

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, 10 October 2019 @ 7:00pm.

Present: Councillors – Cole, Craig, Walker (Lillian) and Walker (Lisa)

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

1. Welcome:

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence:

PCSO Luke Payne, Cllr Rippon, Cllr Hilland, Cllr Kendall and County Councillors Simon Wilson and Heather Liddle offered written apologies.

***Resolved:** Apologies were approved by the Chair.*

3. Disclosable Pecuniary Interests:

No interests were declared.

4. Minutes of Council meeting – 05 September 2019:

The minutes of the Council meeting held on 05 September 2019 were approved as a true record and were signed by the Chairman.

5. Minutes of Extraordinary Council meetings – 26 November 2018. 19 December 2018. 24 January 2019 and 31 January 2019:

These minutes were now available for approval, but the dates of the meetings had been incorrectly stated on the agenda (and Extraordinary meeting minutes from February also require approval), so the item was deferred until next meeting.

6. Police Report:

No PCSOs were in attendance. PCSO Payne asked that the most recent PACT report be read out (acting as his update). Cllr Cole read key points from the PACT report.

7. Parish Matters and on-going items:

a) County Councillors Report

No County Councillors were in attendance. Cllr Cole read out a brief update provided by Cllr Liddle regarding the wildlife area at Broadmire Terrace – it has now been cut back by Durham County Council.

Resolved: *Update noted.*

b) Community Centre Report

An update was provided – lease issues are ongoing – the owning company have been found to be based in Guernsey.

Resolved: *Update noted.*

c) Planning Applications

- None received

Resolved: *No decisions required.*

d) Allotments

The clerk was asked to check the Allotments Act 1950 for rules around usage of land.

Resolved: *The Clerk will provide a response at November's meeting.*

e) Highways and road signage

It was noted that the road width issue at Cross Lane was now resolved as curbs were in place and the road had been resurfaced. A speed visor has been placed in the area by Durham County Council, following recent speed checks by the police. NALC had circulated a recent update to advise it was not part of parishes lawful powers to erect speed visors. Cllr Craig presented photos from Wheatleywell Lane, Plawsworth.

Resolved: *Update noted and photos from Cllr Craig sent to County Councillors (by clerk).*

f) Explanation of the change of date to September's meeting

The clerk advised he requested the change of date for personal reasons, with a month's notice. He wished to attend the meeting as it would be his first without the former locum clerk but could not attend the original date. CDALC advised law does not cover changes to meeting dates and if KPPC standing orders did not, then to check quorum could be met with a new date and proceed. All councilors except one advised they could attend the new date.

Resolved: *The council agreed it was not best practice to change dates and asked that the clerk add to the Standing Orders that meeting dates can only be changed in future if it is known in advance that quorum cannot be met.*

g) Budget

The clerk presented a new draft version, based on the draft from earlier in the financial year by Cllr Inman, with some new amendments.

Resolved: Following some further suggestions, the budget was amended and approved for 2019-20.

h) Christmas Tree

The Council discussed the costs obtained by the clerk for the purchase of a tree, the lights and the electric supply. The costs were high, and the council agreed they could not commit such a large amount of the budget to this project.

Resolved: The council did not agree to proceed. The clerk was asked to source costs for the purchase of a small tree that could potentially be gifted to the Community Association and utilised in future years.

i) Memorial Bench

The Council considered the costs for a plaque on a new bench in the memorial garden (requested for a former parishioner). Discussion also took place on the design of the bench. It was decided a memorial bench policy would benefit the council before any decision was agreed.

Resolved: The clerk will provide a draft policy at the November meeting for the council to approve.

j) KPPC Newsletter

The council discussed three quotes for the printing of the quarterly newsletter. It was agreed to order with Ash Signs, based in Nettlesworth (at a cost of £190). Flyers will also be distributed to the new housing estate at Sacriston to advise they are part of KPPC.

Resolved: The council agreed to print with Ash Signs. The clerk to place order and bring to the next meeting so councilors can distribute.

k) KPPC website

The council considered options for domain transfer, provided by Cllr Inman in previous correspondence. The council decided the new website will have a new domain. When the new site is implemented, the old (current) site will be taken down.

Resolved: The Council agreed to change the domain name of the KPPC website.

l) Grant applications

- None received.

Resolved: No decisions required.

m) Training

The Council discussed the upcoming Chairmanship training. Expressions of interest were requested from councilors wishing to attend.

Resolved: The Council agreed for the Chair to attend the training at a cost of £27.

n) Correspondence

- The Council discussed an interest from a resident to become a parish councillor.

Resolved: The Council agreed for the resident to be invited to the next meeting for co-option.

8. **Financial Matters:**

	(a) <u>Payments</u>	
	<u>Resolved:</u> <i>The following payments were agreed (and invoices signed by Cllr Cole):</i>	
	<p>(1) That the sum of £155.00 be paid to Kimblesworth and Nettlesworth Community Task Force (grant agreed at July meeting).</p> <p>(2) That the sum of £150.00 be paid to Gordon Fletcher (internal audit payment).</p> <p>(3) That the sum of £1080.00 be paid to Kimblesworth Cricket Club (grant agreed at September meeting).</p> <p>(4) That the sum of £1988.13 be paid to St Philip and St James Church (grant agreed at September meeting).</p> <p>(5) The payment on the agenda for this item was not paid*</p> <p>(6) That the sum of £284.86 to be paid to J Kelly (Clerk service, 1st – 30th September, 33 hours)</p> <p>(7) That the sum of £29.81 be paid to J Kelly (remaining money owed following interim payment at September's meeting – Clerk service, 19th June – 31st August).</p> <p>(8) That the sum of £20.90 be paid to J Kelly (stationery and stamps).</p> <p><i>*The following payment was not agreed:</i></p> <p>The sum of £475.00 to A Cole (HMRC payment) – this sum could not be paid by cheque as there was only one cheque signed in attendance (other than A Cole) and two signatures are required for all cheque payments. Deferred to November meeting for payment.</p>	
	<p>(b) <u>Receipts</u></p> <p><u>Resolved:</u> <i>The following receipts were noted and signed by Cllr Cole:</i></p> <ul style="list-style-type: none"> - Stamps (£8.40) as noted in 8(a)5. - Stationery (£12.50) as noted in 8(a)5. - Previous monies owed to HMRC (£475), paid by the Chair (A Cole) - PAYE (to HMRC) June to August (£94.95) - PAYE (to HMRC) September (£71.20) 	
	<p>(c) <u>Bank statements</u></p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> - April 2019 – checked and signed by the Chair. - May 2019 – checked and signed by the Chair. - July 2019 - unavailable to check – deferred to next meeting. - August 2019 – unavailable to check – deferred to next meeting. 	

	(d)	<p><u>Online banking</u></p> <p><u>Resolved:</u> <i>The application form to transfer online banking to the Clerk was completed. Additional authorised signatories were required so the Council agreed that all attendees not currently a signatory (Lisa Walker and Gareth Craig) complete the form.</i></p>
	(e)	<p><u>HMRC direct debit (for payment of PAYE)</u></p> <p><u>Resolved:</u> <i>The Council agreed that a direct debit should be set up for regular monthly amounts to cover PAYE for the clerk's salary. These payments will be included in the receipts section of future agendas, for review.</i></p>
<p><u>9. Date of Next Meeting</u></p> <p>14 November 2019 to commence at 7.00pm.</p> <p><i>The meeting terminated at 8:45pm.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="581 793 737 835">Chairman</div> <div data-bbox="1214 793 1286 835">Date</div> </div>		