

Kimbleworth and Plawsworth Parish Council

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, on Thursday, 13 June 2019 @ 7:00pm.

Present: Councillors – Beard, Cole, Inman and Walker (Lisa)

Also in attendance – Sarah Wilson – Locum Parish Clerk, County Councillor Simon Wilson and three members of the public.

1. Welcome:

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence:

Cllrs Kendall and Walker (Lillian) submitted their apologies.

The Chairman requested that it be noted that apologies must be submitted in writing to the Clerk.

3. New Members:

Heather Rippon was co-opted on to the Parish Council. She signed her declaration of acceptance and took her place on the Council.

4. Disclosable Pecuniary Interests:

Cllr Lisa Walker declared an interest in item 8 (q).

5. Minutes of annual Council meeting – 14 May 2019:

The minutes of the annual Council meeting held on 14 May 2019 were approved as a true record and were signed by the Chairman.

6. Minutes of Council meeting – 14 May 2019:

The minutes of the Council meeting held on 14 May 2019 were approved as a true record and were signed by the Chairman.

7. Police Report:

No PCSOs were in attendance. Cllr Cole read out the police report:

- Cannabis farm found in Kimbleworth, one occupant arrested.
- Intruder caused vehicle damage at Spring Roofing Ltd.
- Group of youths banging on doors in Kimbleworth

8. Parish Matters and on-going items:

a) County Councillors Report

County Councillor Wilson gave an update:

- Visor – Sacriston PC have incorrect email address. Correct address passed on.
- Has chased Karbon over double gates.
- Has chased up regarding state of Ugly Lane.
- Will request grit bins for Boyntons and Plawsworth.
- Highways looking into parking at Woodlands Terrace.
- Section 106 money for Monkswood – Cllr Cole advised that Parish Council has put a claim in via Heather Liddle. Cllr Wilson to chase up and advised the Council that a project must be in place before application can be made.
- Bid writing courses available – will forward info to Clerk.
- Social Isolation fund – will forward info to Clerk.
- Road closure A167 - Cllr Inman mentioned the lack of notice given to residents.
- Fly tipping – information has been passed to the Wardens.

Resolved: *Update noted.*

b) Community Centre Report

Cllr Beard gave an update – new lights put up, no issues to report.

Resolved: *Update noted.*

c) Planning Applications

DM/19/01587/FPA	5 South View Kimblesworth Chester-le-Street DH2 3QN	Single and two storey extension to rear of property
-----------------	--	--

Resolved: *To recommend approval.*

d) To consider any planning applications received after the agenda was published.

DM/19/01622/FPAA	Site Of The Former Black Bull Nettlesworth DH2 3PL	Construction of 4no. Detached dwellings and associated works
------------------	---	---

Resolved: *To recommend approval.*

e) Parish Council Surgeries

No residents attended the first two surgeries. Cllrs Cole and Lisa Walker volunteered to door knock, but this was postponed due to adverse weather – rearranged for Saturday 15th. It was agreed that a poster for the noticeboards is required, and that the Clerk should obtain costs for ID badges.

Resolved: *Update noted. It was agreed that door knocking would take place on Saturday 15th June. It was agreed that the Clerk should seek costs for ID badges.*

f) Allotments

Cllr Beard gave an update – rat poison has been purchased, no issues to report.

Resolved: *Update noted.*

g) Acting RFO update

Cllr Cole gave an update – two letters have been sent to HMRC regarding PAYE and no response has been received. A complaint has been made to the Minister in charge of HMRC, and Cllr Cole now has a personal contact who will assist in resolving the PAYE issues. The Council was informed that there is a mandatory £40 annual data protection fee that must be paid to the ICO, and that arrangements have been made to set up a direct debit for this.

Resolved: *Updated noted. It was noted that the Council must pay an annual data protection fee, currently £40 per year.*

h) Internal Audit Report

The Council received the Annual Internal Audit Report

Resolved: *The Annual Internal Audit Report was received and noted.*

i) Annual Governance Statement

The Council approved the Annual Governance Statement for the year ending 31st March 2019.

Resolved: *The Council approved the Annual Governance Statement.*

j) Accounting Statements

The Council received and approved the Accounting Statements for the year ending 31st March 2019.

