

THE MINUTES OF THE ANNUAL MEETING OF THE WHEATLEY HILL PARISH COUNCIL

HELD ON MONDAY 14 MAY 2018

Present: Councillors Mrs E Carr, Mrs M Goyns,
B Miller, J Miller, Mrs L Stewart and
Mrs C Stogdale

Apologies: Councillor E Goyns

1 ELECTION OF CHAIR

RESOLVED that Councillor J Miller be elected Chair of Wheatley Hill Parish Council for the ensuing year.

Councillor Miller accepted the office of Chair and thanked Members for their confidence in him.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Mrs E Carr be appointed Vice-Chair of Wheatley Hill Parish Council for the ensuing year.

3 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Mr G Fletcher be appointed Internal Auditor to Wheatley Hill Parish Council for the ensuing year.

4 APPOINTMENT OF SCHOOL GOVERNORS

RESOLVED that Councillor J Miller be appointed to serve as School Governor to St Godric's Primary School.

5 APPOINTMENT TO SUB-COMMITTEES

RESOLVED that the following appointments be made:-

Cemetery Sub-Committee
Councillors Mrs E Carr, Mrs M Goyns and Mrs C Stogdale

Allotment Sub-Committee
Councillors B Miller, J Miller and Mrs L Stewart

6 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to serve as representatives of the Parish Council on the external bodies listed for the forthcoming year:-

Citizens Advice County Durham
Councillor Mrs L Stewart

County Durham Association of Local Councils
Councillors J Miller and Mrs L Stewart

Durham Rural Community Council
Councillor Mrs L Stewart

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East Durham Association of Town and Parish Councils
Councillors Mrs E Carr, B Miller and J Miller

Wheatley Hill Community Association
Councillors J Miller and Mrs L Stewart

Wheatley Hill Steering Group
Councillor B Miller

7 DATE AND TIME OF ORDINARY MEETINGS OF WHEATLEY HILL PARISH COUNCIL

RESOLVED that meetings of Wheatley Hill Parish Council be held on the second Monday of each month commencing at 6.00pm, with the exception of August where no council meeting will be held due to recess. Meeting dates are subject to change with the consent of the Chair of the Parish Council.

8 THE MINUTES OF THE LAST MEETING held on 9 April 2018, a copy of which had been circulated to each Member, were approved and signed by the Chair.

9 POLICE

The Clerk reported that since the last meeting there had been 92 incidents reported which included 8 thefts, 4 vehicle crimes, 2 criminal damage and 5 incidents of anti-social behaviour.

Members were advised that year to date crime was down 27% and anti-social behaviour was down 74%.

RESOLVED that the information given, be noted.

10 COUNTY COUNCILLORS REPORT

The Chair welcomed County Councillor L Hovvels who provided an update on the following;-

- Front Street – The County Councillors funding for the project had been approved and it was hoped works would commence early May.
- Financial contributions made by the County Councillors to local groups and organisations in Wheatley Hill.
- Young Heroes Awards – a joint initiative between Durham Constabulary, Durham County Council and Peterlee Town Council.

Councillor M Goyns reported the pavement outside 22 East View was damaged and churned up due to cars parking on the pavement.

Councillor Carr reported that the roads and verges in and out of the new estate Marley Fields were a mess. Councillor Hovvels advised that the contractors were responsible for keeping the roads clean whilst building work was being carried out.

RESOLVED that the information given, be noted.

11 CORRESPONDENCE

(1) Request for Financial Assistance – Wheatley Hill Constitutional Club

The Clerk reported the receipt of a request for financial assistance from Wheatley Hill Constitutional Club towards the honorary members' day out in June 2018.

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RESOLVED that a donation of £300 be made from the Section 137 Budget.

(2) Letters of Thanks

The Clerk reported the receipt of the following letters of thanks.

Wheatley Hill Community Association
Wheatley House Senior Citizens Club

RESOLVED that the information given, be noted.

(3) Change of Signatories

The Clerk reported that the Co-op Bank had confirmed the addition of Councillor J Miller as a signatory on the Parish Councils bank accounts.

