



**SACRISTON PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 1<sup>st</sup> March 2023 at 6.30 pm  
In The Fulforth Centre**

**Present:** Cllr G Ludlow (Vice Chair), Cllr S Wilson, Cllr D Robson, Cllr J Barrett, Cllr A Page, Cllr K Wilson, Cllr R Sharp, Cllr D Forth, Cllr L Burn, and Miss C Wilson (Clerk)

**Apologies:** Apologies received from Cllr H. Dixon (Chair), Cllr R Harrison, Cllr E Waldock, Cllr A-M Johnson, Cllr F Morrell, and Cllr L Claughan

**Item No:**

1.	<b>Introductions and Apologies for Absence</b>	<p>In the absence of the Chair, the Vice Chair opened the meeting at 6.30 pm and welcomed everyone.</p> <p>Apologies received and accepted from Cllr H. Dixon (Chair), Cllr R Harrison, Cllr E Waldock, Cllr A-M Johnson, Cllr F Morrell, and Cllr L Claughan</p>
2.	<b>Disclosure of Interest from Members</b>	<p>Cllr S Wilson declared an interest regarding any planning applications and left the room when they were discussed during the clerk's report.</p>
3.	<b>Questions from the public</b>	<p>(Questions &amp; Comments from the public in attendance – max 5 mins per item/individual)</p> <p>No members of the public were present.</p> <p>Cllr Burn had emailed members about issues that had been raised with her by members of the public. They had informed her they would attend the meeting, but have not turned up.</p> <p>Cllr Burn informed the meeting of the issues:-</p> <ol style="list-style-type: none"> <li>1) Issue with Persimmon Homes and businesses being run from residential properties.</li> <li>2) Concerns about the driver who crashed into the house in Gregson Street as they have still been driving a car.</li> </ol> <p><b>RESOLVED</b></p> <p>It was advised that Persimmon Homes fall under Kimblesworth and Plawsworth PC and the matter should be dealt with Persimmon Homes direct.</p> <p>It was advised that the member of the public should take the matter up with the police if there are any concerns regarding the incident and the driver.</p>
4.	<b>Previous meeting minutes</b>	<p>Previous minutes from 1<sup>st</sup> February 2023 were accepted and signed as a true record.</p>

		<p>Cllr S Wilson has informed the meeting he has spoken with DCC regarding the horses in the woods. Signs are to be erected to state no horses are allowed. Questions were raised from DCC about who is putting the logs across the paths.</p> <p><b><u>Andy Hill</u></b>  Emailed following the previous meeting. Andy replied this morning to say that he is to try and attend the meeting but would confirm later today. Andy then emailed to say that he was unable to attend but is available on Friday, should anyone be free to catch up.</p> <p>Cllr Wilson advised that there was also a meeting which was held yesterday, and Andy Hill did not attend and has not replied to any emails.</p> <p><b>RESOLVED</b>  There is no one available to meet Andy Hill due to the short notice and he should be invited to the next meeting on 1<sup>st</sup> April.</p> <p><b>Bus Shelter at Findon Hill</b>  The clerk has spoken to DCC regarding the pane that was broken. DCC has advised that the shelter is owned by Adshel and they will speak to them directly about getting it repaired.</p>
5.	<b>Police Matters</b>	Nothing to report.
6.	<b>Clerks Report</b>	<p><b><u>Planning Applications</u></b>  DM/23/00367/FPA  Site Address: 73 Daleside, Sacriston Durham DH7 6DH  Proposal: Single storey extension to the front of the dwelling</p> <p>DM/23/00398/FPA  Site Address: 25 Woodside, Sacriston, Durham, DH7 6NA  Proposal: Rear single storey flat roof extension</p> <p><b><u>Purchase of land South of Plawsworth Road open space and Durham Road car park.</u></b>  A discussion was held and members were informed any comments need to be submitted by 9<sup>th</sup> March.</p> <p><b><u>Reply from The Fulforth Centre</u></b>  Thank you very much for the letter regarding the Project Development Worker’s salary. We are very grateful to the Parish Council for their ongoing financial support for the role. I have set the target of my full salary in funding applications elsewhere and will keep the Parish Council informed on how applications proceed.</p>

**Service Level Agreement**

HR Advisory Service – There is a new charge of £250 plus VAT will include the provision of 4 hours HR advisory work by our team to the Parish Council and any HR work you may be required after these 4 hours will be charged at £75 plus VAT, per hour. Previously it was just £75 per hour once the service was used.

