

## **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 13 March 2025 @ 7:00pm.

**Present:** Councillors – Burnip, Craig, Elley, Inman (Chair), Jackson, Moon-Schott, Rippon, and Walker.

**Also in attendance** – Gemma O'Brien (Administrative Assistant), and County Councillors Waldock and Wilson. One member of the public was in attendance.

The Clerk was on annual leave, so the administrative assistant clerked the meeting.

### **1. Welcome:**

The Chair welcomed everyone to the meeting.

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

No absentees offered their written apologies.

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

### **3. To note legislation and guidance regarding Disclosable Pecuniary Interests and related standing orders, and Code of Conduct, clauses related to disclosure.**

The chair referred to legislation and gave guidance regarding pecuniary interests. Failure to register or to declare a disclosable pecuniary interest is a criminal offence under the Localism Act 2011, as well as a breach of the Council's Code of Conduct. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/ or disqualification as a councillor for up to five years. The Council's Standing Orders (Item 3(u)) state: "A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter".

### **4. Disclosable Pecuniary Interests:**

No member declared a pecuniary interest.

### **5. To receive and approve the minutes of the Ordinary Meeting of the Council held 13 February 2025.**

Cllr Craig stated that he left the meeting before the correspondence section of February's meeting and asked that the minutes be amended to reflect his departure. The minutes were approved by the Council, subject to this amendment.

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

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

County Councillor Wilson confirmed that this would be his last meeting and thanked the Council for support over his term of office. The Council reciprocated thanks. Councillor Waldock shared information on the forthcoming litter pick in the area and her intentions of door knocking ahead of the elections with her newly appointed election candidate.

**Resolved:** *Councillor Waldock to update on queries at next meeting.*

### **b) Highways, paths, and road signage**

Councillor Waldock informed the Council that the 20mph advisory limit signage at the B6312 is imminent. Councillor Waldock advised that Network Rail have not responded regarding a request to improve safety at the railway bridge. However, the Clerk noted that the temporary fencing has been replaced with permanent fittings. The Council noted that many paths within the parish have overgrown verges, and this can negatively impact on the walking network, particularly for wheelchair users, pushchairs and the elderly. Cllr Inman suggested a public petition to invoke action for a crossing to be installed at Glenmeads.

**Resolved:** *Councillor Waldock to update on queries at next meeting. Administrative Assistant to provide a briefing on non-maintained paths at a future meeting.*

### **c) Primary School, Nettlesworth**

No update was available.

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

### **d) Community Centre Report**

Cllr Walker provided an update on the community centre lease, which should be resolved within a four-month window. Plawsworth and Kimblesworth Community Association's Constitution, via an extraordinary meeting, has removed the maximum term a trustee can serve.

**Resolved:** *To note update.*

### **e) Planning and Licence Applications**

The following applications were discussed:

- None.

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

### **f) Allotments**

The Council agreed to send a first warning letter to the tenant of plot 19 due to an unattended garden and a fallen internal fence. Warning letters can be agreed by the Allotment Committee, but none had been called prior to the council meeting. The Council discussed a waste bin of used oil reported by the new tenant of plot 29. The Council deferred action until more information can be provided at April's meeting. Tree pruning was discussed after the admin assistant gave an update from five potential contractors, including costs. However, the Council agreed there are still various factors to consider 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 send a warning letter to the tenant of plot 19. Items regarding waste oil at*

*plot 29, and tree pruning deferred.*

**g) Newsletter**

Cllr Elley proposed the following items to be included in the next newsletter: VE Day Commemoration, the Summer Fair at the community centre, 20pmh advisory speed limit, and installation of interpretation panel at the trough site.

**Resolved:** *To note update.*

**h) Project updates**

The administrative assistant gave an update regarding ongoing and proposed projects. Costs for village landscaping have been received from Waldrige Parish Council's horticultural team. The installation of two benches were scheduled for March but they are still not in situ. Correspondence has been sent to DCC's Corporate Property and Land service, to look at the potential regeneration of the former nature reserve near Woodland Terrace. Initial clearing of fly tipping has been undertaken at Plawsworth railway car park, with a proposal in place for a phased approach, with entrance feature works and remedying issues with fencing and potentially dangerous trees. An interpretation to reflect its significance to the local railway network historically could then be placed.

