

## **SACRISTON PARISH COUNCIL**

Minutes of the proceedings at the Annual Meeting of the Parish Council held in the Fulforth Centre on Wednesday 2 May 2018.

**PRESENT:** Councillors B. Mulvey, H. Dixon, Ms. E. Waldock, G. Ludlow, K. Wilson, D. Robson, L. Claughan, Ms K. Carter, R. Harrison, P. McLoughlin, Mrs B. Smith

### **1 APPOINTMENT OF CHAIRPERSON**

The retiring Chairman, Councillor B. Mulvey, invited nominations for the appointment of Chairperson.

**RESOLVED:** That Councillor H. Dixon be appointed Chairperson of the Parish Council for the ensuing year.

### **2 APPOINTMENT OF VICE CHAIRPERSON**

The Chairperson invited nominations for the appointment of Vice Chairperson.

**RESOLVED:** That Councillor Ms. E. Waldock be appointed Vice Chairperson of the Parish Council for the ensuing year.

It was also agreed by full Council that due to the new Chair also being the Temporary Clerk for the Council that the Vice Chair would chair all meetings until the appointment of a new Clerk for the Council was made.

### **3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors F. Morrell, S. Wilson, Ms. G. Holmes

### **4 MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 17 MAY 2017.**

**RESOLVED:** That the minutes of the proceedings at the meeting of the Parish Council held on the 17 May 2017, copies of which had been circulated, be confirmed as a true record. There were no matters arising from these minutes. The Chairperson proceeded to sign the minutes.

## **5 PRECEPT.**

The Temporary Clerk confirmed the Precept for the Parish Council for 2018/19 as £58,959:66. This was approved by the Council.

## **6 MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 4 APRIL 2018.**

**RESOLVED:** That the minutes of the proceedings at the Ordinary Meeting of the Parish Council held on the 4 April 2018 be confirmed as a true record.

**RESOLVED:** *Temporary Clerk had contacted Councillor Liddle informing her of the decision of the Council for her to provide a written report for discussion at future Parish Council meetings.*

In relation to minute 174 re: Gap-site project.

**RESOLVED:** The Temporary Clerk had sent the final payment of S106 to Groundworks North East & Cumbria for completion of the project. He had requested information from Groundworks with reference when the seats would be installed at the Gap-site however, he had been informed it should be completed by 11 May 2018.

In relation to minute 178 re: Growing Sacriston Together.

**RESOLVED:** Councillor's Mulvey, Robson, McLoughlin and Dixon had attended a meeting with Graham Cozens from D.C.C. with regards to maintenance of planters and tubs. The lamppost issue was raised again however Mr Cozens informed Councillors that the work invoiced had not included the hanging baskets being fitted to lampposts and, if this was required then there would be a cost for this work. The Chairman produced minutes from 2017 showing that D.C.C. had not been supplied with the correct brackets and, that they would provide the correct brackets for 2018.

**ACTION:** *County Councillors to liaise with Graham Cozens and resolve this problem.*

In relation to minute 197 re: MAZARS.

**RESOLVED:** *The Temporary Clerk in conjunction with the Human & Finance Resources Panel had reviewed the MAZARS paperwork in preparation for both internal and external audits. The Temporary Clerk believes that he will be ready for the internal audit by mid May and the external audit by June 2018.*

**NOT RESOLVED:** Councillor S. Wilson still to arrange a meeting with Steve Ragg with regards to agreement of audit procedures and to enquire his availability to carry out the Parish Council's internal audit.

In relation to minute 198 re: Budget requirements.

**RESOLVED:** *The Temporary Clerk gave a full report on the financial status of the Parish Council which included a financial projection for 2018/19.*

In relation to minute 200 re: Miner Statue.

***This ACTION is still ongoing*** and has been ongoing for over six months without a decision being made. The Temporary Clerk informed the meeting that this had been discussed again at the Development Group meeting and they had suggested that the Miner remains in the memorial garden until a decision could be agreed for its best location.

