internal Auditor)

### **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) – incorrectly minuted in April minutes
- PAYE (to HMRC) April hours, May submission (£94.00)
- Printer subscription with HP - see item 7(a)2. above (£3.49 each for April and May)

### **c) Bank statements and direct debits**

**Resolved:**

Statements checked:

- March 2021
- April 2021

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

- HMRC (final 2020-21 payment) – checked on April statement (£6.21 and £69.22)
- Anglian Water trading as Wave (quarterly) – checked on March statement, 1<sup>st</sup> April (£23.23).
- Zurich Insurance – checked on April statement (£257.60)

## **8. Date of Next Meeting**

10 July 2021 to commence at 7.00pm.

*The meeting terminated at 20.38.*

**Chairman**

**Date**

Initialled by Chairman\_\_\_\_\_2021 - 2022 – May.