

TRIMDON PARISH COUNCIL

Minutes of the **Ordinary Meeting** of **Trimdon Parish Council** held in **Trimdon Grange Community Centre** on **Tuesday 11 September 2018** at 7:00pm.

Present: Councillor John Burton (in the Chair) and Councillors Denise Davison, Eileen Dickinson, Margaret Elliott, Margaret Hughes, Bernadette Oliver, Leslie Oliver, Ian Quinn, David Smith and Paul Trippett

Anne Delandre (Clerk to the Council) was in attendance to record the minutes and County Councillor Peter Brookes was in attendance to report on County Council matters.

41. APOLOGIES FOR ABSENCE

Apologies for absence were received from George Elliott, Rob Gilbert and Keith Thompson.

Resolved that the above apologies be approved.

42. DECLARATIONS OF INTEREST

There were no declarations of interest.

Resolved that the above be noted.

43. PUBLIC PARTICIPATION

There were five members of the public in attendance. Three members of the public attended to comment on Planning Application DM/18/02206/WAS and two members of the public attended to observe proceedings.

Resolved that the above be noted.

44. CONSIDERATION OF GDPR

The Clerk advised that the Parish Council now has a new and more secure email address – clerk@trimdonparishcouncil.gov.uk. This new address has been installed with additional anti-virus protection. The Clerk assured the meeting that emails sent to the old address would be automatically re-routed to the new address so there will be no interruption of service for customers.

Resolved that the above be noted.

45. REPORT FROM COUNTY COUNCILLOR PETER BROOKES

County Councillor Peter Brookes was in attendance and reported on the following:

- DCC has carried out tarmac repairs to a number of sites throughout the parish, including Church Road, Trimdon Village
- Building activity taking place near the Bird in Hand Public House – reported to DCC Planning Department
- DCC Planning Department still in negotiations with developer regarding the provision of a new Doctor's Surgery in Trimdon Village

- Participatory Budget Event taking place at Coxhoe on 3 November 2018 – everyone encouraged to attend and vote

Resolved that the above be noted.

46. MINUTES OF THE ORDINARY MEETING HELD ON 10 JULY 2018

The minutes of the Ordinary Meeting held on 10 July 2018 had been circulated with the Agenda.

Resolved that the minutes of the Ordinary Meeting held on 10 July 2018 be approved and signed by the Chairman.

47. UPDATE ON PROGRESS OF RESOLUTIONS FROM THE LAST MEETING OF THE PARISH COUNCIL ON 10 JULY 2018

- a) The Clerk advised that she now had three quotations for the replacement of stone pillars and wrought iron gates at Trimdon Grange Cemetery.

Resolved that the quotation from Redden Civil Engineering be accepted.

- b) The Clerk advised that she now had a further quotation for the crown-lifting of trees in Trimdon Village.

Resolved that the quotation from Eden Dene Tree Service be accepted.

48. PLANNING APPLICATIONS

There following planning applications were listed for consideration.

DM/18/02206/WAS	Site 5 Storage Lane Trimdon Grange Industrial Estate Trimdon Grange	Change of use from former coal depot to scrap metal business
DM/18/02342/FPA	6 Springwell Avenue Trimdon Village	Change of use of land to side from open space to residential and enclosure with 1.8 timber fence

Resolved that a letter of objection be sent in respect of application DM/18/02206/WAS and that application DM/18/02342/FPA be determined following a site visit by the Chairman and Parish Clerk.

49. FINANCIAL

- a) The Clerk confirmed that confirmation has been received from the external auditors, Mazars LLP, that they have completed their review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

Other factors not affecting their opinion which are drawn to the attention of the authority are:

- Fixed Assets at Box 9 was initially incorrect because the entry included repairs and maintenance costs to an existing asset as an addition

- In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete

Resolved

1. That the above be noted.
 2. That the other factors noted in respect of the Annual Governance and Accountability Return be noted.
 3. That the Notice of Conclusion of Audit for the year ended 31 March 2018 be displayed on the Parish Noticeboards and on the Website for an appropriate period of time.
- b) The Clerk detailed expenditure requiring payment by cheque.