With regards to the village clock,

***This ACTION also remains ongoing.***

In relation to minute 203 re County Councillor's Report.

**Fyndoune School** - A full and frank discussion took place with regards to the feelings of parents of children who attend the school.

It is evident from information received that children who are in their final year at Fyndoune and studying academic subjects will have to transfer to Deerness (DCBC) to continue their education.

Parents do not want their children to go to Deerness and believe more should have been done to ensure Fyndoune retained quality education status.

It is evident that resources had been identified for Deerness ( £3.5M )whilst Fyndoune had received nothing.

It is intended to have a “two stream” system between both schools where Deerness would take all academic students and Fyndoune to run vocational courses for students who are not attaining an academic level.

People believe that Deerness does not have a good OFSTED report, so why should their children be made to attend that school to the detriment of Fyndoune.

Parents believe Durham Education Authority do not have the right to make this decision without proper consultation with them.

It was agreed that the Parish Council should make representation to the Local Education Authority, Head of Fyndoune School and our M.P. Kevan Jones to hold an open forum, where questions could be raised and appropriate answers received.

**ACTION:** *Councillor E. Waldock to write to those identified above inviting them to attend an open forum with Parish Councillors and concerned residents where questions could be answered.*

**Graham Court.** - after the meeting with Karbon Homes representatives it was deemed that Karbon Homes would be giving priority to people from Graham Court over other people who were currently on the waiting list for priority housing in the village. This could mean that some “able bodied” person could get a house over a disabled person on the waiting list.

Karbon Homes had identified 5 to 8 people wanting to go into St. John’s Court however, there is a very limited turnover of property coming vacant within this area.

It is evident that the elderly population is going up but there is less houses becoming available for occupation.

When the Graham Court project is completed, the houses will be on a “Rent to Buy” scheme.

Karbon Homes had agreed to have further consultations with the Parish Council and the residents of Graham Court at each planning stage.

In relation to minute 204 re: Human & Financial Resources Panel.

**RESOLVED:** *The Temporary Clerk had received new pay scales for Council employees and this would be factored into the new Clerks wage,*

## **7 DECLARATIONS OF INTEREST FROM MEMBERS**

There were no planning applications to consider.

## **8 APPOINTMENTS**

**RESOLVED:** That members be appointed to serve on Sub Committees and to represent the Parish as follows:

### **Appointments for 2018/19:**

Environment Sub Committee	If required then members would be appointed.
Sacriston Community Development Group	Cllr E. Waldock Cllr K. Wilson Cllr G. Holmes Cllr D. Robson Cllr H. Dixon Cllr B. Mulvey
County Durham Association of Local Councils	Cllr R. Harrison
Witton Gilbert Education Foundation	Cllr F. Morrell
Sacriston Community & Sports Trust	Cllr F. Morrell Cllr D. Robson
Cross Lane Allotment Association	Cllr H. Dixon
New Hill Allotment Association	Cllr F. Morrell
Police & Crime Commissioners Panel	If required then members would be appointed
Sacriston Village News & Editions Committee	Cllr B. Smith Cllr H. Dixon Cllr E. Waldock

Cllr R. Harrison  
Cllr K. Carter

Human & Financial Resources Panel

Cllr P. McLoughlin  
Cllr H. Dixon  
Cllr B. Mulvey  
Cllr D. Robson  
Cllr E. Waldock  
Cllr R. Harrison  
Cllr G. Ludlow  
Cllr S. Wilson

General Data Protection Officer

If required then members  
would be appointed

## **9 ISSUES / QUESTIONS FROM THE GENERAL PUBLIC**

**Locked gates at Cross Lanes Allotment** - a member of the public had raised concerns that he had been unable to get into the allotment area. As the complainant was not an allotment holder he was informed he did not have “right of access” into this area. The allotment land is not a “right of way” and therefore the allotment association were within their rights to restrict access into this area. The gates had been installed due to the amount of pilfering from allotments, illegal fly tipping in the area and dogs fouling the allotment area. Since the gates had been installed no pilfering had occurred, fly tipping had stopped and there was a reduction in dog waste. No further action to take on this matter.

