

## **Kimbleworth and Plawsworth Parish Council**

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held remotely via Skype, on Thursday, 09 April 2020 @ 7:00pm.

**Present:** Councillors – Cole, Jackson, Kendall, and Rippon.

**Also in attendance** – John Kelly (Parish Clerk).

### **1. Welcome:**

The Chairman welcomed everyone to the meeting.

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

Cllr Craig, Cllr Hilland, Cllr Inman, Cllr Walker (Lisa) and County Councillor Wilson offered written apologies.

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

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

No interests were declared.

### **4. Minutes of Council meeting – 12 March 2020:**

Councillor Jackson stated he had asked for a flytipping issue at the allotments, behind Woodland Terrace, to be minuted under the County Councillor report section. County Councillor Wilson has logged the issue several times but the area has still not been cleared by Durham County Council.

The minutes of the Council meeting held on 12 March 2020 were approved as a true record and will be signed by the Chairman at the next meeting in person, subject to the one amendment to the County Councillor's report section mentioned above.

### **5. Police Report:**

No PCSOs were in attendance. PCSO Payne asked that the most recent PACT report for March be read out (acting as his update). PCSO Payne also provided a brief update on matters relating to the Coronavirus in the area. Cllr Cole read key points from the report and update.

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

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

Councillor Wilson provided new information (by email) from Durham County Council (DCC) regarding the risk assessment of the multi-use paths on the A167 (that have no streetlights). This information has been circulated by email to Councillors. DCC have assessed there is no cause for concern on the unlit stretch of A167 and lights will not be added along the road, at this moment in time. DCC have also advised that Ugly Lane is private land (not adopted) and although DCC maintain it as a public footpath, the damage is mainly caused by traffic. That said, they will check the lane again when it is safe to do so (when Coronavirus restrictions are lifted). An update (sent by email) was also read out on behalf of Councillor Liddle, by the Chair, regarding the Sacriston Youth Project.

**Resolved:** *The Clerk was asked to contact County Councillor Wilson again, regarding the flytipping issue at the allotments – the area of concern has not been cleared.*

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

No update available.

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

### **c) Planning Applications**

There were no applications to discuss.

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

### **d) Allotments**

The Clerk advised the working group will now meet virtually (due to the Coronavirus) to review the tenancy agreement, rents and inspections. Letters will be sent to all tenants advising rent will not be collected until later in the year, when it is safe to do so. The letters will also advise a new tenancy agreement is being considered.

**Resolved:** *Council to note update.*

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

There are to be two road closures in the parish at:

- Prospect Terrace, Plawsworth, part closure (lights in place) for ten days from 29<sup>th</sup> June 2020
- Road from A167 to South View, Kimblesworth, full closure (diversion in place) for 15 days from 1<sup>st</sup> June 2020.

**Resolved:** *Clerk to circulate both closure notices by email to the Council. These will be advertised on the Council's Facebook in mid-late May.*

### **f) Newsletter schedule**

The Council discussed the frequency of the newsletter, with the aim to have the best quality newsletter possible. A previous decision was made to publish newsletters quarterly. It was now agreed that 3 editions per year is best value for money.

**Resolved:** *The newsletter will be printed three times a year. Flexibility (by a few weeks) around deadlines will be allowed, to ensure that the content is quality.*

#### **g) Scheme of Delegation amendment**

The Council confirmed an amendment to the Scheme of Delegation, allowing the Clerk to make one donation in a 6-month period, up to £500, to improve the lives of parishioners during the Coronavirus pandemic.

**Resolved:** *The Council agreed the amendment at clause 2.24 of the scheme, now published to the KPPC website:*

*“To make arrangements for an emergency monetary donation to a volunteer group, for the betterment of residents within the parish, in exceptional circumstances\* (up to a maximum of £500, in line with the Council’s Financial Regulations). Such a payment can only be made once by the Clerk in any 6-month rolling period.*

*\* Examples of exceptional circumstances are a flood, fire, or pandemic.”*

#### **h) Standing Orders review**

The Council discussed amendments to KPPC Standing Orders considering the Coronavirus Act 2020 and the subsequent new regulations for parish councils.

