

Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council
Wednesday 27 March 2019, 7.00 pm
Hett Village Hall

Parish Council Members Present:

Councillor L Griffiths (Chair), Councillor R Burton, Councillor J Garner, Councillor P Kerrison, Councillor M Ord, Councillor K Summerson, Councillor I Watt.

Also Present:

County Councillors J Blakey, M McKeon and S Dunn.

123/18. Apologies for Absence:

Apologies of absence were received from Councillor A Watt and W Watt.

124/18. Declarations of Interest:

There were no declarations of interest.

125/18. Policing:

The next PACT Meeting is to take place on Wednesday 10 April, 7pm, Croxdale Community Centre.

Clerk informed Members with regard to Durham's Young Heroes Awards an initiative supported by Sherburn Road Police Station. Their aim is to highlight and praise the exceptional contributions to the community, made by our very own young people and are seeking nominations for any under-18s who have made a positive contribution to the community.

Resolved: For Members' Information.

126/18. Public Participation

No members of the public were in attendance.

127/18. Minutes

The Minutes of the meeting held on the 27 February 2019 were agreed as a true record and signed by the Chairman.

128/18. Matters Arising

i. Fencing at Hett Lane / Outstanding Highways Issues / Croxdale Beck:

County Councillor McKeon has arranged a site visit in relation to the above issues for Wednesday 3 April 2019, 4.15pm, Croxdale Community Centre to progress further. Representatives from the Parish Council is also to be in attendance.

County Councillor Dunn reported a speed watch survey was carried out earlier this evening in Croxdale with no vehicles being in excess of 40 MPH. Speeds were also monitored between 30 and 40 MPH and under 30 MPH. Clerk is to request data of PCSO officer following previous speed watch for comparison purposes. Volunteers are encouraged to enable further speed watches to take place to gain a better understanding of the data and to identify trend.

Resolved: For Members' information.

ii. Allotments:

Clerk informed Members she had contacted the tenant concerned regarding the allotment at the Poultry Centre and confirmed the tenant does still require the garden and will look to progress work on site and to address the over-hanging of tree branches as soon as possible.

It was noted satisfactory improvements works has commenced to another allotment at the Poultry Centre which is currently ongoing.

Resolved: For Members' information.

iii. Youth Provision:

Clerk confirmed leaflets were delivered in Croxdale, Hett and Sunderland Bridge with the assistance of Councillors Burton and Ord and Parish Clerk. The first youth session took place on 7 March 2019 with 11 young people attended and carried out arts/activities etc. Clerk, Councillors Burton and Ord attended an initial meeting with the youth workers on 28 February 2019 and confirmed:

- WMC will be paid quarterly (as per the youth workers)
- WMC have confirmed they have their own insurance in place for public liability
- WMC and youth workers are not VAT registered

Regarding the tuck shop, the youth workers will administer this and arrange for the necessary purchases of future supplies of crisps/sweets. This will be met from the proceeds of subs and the tuck shop. In terms of accountability, the youth workers will be responsible for the handling of cash/record keeping/receipts of goods etc. The monies will therefore not be included in the Parish Council's accounts.

Councillor Kerrison suggested for copies of the respective public liability insurance policies be obtained for information purposes.

With regard to additional sessions in school holidays, it was agreed this would be reviewed in the coming months and depending on numbers/demand, look to add additional sessions in the 6 weeks summer holidays (subject to agreement).

Resolved: For Members' Information. Clerk to obtain copies of insurance policies accordingly.

iv. Re-location of Memorial Bench:

Clerk is still awaiting DCCs permission to re-locate the bench in question and has chased progress.

Resolved: For Members' Information.

v. Hett War Memorial:

Clerk has chased progress with Officer at DCC to confirm approximate timescales, to which he apologised for the delay due to family/work commitments, and stated he is unable to provide timescales and asked if the Parish Council wanted to source assistance via another researcher. County Councillor Blakey agreed to follow this up on the Parish Council's behalf.

Resolved: For Members' Information. County Councillor Blakey to action.

vi. Croxdale Inn Car Park Rent:

Clerk informed Members of a request received from the owner of the Croxdale Inn regarding the proposed rental fee for 2019/20. The request was considered, being to cap the annual

fee at a cost of £750.00 for the next 5 years. Following discussion, Members agreed the revised proposal to cap the annual charge at a cost of £810.00 (which was the initial proposed charge), for the next 3 years i.e. from 1 April 2019 – 31 March 2022. Thereafter, if the current tenant does not wish to continue to rent the land in question, the Parish Council would actively seek a new tenant.

Resolved: Clerk to confirm revised proposal to the Croxdale Inn accordingly.

vii. Hett Litter Pick:

DCC confirmed this month's litter pick took place on 20 March 2019.

Resolved: For Members' Information.

viii. Croxdale Cemetery:

Clerk has discussed the pathways at Croxdale cemetery following feedback received on maintenance of the paths with the cemetery maintenance contractor. The paths will be maintained in terms of the removal of weeds/moss etc; however, the condition of the overall path/entrance is in poor condition as well as the main pathway leading up the cemetery. For information purposes, an estimate is to be obtained in order to get a better indication of the costs involved to resurface/tarmac the proposed area.

Resolved: Clerk to obtain indication of costings in the first instance.

ix. Cemetery Gates:

Clerk confirmed a revised quotation has now been received to include Hett cemetery from Special Branch Tree Services. However, the quotation from another company is yet to be received due to annual leave.