Councillor Mulvey informed the meeting that he had been approached by a member of the public with regards to rubbish and dog waste between the Colliery Inn and the Doctor’s Surgery.

**ACTION:** ***This to be raised within our next Parish newsletter.***

**Fyndoune School** - It had been reported that a disabled woman had been verbally abused / insulted by children from the school.

**ACTION:** ***This is to be raised when we have a meeting with the Head of Fyndoune School.***

## **10 POLICE MATTERS**

There were no representatives from the Police in attendance.

## **11 APPROVAL OF MODEL FINANCIAL REGULATIONS**

It was agreed that the existing Financial Regulations be approved and will be made available for viewing on line.

## **12 APPROVAL OF CURRENT STANDING ORDERS**

It was agreed that the existing Current Standing Orders be approved and will be made available for viewing on line.

## **13 APPROVAL OF DISCIPLINARY POLICY**

It was agreed that the existing Disciplinary Policy be approved and will be made available for viewing on line.

## **14 APPROVAL OF GRIEVANCE PROCEDURE POLICY**

It was agreed that the existing Grievance Procedure Policy be approved and will be made available for viewing on line.

## **15 APPROVAL OF APPRAISAL POLICY**

It was agreed that the existing Appraisal Policy be approved and will be made available for viewing on line.

## **16 APPROVAL OF SICKNESS ABSENCE POLICY**

It was agreed that the existing Sickness Policy be approved and will be made available for viewing on line.

## **17 APPROVAL OF COMPLAINTS PROCEDURE**

It was agreed that the existing Complaints Procedure be approved and will be made available for viewing on line.

## **18 ANTI-FRAUD & CORRUPTION POLICY**

It was agreed that the existing Anti-Fraud & Corruption Policy be approved and will be made available for viewing on line.

## **19 SOCIAL & MEDIA POLICY**

It was agreed that the existing Social & Media Policy be approved and will be made available for viewing on line.

## **20 STAFF & COUNCIL TRAINING POLICY**

It was agreed that the existing Staff & Council Training Policy be approved and will be made available for viewing on line.

Councillor McLoughlin informed the Council that we need to evaluate last year's performance to ensure we meet the objectives of the Parish.

**ACTION:** *To be reviewed by the Human & Financial Resources Panel to ensure we are achieving our own objectives and fed back to full Council.*

## **21 CHRISTMAS TREE & LIGHTING.**

2017/18 is the first year of our contract with LITE with regards to the maintenance of the Christmas Tree lights and street pendants. There is a further three years of the outstanding contract to run at an annual cost of approximately £5K per year.

Although £10K had been identified for this resource it was agreed the financial projection should show £5K for the maintenance contract and £5K should be shown as depreciation of the same.

## **22 CORRESPONDENCE.**

Letter sent to Groundwork North East & Cumbria with an enclosed cheque for £6,251:04 for the gap-site project. Have asked about seating completion but have received no reply from them however, from Gemma's email to them I am expecting a completion date of roughly 18<sup>th</sup> May 2018;



On checking back files I have found a land registry document for the land on the east side of Edmondsley Lane, Daisy Hill which is the Daisy Hill allotments area, will retain on file;

Received an email from Graham Cozens with regards to the remaining two years left of the five year contract with regards to the planting and maintenance of the tubs and shrubs, this did not show the questioned lamppost brackets, however, as previously stated, the Chairman produced minutes from 2017 to prove this had been discussed and agreed.

