

CORNSAY PARISH COUNCIL

At a meeting of Cornsay Parish Council held on Wednesday, 30th May, 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, L McKendrick and D Robb
and County Councillors D Bell, M McGaun and M Wilson

14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor E Manning and County Councillors J Chaplow and A Simpson.

15. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

There were no declarations of interest or requests for dispensations.

16. REPORTS FROM COUNTY COUNCILLORS

County Councillors reported on the following items:

- Councillor Bell had met with Officers to discuss the environmental issues raised by an elector at the Annual Parish Meeting. The concerns over the steps at the end of the bridge had been passed to the Highways Department and arrangements would be made in respect of the fly-tipping. The rubble in the beck had been passed to the Drainage team for action and arrangements would be made to carry out a further site visit once the grass and vegetation in the area had died away.
- At the Annual Meeting of the County Council, Councillor J Lethbridge had been elected as Chairman of the County Council and Councillor K Corrigan Vice-Chairman.
- An additional £700,000 had been allocated to improve and repair roads across the county.
- Primary school admissions for September 2018 had been notified to parents.
- Age UK had now opened a superstore at Belmont. Volunteers were needed for the shop and warehouse and a furniture delivery and collection service was available.
- The Wheels to Work scheme was now open to more residents across the county thanks to funding from seven AAPs and a moped hire service was also now available.
- The Brass festival would be back from Friday 13th to Sunday 22nd July.
- The Armed Forces Covenant Trust had announced that from June, communities across the UK could apply for funding to purchase silhouette Tommies to hold remembrance events. The silhouettes could be placed to bring to mind those who went to war and did not return.
- Armed Forces Community support could help anyone who was serving or had served or family members access help and support from the County Council.
- A range of new apprenticeship posts were being created with the roles to start in September. Apprentices would receive formal training towards a recognised qualification as well as gaining practical skills and experience.
- The Big Spring Clean had been a great success with 4,123 bags of litter being collected between February and April by local residents, schools, community groups and businesses. 4,131 volunteers had taken part in the campaign.
- The Durham Pointers had been awarded the Chairman's Medal for their work in Durham City.
- A publicity campaign was taking place to raise awareness of the risks of potential counterfeit vaping equipment.
- Councillor McGaun advised that he had met with the Highways Department in relation to speeding issues in a number of villages. The Chairman reported that a letter had been sent to the Police and Crime Commissioner and Chief Constable of Durham Constabulary in relation to speeding problems in Cornsay Colliery and a public meeting would be arranged for residents to discuss the matter.

Items brought to the attention of County Councillors' included:

- Drains on Cornsay Lane and Wells Bank were blocked.

- On behalf of the Community Hall Association, Councillor Makepeace thanked the County Councillors for their contributions towards the cost of the event.

Resolved: *That the report be noted.*

17. MINUTES

The minutes of the meeting of the Council held on 31st January, 2018, were confirmed as a correct record and signed by the Chairman.

18. MATTERS ARISING

Minute 12 - Councillor Robb explained that quotes were still awaited for defibrillators but there were various issues which still needed to be resolved. It would be difficult to access funding of cabinets were to be locked and the equipment required a power supply however it was not possible to located it on lampposts.

19. FINANCIAL REPORT

(a) Agreement was given for the payment of:

- (i) £253.56 to Mr D Walker in respect of Clerk's wages for May.
- (ii) £70.75 to HMRC in respect of PAYE for May.
- (iii) £727.74 in respect of staff wages for February.
- (iv) Durham County Council in respect of the cleaning contract for the community centre f.
- (v) £780.00 to Durham County Council in respect of broadband.
- (vi) £90.25 to Mr MG Ackroyd in respect of internal audit fees.
- (vii) £146.34 to CDALC in respect of membership fees.
- (viii) £800.50 to Makepeace Landscapes in respect of grounds maintenance, play areas and planters.