RESOLVED that the information given be noted.

(4) Wheatley Hill Steering Group

The Clerk reported that the next meeting of the Steering Group would be held on 17 May 2018.

RESOLVED that the information given, be noted.

12 PLANNING

Approvals

DM/17/02455/FPA – Two bungalows at All Saints Church, Church Street, Wheatley Hill DH6 3PT for Mr W Dolan

DM/18/00159/FPA – Temporary equestrian workers caravan at land to the south west of Crows House, Wheatley Hill DH6 3QL for Mr J A Harvey

DM/17/03741/FPA - Front porch, two-storey side and single-storey rear extensions at Sandown, 1 Sandwick Terrace, Wheatley Hill, Durham DH6 3LN for Mr J Stoutt

RESOLVED that the information given, be noted.

13 HEAD GROUNDPERSONS REPORT

The Clerk reported that routine work had been undertaken in the Cemetery and around the village since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

14 CLERK'S REPORT

(1) Allotments/Stable Blocks

(i) Waiting List

The Clerk provided Members with details of the waiting list for allotments and stable blocks.

RESOLVED that the information given, be noted.

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(ii) Allotment Number 14

The Clerk reported that an allotment site visit was held with Durham County Council on 10 May 2018 to discuss the scale of the fly tipped rubbish to be removed.

Members were advised that the County Council was concerned there could be asbestos in the rubbish, which would not be apparent until the rubbish was disturbed and if found the cost of removal would increase.

The County Council was also asked to provide a quotation for the supply and installation of boulders at the entrance to the track and the supply and installation of fencing to replace what had either been removed or damaged.

RESOLVED that the information given, be noted.

(2) Internal Audit Report for the Year Ending 31 March 2018

The Clerk reported the receipt of the internal audit report for 2017/2018 undertaken by Mr G Fletcher.

Members were advised that every smaller authority in England that received either gross income or expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR was made up of 3 sections along with an annual internal audit report which was to be completed by the Parish Council's independent internal auditor, who was to give an opinion of the Parish Council's internal controls, details of which were outlined to Members.

The internal audit concluded that all the key controls contained within the internal audit section of the AGAR were examined and found to be working satisfactory.

RESOLVED that the internal audit report for 2017/2018 be accepted.

(3) Annual Governance and Accountability Return for the Year Ending 31 March 2018

The Clerk reported that the Annual Governance and Accountability Return had been set for 6 July 2018.

Members were advised that a report, which reviewed the effectiveness of the council's internal controls had been prepared to support the Annual Governance Statement, details of which were outlined.

The Clerk proceeded to take Members through Section 1, Annual Governance Statement and Section 2, Statement of Accounts.

RESOLVED that Sections 1 and 2 of the Annual Governance and Accountability Return for the year ended 31 March 2018, be approved and signed by the Chair.

(4) Summer/Winter Bedding Contract 2018/19

The Clerk reported that Durham County Council had provided the following quotation for the 2018/2019 summer/winter bedding.

- Supply of summer bedding plants – £604.80
- Supply of winter bedding plants – £604.80
- Supply of Cemetery summer bedding – £321.12

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- Sow 160sqm of wild flowers – £544.0

Members were advised that the total cost was £2,074.72 and all prices quoted were exclusive of VAT.

RE SOLVED that the quotation from Durham County Council be accepted.

(5) Cemetery Wall

The Clerk reported that Zurich had paid £4,500.00 for the damage to the Cemetery wall. The builder had indicated that work would commence in June.

RESOLVED that the information given, be noted.

(6) Vacant post of Councillor

The Clerk reported that Durham County Council had advised that following the recently advertised vacancy the Returning Officer did not receive the requisite number of signatories to call an election. The Parish Council was therefore free to co-opt if it wished.

RESOLVED that the information given be noted.

(7) The Last Shift

The Clerk reported that the official unveiling of the statue was held on 3 May 2018.

The Parish Council was now the legal owner of the statue and would be responsible for insuring it and all future maintenance. The pro rota cost to insure the statue from 1 May 2018 to the annual insurance renewal date was £57.76.

