

# 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 14 December 2023 @ 7:00pm.

**Present:** Councillors – Bruce, Inman, Jackson, and Rippon.

**Also in attendance** – John Kelly (Clerk), Gemma O’Brien (Admin Support), and County Councillors Waldock and Wilson.

### 1. Welcome:

The Chair welcomed everyone to the meeting.

### 2. Apologies for Absence:

Cllrs Bruce, Elley, and Walker offered their written apologies.

*Resolved: Apologies noted.*

### 3. Disclosable Pecuniary Interests:

No interests were declared.

### 4. Minutes of Council meeting – Ordinary Meeting 9 November 2023:

The minutes of the Ordinary Meeting of the Council held on 9 November 2023 were approved by the Council.

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

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

Kevan Jones has been made aware of the littering and fly tipping issues at Broadmires wood next to the allotments. Councillor Wilson will check whether funding is available via the Police Crime Commissioners' office. Councillor Wilson will email Kevan Jones to advise the broken bench at the community centre is not an asset of KPPC and will try to resolve the dispute of ownership – DCC state it is not their bench to repair. The latch on the gate to the playground at Nettlesworth has been fitted after a long wait. Councillor funding (£20,000) with the Area Action Partnership has been granted to Investing in Children to refurbish The Elms, Kimblesworth. Councillor Waldock noted the hedge at The Green has not been cut and will report again. A report will be received on the condition of bus stops in the area by the end of December. A litter pick will be proposed for Friday 5 January 2024, between 10 and 11am. Events at the community centre (Because We Care, Christingle, and PKCA Christmas Fair) have all been attended and promoted by Councillor Waldock. The covered (by tree branches) streetlight at the side of Woodland terrace is still not resolved – Councillor Waldock will chase.

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

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

Councillor Wilson advised Kevan Jones MP to suggest a 20mph section on the B6312 to Durham County Council (DCC). The parish council would like a crossing, but Kevan Jones would like to introduce the reduced speed limit first. It was advised that an approximate cost for electronic speed signage (with wires) is around £15-20,000, and a zebra crossing is around £60,000 to install. Councillor Waldock advised the gravel path to the allotments from Broadmires has been uncovered but Cllr Inman said it has not. Councillor Waldock will go back to DCC on this. Surface water on the B6312 at Broadmires has been reported – Cllr Bruce states this has only occurred since the road was re-laid. Councillor Waldock will discuss a solution with Highways. The Clerk advised the Public Right of Way at Plawsworth has now been re-laid and a new fence has been fitted at the bottom of the path. DCC are checking whether new signage can be installed in this budget year.

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

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

Councillor Wilson has been in touch with the headteacher of the school to assist with possible funding bids for their autism project.

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

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

A broken light at the corner of the building has been reported.

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

**e) Planning and Licence Applications**

The following applications were discussed:

- None.

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

**f) Allotments**

Pest control is due to visit on 16 December. No quotes have been received from contractors regarding the movement of the water tap or the resurfacing of the lane, but Peterlee Town Council has expressed an interest in completing the work. A site visit was completed with Durham County Council to quote for resurfacing of the lane, but they have not provided a price yet. The Council considered quotes from pest control contractors. Cllr Jackson proposed, and Cllr Inman seconded, to extend the service of Beamish Pest Control for another 12 months.

**Resolved:** *To award another year's contract to Beamish Pest Control; and to note all updates.*

**g) Newsletter**

The Clerk listed items collected for the newsletter over the last three months, with a possible edition for approval available early in 2024. Cllr Bruce suggested a notice on parking near the school and Ugly Lane football pitch.

**Resolved:** *Potential future items passed to Clerk.*

**h) An update from the Chair on meeting with Kevan Jones MP**

The Chair gave an update of the meeting held 8 December 2023. Main items discussed were road safety on the B5321 and the A167. Kevan Jones MP will write a letter to Durham County Council with concerns.

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

**i) An update from the Clerk regarding Ugly Lane football field**

The Clerk advised that an enquiry has been made with the Land Registry on how to proceed with the land registration application, as it is not new ownership, and it is not first registration (DCC had previously registered the land in error). The Clerk also advised that recently uncovered deeds show the back left quadrant on the field (beyond the marked pitch) is also owned by the parish council since 1960 (the back right quadrant remains the schools', with the Department of Education purchasing it from KPPC in 1969). The Clerk advised KPPC may wish to take management of the field back from DCC following registration but also stated DCC may not wish to continue managing the pitch bookings and maintenance anyway. Councillor Waldock said she will investigate unadopted roads, as Ugly Lane is in poor repair.

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

**j) Draft Budget 2024-25**

The Clerk gave an overview of a suggested draft budget for 2024-25. The Clerk advised the budget will not be set until January 2024 and that is when the precept for 2024-25 will be agreed. The Clerk asked the Council to consider any requirements and risks for 2024-25.