(b) Cheques issued:

(i)	28 th Mar 2018	£	245.00	Clerk's wages	No.1025
(ii)	28 th Mar 2018	£	65.85	HMRC	No.1026
(iii)	28 th Mar 2018	£	695.87	Staff wages	No.1027
(iv)	28 th Mar 2018	£	270.40	DCC (cleaning)	No.1028
(v)	28 th Mar 2018	£	270.40	DCC (cleaning)	No.1029
(vi)	25 th Apr 2018	£	245.00	Clerk's wages	No.1030
(vii)	25 th Apr 2018	£	65.46	HMRC	No.1031
(viii)	25 th Apr 2018	£	716.53	Staff wages	No.1032
(ix)	2 nd May 2018	£	277.26	DCC (cleaning)	No.1033
(x)	2 nd May 2018	£	108.00	Wicksteed Leisure	No.1034
(xi)	2 nd May 2018	£	2031.69	Zurich Municipal	No.1035
(xii)	2 nd May 2018	£	160.00	Cornsay Village Residents Association	No.1036

(c) VAT Reclaim

The VAT Reclaim for 1st April, 2017 to 31st March, 2018 had been submitted to HMRC in the sum of £1,217.98.

(d) Petty Cash

The petty cash balance was £2.72. Accordingly, £97.28 was required to replenish it to £100.00.

20. CORRESPONDENCE

There was no correspondence for the Council's attention.

21. PLANNING APPLICATIONS

P Scott Land to the north west of Dwelling
Willow Cottage,
Newhouse Road, Esh
Winning

Resolved: *That the Council has no objection to this application.*

22. ACCOUNTS FOR THE YEAR 2017/2018

The Receipts and Payments accounts for the year 2017/2018 had been prepared by the Clerk, copies of which had been circulated.

Resolved: *That the accounts for the year 2017/2018 be approved.*

23. REPORT OF INTERNAL AUDITOR

Consideration was given to the report of the Internal Auditor.

Discussion took place in relation to the matter highlighted regarding the use of debit cards to make purchases and any steps that could be taken to minimise the need for this in the future. The Clerk confirmed that he did not wish to have access to the Council's funds either through the use of a debit card or any other method and his preference was to be reimbursed by the Council on the rare occasions the situation occurred.

In response to questions, the Clerk advised that the remaining funds in respect of the community centre rebuild project were, in the main, as a result of the VAT reclaim on the retention payment. Although the retention payment had been made in the year 2015/2016, the VAT had not been reclaimed until the year 2016/2017.

A query was raised regarding the length of time the Council has used the same internal auditor and whether it was best practice to change internal auditor after a period of time. This could be reviewed at the appropriate point next year.

Resolved: *That the Internal Auditor's report be noted.*

24. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

(a) Annual Governance Statement

The annual governance statement, copies of which had been circulated, was presented to the Council and consideration given to each of the points to which an answer was required.

Resolved: *That the Annual Governance Statement be approved, with all questions being answered 'yes'.*

(b) Accounting Statements

The accounting statement forming part of the annual return, copies of which had been circulated, was presented by the Clerk.

Resolved: *That the Accounting Statement be approved.*

25. ENVIRONMENTAL IMPROVEMENTS/CAR PARKING

The Chair reported that there had been no further progress on this matter since the last meeting in relation to the former garage site.

It was suggested that the parking on the Parish Council land and flower bed on Western Avenue could be progressed while waiting for progress from the County Council in relation to the garage site as this would potentially alleviate some of the parking issues which were being experienced.

Resolved: (i) That the Clerk contact the Mid Durham AAP view a view to progressing the creation of parking on Parish Council land and the flower bed on Western Avenue.

(ii) That a letter be sent to the Portfolio Holder for Economic Regeneration at Durham County Council, copied to the Corporate Director, expressing the Council's disappointment at the lack of any progress over the last 6 months in relation to the garage site.

26. ANNUAL PLAY AREA INSPECTIONS

The annual play area inspection had been received from Wicksteed Leisure.

The items raised were discussed and would be investigated/monitored as necessary.

Resolved: That the report be noted.

27. HAMSTEELS COMMUNITY CENTRE

(a) Update Report

The last month had been a period of highs and lows. A number of exercise classes had now ended as had the messyplay session, mainly due to the low number of people attending.

More positively, many of the other groups continued to be well attended and a tutor had been voluntarily offering sessions on English for adults and children to improve their skills. The IT suite was open on Tuesday mornings for local people to use. Support was available from a college work placement student and a couple of people had taken advantage of this already.

A first aid course due to start in early May had had to be cancelled due to lack of people enrolling. There had been a problem with publicising the sessions and they were to be rearranged for later in the year.

