

## **Kimbleworth and Plawsworth Parish Council**

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, on Thursday, 05 September 2019 @ 7:00pm.

**Present:** Councillors – Beard, Cole, Inman (in part), Kendall, Rippon, Walker (Lillian) and Walker (Lisa)

**Also in attendance** – John Kelly (Parish Clerk) and three members of the public.

**1. Welcome:**

The Chairman welcomed everyone to the meeting.

**2. Apologies for Absence:**

PCSO Luke Payne and County Councillor Simon Wilson offered written apologies.

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

**3. Disclosable Pecuniary Interests:**

No interests were declared.

**4. Minutes of Council meeting – 11 July 2019:**

The minutes of the Council meeting held on 11 July 2019 were approved as a true record and were signed by the Chairman.

**5. Minutes of Extraordinary Council meetings – 26 November 2018, 10 December 2018, 24 December 2018 and 31 December 2018:**

These minutes were unavailable for approval, so the item was deferred until next meeting.

**6. Police Report:**

No PCSOs were in attendance. PCSO Payne asked that the most recent PACT report be read out (acting as his update) and added comment that he would be completing spot checks on parking and speeding in the area, when the school term resumes. Cllr Cole read key points from the PACT report.

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

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

No County Councillors were in attendance. Cllr Cole read out an update provided by Cllr Simon Wilson – DCC have approved the placement of a salt bin at Wheatleywell Lane, Plawsworth; and Cllr Wilson had asked Durham County Council to consider again, whether additional grass cutting could take place in the Broadmire Terrace area, as per previous resident correspondence.

**Resolved:** *Update noted.*

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

An update was provided – lease issues are ongoing, and a new boiler is dependent on how quickly the lease issues can be resolved; the Community Centre has recently received a very large energy bill.

**Resolved:** *Update noted.*

### **c) Planning Applications**

- None received

The Clerk asked that any future applications for discussion be sent (to the Clerk) prior to the agenda being finalised.

**Resolved:** *No decisions required.*

### **d) Allotments**

Cllr Beard gave a brief update – no issues to report.

**Resolved:** *Update noted.*

### **e) Acting RFO update**

RFO post to now be handed over to the Clerk. PAYE backdated payment of £475 has been made by Cllr Cole (regarding previous Clerk's salary) to avoid a fine and to rectify previous discrepancies. Cllr Cole did not have an updated bank balance to give (previously £38,866.67 on 30<sup>th</sup> May 2019).

**Resolved:** *Updated noted.*

### **f) Clerk contract and pay grade**

A report from the Clerk was presented to the Council and the Clerk also advised of his previous experience that would benefit the role.

**Resolved:** *The Council approved hourly starting rate pay (£10.79, spinal point 21) and the contract was signed by the Chair.*

#### **g) Section 106 funding**

The Council agreed they could not discuss the item properly until the budget had been agreed. The Clerk was asked to contact Cllr Liddle and Cllr Wilson for a further explanation of the process and which type of projects Durham County Council expect money to be spent on.

**Resolved:** *Item deferred until a future meeting (following budget approval).*

#### **h) Pledge to reduce single use plastics**

The Council discussed the need to reduce single use plastics (following recent County Council pledge promotion).

**Resolved:** *It was agreed for the Clerk to sign the Council up to supporting the pledge.*

#### **i) Empty Homes – Consultation from County Durham Partnership**

The Council discussed the DCC's recent consultation on increasing council tax for owners of empty homes.

**Resolved:** *It was agreed that the Clerk respond to the consultation on behalf of the Council supporting the suggested action but with a comment to advise individual circumstances should always be considered when charging additional council tax.*

#### **j) Memorial Bench**

The Council considered the costs for a new bench and plaque in the memorial garden (requested for a former parishioner). Discussion also took place over maintenance and liability.

**Resolved:** *Quotes for plaque inscription are required before final costs can be agreed. Item differed until next meeting – Clerk to provide. Clerk also to provide further detail regarding design and upkeep of bench.*

#### **k) Parish noticeboards**

Cllr Beard advised all three noticeboards at Kimblesworth, Plawsworth and Sacriston were in ok repair, although some locks were difficult to turn, and the plastic was marked on some boards. Cllr Beard stated there was only one copy of each key (one key operates two boards at Kimblesworth and Sacriston, and one key the other board at Plawsworth). The Council discussed which notices could be placed and who should have access to the noticeboards.

**Resolved:** *The Council agreed only notices concerning the parish should be placed. The Council agreed the Clerk should administrate the noticeboards and check whether keys can be copied for cover (costs to be placed on a future agenda). Cllr Beard and Cllr Walker (Lisa) advised the Public Notice for each meeting can be placed in the Community Centre noticeboard if sent to Cllr Beard.*

#### **l) KPPC Newsletter**

The draft September newsletter was discussed, and the Council approved the general design and layout. The Council commented that the map of the Parish on the front cover was a good addition.