Resolved that the payments be approved.

- c) The Clerk submitted the schedule of payments made between 1 August 2018 and 31 August 2018.

Resolved that the schedule of payments be approved.

- d) The Clerk submitted the schedule of receipts received between 1 August 2018 and 31 August 2018.

Resolved that the schedule of receipts be approved.

- e) The Clerk submitted the bank reconciliation statement (Instant Access Account) for the period ended 31 August 2018. This was cross referenced with the Bank Statement.

Resolved that the bank reconciliation statement (Instant Access Account) be approved and the Chairman sign the Bank Statement as confirmation of the balance.

- f) The Clerk submitted the bank reconciliation statement (Current Bank Account) for the period ended 31 August 2018. This was cross referenced with the Bank Statement.

Resolved that the bank reconciliation statement (Current Bank Account) be approved and the Chairman sign the Bank Statement as confirmation of the balance.

50. CLERK'S REPORTS

- a) A report on the Annual RoSPA Inspection of Play Park and Action Plan had been circulated with the Agenda. It was acknowledged that the reduction in the items requiring attention was testament to the levels of investment the parish council has approved in recent years.

Resolved

1. That the report be noted.
 2. That the Play Area Safety Inspection Report Action Plan be approved.
- b) A report on the review of the internal audit process had been circulated with the Agenda. Representatives from Durham County Council's Internal Audit Section have met with the Clerk to discuss their proposal to carry out an internal audit of the parish council's accounts for the financial year 2018/2019. DCC has drafted a Service Level Agreement for consideration.

Resolved

1. That the report be noted.

2. That the proposed Service Level Agreement for the provision of Internal Audit Services by Durham County Council to Trimdon Parish Council be accepted.
 3. That the Chairman signs the Service Level Agreement on behalf of Trimdon Parish Council.
- c) A report on a Social Media Policy, together with a draft Social Media Policy, had been circulated with the Agenda.

Resolved

1. That the report be noted.
 2. That the draft Social Media Policy be approved.
- d) A report on the Ledbury Case and the implications for town/parish councils had been circulated with the Agenda.

Resolved that the report be noted.

- e) Durham County Council Street Lighting Agreements (SLA's) - Durham County Council has now finalised the two Agreements relating to the maintenance of street lighting on the B1278 (Salters Lane).

Resolved that the Chairman and Vice Chairman sign the SLA's on behalf of Trimdon Parish Council.

- f) A quotation has been received from Kompan for the replacement of the slide at the Play Park at Skerne Avenue, Trimdon Village as it has recently been vandalised and is no longer able to be used.

Resolved that the quotation from Kompan be accepted.

- g) The Clerk advised that Wicksteed have been unable to provide a quotation for repairs to play equipment and re-surfacing. This will be available for the October meeting.

Resolved that the above be noted.

39. CORRESPONDENCE

- a) Correspondence has been received from Durham County Council advising of the level of Council Tax and Local Council Tax Reduction Scheme the Parish Council is likely to receive in the financial year 2019/2020. This is estimated to be a reduction of £1,32.54 on the current financial year.

Resolved that the above be noted.

- b) Correspondence has been received from Mr & Mrs Barr thanking the Parish Council for their Scarecrow Competition prize money.

Resolved that the above be noted.

- d) East Durham Rural Area Action Partnership – a vacancy has arisen for a town/parish councillor representative. Councillor Bernie Oliver expressed an interest.

Resolved that Councillor Bernie Oliver's name be forwarded to the AAP.

- e) The NALC Magazine: Summer 2018 edition had been forwarded with the Agenda.

Resolved that the above be noted.

51. COUNCILLOR MATTERS – FOR INFORMATION ONLY

- The Clerk was asked to plan for a commemorative service and re-dedication of the refurbished War Memorial at Trimdon Grange Cemetery on 11 November 2018 to recognise the 100th anniversary of the ending of World War 1.