

Kimblesworth and Plawsworth Parish Council

Minutes of the Ordinary Meeting of the Kimblesworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, DH2 3PN, on Thursday 15 May 2025 @ 7:00pm.

Present: Councillors – Bruce, Burnip, Inman, Jackson (Chair), and Moon-Schott.

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

1. Welcome:

The Chair welcomed everyone to the meeting.

2. Apologies for Absence:

Written apologies were offered by Cllr Rippon and Walker.

Resolved: *Apologies noted.*

3. Disclosable Pecuniary Interests:

No member declared a pecuniary interest.

4. Parish Matters and on-going items:

a) County Councillors' Report

There were no County Councillors present. The Council asked the Clerk to contact the new County Councillors.

Resolved: *Clerk to contact the newly elected County Councillors regarding attendance.*

b) Highways, paths, and road signage

Cllr Bruce advised that although Hillmeads paths had recently been resurfaced, the paths leading to The Crescent had not, and they are most in need.

Resolved: *Clerk to contact Highways at DCC to log.*

c) Primary School, Nettlesworth

Cllr Bruce read an update regarding the school.

Resolved: *To note update.*

d) Community Centre Report

Cllr Bruce read an update regarding the community centre.

Resolved: *To note update.*

e) Planning and Licence Applications

The following applications were discussed:

- None.

Resolved: *Nothing to resolve.*

f) Allotments

Cllr Jackson advised he will call a committee meeting to complete inspections in June. The Council again discussed a waste bin of used oil reported by the new tenant of plot 29. The Clerk advised that the administrative assistant was struggling to receive quotes for the waste to be collected from contractors for the removal of oil. Tree pruning was discussed again but deferred whilst contact can be made with the new county councillors and the Clerk can obtain response from the Street Lighting Manager at DCC, who may action the work at a cost. Cllr Jackson advised he received a letter from DCC confirming the large trees (after inspection) were in good condition but admitted they needed pruning. As the trees were confirmed to be on unregistered land DCC stated they would not prune the trees. The Council agreed there are still several factors to agree on prior to any potential works being undertaken by the Council, including land ownership, surveyance, and the responsibility for tree cutting around electric lines.

Resolved: *To note update.*

g) Newsletter

No further items were provided for the newsletter. The Clerk reminded the Council there was content for approximately three pages of a newsletter and the Council may wish to go to print later in the Summer (a draft has not yet commenced).

Resolved: *To note update.*

h) Project updates

The Clerk read an update from the administrative assistant regarding ongoing and proposed projects. DCC has still not given approval for the stone village signs in writing and has not provided a quote for the verbally agreed improvements to the car parking area at Plawsworth, which would allow submission of the s106 application drafted in 2024. The administrative assistant will research the white gates appearing around villages where speed limit is reduced to 30mph. The Pit Banner Working Group will meet again soon for further discussions.

Resolved: *To note update.*

i) New clerk appointment

Cllr Jackson gave an update on the recent interviews for the Clerk position. The HR Panel has appointed Daniel Inman as the new Clerk, subject to Council approval to sign the contract. Mr Inman will need to stand down as a councillor, and due to legislation cannot be paid for 12 months (he is aware). The Council agreed to the appointment (proposed by Cllr Jackson, seconded by Cllr Burnip, both of which were on the HR Panel), and instructed the Chair to sign a contract with the successful candidate at the end of the meeting. The Clerk advised of a first reserve for the position and stated his details should be kept on file for six months, to be appointed without interview if the vacancy arises in that timeframe. The Council agreed.

Resolved: *Chair to sign contract with Mr Inman as the new clerk; reserve candidate to have his details kept on file for a period of six months.*

j) Existing Clerk proposal

The existing Clerk advised he can remain with the Council through June and July to train and assist the newly appointed clerk (Clerk in Training). Cllr Bruce proposed a motion for the Departing Clerk to depart in the first part of August (after a physical handover of all records and equipment to the new clerk).

Resolved: *Existing Clerk to end his employment w/c 4th August 2025.*

k) VE and V-J Day 80th anniversary

Cllr Moon-Schott proposed to procure metal holders for the ground where soldiers and planes are places for commemoration events. Cllr Burnip seconded the motion, and the Council agreed. Cllr Jackson proposed the purchase of further poppies and a stand for displays, seconded by Cllr Moon-Schott, and the Council agreed.