I posted on line and in the Fulforth Centre Notice board, Parish Council rooms notice board and Library notice board a vacancy in the office of Councillor for this parish, closing date for applications is the 3 May 2018;

**RESOLVED: *No members of the public have shown an interest in this position therefore, we can co-opt onto the Parish Council.***

Information received with regards to “funding to celebrate Armed Forces Day on Saturday 30 June 2018. MOD are offering funding of up to 50% for community celebration events which could include: Picnic in the Park; Themed Barbecue; Street Party or Fete. I have forwarded this information onto Andrea Meek, the development worker, and I am aware that she is arranging a celebratory tea for veterans and families in the Fulforth Centre.

I have sent the previous Clerk a recorded letter to finalise her leave entitlement and to forward any paperwork she still retains for the Parish however, to date, I have received no response from her;

Email received from Steve Ragg with reference to “Battles Over – A Nations Tribute”, which is a commemorative event for the end of World War One and is being held on the 11<sup>th</sup> November 2018. Numerous Parish and Town Councils are already signed up for the event. If we would like to join them to commemorate the end of the War there is a link to be used to get involved. There is a tribute booklet attached, which is very interesting;

**ACTION: *Temporary Clerk to get further information with regards to this event.***

Members of the Parish Council held a meeting with representatives of Karbon Homes to discuss concerns we had with regards to Graham Court. Karbon Homes had met with residents from Graham Court and informed them of their intentions to demolish Graham Court and replace it with a mixed tenure of 2 and 3 bedroom houses and bungalows. Residents will receive assistance to find a new home where they feel comfortable and rehouse people in an area of their choice. Karbon Homes will cover all reasonable costs of residents moves whilst also providing practical support. The residents will receive a statutory Home Loss Payment of £6,100. If residents have lived at Graham Court for less than a year, Home Loss will not be payable but a discretionary payment to help with all reasonable costs of the move will be paid. It is still at Planning Process stage at the moment however, Karbon Homes have given assurance that they will keep all residents including the Parish Council up to date with all relevant information;

Received an email from the National Joint Council for Local Government Services of me of the new 2018 and 2019 Payscales and Allowances for Council employees;

Letter and associated paperwork sent to HMRC on the 23 April 2018 with regards to VAT returns;

Received an email from Steve Ragg with regards to the 2018 CDALC Annual General Meeting which is being held on Saturday 20 October 2018 in the Council Chamber at County Hall. We have the opportunity to send 2 representatives to attend and vote at this meeting. we need to consider our submissions for the nominations of the President and three Vice Presidents of which Councillor Harrison is one of the Vice Presidents. It was agreed by all that we support the nominations of all identified candidates who are standing for re-election;

**ACTION:**     *Temporary Clerk to inform Steve Ragg of the Parish's agreed nominations.*

CDALC are proposing that in an effort to improve communication / transmissions to Parish and Town Councils that they will forward all emails to both the Clerk and the Chairman of the Council. If we wish for this to happen Steve Ragg requires an address for the Chairman;

**ACTION:**     *Temporary Clerk to inform Steve Ragg of the above information.*

Information received from NALC that the Government has tabled an amendment to its own Data Protection Bill to exempt all Parish and Town Councils and Parish meetings in England from the requirement to appoint a Data Protection Officer under the General Data Protection Act. I will keep you informed of progress in this area;

Information received with regards to the National Rural Crime Survey for 2018. We need to encourage people to complete the survey as to get an aggregated data for Durham. A minimum of 500 returns is required. The Police and Victims Commissioner will be using the results of the survey to help formulate his next Rural Crime Statement which he plans to publish in the Autumn. If you wish to complete the survey it is available on [www.nationalruralcrimenetwork.net](http://www.nationalruralcrimenetwork.net)

Legal briefing from NALC with regards to "Councillors Notification under the Data Protection Act 1998 which regulates the holding and processing of personal data / information that relates to living individuals. Parish Councils who process personal data covered by the 1998 Act are required to notify the Information Commissioners Officer (ICO) and a description of the processing activities is placed on a public register of notifications. The ICO is seeking to ensure that individual Councillors notify the ICO if they are data controllers. Councillors will be exempt from notification if personal data takes the form of paper records. **The statutory notification fee is £35 per annum.** Councillors who are unsure if they need to notify in their own right can call the ICO's notification helpline on 01625 545 740 for assistance. Payment can be made by visiting the ICO website and printing out, completing and returning the notification forms to the ICO. Failure to register when required to do so is a criminal offence. **Three tier-structure Tier One – Data Controllers such as councils in England and Wales and Parish meetings with up to 10 members of staff will pay a fee of £40.????** Would suggest this be further discussed at the next Human & Finance Resources meeting where a decision can be made;

