

CORNSAY PARISH COUNCIL

At a meeting of Cornsay Parish Council held on Wednesday, 26th September, 2018, at 7.00pm, in Hamsteels Community Centre, Western Avenue, Esh Winning.

Present: Councillor B Armstrong (in the Chair)
and Councillors D Bottoms, K Duggan, R Makepeace, E Manning, L McKendrick and D Robb
and County Councillors J Chaplow, M McGaun and A Simpson

57. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Reid and County Councillors M McGaun. and M Wilson

58. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

There were no declarations of interest or requests for dispensations.

59. REPORTS FROM COUNTY COUNCILLORS

County Councillors reported on the following items:

- The financial outlook for the County Council remained extremely challenging with funding reductions continuing until at least 2020.
- Esh Winning Post Office would be moving from its present location into the McCormick's store shortly.
- The County Records Officer had become a Fully Accredited Archive Service under the national assessment scheme. Achieving this status demonstrated that the Records Officer had met defined national standards relating to the management and care of the unique collections it held.

Resolved: *That the report be noted.*

Matters brought to County Councillors' attention included:

- The Council had repaired the road past Greenacres at Cornsay however only some of the drains had been unblocked. Councillor Simpson would seek further information and action.
- Flytipping had taken place on Cliffords Bank. Councillor Simpson would report this for action.

60. MINUTES

The minutes of the meeting of the Council held on 25th July, 2018, were confirmed as a correct record and signed by the Chairman, subject to the inclusion of Councillor E Manning's apologies which had been omitted from the list of those who had submitted apologies for absence.

61. MATTERS ARISING

Minute 34 - A letterbox drop had been undertaken seeking volunteers for the Community Speedwatch scheme however no further action had taken place in relation to the speeding issues in Cornsay Colliery. Councillor Armstrong would pursue with the Police.

62. FINANCIAL REPORT

(a) Agreement was given for the payment of:

- (i) £249.28 to Mr D Walker in respect of Clerk's wages for September.
- (ii) £200.00 to Mr D Walker in respect of annual payment towards the costs of working from home.
- (iii) £69.75 to HMRC in respect of PAYE for September.

- (iv) £727.74 in respect of staff wages for July.
- (v) £240.00 to Mazars LLP in respect of Audit Fees had been paid during the summer recess as the account had become due.
- (vi) £69.95 to HMRC in respect of PAYE for August.
- (vii) £277.26 to Durham County Council in respect of cleaning charges.

(b) Cheques issued:

(i)	25 th Jul 2018	£	249.28	Clerk's wages	No.1051
(ii)	25 th Jul 2018	£	69.75	HMRC	No.1052
(iii)	25 th Jul 2018	£	727.74	Staff wages	No.1053
(iv)	25 th Jul 2018	£	61.85	Dog bags	No.1057
(v)	25 th Jul 2018	£	100.00	Cornsay Village Residents' Assoc	No.1061
(vi)	25 th Jul 2018	£	108.38	Clerk (printer cartridges)	No.1062
(vii)	3 rd Aug 2018	£	277.26	DCC (cleaning)	No.1058
(viii)	29 th Aug 2018	£	249.08	Clerk's wages	No.1054
(ix)	29 th Aug 2018	£	69.95	HMRC	No.1055
(x)	29 th Aug 2018	£	727.74	Staff wages	No.1056
(xi)	6 th Sep 2018	£	10.00	Transfer to Barclays	No.1063
(xii)	7 th Sep 2018	£	385.00	Makepeace Landscapes	No.1060

63. CORRESPONDENCE

- (a) Mid Durham AAP
 - Details of Active Valleys project event
Resolved: *That no Members wished to join the group but the AAP be requested to keep the Council informed of updates.*
- (b) CDALC
 - Details of Annual General Meeting
Resolved: *That no Members wished to attend this year*

64. PLANNING APPLICATIONS

There were no planning applications for consideration.