**RESOLVED**

Agreed to sign up for the HR advisory service.

**Internal Audit**

The clerk has contacted a couple of auditors regarding carrying out the audit of the end-of-year accounts.

- 1) Mitchells online - internal audit - the fee would be £800 plus VAT.
- 2) Gordon Fletcher – the fee would be £125. Gordon is self-employed and the clerk informed the meeting of Gordon’s background.

**RESOLVED**

It was agreed by all that we are to appoint Gordon Fletcher as the new internal auditor.

**Bus Shelter - Plawsworth Road**

The quote for a new shelter installation will be £3,729.24 excluding VAT. Information has been passed on to the insurance company.

**Cost of clock service increase**

The cost of the service is to increase to £195 exclusive of VAT. In previous years it has been £185 exclusive of VAT.

**Durham Miners Gala Brochure**

Would like to know if we would like an advert in the brochure? Full page £800, half page £400, Quarter page - £200, ¼ of a page £100, a message of support (25 words) £60.

**RESOLVED**

Cllr Robson will speak to Cllr Claugan about what we have previously purchased.

**Email from a member of the public**

Email received regarding the lack of pavement from the Methodist Church to St Cuthberts Drive. The email was read to all members.

**RESOLVED**

Cllr S Wilson advised that he has been in touch with the member of the public regarding this.

7.	<b>Sacriston in Bloom</b>	Nothing to report.
8.	<b>Village Schools</b>	<p><b>Fyndoune</b></p> <ul style="list-style-type: none"> <li>• Meeting held on 28<sup>th</sup> February with stakeholders.</li> <li>• Still waiting for the survey and reports to come through.</li> <li>• The business plan originally put forward is not viable.</li> <li>• Education Dept putting forward a dual use for community usage and maybe something like Durham Trinity School.</li> <li>• The amount of work is being investigated.</li> <li>• People who are currently on site have another 2 years.</li> <li>• Section 1 has still not been put forward and assets do not want to seem to progress with this.</li> <li>• Funds may be available to use for Burnhope solar development.</li> <li>• They are looking at repairing the fields for next year for the football club to use.</li> </ul> <p><b>RESOLVED</b> Cllr S Wilson to include Cllr Ludlow in correspondence so he can continue to chase the repairing of the fields.</p>
9.	<b>Parish Assets</b>	<p><b>Bus Shelters</b></p> <ul style="list-style-type: none"> <li>• Previously discussed.</li> </ul> <p><b>Village Clock</b> – Service has taken place on 1<sup>st</sup> March. Awaiting invoice.</p> <p><b>Parish Building</b> – Nothing to report.</p> <p><b>War Memorial</b> – Cllr Ludlow chasing the person who was going to contact him regarding this as have not received any communication from him.</p> <p><b>Pit Wheel</b> – Nothing to report.</p>
10.	<b>County Councillor's Reports</b>	<p><b>Reports received from Cllr S Wilson;</b></p> <ul style="list-style-type: none"> <li>• John Street – looking to get some bollards and refresh the lines and signage.</li> <li>• Rosewood – legal issue still ongoing.</li> <li>• Fynway Garage – issues with cars being parked all over.</li> <li>• Rear of car wash – wardens have been and removed items that had been left at the rear.</li> <li>• Crossroads – AAP has informed that Clean and Green do not have the staff to carry this out. Therefore, we require 3 quotes. Put forward to discuss at next meeting.</li> <li>• Roads at Lavender Gardens – Highways and Karbon looking at roads.</li> </ul>

