



**SACRISTON PARISH COUNCIL**  
**Minutes of the meeting held on the Wednesday 2<sup>nd</sup> September 2020**  
**Via Zoom at 6.30pm**

**Present:** Cllrs H. Dixon (Chair), E. Waldock (Vice Chair), R. Harrison, G. Ludlow, E. Metcalfe, R. Sharp, B. Smith, K Wilson and C. Wilson (Parish Clerk)

**Apologies:** Cllrs S. Wilson, D. Robson, H. Hubber, L Claughan

Item No.	Subject	Discussion and Decision	Lead Cllr (s)	Action/ Timescale
1.	<b>Introductions</b>	Chair opened the meeting @ 6.30pm and welcomed everyone.  Apologies received and accepted from Cllrs S. Wilson, D. Robson, H. Hubber, L Claughan	HD	
2.	<b>Disclosure of Interest from Members</b>	None		
3.	<b>Public Questions</b>	(Questions & Comments from the public in attendance – max 5 mins per item/individual)  None		
4.	<b>Minutes of the Previous Meeting</b>	<b>Council meeting held on 1<sup>st</sup> July 2020</b>  Minutes were then accepted as a true record and signed by the Chair.	HD	



6.	Clerks Report	<p><u>Planning Applications</u></p> <ul style="list-style-type: none"> <li>• 17 Davison Terrace, Sacriston, DH7 6AE Works to 2 no. Sycamore trees (T1 &amp; T2) T1 - Remove branches growing towards first floor windows. Prune canopy back from roof to give a 2m clearance. Overall 20% crown reduction and 20% thin. T2 - Due to the proximity of the tree to the dwelling, the applicant has requested that the council give consideration to the tree's removal, replacement planting could be agreed. If this is not possible proposed tree works would include - crown raise with the removal of lower branches growing towards no. 17 (shown in photograph). Overall 20% crown reduction and 20% thin, taking branches back from property to give a 2m clearance.</li> <li>• Mrs Natalie Thompson - 23 Daleside, Sacriston Extension of existing living room to the front of the property. Conversion of existing garage into a habitable room. Construction of new external porch. Extension of existing driveway including construction of new retaining /boundary wall and fence.</li> <li>• D Howarth 6 Edgewood Court, Sacriston, DH7 6XH Erection of summer house in rear garden and kitchen and living room extension to rear.</li> <li>• AMR (NE)Ltd Amerikana LLP, Suite 4 AMR Building, Sacriston Industrial, Estate, Plawsworth Road, Sacriston, DH7 6JX Creation of 2no. retail (Class A) units and 4 no. workshops (Class B) and external alterations including access doors and 3 new parking spaces</li> </ul> <p>Street Lighting</p> <ul style="list-style-type: none"> <li>• New guidance from DCC about erecting anything on or above the highway or to street furniture including street lighting columns. There have been changes to electrical regulations and some electrical fittings may need upgrading. A licence will be required to be applied for a minimum of 6 months beforehand.</li> </ul>	CW	
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		<p><b>RESOLVED</b> Cllr Wilson will seek advice from his colleagues at DCC on the matter.</p> <p>New Clerks Training</p> <p>Four sessions on consecutive Tuesdays in October all starting promptly at 6:00. We envisage these sessions to be around 2 hours which includes an opportunity to ask questions.</p> <p><b>Tuesday October 6</b> <b>Time Management and the Annual Calendar for clerks.</b></p> <p><b>Tuesday October 13</b> <b>Agendas and Minutes</b></p> <p><b>Tuesday October 20</b> <b>Roles and Responsibilities and Code of Conduct</b></p> <p><b>Tuesday October 27</b> <b>Powers and Duties and Finance</b></p> <p>The four sessions outlined above will be provided at a total cost of £50 for all four sessions or if you want to dip in and out of them for £15 per session.</p> <p><b>RESOLVED</b> It was agreed that the clerk is to attend the courses.</p> <p>Meeting scheduled with Cllr Olwyn Gunn on 10th September 2020 @ 6pm. Any are Cllrs wanting to attend required to confirm.</p> <p>Thank You</p> <ul style="list-style-type: none"> <li>Received from Bryan Weldon - Would like to thank Sacriston Parish Council , Bespoke and the Fulforth Centre who have made and delivered the meals for my dad, and other vulnerable people in the village, and surrounding areas while the Covid crisis has been going on, absolutely fantastic service and a BIG thank you to each and everyone involved. Sorry if I missed anyone out.</li> </ul>		
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		<p>Email sent to all Cllrs from Cllr S Wilson regarding the Durham Federation LA Governor vacancy.</p> <p><b>RESOLVED</b></p> <p>It was discussed and Cllr Smith and Cllr Ludlow would like to apply for the position.</p>		
7.	<b>In Bloom</b>	Currently on hold.	HD	
8.	<b>Village Schools</b>	Meeting to be held with Cllr Gunn on 10 <sup>th</sup> September 2020 at 6pm via Teams. The link will be sent to those who are taking part in the meeting.	CW	
9.	<b>Parish Assets</b>	<p>Bus Shelters – David Bainbridge has been instructed to repair the two bus shelters. DCC have advised that they will be renewing the bus shelter at Greenwells garage and also the DCC bus shelter opposite Heron Foods, this will be carried out free of charge.</p> <p>Village Clock – Nothing to report</p> <p>Parish Building – Nothing to report</p>	CW	
10.	<b>County Councillor's Reports</b>	<p>Cllr Simon Wilson Report</p> <ul style="list-style-type: none"> <li>• Lines booked in for painting, no update on time.</li> <li>• Crossleas lamp post - booked into this year's budget</li> <li>• Speeding at Findon Hill, surveys to be carried out by the Council as the times of speeding is often outside of when community checks are being done</li> <li>• Fyndoune - I have a meeting with Cllrs Marshall and Gunn next week to check progress. Groups are currently trying to make bookings as I understand and had no concerns raised.</li> <li>• Priory Court - request to cut hedges or see if Council land to do so.</li> </ul>	CW	