Resolved: *The Council approved the Accounting Statements.*

k) Exercise of Public Rights

The Council noted that the Responsible Financial Officer has set the date for the Commencement of the Period for the Exercise of Public Rights as the 17th of June 2019.

Resolved: *Update noted.*

l) Certificate of Exemption

The Council confirmed that it was certifying itself a being exempt from an external audit for the year ending 31st March 2019.

Resolved: *The Certificate of Exemption was approved and signed.*

m) Clerk Interviews

The position was advertised, and one application was received. As Cllr Inman was ill, the interview was conducted by Cllrs Cole and Walker (Lisa). Cllrs Cole and Walker (Lisa) passed on their feedback to the rest of the Council.

Resolved: *It was agreed to offer the position to the applicant.*

n) Email & Website

The Clerk described some possible solutions to the email issues that have been suggested by Cllr Inman. One of these suggestions was a Gmai, but Cllr Inman highlighted possible security issues. Another suggestion was that Cllr Inman would sign something to say that he would not read emails on other accounts, although there would be no way of actually proving this, so it could still be a GDPR issue. The Council then discussed the current website, and Cllr Inman informed the Council that he had tested screen reader software on the current website, and that it seemed ok in general, although the font may need altering. Cllr Inman also informed the Council that, as the current website is a free one, that it could be at risk should the free service be withdrawn. Cllr Cole stated that the Council is grateful to Cllr Inman for his efforts with the website, but that she believed that the current site is not great, and that it could do with updating. Cllr Inman then withdrew his offer to continue to work on the current website. The Council then voted and agreed that a new compliant website should be purchased and selected a provider from the quotes provided. Cllr Inman stated that the current domain renewal is due on the 20th of June, and that he would renew the domain and send an invoice to the Council.

Resolved: *No agreement on the email account was reached. It was agreed that a new website should be purchased, and ALV IT was selected from the quotes provided, at an initial cost of £500, plus £350 per year for hosting and support. Although this was not the cheapest quote, the Council selected ALV IT based on the work that they did on the Community Centre website, and the fact that they are a local company.*

o) Grit Bin

This was covered in the County Councillor's report – Cllr Wilson to chase up.

Resolved: *No decisions needed.*

p) Changing Lives

Cllr Inman informed the Council that the meeting facilities at Changing Lives are free of charge.

Resolved: *Cllr Cole to contact Changing Lives to organise meeting dates.*

q) Grant Applications

The Council considered the following grant applications:

- Kimblesworth and Nettlesworth Community Task Force (community café)
- Kimblesworth and Nettlesworth Community Task Force (bus trips)

Resolved: *The Council agreed to award the remaining £500 to the Task Force for the community café, and £1045 to the Task Force for the bus trips.*

r) Training

The Council discussed the upcoming Councillor Training Course provided by CDALC, and agreed that this should be attended, as opposed to having CDALC come out to provide training.

Resolved: *It was agreed that the following would attend the CDALC Councillors Training Course at a cost of £27 per person: Cllr Cole, Heather Ripon, Gareth Craig, John Kelly.*

s) Policy Review

- No policies to review.

Resolved: *No decisions needed.*

t) Correspondence

- Email enquiring whether a clothes recycling bin from Scope could be placed in the Parish.

Resolved: *The Council agreed that they had no land that would be a suitable location for a clothes recycling bin.*

9. Financial Matters:

	(a)	<u>Payments</u>	
	<u>Resolved:</u> That the following payments be agreed:		
	(1)	That the sum of £500.00 be paid to Kimblesworth and Nettlesworth Community Task Force (grant – community café)	
	(2)	That the sum of £150.00 be paid to W Reed (allotment rent – to replace cancelled cheque)	
	(3)	That the sum of £297.14 be paid to S Wilson (Locum Clerk service 1 st May – 7 th June)	
		The sum of £11.00 to L Gillhespy (plants) was deferred as no receipt has been received. The sum of £177.50 to A Cole (plants) was deferred until another signatory is present.	
	(b)	<u>Receipts</u>	
		<u>Resolved:</u> That the following receipts be noted: No receipts to note.	

<u>10. Date of Next Meeting</u>
11 July to commence at 7.00pm.
<i>The meeting terminated at 9:12pm</i>
Chairman
Date