65. EXTERNAL AUDIT REPORT

The Annual Governance and Accountability Return had now been received from Mazars LLP, the external auditors.

No matters had been raised and Members expressed their appreciation of the work undertaken by the Clerk in relation to the annual audits.

Resolved: *That the Annual Governance and Accountability Return be noted.*

66. CAR PARKING/GARAGE SITE

(a) Former Garage Site

The Clerk reported that, as yet, there had been no further word from Durham County Council in relation to an asset transfer of the site.

(b) S106 Monies

The Clerk reported that the s106 monies for the creation of car parking areas on the Council's land had been agreed.

The funding had been agreed on the basis of the quotations from Makepeace Landscapes in relation to the relocation of the existing beech hedge and AA Paving in relation to the creation of the car parking area. Gravel infill had previously been agreed.

Resolved: *That the quotations from Makepeace Landscapes and AA Paving be accepted and both be instructed to proceed with the appropriate works.*

67. CORNSAY DRAW WELL

During the summer recess, the Clerk had identified an architect with suitable skills and experience to undertake a condition report of the Draw Well and obtained a cost estimate for this work. Following consultation with the Chair and Members, JABA Architects had been instructed to prepare a Heritage Statement and Condition report on the Draw Well to identify the works required to conserve and repair the structure.

The Heritage Statement and Condition Report had now been completed and received, copies of which had been circulated.

For the works identified, a summary cost of £9,140 had been provided as being an indication of the costs of the required repair works.

The Clerk had identified that the Council would be able to contribute towards this amount, however the total cost would exceed the Council's resources. It was suggested, therefore, that an application be made to the West Durham Wind Farm Community Benefits Fund when it re-opened for applications for additional funds, as well as the possibility of approaching local County Councillors to see if they would be willing to contribute.

In the meantime, it was suggested that JABA be requested to provide an estimate of costs to prepare the relevant planning application documents with a view to an application being submitted so that permission could be in place and works could proceed when funding was obtained.

JABA could also recommend suitably skilled and experienced contractors to quote for the works. This would provide greater certainty over costs and would also be a requirement in advance of making an application for funding.

Resolved: *(i) That the Heritage Statement and Condition Report be noted.*

(ii) That the Clerk seek a cost estimate from JABA for the preparation of the required planning application documents and instruct them to proceed subject to the cost estimate being within reason and following consultation with the Chair.

(iii) That an application be submitted to the West Durham Wind Farm Community Benefits Fund as soon as it re-opened for applications.

68. HAMSTEELS COMMUNITY CENTRE – LEASE TO HAMSTEELS COMMUNITY HALL ASSOCIATION (Minute 55(a) refers)

The Clerk advised that Cooper Stott Solicitors had been instructed to draft a lease on substantially the same terms as the former lease.

The Solicitor had noted a number of areas where greater clarity would be beneficial or where the lease required updating to reflect the fact that 21 years had passed since the former lease had been agreed.

A draft lease was being prepared, however had not yet been completed. On receipt of the draft from the Solicitors, the lease would be circulated to Members for consideration.

Resolved: *That the report be noted.*

69. HAMSTEELS COMMUNITY CENTRE

(a) Update Report

The community centre had been quiet during August as, in common with previous years, many groups took a break. Sessions had started back in September and had been picking up.

A recent 80s night had been very popular and a new parent and toddler session had now started and been well attended so far.

The Hamsteels History Group would be holding an event on 3rd November to mark 100 years since the end of World War 1. A programme of Christmas events was also being arranged including Christmas dinner and a Christmas Market.

(b) Coffee Machine

The coffee machine was currently located in the kitchen and was turned to face the serving hatch so that centre users could use the machine. A number of people had commented that they did not realise that it was available for self service and it also took up space on the serving counter. It was suggested that it be relocated into the drop in area so that it was more easily accessible for use and this would also free up space on the counter.