RESOLVED that the information given, be noted.

(8) Anonymous Letter

The Clerk reported that following the last meeting the Neighbourhood Wardens were contacted regarding the information provided anonymously in relation to residents not picking up after their dogs around South View and Sandwick Terrace.

The Wardens advised that they were monitoring South View and had spoken to a resident with regard to this and issued them with an Advisory Notice. The Wardens would continue to monitor the area.

RESOLVED that the information given, be noted.

(9) Meeting Venue

The Clerk reported that space within the Heritage Centre was limited and it had been suggested that the Parish Council hold its meetings at a more suitable venue. The Heritage Centre also had limited disabled access and no dedicated parking.

Following a lengthy discussion on the options available it was suggested that the Parish Council continue to hold its meetings in the Heritage Centre. It was also suggested that the Heritage Society be requested to re-arrange or tidy away some of the memorabilia in the Heritage Centre.

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RESOLVED that the Parish Council continue to hold its meetings in the Heritage Centre.

(10) General Data Protection Regulations

The Clerk provided Members with an update on preparations made for the introduction of the General Data Protection Regulations which would come into force on 25 May 2018.

Members were advised that confirmation had been received that parish councils were exempt from the requirement to appoint a Data Protection Officer under the new GDPR.

The Clerk advised that work had been undertaken to ensure the council would be compliant on 25 May 2018 when the legislation came into force.

- A data audit had been undertaken to assess the data held by the council, where it came from, how it was used and who it was shared with.
- Privacy Notices had been prepared
- A new Data Protection Policy had been drafted and other relevant policies had been amended to reflect the new requirements
- The councils website had been amended to reflect the new requirements

RESOLVED that the information given, be noted.

(11) Standing Orders

The Clerk reported that a new set of model standing orders had been published by NALC which incorporated new legislation introduced after the last model standing orders were published in 2013.

RESOLVED that the revised standing orders be adopted.

15 PAYMENTS

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105438	MKM	Cement - Cemetery	6.44	1.29	7.73
105439	North East Regional Employers Organisation	Advisory Services	295.00	59.00	354.00
105440	npower	Electric - Heritage Centre	228.10	11.41	239.51
105441	Two Red Rubber Things	Final Payment -Miner Statue	16,287.00	3,257.40	19,544.40
105442	Durham County Council	Machine Repairs	145.99	29.20	175.19
105443	J Thompson	Telephone Allowance	25.00		25.00
105444	J Thompson	Reimbursements	67.43	4.96	72.39
105445	Co-op Funeralcare	Gravedigging Fees	80.00		80.00
105446	County Durham Association of Local Councils	Annual Subscription	393.34		393.34
105447	Mr G Fletcher	Internal Audit Fee	260.00		260.00

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105448	Wheatley Hill Constitutional Club	Section 137 Donation		300.00		300.00
105449	J Davies	Reimbursements		184.96	18.67	203.63
105450	JAC's Accountancy Limited	Payroll Services - May 2018		20.00	4.00	24.00
Internet Banking	Councillors Mrs M Goyns and Mrs L Stewart	Attendance Allowance		434.56		434.56
Internet Banking	Payroll	Wages - May 2018		4279.53		4279.53
Internet Banking	HMRC/DCC	PAYE/Pension - May 2018		2732.74		2732.74
Direct Debit	British Telecom	Telephone/Internet		42.80	8.59	51.57
Invoice 12	Co-Op Bank	Service and Commission Charges		8.95		8.95
				TOTAL	25,791.84	3,394.52
						29,186.54

RESOLVED that the payments listed be endorsed.

16 RISK MANAGEMENT

The Clerk advised that there was nothing to report.

17 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting for the following item of business on the grounds that personal and confidential information would be disclosed.

18 VACANT POSITION – GROUNDSPERSON

The Clerk reported that Mr K Walton had been appointed to the vacant position of Groundsperson.

RESOLVED that the information given, be noted.

..... Signed

..... Dated