The Royal Wedding barbecue and disco went very well and the afternoon was well attended, while the fashion show had also been a great success again.

A number of events were planned over the coming months including social evenings, country and western, a ceilidh and a new baby sensory session starting in June.

For the month to date, 917 people had used the hall.

Resolved: That the report be noted.

(b) Request from Hamsteels Community Association to make alterations to the kitchen

The Community Association had submitted a proposal to the Council to make changes to the kitchen. Based on experience of using the building over the last 2 years and how events and sessions had developed, the Association felt that the kitchen facilities could be improved to create a more user-friendly space and to increase catering capacity for events and sessions. Advice had been sought from various organisations on an optimal layout while retaining as much of the existing layout as possible. The Association had identified that the kitchen provided an opportunity to generate additional income to improve the sustainability of the centre and had detailed the running costs of the building as well as income streams.

Copies of the proposal had been circulated.

During discussion by the Council, the following points were raised:

- The building was less than 2 years old and it was premature to consider making changes to the kitchen;

- Car parking was more of a priority at the present time;
- The kitchen had been designed by an architect and the Association could use other rooms in the building when preparing food and catering for events;
- The outcome for the number of people using the building on a monthly basis was being achieved and exceeded;
- That the proposal needed more thought and planning before any changes should be considered.
- That the Council had more pressing priorities for the forthcoming year and this matter had not been highlighted during the forward planning undertaken at the Annual Meeting.

It was suggested that the matter should be deferred until next year to see how use of the centre developed and, if the Association still felt changes would be of benefit, that it could be reconsidered next year.

There was around £3,000 remaining from the community centre rebuild project and it was suggested that this could be used to make some minor changes that would improve the usability of the kitchen area if the Association could identify and ideas for consideration.

Resolved: *(i) That the proposal be referred back to the Community Association for further consideration and planning with a view to any proposals being considered by the Council at a future time.*

(ii) That the £3.000 remaining from the rebuild project be allocated to making minor alterations to the kitchen facilities if the Association had any ideas to bring to the Council.

28. GENERAL DATA PROTECTION REGULATION

The Clerk provided an update on the use of personal information following the coming into effect of the General Data Protection Regulation on 25th May, 2018. This would impact on how the Council obtained, held and processed personal information and provided additional rights for people to control how their personal data was used.

Resolved: *That the report be noted.*

29. 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.*

30. STAFF WAGES

The Local Government pay settlement for the years 2018/2019 and 2019/2020 had now been agreed on the basis of a 2-year deal.

The new pay rates were detailed in a report, copies of which had been circulated.

Resolved: *That wages be increased in line with the Local Government pay agreements, such increases being backdated to 1st April, 2018*

The Meeting closed at 8.30 pm

Signed as a correct record:

Chairperson Date

Clerk Date

CORNSAY PARISH COUNCIL

27 June 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	June	249.08	
(ii)	HMRC	June	73.22	
(iii)	Staff Wages	June	738.93	
(iv)	DCC	Cleaning charges		
(v)	Makepeace Landscapes	Grounds maintenance		