(c) Entrance Doors

The doors required replacement transom closers. Quotes had been obtained from a number of companies, all of which were in the region of £500. Replacement of the closers would ensure that the doors closed correctly but could also be held open.

(d) Room 2

The alterations to Room 2 had been discussed with builders and a number of options for the new door were available. Various photographs had been provided for illustrative purposes showing alternative options, copies of which were circulated.

Resolved: *(i) That the report be noted.*

(ii) That there were no objections to the relocation of the coffee machine into the drop-in area.

(iii) That the Clerk arrange for the replacement of the transom closers up to a value of £500.00

(iv) That the preference for the new door was for a double-door arrangement with solid panels to the lower panes with the colour to match the existing doors and windows throughout the building.

70. DEVELOPMENT OFFICER ROLE

It was approaching 2 years since the creation of the Development Officer role and in order to update Members with achievements and progress, a report had been circulated detailing some of the key achievements and work undertaken by the postholders.

Resolved: *That the report be noted.*

71. WEST DURHAM WIND FARM COMMUNITY BENEFITS FUND

Following discussion at the last meeting, the Clerk had sought clarification from the County Durham Community Foundation on the membership of the Funding Committee and the process by which members were appointed to it.

The Committee consisted of 10 places for local residents, 5 of which were allocated to residents from Cornsay, Cornsay Colliery, East Hedleyhope, Hamsteels and Satley, with the other 5 members being from other locations within the 3 mile geographical radius.

Interested people could contact CDCF detailing their skills and attributes with the membership of the panel being subject to approval by CDCF.

Resolved: *That the report be noted.*

72. EXCLUSION OF THE PRESS AND PUBLIC

Resolved: *That in view of the confidential nature of the following item of business, and in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be temporarily excluded and they be instructed to withdraw from the meeting.*

73. STAFFING MATTERS

The Clerk reported on the HR advice which had been received from Durham County Council's HR team and advised that he had discussed the situation with the employee concerned. The employee had confirmed his agreement to the temporary arrangement proposed.

Resolved: *(i) That the report be noted.*

(ii) That the situation be reviewed once the outcome of the funding application was known.

The Meeting closed at 8.20 pm

Signed as a correct record:

Chairperson Date

Clerk Date

CORNSAY PARISH COUNCIL

31 October 2018

REPORT OF THE CLERK

FINANCIAL REPORT

(a) Accounts for Payment

	<u>Goods/Service</u>	<u>Details</u>	<u>Amount</u>	<u>VAT</u>
(i)	Clerk's wages	October	249.08	
(ii)	HMRC	October	62.40	
(iii)	Staff Wages	October	487.50	
(iv)	Cooper Stott Solicitors	Drafting of Lease		
(v)	AES	Replacement Transom Closers for doors		
(vi)	DCC	Cleaning charges – September	277.26	
(vii)	Makepeace Landscapes	Grounds maintenance		
(viii)	Makepeace Landscapes	Relocation of beech hedging to allow for creation of parking area		
(ix)	AA Paving	Creation of parking spaces		

