

Kimbleworth & Plawsworth P a r i s h & C o u n c i l

Kimbleworth and Plawsworth Parish Council

Minutes of the Ordinary Meeting of the Kimbleworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, DH2 3PN, on Thursday 11 January 2024 @ 7:00pm.

Present: Councillors – Bruce, Burnip, Craig, Inman, Jackson, and Walker.

Also in attendance – John Kelly (Clerk), and County Councillor Wilson.

1. Welcome:

The Chair welcomed everyone to the meeting.

2. Apologies for Absence:

Cllrs Elley, and Rippon offered their written apologies.

Resolved: *Apologies noted.*

3. Disclosable Pecuniary Interests:

No interests were declared.

4. Minutes of Council meeting – Ordinary Meeting 14 December 2023:

The minutes of the Ordinary Meeting of the Council held on 14 December 2023 were approved by the Council.

5. Parish Matters and on-going items:

a) County Councillors' Report

Councillor Wilson noted parking at The Green continues to be an issue. He has advised DCC that the bench at the park (broken) is not the responsibility of the parish council and is not on their land. He will ask who originally fitted the bench as it was not the community association. Cllr Jackson noted the overhanging and unkept tree at the rear of Woodland Terrace (next to lamp post 156) continues to block the light and cause issues for the bin van. Councillor Wilson read an update from Councillor Waldock (not present): some of the path from Broadmires to the allotments has been uncovered by Clean and Green but weather conditions mean the path is slippery and mud covered; Clean and Green will look to improve the path later in the year when conditions are drier; the overhanging trees at Pit lane, Kimblesworth have been reported; Councillor Waldock has chased the bus stop review that was due for completion in December; DCC will not be fencing the area next to the allotments to prevent fly tipping (no reason given); and Councillor Waldock provided some information on unadopted roads in regards to Ugly Lane.

Resolved: *Councillors Waldock and Wilson to update on all queries at the next meeting.*

b) Highways, paths, and road signage

Councillor Wilson will chase DCC regarding the road painting, crash barrier and speed signage on the B6312 at Broadmires and the school. Councillor Wilson suggested the road layout at Plawsworth Gate may need redesigning and may assist with speed control on the A167. A ditch has been installed by DCC at Broadmires to prevent surface water on B6312. Cllr Jackson asked if it will be covered. Councillor Wilson advised DCC will monitor the temporary measure for months before looking to cover or make permanent the feature. The Clerk advised a temporary road closure will be in place at Boyntons for three days from 19 February (9.30am – 3.30pm). The Clerk advised Councillor Wilson that the signage at the A167 roundabout was still missing in multiple places or broken and DCC said they would review this in 2023. Councillor Wilson will chase an update. Cllr Craig advised the Council the resurfaced PRoW at Plawsworth had been very well received by residents.

Resolved: *Councillors Waldock and Wilson to update on all queries at next meeting.*

c) Primary School, Nettlesworth

Councillor Wilson continues to engage with the headteacher of the school to assist with funding bids for their autism project.

Resolved: *To note update.*

d) Community Centre Report

Cllr Bruce read an update from the recent community association meeting. Cllr Bruce advised PKCA will be submitting a grant application at February's council meeting to assist with the costs of utility bills and services.

Resolved: *To note update.*

e) Planning and Licence Applications

The following applications were discussed:

- None.

Resolved: *Nothing to resolve.*

f) Allotments

No quotes have been received from contractors regarding the movement of the water tap or the resurfacing of the lane, but Peterlee Town Council will be visiting the site before the next meeting to provide a quote. A site visit was completed with Durham County Council to quote for resurfacing of the lane in December, but they have not provided a price yet. The administrative assistant will arrange an allotment meeting to discuss the terms of reference and a new policy (which will be approved by the full council at a future meeting). There is more flytipping on DCC land at the corner of the allotments and it has been reported to DCC by Councillor Waldock. The clerk will ask the pest control contractor if some boxes have been removed from the lane, and if so, ask that they be replaced. The Council were keen that an application be drawn up to the National Lottery for an award for allotment improvements.

Resolved: *To note update.*

g) Newsletter

The Clerk advised the newsletter is not ready for approval yet, but he will aim to bring a copy for approval to the March meeting, for Easter circulation.