**ACTION:** *Temporary Clerk to raise this at the next Human & Finance Resources meeting.*

The advertisement had gone out with reference to the appointment of a new Clerk for the Parish, to date, we have received interest from six people. Closing date for submission of applications is by 5:00pm on the 18<sup>th</sup> May 2018;

## 23 COUNTY COUNCILLOR'S REPORTS.

### COUNCILLOR LIDDLE'S REPORT.

**Car wash** – a complaint was received and forwarded to public health. They have subsequently passed the complaint to Northumbrian Water and the Environment agency. No further information at this time.

**Old co-op buildings** – no further progress with land registry issues causing delays to market the land for sale. I have a meeting scheduled with the chief executive of Social Enterprise Acumen to discuss their 2017 proposal to buy the site to set up the pop up shops and work shops.

**Karbon Homes** – I have a meeting and walkabout scheduled to meet with the executive Director of Growth and Business Development to discuss the challenges and opportunities on the estates in my division.

**Fulforth Dene Development** – the developer is hoping to move on site at the end of May. I have met with one of the directors and architects last week to go over the final proposal for the development landscaping so that it can be eventually incorporated in the In Bloom entry. A previous meeting was held with residents from the Charlaw estate who gave their ideas which have been incorporated into the landscaping design.

**West Farm development** – final planning approval was agreed on 16th April. No further information about when they expect to start groundworks

**Lingey Farm development** – Partner Construction are hoping to start work at the end of May.

**Cross Lane play area** – following a play park review in County Durham, the play area was identified as in need of improvement. A tender exercise has been carried out and a final design for the play area has been agreed. There will be additional equipment added, new safety flooring and also a seat which was one of the top 3 requests from a survey monkey I undertook in 2017 with residents asking for their top 3 priorities for the area. The work is expected to be completed in time for the schools breaking up in the summer.

**Sacriston cemetery** – a recent update from the grounds maintenance team leader has indicated the cemetery is on track to be awarded Green Flag status again this year. Announcements will be made around July/August.

**Miners Gala** - The clean and green manager at Morrison Busty has been reminded about the miners gala and he has the date in his diary to plan street cleaning and grounds maintenance works in the days leading up to the banner leaving the Fulforth Centre. As always, this request is not guaranteed, however I have never been let down yet.

If anyone has any questions, needs any further information or has any complaints to report, I can be contacted at anytime. Please email [heather.liddle@durham.gov.uk](mailto:heather.liddle@durham.gov.uk)

## **COUNCILLOR WILSON'S REPORT.**

Following all the consultations with Karbon I have approached the council to ask about re-siting a bus stand when this is done.

New dog bin has been installed at Ashford Drive

Chasing around the run off for the car wash

I have had one instance reported of breach of conditions on the ST Bede's/St Cuthbert's Development and this has been reported already.

I have requested our enforcement team look at some of the church land that is in a state. Especially going towards Heugh Edge.

If anyone has any questions, needs any further information or has any complaints to report, I can be contacted at anytime. Please email [swilson@durham.gov.uk](mailto:swilson@durham.gov.uk)

## **24     REPORTS FROM REPRESENTATIVES**

### **25     DEVELOPMENT GROUP.**

The Easter Eggstravaganza had been a great success. Money raised from the sale of Sunflower seed pots had been shared between St. Cuthbert's Hospice and the Fulforth Centre.

The time capsule which had been buried on the same day is to be lifted one final time for photographs and other mementoes of the day to be enclosed before its final burying.