Resolved: *Departing Clerk to request the administrative assistant to purchase additional items and commission ground fittings from New College.*

l) Annual internal audit report 2024-25

The Council received the annual internal audit report. No recommendations were made, and the Council received full assurance on their actions from the internal auditor.

Resolved: *Report received and noted.*

m) AGAR 2024-25

The Council agreed the accounts ending 31 March 2025 (proposed by Cllr Jackson, seconded by Cllr Burnip), approved the Annual Governance Statement (proposed by Cllr Jackson, seconded by Cllr Burnip), approved the accounting statement for 2024-25 (proposed by Cllr Jackson, seconded by Cllr Burnip), and noted the commencement date of 3 June 2025 for the exercise of public rights, set by the Responsible Finance Officer. The certificate of exemption will not be sent to the external auditors because income and expenditure exceeded £25,000. Instead, the AGAR will be reviewed by the external auditors.

Resolved: *The Council agreed accounts and statement for 2024-25, the Governance Statement, the dates for the exercise of public rights and for the Departing Clerk to send the AGAR to the external auditors. The Departing Clerk will upload these documents to the website on 3 June 2025, with other associated documents.*

[Cllr Moon-Schott left the meeting at 7.54pm]

n) Primary school contact

Cllrs Bruce advised she will remain as the school contact. Council noted.

Resolved: *Nothing to resolve.*

o) Nomination of trustee to Plawsworth and Kimblesworth Community Association

Cllrs Bruce advised she will remain as the Council's nominated trustee with PKCA.

Resolved: *Nothing to resolve.*

p) Grants

- None.

Resolved: *Nothing to resolve.*

q) Training and events

- New councillor training (CDALC), Wednesday 4 June, 6-8pm (by Zoom) £20 per attendee.
- New councillor training (CDALC), Thursday 12 June, 9.30am-1pm (in person at Oakleaf Centre, Newton Aycliffe) £20 per attendee.
- Why Code of Conduct Matters (DCC), Thursday 19 June, 6-7pm (by Zoom), Free attendance.
- Social media: (external via CDALC), Wednesday 25th June, 6-8pm (by Zoom) £20 per attendee

Resolved: Nothing to resolve, as there were no requests for training.

r) Correspondence

- Community Protection Officer (DCC) regarding avian flu and allotments.
- Request for dog walking area at Ugly Lane (resident query)
- Further resident query regarding parking at The Crescent, Nettlesworth.
- Karbon response regarding parking at The Crescent.
- Resident query regarding The Elms project (Kimbleworth)
- Co-option enquiry (local resident)
- Memorial bench at the community centre (interested party)

Resolved: To note correspondence. Clerk in Training to contact CPAL at Durham County Council for next steps on the Karbon proposal (regarding transfer of land at The Crescent).

5. Financial Matters:

a) Payments

Resolved: The following payments were agreed (and invoices signed by the Chair):

- (1) The sum of £249.40 be paid to J Kelly (Clerk service, 1st – 30th April, 20 hours; includes additional days' work for year-end accounts/ AGAR).
- (2) The sum of £5.49 be paid to J Kelly (HP ink, April).
- (3) The sum of £45.44 be paid to J Kelly (materials for VE day crosses).
- (4) The sum of £204.78 be paid to J Kelly (materials for VE day display).
- (5) The sum of £278.16 be paid to G O'Brien (admin services, 1st – 30th April, 21.6 hours; includes 6 hours annual leave owed for 2024-25).
- (6) The sum of £396.00 be paid to Zurich Insurance (annual insurance).
- (7) The sum of £275.00 be paid to Walldridge Parish Council (tree planting at the trough).
- (8) The sum of £44.00 be paid to CDALC (Good Councillors' Guide, hard copies).

b) Receipts

Resolved: The following receipts were noted and will be signed by the Chair:

- PAYE (to HMRC) April hours, May submission (£61.60)
- HP ink, April (£5.49)
- Toolstation, wood stain (£16.39)
- B and Q, timber (£29.05)

Initialed by Chairman

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- Amazon, multiple VE day items (£204.78)

c) Bank statements and direct debits

Resolved:

Statements checked:-

- March 2025 (no. 186)

Direct debits, standing orders, and regular payments checked by the Chair and signed:-

- HMRC, April payment (£44.20)

- Anglian Water T/A Wave (£37.48)

6. Date of Next Meeting

12 June 2025, Ordinary Meeting of the Council at 7pm.

The meeting terminated at 20.27.

Chairman

Date