(b) Receipts/Payments since last meeting

Overleaf

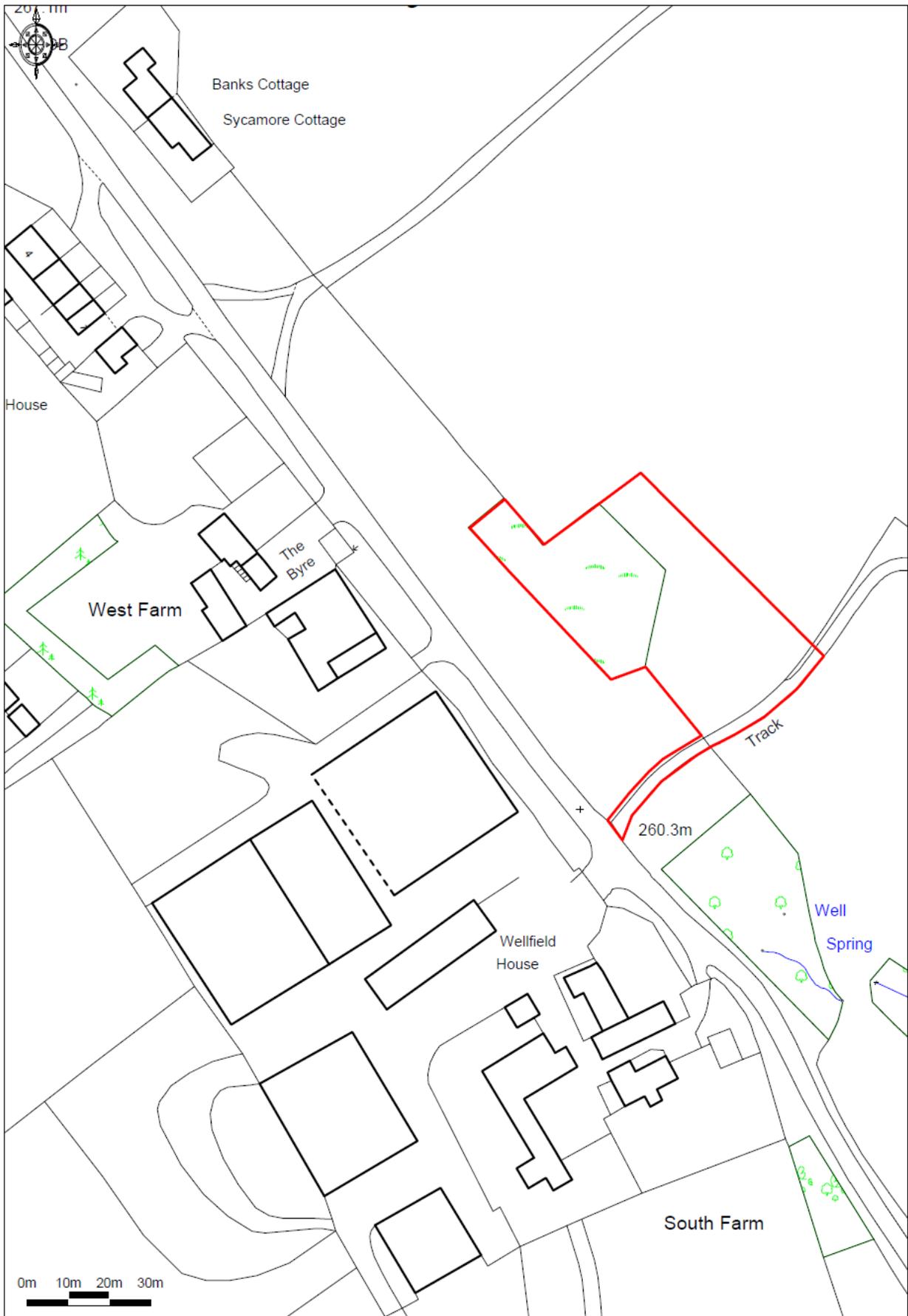
ACCOUNTS FOR THE YEAR 2018/2019

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		
03/05/2018	Durham County Council (doors)	712.80			28/03/2018	1027	Staff Wages	695.87		
					28/03/2018	1028	DCC (cleaning)	270.40		
27/05/2018	Interest	2.02			28/03/2018	1029	DCC (cleaning)	270.40		
					25/04/2018	1030	Clerk's wages	245.00		
					25/04/2018	1031	HMRC	65.46		
					25/04/2018	1032	Staff Wages	716.53		
					30/04/2018	DD	Talktalk	39.54		
					02/05/2018	1033	DCC (cleaning)	277.26		
					02/05/2018	1034	Wicksteed Leisure	108.00		
					02/05/2018	1035	Zurich Municipal Cornsay Village Res	2,031.69		
					02/05/2018	1036	Assoc Durham Miners	160.00		
					12/05/2018	1013	Association	200.00		
					29/05/2018	DD	Talktalk	39.56		
					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				
					30/05/2018	1042	MG Ackroyd	90.25		
					30/05/2018	1043	CDALC	146.34		
					30/05/2018	1044	Petty Cash	97.28		
TOTAL								8,707.83	0.00	0.00

						Less uncleared chq	2,265.89	0.00	0.00
C/F	TOTAL RECEIPTS	28,502.40	2,120.00	7,275.59	C/F	TOTAL PAYMENTS	6,441.94	0.00	0.00
	Cash at Bank	22,060.46	2,120.00	7,275.59					
	Total Payments	6,441.94	0.00	0.00					
	BALANCE	28,502.40	2,120.00	7,275.59					



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