Resolved: For Members' Information.

x. Councillor Training Session:

Councillor Ord attended the training session held on 7 March 2019.

Resolved: For Members' Information.

xi. Council Tax Notice 2019/20:

This is now in circulation within the Parish. Clerk confirmed no feedback/queries has been received to date.

Resolved: For Members' Information.

xii. Grass Maintenance Contract:

The Parish Council's maintenance contract with DCC has been renewed for 2019/20 with proforma being returned accordingly. Clerk reminded DCC of recent complaints with regard to the cemetery gates being left open at Croxdale and damage to headstones/kerbing.

Councillor Garner was concerned over DCC grass cutting within Croxdale; mowing over daffodils. This was noted by County Councillors Dunn and McKeon.

Resolved: For Members' Information.

xiii. Planning Application at Barnmoor Filing Station:

Clerk confirmed that the above planning application was approved on 3 April 2018.

Resolved: For Members' Information.

xiv. Hett Flooding:

County Councillor McKeon confirmed the request for kerb edging has been requested to DCC and is currently awaiting a response.

Resolved: For Members' Information.

xv. Pot Holes:

County Councillor McKeon confirmed this has been reported to DCC in respect of Rogerson Terrace, Croxdale.

Resolved: For Members' Information.

xvi. Hett Subsidence:

Clerk has reported this issue to Northumbrian Water Ltd and is currently awaiting a response.

Resolved: For Members' Information.

xvii. Refuse Bins / Recycling – Hett:

Clerk confirmed this was reported to DCC on 08 March 2019. A response has yet to be received but confirmed it has been recorded on the Council's CRM system as an action dated 11 March 2019.

Resolved: For Members' Information.

129/18. Parish Clerk Update / Correspondence:

i. Review of Polling Districts and Polling Places:

Clerk reported DCC is currently consulting on polling districts and/or polling places currently used, and any suggestions for possible alternative venues. Deadline for feedback is 31 March 2019.

Resolved: For Members' Information.

130/18. Financial Matters:

(i) Financial Report for the Period 1 April – 28 February 2019:

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 28 February 2019. The current net bank balances totalled £8,172.59.

The following cheque payments were approved:

Cheque Number – 400404 – Coxhoe PC - £27.00

Cheque Number - 400406 – Special Branch Tree Services - £180.00

Cheque Number – 400407 – CAB Durham - £100.00

Resolved: For Members' Information.

(ii) Appointment of Internal Auditor for the year ending 31 March 2019

Clerk requested approval for Mr G Fletcher (who also carried out last year's audit) be appointed as the Council's Internal Auditor for the year 2018/19.

Resolved: Mr G Fletcher be appointed as the Council's Internal Auditor for the year 2018/19.

(iii) Review of Donation Requests

Clerk reported the Parish Council has received the following donation requests for the financial year 2018/19 and 2019/20 to date:

- 2018/19 – Citizens Advice County Durham – as per previous years, Members considered and agreed for a further donation of £100.00 be awarded for 2018/19.
- 2019/20 - Durham County Council - 2019 Beautiful Durham Competition Sponsorship. It was noted, the Parish has given previous donations over the years, however, on this occasion, a donation was not approved.

Resolved: Clerk to respond to the above organisations accordingly.

131/18. Review of Governance Documents

The following governance documents were discussed and reviewed; no amendments or queries were received and were therefore approved and endorsed with immediate effect.

- a) Standing Orders
- b) Financial Regulations
- c) Members Code of Conduct
- d) Risk Assessment
- e) Disciplinary Policy
- f) Grievance Policy
- g) Data Protection
- h) Complaints Procedure
- i) Social Media Policy
- j) Cemetery Policy
- k) Dignity at Work Policy
- l) Assets Register

Resolved: The above policies/procedures were approved accordingly.

132/18: Planning Issues:

No specific planning matters was discussed.

Resolved: For Members' Information.

133/18. County Councillor Reports

County Councillor Blakey gave an update in relation to: Freeman's Quay swimming pool will be closed for the next 6 months due to maintenance works and attended recent coffee mornings for fundraising purposes.

County Councillor Dunn gave an update in relation to: New HQ – Planning Committee met on 5 March 2019 to consider application. Over 1000 objections were received regarding traffic, access and pollution. No statutory objections were received; therefore, the Secretary of State will be invited to determine the application. If approved, current timescales are to open in spring 2021. Proposal ongoing in relation for landlords to be registered under compulsory scheme – DCC is 3rd authority in the country to introduce this. Ongoing matters in relation to Hett Village Hall refurbishment works. Drilling work to commence 8 April 2019, thereafter a report will be issued to determine next steps.

County Councillor McKeon gave an update in relation to: final timetable in relation to Integra 61 development to be agreed and circulated to Members for information as this will affect road traffic on A688.

Resolved: For Members' Information.

134/18. AOB:

Hett / Croxdale Weed Spraying:

Councillor Griffiths reported a number of complaints were received in Hett following recent weed spraying. Councillor Ord also reported that this is the same issue in Croxdale. Photographs were provided to County Councillor McKeon for action.

Resolved: County Councillor McKeon agreed to action.

135/18. Date and Time of Next Meeting:

It was agreed that the next meeting would be held on Wednesday 24 April 2019 at 7.00 pm, Hett Village Hall.