

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, Nettleworth, on Thursday, 09 January 2020 @ 7:00pm.

Present: Councillors – Cole, Hilland, Jackson, Rippon, Walker (Lillian) and Walker (Lisa); and County Councillor Wilson. One member of the public was in attendance.

Also in attendance – John Kelly (Parish Clerk).

1. Welcome:

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence:

PCSO Luke Payne, Cllr Inman, Cllr Craig, and County Councillor Liddle offered written apologies.

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

3. Disclosable Pecuniary Interests:

No interests were declared.

4. Minutes of Council meeting – 12 December 2019:

The minutes of the Council meeting held on 12 December 2019 were approved as a true record and were signed by the Chairman.

5. Police Report:

No PCSOs were in attendance. PCSO Payne asked that the most recent Chester-le-Street newsletter be read out (acting as his update). There was no PACT report for December. Cllr Cole read key points from the newsletter.

6. Parish Matters and on-going items:

a) County Councillors Report

Councillor Wilson discussed several areas for improvement with the Parish Council. He advised he would chase a response regarding implementation of a 20mph zone at Cedar Avenue, Kimblesworth. An update (sent by email) was also read out on behalf of Councillor Liddle, by the Chair.

Resolved: *Councillor Wilson will update the Council at the next meeting on any outstanding actions.*

[Councillor Wilson left the meeting.]

b) Community Centre Report

There was no update this month.

Resolved: *Nothing to resolve.*

c) Planning Applications

There were no applications to discuss.

Resolved: *Nothing to resolve.*

d) Allotments

The Council agreed three quotes were still needed before any booking could be made. Only one quote was available from Durham County Council. The Clerk will also seek advice on structures placed on allotment land, from the new legal advisory service contracted by CDALC.

Resolved: *The Council requested the Clerk obtain two further quotes for pest control to review at the next meeting. Clerk instructed to research structures on allotments and tenancy agreements for later update.*

e) Highways and road signage

There were no items for discussion this month.

Resolved: *No updates.*

f) Precept

The Council set the precept request for 2020-21 to the same amount as 2019-20 (previous year), £19,839.17.

Resolved: *Precept approved for 2020-21 – Clerk to submit form (countersigned by Chair) to Durham County Council.*

g) Employment Policy

The Clerk advised the Council that an employment policy is made up of a range of documents that are required as an employer eg grievance policy, maternity policy, line management policy etc. The Council have already approved some, but the Clerk will schedule to bring policies for approval in 2020, where the relevant documents do not yet exist.

Resolved: No single policy to approve – further documents will be brought in 2020.

h) Website update

The Clerk advised various documents had been sent to the web designer. Go live for the new KPPC website scheduled for February 2020.

Resolved: Update noted.

i) Scheme of delegation

Item deferred for approval at next meeting – Councillors to provide comments to the Clerk before next meeting.

Resolved: Suggested payment amounts that can be made by the Clerk (where a decision has already been made) will be added to the draft document and brought to next meeting.

j) Risk Register review

The Council reviewed the register with one minor amendment – to remove ‘hard copy’ from the requirement to keep all relevant acts on file (decision made that electronic copies and links to acts are ok).

Resolved: Risk Register agreed.

k) Disciplinary and Grievance Policy updates

The Council approved the new versions of each document, following updates by NALC. The Chair signed each new copy, to be kept on file.

Resolved: The Council approved the new updated policies.

l) Bus travel

The Council instructed the Clerk to contact Durham County Council (DCC) for information on bus routes through the Parish, and to request greater frequency and larger buses (capacity).

Resolved: Clerk to relay comments to DCC and update at next meeting.

m) New advice routes available for CDALC Members

New advice routes discussed.

Resolved: Update noted.

n) Co-op savings accounts

The Council agreed that £9,000 of Council budget could be placed in the Co-op savings account, to provide greater interest. This is the amount ringfenced for 2020-21.

Resolved: It was agreed the Council would utilise the Co-op savings account.

o) Grant Applications

- None

Resolved: No grants to consider this month.

p) Training

- None

Resolved: No training to discuss this month.

q) Correspondence

- Bus routes discussed and further information to be gathered for next meeting.
- Salt bin request – DCC rejected placement at Boyntons – they (DCC) have been asked to provide a quote for the Parish Council to consider funding.

Resolved: Correspondence noted.

7. Financial Matters:

	(a)	<u>Payments</u>	
		<u>Resolved:</u> The following payments were agreed (and invoices signed by the Chair):	
	(1)	The sum of £215.80 to J Kelly (Clerk service, 1 st – 31 st December, 25 hours) Chq No.400388	
	(2)	The sum of £38.00 to H Rippon (flyer insert reimbursement) Chq No. 400389	
	(b)	<u>Receipts</u> <u>Resolved:</u> The following receipts were noted and signed by Cllr Cole: - PAYE (to HMRC) December (£53.95) - Flyer insert (£38.00)	
	(c)	<u>Bank statements</u> <u>Resolved:</u> - August 2019 – unavailable to check – deferred to next meeting. - November 2019 – checked and signed by the Chair. - December 2019 - unavailable to check – deferred to next meeting.	

	<u>Direct debits</u>		
	<ul style="list-style-type: none">- Information Commissioners Office – Direct Debit form had not yet been sent (deferred to next meeting).- Northumbrian Water (November) – no payment showing on November statement. (December) - bank statement for December unavailable, so direct debit payment not checked – deferred to next meeting.		
<u>9. Date of Next Meeting</u> 13 February 2020 to commence at 7.00pm. <i>The meeting terminated at 8.40pm.</i> <table><tr><td>Chairman</td><td>Date</td></tr></table>		Chairman	Date
Chairman	Date		