(b) Receipts/Payments since last meeting

Overleaf

ACCOUNTS FOR THE YEAR 2018/2019

RECEIPTS

PAYMENTS

Date		Northern Rock	Barclays	Barclays Savings	Date	Chq No	Payee	Northern Rock	Barclays	Barclays Savings
	Brought Forward	11,300.68	2,120.00	7,273.95						
03/04/2018	Interest			1.64	28/02/2018	1023	Clerk's wages	245.00		
05/04/2018	Precept	16,485.00			28/02/2018	1024	HMRC	65.85		
05/04/2018	LCTSS Grant				28/03/2018	1025	Clerk's wages	245.00		
27/04/2018	Interest	1.90			28/03/2018	1026	HMRC	65.85		
01/05/2018	Interest			1.40	28/03/2018	1027	Staff Wages	695.87		
03/05/2018	Durham County Council (doors)	712.80			28/03/2018	1028	DCC (cleaning)	270.40		
01/06/2018	Interest			1.55	28/03/2018	1029	DCC (cleaning)	270.40		
27/05/2018	Interest	2.02			25/04/2018	1030	Clerk's wages	245.00		
19/06/2018	VAT Reclaim	1,217.98			25/04/2018	1031	HMRC	65.46		
27/06/2018	Interest	1.84			25/04/2018	1032	Staff Wages	716.53		
02/07/2018	Interest			1.55	30/04/2018	DD	Talktalk	39.54		
23/07/2018	TRACC (Planters)	200.00			02/05/2018	1033	DCC (cleaning)	277.26		
27/07/2018	Interest	1.64			02/05/2018	1034	Wicksteed Leisure	108.00		
01/08/2018	Interest			1.50	02/05/2018	1035	Zurich Municipal	2,031.69		
03/09/2018	Interest			2.63	02/05/2018	1036	Cornsay Village Res Assoc Durham Miners	160.00		
06/09/2018	FROM NORTHERN ROCK		10.00		12/05/2018	1013	Association	200.00		
27/08/2018	Interest	1.56			29/05/2018	DD	Talktalk	39.56		
27/09/2018	Interest	1.42			30/05/2018	1012	Makepeace Landscapes	800.50		
					30/05/2018	1037	Clerk's wages	253.56		
					30/05/2018	1038	HMRC	70.75		
					30/05/2018	1039	Staff Wages	727.74		
					30/05/2018	1040	DCC (broadband)	780.00		
					30/05/2018	1041	DCC (cleaning)	277.26		
					30/05/2018	1042	MG Ackroyd	90.25		
					30/05/2018	1043	CDALC	146.34		
					30/05/2018	1044	Petty Cash	97.28		
					27/06/2018	1045	Clerk's wages	249.08		
					27/06/2018	1046	HMRC	73.22		
					27/06/2018	1047	DCC (cleaning)	277.26		

				27/06/2018	1048	Makepeace Landscapes	160.00			
				27/06/2018	1049	Staff Wages	738.93			
				25/07/2018	1051	Clerk's wages	249.28			
				25/07/2018	1052	HMRC	69.75			
				25/07/2018	1053	Staff Wages	727.74			
				25/07/2018	1057	Clerk (Dog bags)	61.84			
				03/08/2018	1058	DCC (cleaning)	277.26			
				25/07/2018	1061	Cornsay Village Res Assoc	100.00			
				25/07/2018	1062	Clerk (Printer cartridges)	108.38			
				30/07/2018	DD	Talktalk	18.00			
				03/08/2018	1058	DCC (cleaning)	277.26			
				29/08/2018	1054	Clerk's wages	249.08			
				29/08/2018	1055	HMRC	69.95			
				29/08/2018	1056	Staff Wages	727.74			
				29/08/2018	DD	Talktalk	35.87			
				30/08/2018	DD	ICO	35.00			
				02/09/2018	1050	Mazars LLP	240.00			
				06/09/2018	1063	TO BARCLAYS	10.00			
				07/09/2018	1060	Makepeace Landscapes	385.00			
				26/09/2018	1064	Clerk's wages	249.28			
				26/09/2018	1065	HMRC	69.75			
				26/09/2018	1066	Staff Wages	727.74			
				26/09/2018	1067	Clerk (work from home)	200.00			
				26/09/2018	1068	Cornsay Village Res Assoc	105.00			
				26/09/2018	DD	Talktalk	39.70			
				12/10/2018	1059	DCC (cleaning)	277.26			
						TOTAL	15,794.46	0.00	0.00	
						Less uncleared chq	659.52	0.00	0.00	
TOTAL RECEIPTS	29,926.84	2,130.00	7,284.22			TOTAL PAYMENTS	15,134.94	0.00	0.00	
Cash at Bank	14,791.90	2,130.00	7,284.22							
Total Payments	15,134.94	0.00	0.00							
BALANCE	29,926.84	2,130.00	7,284.22							