### **26     FULFORTH CENTRE**

It was reported that the Chairman had resigned from this post. The centre is also looking to attract new trustees onto the committee.

Steven Gardiner, the part time maintenance worker has resigned his position to take up full employment elsewhere, Gavin Murphy will now become the full time maintenance person for the centre.

The Centre is running a First Aid course for volunteers on the 18 May 2018, this is to take place in the Fulforth Centre. The Parish Council had been offered a place on this course. It was agreed that Councillors Dixon, McLoughlin and Harrison would attend this course.

The development worker was considering organising a car boot sale on the Fulforth Centre car park and surrounding area to raise funds for the Centre. If this is successful, more will be planned.

The Centre is hosting fashion shows which are to take place on the 14<sup>th</sup> and 15<sup>th</sup> June and the 15<sup>th</sup> November 2018.

## **27 ALLOTMENT ASSOCIATIONS**

Councillor Dixon provided an update in relation to Cross Lane Allotments

Financial matters Balance in the bank as at 25 April 2018 is £2,725:35

Three new additional members for the committee have been appointed to broaden the gender balance

New signage put up around site.

A new padlock has been bought for the large gate.

There are 13 people on the waiting list for allotments ( 11 at Cross Lanes and 2 at Daisy Hill ).

These to be allocated after the rents have been collected in May the allotments will be allocated in list order.

New members will be on a 3 month probationary period.

Plot inspections are to continue focusing on those aspects within the rule book.

There have been instances of inappropriate behaviour by members at Daisy Hill – these are currently under investigation.

## **28 HUMAN & FINANCIAL RESOURCES PANEL**

A full and frank discussion took place about the pending Clerk's interview board.

It was agreed that there should be a panel of four plus one notetaker at the interview stage.

It was also agreed that the Councillors appointed to take up this role should be called an appointments panel.

The Temporary Clerk re-iterated that he had received six applications to date for the post and it was agreed that if there was no further applicants, all six should be interviewed for the position.

If more than six by the closing date of 18 May 2018, a sift will take place to short-list the candidates.

If we need to short-list, the Temporary Clerk who would know the candidates would not form part of that process.

A vote was then taken to decide which Councillors would form the appointments panel.

It was then agreed that Councillors McLoughlin, Robson, Harrison, Carter and Dixon would form the appointments panel.

The panel will have the authority to make a final decision however, all members of the Parish Council will be kept up to date and informed of the final decision.

## **29 OTHER REPORTS**

There were no further reports to consider.

## **30 PLANNING APPLICATIONS**

There were no planning applications received.

### 31 ACCOUNTS AND GRANT APPLICATIONS.

The Temporary Clerk informed the meeting of the current 2018/19 balance in bank. He also informed the meeting of the Financial projection that had been agreed at the Human & Financial Resources Panel meeting.

	<b>(a) Payments</b>	
	<b>Resolved:</b> That the following payments be agreed:	
	(1)	That the sum of £800:00 be paid to Sacriston Community Association ( Hire of Room ).
	(2)	That the sum of £691:54 be paid to C.D.A.L.C. ( Subscriptions ).
	(3)	That the sum of £1,536:11 be paid to D.C.C. (Durham Road Flower Bed Project )
	(4)	That the sum of £250:00 be paid to Sacriston 5 <sup>th</sup> Rainbow Brownies & Guides ( Grant Application )
	(5)	That the sum of £250:00 be paid to Volunteering Matters (Grant Application )
	(6)	That the sum of £1,518:56 be paid to BHIB Insurance Brokers ( Local Councils Insurance Renewal )
	<b>(b) Receipts:</b>	
		<b>Resolved:</b> That the following receipts be noted.
	(1)	Nil receipts received
	<b>Date of Next Meeting:</b>  6 June 2018 to commence at 6:30pm  The meeting terminated at 8:50pm   <b>Signed:</b> _____ ( Chairperson)  <b>Date:</b> _____	