**Resolved:** *Standing Order amendments were approved as follows – meetings can be held remotely, and attendance includes being heard on a video/conference call; voting can be carried out verbally; documents can be shared with public on request (to the Clerk); disorderly conduct can lead to removal from a call; and the annual parish council meeting will not take place in 2020. Agreement was also made as to how meetings will be notified to councillors, the public, and the press. The Clerk will arrange for all amendments for 2020-21 to be added to the Council website. These amendments will remain in place until 7<sup>th</sup> May 2021, or earlier if central government remove legislation.*

#### **i) Schedule of meetings 2020-21**

The Council discussed the schedule of ordinary meetings for 2020-21 and the annual council meeting for 2020, following the recent legislation changes.

**Resolved:** *As per previous years, it was agreed to hold meetings on the second Thursday of each month, except in August when no meeting will take place. The dates for Ordinary Meetings are 14<sup>th</sup> May, 11<sup>th</sup> June, 9<sup>th</sup> July, 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November, 10<sup>th</sup> December, 14<sup>th</sup> January 2021, 11<sup>th</sup> February 2021, 11<sup>th</sup> March 2021, and the 8<sup>th</sup> April 2021. It was agreed there would be no Annual Parish Council Meeting in 2020, so no date is required.*

#### **j) Grant Applications**

- No applications.

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

#### **k) Training**

- No update.

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

## I) Correspondence

- Allotment waiting list (contact from resident)
- COVID-19 enquiry regarding Council actions

**Resolved:** Correspondence noted. There will be no reply to the anonymised second correspondence, but it is noted the Council have signposting and information regarding the Coronavirus on their Facebook page and website. Residents should follow social distancing rules given by central government and the NHS.

## 7. Financial Matters:

	(a) <b><u>Payments</u></b>	
	<b>Resolved:</b> The following payments were agreed (and invoices will be signed by the Chair at the next meeting held in person):	
	(1) (2) (3) (4) (5)	<p>The sum of £388.55 be paid to J Kelly (Clerk service, 1<sup>st</sup> – 31<sup>st</sup> March, 45 hours)</p> <p>The sum of £39.71 be paid to J Kelly (stationery and stamps)</p> <p>The sum of £105.00 be paid to Plawsworth and Kimblesworth Community Association (room hire, September-March)</p> <p>The sum of £500.00 was paid towards the Food for Thought project (Sacriston Enterprise Workshop leading on the COVID-19 response) on 31.03.2020</p> <p>The sum of £1,040 be paid to ALV IT Solutions (website development, support and emails)</p>
	(b)	<p><b><u>Receipts</u></b></p> <p><b>Resolved:</b> The following receipts were noted and will be signed by the Chair at the next meeting in person:</p> <ul style="list-style-type: none"> <li>- PAYE (to HMRC) March hours, April submission (£97.00)</li> <li>- Printer ink cartridge - see item 7(a)2. above (£17.49)</li> <li>- Stamps - see item 7(a)2. above (£18.24)</li> <li>- Noticeboard magnets - see item 7(a)2. above (£3.98)</li> </ul>
	(c)	<p><b><u>Bank statements</u></b></p> <p><b>Resolved:</b></p> <p>February 2020 – received but to be signed by the Chair at the next meeting in person.</p> <p>March 2020 – statement unavailable – to be deferred to next meeting.</p>
		<p><b><u>Direct debits</u></b></p> <ul style="list-style-type: none"> <li>- Information Commissioners Office – checked on February statement and will be signed by the Chair at the next meeting in person.</li> <li>- Northumbrian Water – March statement unavailable for checking – to be deferred to next meeting.</li> </ul>

**9. Date of Next Meeting**

14 May 2020 to commence at 7.00pm.

*The meeting terminated at 7.50pm.*

**Chairman**

**Date**