		<ul style="list-style-type: none"> <li>• Catholic Club – works have been carried out and it has now been pulled down.</li> </ul> <p><b>Cllr E Waldock;</b></p> <ul style="list-style-type: none"> <li>• Fyndoune meeting was held yesterday.</li> <li>• Rubbish at New Hill allotment - Warden has been out, taken pictures and reported it through. I went up on Saturday and couldn't see any of the rubbish, so believe it has been cleared.</li> <li>• Litter Pick - Will be logging the litter pick on May 8th (bank holiday for the coronation), to advertise online which will hopefully help with numbers.</li> <li>• CCTV - A new meeting is to be arranged for later this month. Is there anyone else who would like to attend?</li> <li>• Newsletter - I will have another meeting regarding the newsletter next Wednesday (8th March) at 6.30 pm at Fulforth Centre. Costings- A4, 8 pages, 1000 copies (3 days turn around) £484.01 (no VAT) (Stress-Free Print) A4 1000 copies (4-5 days) £159.41 (PMI Creative (local))</li> </ul> <p>Cllr Robson asked if the County Cllrs were still going to raise a question at the next full council meeting about Fyndoune. Cllr S Wilson asked if members wanted to still go ahead with this following yesterday's meeting. Cllr S Wilson advised that he and Cllr Waldock can get a question together and pass it around for people to review before the meeting and take it from there.</p>
11.	<b>Group Representative Reports</b>	<p><b>Fulforth Centre Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• Nothing to report as no meeting.</li> </ul> <p><b>Development Group</b></p> <ul style="list-style-type: none"> <li>• Nothing to report as no meeting.</li> </ul> <p><b>HR &amp; Finance Group</b></p> <ul style="list-style-type: none"> <li>• Mazars will continue as the external auditor.</li> <li>• Need to find someone to carry out an internal audit.</li> </ul> <p><b>Allotment Association Meeting</b></p> <ul style="list-style-type: none"> <li>• AGM was held on 12th February.</li> <li>• Collection of rent is taking place on 8th &amp; 14th March.</li> <li>• New tenancy agreements are being issued.</li> <li>• Rubbish was removed from DH and payment has been made.</li> <li>• Fridges still in one of the sheds.</li> <li>• Eric has now resigned as treasurer and the clerk has taken over the role.</li> </ul>

		<p><b>New Hill Allotments</b></p> <ul style="list-style-type: none"> <li>• Clerk sent a letter to the Chairman asking him to remove the rubbish outside the allotments. The rubbish has now been removed.</li> <li>• Nothing further to report.</li> </ul> <p><b>CDALC</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>
12.	<b>Budget &amp; Grant Applications</b>	<p><b><u>ACCOUNTS</u></b> As of the 1<sup>st</sup> March the bank balance was £56,176.68.</p> <p><b><u>Invoices paid</u></b> Clerk's wages - £728.79 Pension – total - £23.94 (employer - £10.26, employee £13.68) HMRC - 119.60 Printer Ink February - £25.99 – High this month due to printing of the draft tenancy agreement Sacriston Community Association - £8,690.00 Shine Cleaning - Rubbish removal DH - £1440 inc. VAT (£1200, £240 VAT) Mobile Phone - £6.00 Stationary (paper) - £8.00</p> <p><b><u>To Pay</u></b> Village clock service £185 exc. VAT TOTAL £222.00 Microsoft Office needs renewing for the computer for £59.99 inc. VAT.</p> <p>Printer ink will also be increased next month due to the printing of the tenancy agreements.</p> <p>Clerk to complete VAT return before AGAR.</p>
13.	<b>Date and time of next meeting</b>	<p>Next meeting is to be held Wednesday 5<sup>th</sup> April 2023 at 6.30 pm.</p> <p>Meeting closed at 7.38 pm</p>

Agreed and signed by Chair of Sacriston Parish Council ..... Date .....