		<ul style="list-style-type: none"> <li>• Crosslanes/Plawsworth Road hedges - request has gone to our clean and green to speak to farmer and arrange between them</li> <li>• Travellers - travellers stayed one night on Crosslane. Unauthorised and moved within a day. Wardens are best to call as they can take action.</li> <li>• Building site - unsure of what is going on as building control trying to find out with the developer. Another email sent to them.</li> <li>• Durham Federation Governor - I have asked the school what is happening with this but have received an out of office running up to September.</li> </ul> <p>Cllr Heather Liddle Report</p> <p><b>Co-operative Building Restoration Project</b></p> <ul style="list-style-type: none"> <li>• Lease conditions require an architect oversee each phase of works both externally and internally. DCC have supported with the preparation of an architects brief/specification ready for the SEW CIC to put out to tender for the Shop Fronts. Individual tenants have or are in the process of commissioning their own architects. A structural survey of the roof is required before a specification can be written to go out to tender. An Asbestos survey of the individual units has been carried out. The CIC directors continue to hold fortnightly meetings with DCC officers who are overseeing or are involved in an element of the project. Demolition of Unit 2 to the rear is due to commence in the next few days. Sometime in the past years the supporting walls have been removed and then a fire in the unit caused it to be unstable and on the verge of collapse</li> </ul> <p><b>Food for Thought</b></p> <ul style="list-style-type: none"> <li>• As of 1st September, the project has moved to a collection service and only delivery of hot meals and food packages to those unable to collect. The hot meals continue on a Tuesday and Thursday, with food packages on a Thursday only. Also, from 1st September the project is moving to a referral only service. A short questionnaire needs to be completed to enable the volunteers to support the recipients with additional needs on a more formal basis which will prevent recipients becoming dependent on the free hot meals and food packages should the project run out of funding and cease causing hardship for the recipients. Following discussions with management and the liaison worker at the Fells, Food for Thought is partnering with Changing Lives. Residents at The Fells will be</li> </ul>	CW	
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		<p>cooking the hot meals on a Tuesday. I have arranged for a training provider to deliver a Food Safety level 2 course on site at The Fells which local volunteers can attend, and then once the residents have started in the kitchen they will be working towards a Catering Qualification. Excellent partnership working which benefits the volunteers and the people receiving the meals.</p> <p>Food for Thought Volunteers last week attended a Level 2 Health and Safety Course and a Level 2 Fire Safety Course hosted by Sacriston Youth Project. Brilliant example of partnership working which supported some volunteers who are unable to read and write to achieve a qualification. Relationships that have been built through food for Thought gave them the confidence to attend.</p> <p><b>Sacriston Targeted Business Improvement scheme &amp; Front Street Improvements</b> Update from Towns and Villages Regeneration Team (26/08)</p> <p>Bespoke Tea Rooms – Project partly completed Alpha Hair &amp; Beauty – Application on hold until business is back to normal. Sacriston Cricket Club – Awaiting quotes and planning application Nanas Ladles – Application on hold until business is back to normal. Santino's – Contractor for works chosen The Village Deli – Awaiting application. The Village News – Waiting for planning application to be approved. Care &amp; Share – Awaiting application from landlord</p> <p><b>Sacriston Bus Shelters (26/08)</b> 2no bus shelters identified for repair or replacement.</p> <p><b>New Car Park Adjacent Santinos</b> Design Request Form Submitted. Designs are underway. Report on re-appropriation of land has been completed. Planned construction is Q4.</p> <p><b>Lighting Columns</b> Painting of lighting columns identified on Front Street order to be placed for works this week. As per attached list for further detail.</p>		
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11.	<b>Reports from Group Representatives</b>	<p><b>Fulforth Centre Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• Nothing to report as no meeting held</li> </ul> <p><b>Sacriston Community Development Group</b></p> <ul style="list-style-type: none"> <li>• Nothing to report as no meeting held</li> </ul> <p><b>Sacriston Parish Allotment Committee</b></p> <ul style="list-style-type: none"> <li>• Meeting Held – social distancing and COVID-19 rules observed.</li> </ul>	HD	