Resolved: *To note update.*

h) Action Plan 2024-25

The Council agreed the action plan was still correct and fit for purpose, reflecting their aims and upcoming projects. It was agreed to widen the remit of war memorials to include commemoration of all significant war events. Cllr Craig noted the residents of Plawsworth were pleased with the recent poppy and wreath placement in the village.

Resolved: *To note update and Clerk to update action plan.*

i) Budget and Precept 2024-25

The Clerk read a report regarding the budget and precept. The Council agreed the budget for 2024-25. Cllr Bruce proposed keeping the rate of council tax the same as previous years. Cllr Burnip seconded the motion and the Council agreed to request £23,249.50 and access the LCTRS grant of £560.00 from DCC to mitigate the reduced council tax base in the parish area for 2024-25.

Resolved: *The Council agreed budget for 2024-25 and requests £23,249.50 precept. The Clerk and Chair signed the form to be sent to DCC.*

j) Service Level Agreement for the defibrillator at the community centre

The clerk asked that the item be deferred.

Resolved: *Item deferred.*

k) Scheme of Delegation

The Council reviewed the Scheme of Delegation in full. Cllr Jackson proposed the wording around the Clerk's management of the allotments be amended to "in consultation with the Allotment Committee." Cllr Craig seconded the motion, and the Council agreed to the amendment. Subject to minor grammatical amendments, the Council approved the Scheme of Delegation. No amendments were agreed regarding the administrative assistant, although this may be required later.

Resolved: *Delegation approved subject to a change to the management of the allotments.*

l) Complaints Policy

The Council considered a new Complaints Policy. Cllr Jackson proposed to approve the policy, and Cllr Inman seconded the motion. The Council approved the policy, and the Chair signed the document.

Resolved: *To approve the Complaints Policy.*

m) Recruitment and Selection Policy

The Council considered a new Recruitment and Selection Policy. Cllr Inman proposed to approve the policy, and Cllr Craig seconded the motion. The Council approved the policy, and the Chair signed the document.

Resolved: *To approve the Recruitment and Selection Policy.*

n) Woodland Trust free tree packs

Cllr Bruce proposed to apply for the pack, and Cllr Craig seconded the motion. The Council agreed for the Clerk to apply for a free tree pack, of 105 small trees.

Resolved: *Clerk to apply for tree pack.*

o) Clerk and Administrative Assistant duties

The Clerk gave an update on the duties of his role and the Admin Assistant role. He also gave an update on recent work and future projects.

Resolved: *To note update.*

p) Grants

There were no grant applications to consider.

Resolved: *Nothing to resolve.*

q) Training

- None.

Resolved: No training to note.

r) Correspondence

- None

Resolved: No correspondence to note.

6. Financial Matters:

a) Payments

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

- (1) The sum of £152.888 be paid to J Kelly (Clerk service, 1st – 31st December, 13 hours, including 1.5 hours annual leave).
- (2) The sum of £4.49 be paid to J Kelly (HP ink, November)
- (3) The sum of £8.50 be paid to J Kelly (battery replacement)
- (4) The sum of £50.00 be paid to J Kelly (St Cuthbert's donation).
- (5) The sum of £96.98 be paid to J Kelly (defibrillator heater).
- (6) The sum of £88.99 be paid to J Kelly (trough tap).
- (7) The sum of £189.12 be paid to G. O'Brien (admin services, 1st – 31st December, 20 hours including 2.4 hours annual leave).
- (8) The sum of £405.60 be paid to Marmax (bench, trough).
- (9) The sum of £180.00 be paid to W Reed (allotment rent)
- (10) The sum of £50.00 be paid to ALV IT (web domain renewal)

b) Receipts

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

- PAYE (to HMRC) December hours, January submission and backdate award (£85.50)
- Printer subscription with HP - see item 6(a)2 above (£4.49 November)
- Batteries – see item 6(a)3 above (£8.50)
- St Cuthbert's Hospice – see item 6(a)4 above ((£50.00)
- Turtle Defib Cabinets – see item 6(a)5 above (£96.98)
- Garden Hand Pump by Vida XL – see item 6(a)6 above (£88.99)
- Marmax bench – see item 6(a)8 above (£405.60)

c) Bank statements and direct debits

Resolved:

Statements checked:

- November 2023 (no. 170)

Direct debits (and standing orders) checked by the Chair and signed:

- HMRC – no payments on November statement.
- Anglian Water T/A Wave – next due December statement.

7. Date of Next Meeting

8 February 2024 to commence at 7pm.

The meeting terminated at 20.46.

Chairman

Date