*Resolved: To note update.*

**k) Defibrillator at the community centre as a new asset of KPPC**

Cllr Bruce proposed KPPC accept the asset, and this was seconded by Cllr Jackson. The Council agreed to accept the defibrillator as an asset from Plawsworth and Kimblesworth Community Association. Cllr Bruce proposed to purchase a heater for the cabinet to extend the lifetime of its parts, and this was seconded by Cllr Rippon. The Council agreed to purchase the suggested heater at a maximum cost of £100, plus the cost of an electrician's time to fit (up to another £100). The Council agreed the maintenance should remain with the community association as it is on their site, and the Clerk advised an approval of a Service Level Agreement will be added to the agenda in January 2024.

*Resolved: To accept the defibrillator as a KPPC asset, and the Clerk to purchase a heater for the defib cabinet and arrange its installation.*

**l) Scheme of Delegation**

The Council agreed to add a delegation for the Clerk to purchase parts for the defibrillator up to a maximum of £500 between each full Council meeting.

*Resolved: To add a delegation for the Clerk to purchase defib parts between meetings (up to a maximum of £500).*

**m) Code of Conduct**

The Council reviewed their existing code of conduct (from a previous NALC template). Cllr Inman proposed to approve for another year, with no amendments. Cllr Jackson seconded the motion and Council approved the code.

*Resolved: To approve the Code of Conduct.*

**n) Safeguarding Policy**

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

*Resolved: To approve the Safeguarding policy.*

**o) Equality and Diversity Policy**

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

*Resolved: To approve the Equality and Diversity Policy.*

**p) Pay award 2023-24**

The Clerk gave an update on the recently agreed national pay rise for civil servants, including employees of parish councils. A backdate pay award is required for hours worked since April 2023 for both the Clerk and the Admin Support Assistant.

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

**q) Grants**

There were no applications to consider but the Clerk suggested a donation to St Cuthbert's Hospice for Christmas. Then the Clerk can book two Christmas trees to be collected in January from Nettlesworth and Plawsworth by a project run by St Cuthbert's Hospice. Cllr Jackson proposed a £50 donation, and this was seconded by Cllr Rippon. The Council agreed to the donation.

**Resolved:** *To donate £50 to St Cuthbert's Hospice.*

**r) Training**

- None.

**Resolved:** *No training to note.*

**s) Correspondence**

- Kevan Jones MP, regarding the broken bench at Nettlesworth park.
- Resident regarding community centre bookings.
- Kevan Jones MP, regarding the meeting with councillors on Friday 8 December.

**Resolved:** *To note correspondence.*

**6. Financial Matters:**

**a) Payments**

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

- (1) The sum of £211.68 be paid to J Kelly (Clerk service, 1<sup>st</sup> – 30<sup>th</sup> November), 18 hours.
- (2) The sum of £101.60 be paid to J Kelly (pay award backdate, April – October, 127 hours).
- (3) The sum of £4.49 be paid to J Kelly (HP ink, October)
- (4) The sum of £359.85 be paid to J Kelly (Christmas tree lights and battery boxes).
- (5) The sum of £58.50 be paid to J Kelly (batteries).
- (6) The sum of £129.00 be paid to J Kelly (3 x Christmas trees).
- (7) The sum of £6.00 be paid to J Kelly (land registry checks – Ugly Lane).
- (8) The sum of £11.99 be paid to J Kelly (laptop battery charger).

- (9) The sum of £72.00 be paid to J Kelly (Royal Mail redirection for Co-op mail).
- (10) The sum of £168.29 be paid to G. O'Brien (admin services, 1<sup>st</sup> – 30<sup>th</sup> September, 18 hours).
- (11) The sum of £81.27 be paid to G. O'Brien (pay award backdate, May – October, 93.2 hours).
- (12) The sum of £400.00 be paid to Beamish pest Control (November 2023 – October 2024).

#### **b) Receipts**

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

- PAYE (to HMRC) November hours, December submission and backdate award (£140.71)
- Printer subscription with HP - see item 6(a)3 above (£4.49 October)
- Festive Lights – see item 6(a)4 above (£359.85)
- Batteries – see item 6(a)5 above (£58.50)
- Christmas trees – see item 6(a)6 above ((£129.00)
- Land registry – see item 6(a)7 above (£6.00)
- Laptop battery charger – see item 6(a)8 above (£11.99)

#### **c) Bank statements and direct debits**

**Resolved:**

*Statements checked:*

- October 2023 (no. 169)

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

- HMRC (August, £81.24) – statement 169
- HMRC (September, £69.20) – statement 169
- HMRC (October, £71.60) – statement 169
- Anglian Water T/A Wave – next due December statement.

#### **7. Date of Next Meeting**

11 January 2024 to commence at 7pm.

The meeting terminated at 20.48.

**Chairman**

**Date**

**Initialed by Chairman\_**

2023-24 – December

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