		<ul style="list-style-type: none"> <li>• There is £2511.50 in the bank.</li> <li>• The rat poison is required again, in the previous year the cost was £637,38 and the parish have funded this.</li> <li>• Daisy Hill – complaint received about dogs roaming and dog faeces being left on site.</li> <li>• Cross Lane – following complaints regarding allotment holder P6, an inspection of the allotment was carried out. Allotment holder (P6) became abusive and was informed that he would be receiving notice to terminate his tenancy. Following this the allotment holder has emailed a complaint and would like to appeal against this decision.</li> <li>• All joint tenancies requests have been approved.</li> <li>• 4 x requests for poly tunnels have been approved.</li> <li>• It was agreed that that horses will be required to be removed by February 2021.</li> </ul> <p><b>RESOLVED</b> An appeal will be heard with Cllr Robson, Waldock and Ludlow.</p> <p><b>New Hill Allotments</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>HR &amp; Finance Group</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	HD	
12.	<b>Budget &amp; Grant Applications</b>	<p>As at the 2<sup>nd</sup> September 2020 there was £72,817.23 in the bank.</p> <p>The two grant applications are still to be placed on hold.</p>	CW	
13.	<b>AOB</b>	CDLAC – the National Code of Conduct was discussed. There will be a consultation by the end of the year.	RH HD	

14.	<b>Date &amp; Time of Next Meeting</b>	<p>Next meeting – 7<sup>th</sup> October 2020</p> <p>Chair thanked everyone for their attendance</p> <p>Meeting Closed @ 7.20pm</p> <p>Signed ..... Date ...../...../.....</p> <p><i>Chairperson</i></p>	HD	
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