**Resolved:** *To note update.*

**i) Village stone signs**

The village stone signs proposal remains on hold, awaiting approval from DCC's Clean and Green Team.

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

**j) Salt bin at The Crescent**

The Council agreed to purchase the salt bin, subject to DCC's assessment of the street.

**Resolved:** *To purchase salt bin.*

**k) Internal audit**

The Council agreed to appoint Gordon Fletcher as internal auditor for 2024-25 AGAR, proposed by Cllr Rippon and seconded by Cllr Walker.

**Resolved:** *To appoint Gordon Fletcher as internal auditor for 2024-25.*

**l) Council insurance**

A note from the Clerk was shared regarding the increase for insurance by Zurich with a suggestion to gather a quote from another provider. The Council agreed to purchase the insurance from the provider with the lowest cost, following like for like quotes; proposed by Cllr Elley and seconded by Cllr Craig.

**Resolved:** *To purchase insurance for 2025-26, following a second quote to be collected by the Clerk.*

**m) Elections 2025**

The Chair shared information on the forthcoming parish elections including timelines and process, including reference to the link provided for members to request forms.

**Resolved:** *To note update.*

**n) VE and V-J Day 80<sup>th</sup> anniversary**

The administrative assistant shared potential options for VE Day. A working group was created with agreed members to be Cllr Bruce, Cllr Elley and Cllr Walker, with the admin assistant facilitating meetings. Cllr Craig suggested all actions undertaken for VE should be replicated for VJ-Day. A budget of £1,000 was agreed in January 2025. The cost for spitfire silhouettes, fabricated by New College Durham, has already been agreed at a total of £295.

**Resolved:** *To create a working group for VE and VJ Day.*

**o) Red Lion Bank**

Cllr Rippon shared concerns regarding the lack of maintenance on the paths/ banks from A167 leading to Nettlesworth.

**Resolved:** The administrative assistant will seek information advice from DCC regarding maintenance schedule.

**p) Grants**

- None.

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

**q) Training and events**

- None.

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

**r) Correspondence**

- Further discussion between County Councillor Wilson and resident at The Crescent regarding parking.
- Further MP correspondence regarding B6312 and crossings.
- Northumbrian Water confirming end of works between Plawsworth and Brasside.
- Durham Bowling Club promoting facilities at Pity Me.
- Abandoned car at bus stop near Plawsworth Gate on A167 (parish councillor report).
- Correspondence from the Clerk.

The Chair noted the Clerk's resignation, which was met with disappointment and sadness from the Council. Future recruitment to the role was discussed. A record of thanks will be provided to the Clerk, proposed by Cllr Craig, and seconded Cllr Inman. The Clerk will place the advert for his replacement.

**Resolved:** *To note correspondence. The HR Panel will discuss the advert for a new clerk, and the Clerk will place the advert for his replacement. The HR Panel will interview candidates with the final recruitment decision made by the Council.*

**7. Financial Matters:**

**a) Payments**

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

- (1) The sum of £174.52 be paid to J Kelly (Clerk service, 1<sup>st</sup> – 28<sup>th</sup> February, 14 hours including three hour's annual leave).

Initialled by Chairman\_

2024-25 – March

4

- (2) The sum of £5.49 be paid to J Kelly (HP ink, February).
- (3) The sum of £201.80 be paid to G O'Brien (admin services, 1<sup>st</sup> – 28<sup>th</sup> February, 16 hours).
- (4) The sum of £85.00 be paid to B Ord (plumbing, allotment tap).
- (5) The sum of £480.00 be paid to ALV IT (website hosting, support and email).
- (6) The sum of £160.00 be paid to PKCA (room hire, June to March).

**b) Receipts**

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

- PAYE (to HMRC) February hours, March submission (£44.20)
- HP ink, February (£5.49)

**c) Bank statements and direct debits**

**Resolved:**

*Statements checked:-*

- January 2025 (no. 184)

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

- HMRC, December payment will show on February statement.
- Anglian Water T/A Wave, quarterly payment, next due on March statement.

**8. Date of Next Meeting**

10 April 2025 commencing at 7pm.

The meeting terminated at 20.50.

**Chairman**

**Date**