**Resolved:** *The Council approved the quarterly draft (produced by Cllr Cole), with the Clerk to make some minor edits once all comments received. The Council asked the Clerk to provide three quotes for printing costs to the October meeting. The Council agreed that the Clerk will produce future editions of the newsletter. The Council also agreed the newsletter will be delivered each quarter by councillors, and areas for delivery will be mutually agreed at the time of each print.*

#### **m) KPPC website**

Cllr Inman emailed prior to the meeting and gave potential options for domain transfer. As Cllr Inman was not in attendance at the meeting, the decision could not be finalised. The Council discussed administration of the new website and the Clerk presented an overview of the new site structure and menu options.

**Resolved:** *The Council agreed the Clerk will administrate the new website. The decision on transfer of domain was deferred to the next meeting.*

#### **n) Youth project**

Cllr Kendall and Cllr Walker (Lisa) clarified the wishes of Sacriston Youth Project to expand and establish a presence within the parish. An application for grant funding will be submitted to KPPC soon.

**Resolved:** *The Council will await the submission of the grant application, for consideration.*

#### **o) Cross Lane**

Cllr Inman was not present to discuss the item put forward.

**Resolved:** *Item deferred until future meeting.*

#### **p) Salt bin, near to Kimblesworth Church**

Cllr Inman was not present to discuss the item put forward.

**Resolved:** *Item deferred until future meeting.*

#### **q) Budget**

The budget had not yet been amended (from the version created earlier in the year by Cllr Inman).

**Resolved:** *This item is to be deferred to the next meeting, for approval.*

[Cllr Inman joined the meeting]

#### **r) Grant applications**

The Council considered the following grant applications (due to previously declared interests, Cllr Inman did not vote on the Church application and left the room during the discussion):

- Kimblesworth Cricket Club (external doors to secure property)
- St Philip and St James Parish Church (internal doors, external doors and porch floor)

**Resolved:** *It was agreed that £1080 would be awarded to Kimblesworth Cricket Club. It was agreed that £1988.13 would be awarded to St Philip and St James Parish Church for the internal doors and porch floor. The Council did not agree to the part funding for new external doors.*

#### **s) Training**

The Council discussed the (free) upcoming VAT training, which the Clerk will attend. Expressions of interest were requested from councilors wishing to attend.

**Resolved:** *The Clerk to attend to represent KPPC – no councilors to attend.*

## t) Correspondence

The Council discussed emails from a resident, continued since last meeting, regarding overgrown grass at Broadmire Terrace. Durham County Council (DCC) advised they only cut the area once a year, around Autumn. The Council also discussed further correspondence via Facebook from a resident stating fly tipping had not yet been cleared near to the allotments.

**Resolved:** It was agreed that the Clerk will send a letter of representation to DCC, advising KPPC support the action to maintain the area near Broadmire Terrace more frequently in future years. Cllr Inman volunteered to inspect the flytipping near to the allotments and provide photographs to the Clerk so they can log the incident with DCC via their web portal.

## 8. Financial Matters:

	(a) <b><u>Payments</u></b>	
	<b><u>Resolved:</u></b> The following payments were agreed (and invoices signed by Cllr Cole):	
	(1) (2) (3) (4) (5) (6) (7)	That the sum of £118.80 be paid to SLCC (ILCA training for Clerk). That the sum of £108.00 be paid to CDALC (Councillor training 19 <sup>th</sup> June 2019). That the sum of £90.00 be paid to Kimblesworth and Plawsworth Community Association(meeting room January-July 2019) That the sum of £134.19 be paid to S Wilson (locum Clerk service 8 <sup>th</sup> July – 7 <sup>th</sup> August) That the sum of £10.32 be paid to S Wilson (Locum Clerk, paper and stamps) That the sum of £69.00 be paid to A Cole (printer) That the sum of £350.00 be paid to J Kelly (interim payment – Clerk service, 19 <sup>th</sup> June – 31 <sup>st</sup> August, 44 hours)
	(b)	<b><u>Receipts</u></b>  <b><u>Resolved:</u></b> The following receipts were noted and signed by Cllr Cole:  - Receipt for printer purchase (£69) as noted in 8(a)6 above.
	(c)	<b><u>Bank statements</u></b>  <b><u>Resolved:</u></b> - April 2019 – unavailable to check – deferred to next meeting. - May 2019 – unavailable to check – deferred to next meeting. - June 2019 – checked and signed by Cllr Cole - July 2019 - unavailable to check – deferred to next meeting
	(d)	<b><u>Online banking</u></b>  <b><u>Resolved:</u></b> The completion of the application form to transfer online banking to the Clerk was deferred until the next meeting.

**9. Date of Next Meeting**

10 October 2019 to commence at 7.00pm.

Cllr Inman asked that it be minuted that, in his opinion, the meeting was not legally constituted.

*The meeting terminated at 8:50pm.*

**Chairman**

**Date**