



Lanchester Parish Council



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Lead Officer / Clerk to the Council

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7 May 2014

I hereby summon you to attend
the next Ordinary Meeting of Lanchester Parish Council
which will be held in the Conference Room in Park House, Lanchester
on **Tuesday 13 May 2014** following the Annual Village Conference and Annual
Council Meeting which will commence at 7.15pm.

Press and public are welcome to attend.

Lead Officer / Clerk to the Council

AGENDA

1. Apologies for Absence

2. Declarations of Interest

3. Public Participation

4. Minutes of the last meeting

To confirm and approve the minutes of the Ordinary Meeting held 8 April 2014 (attached A)

5. Lanchester Cricket Club

To discuss the award of a grant to refurbish the changing rooms and consider the appointment of Lanchester Parish Council as the lead organisation to receive and administer the grant

6. Neighbourhood Warden Report

To receive the Neighbourhood Warden report for March (attached B)

7. Correspondence

- I. Lanchester and Burnhope Parochial Church Council – Letter of thanks
To receive the letter
- II. Data Protection and Data Controllers
To consider the information received
- III. Clerk & Councils Direct – May newsletter
To receive the newsletter
- IV. Consett Neighbourhood Policing Team – bike security marking event
To consider a request to use the bike track area for this event
- V. Lanchester CCFC – request to use Kitswell Football field for an adult football team for the 2014 /15 season
To consider the request
- VI. The Clerk Magazine – May edition
To receive the magazine

8. Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 96/14)

To receive an update on recent meetings
Village Action Plan (attached C)

9. Training

To consider attendance at a training course

10. Park House

To receive an update on office accommodation

11. Neighbourhood Planning (min 98/14)

To consider the minutes of the first Neighbourhood Plan Working Group meeting (to be distributed prior to the meeting)

12. Banner Celebration Event

To consider the minutes from the Banner Event Working Group (to be distributed prior to the meeting)

13. Maintenance Progress Report

To consider the report of the Lead Officer (attached D)

14. Newsletter

To consider the draft quarterly newsletter (to be distributed at the meeting)

15. Schedule of Meetings 2014 / 15

To consider the attached schedule of meetings (attached E)

- 16. Insurance Renewal 2014 / 15**
Lead Officer will report on the insurance renewal premium
- 17. Internal Audit Report 2013 / 14**
To consider the report of the Internal Auditor (attached F)
- 18. Year on Year Budgets**
To consider comparison over recent years (attached G)
- 19. Financial Information**
To consider the report of the Lead Officer (attached H)
- 20. Accounts for Payment**
Approval/confirmation of payment is requested for payment of accounts as set out below:
- | | | |
|------------------------------|----------------------|----------|
| Durham County Council | Map Fee | £65.00 |
| NPower | Electricity | £140.11 |
| S Laverick | Salary (April) | £1209.93 |
| D Maddox | Salary (April) | £387.34 |
| Durham County Council | Pension (April) | £367.07 |
| Society Local Council Clerks | Annual Membership | £165.00 |
| Durham County Council | Trade Waste Contract | £236.00 |
| Talk Talk | Phone | £29.66 |
| County Durham A L C | Training Course | £27.00 |
| County Durham A L C | Annual Subscription | £528.81 |
| S Laverick | Expenses | £33.89 |
| M Young | Internal Audit Fee | £135.00 |
- 21. Chairperson's Announcements**
- 22. Questions from Members – Information only**
To deal with questions submitted by Members. Members are reminded that questions to be asked at the meeting must be submitted to the Clerk by 12 noon on the day preceding the meeting.
- 23. Date of next meeting**
To set the date and time for the next meeting