

Lanchester Parish Council

Minutes of the Ordinary Meeting held at Lynwood House on Tuesday
14 April 2015 at 7.15pm

Present Mr O Johnson (Chair)

Mr C Burton, Mr K Leary, Mr K Harrison,
Mr S Walker, Mr M Wardle, Mr B Gray,
Mr Peter Richardson, Mr P Jackson, Mr B Glass

Mr R Young - County Councillor – observer
Mr I Merrington - St Bedes School
Mr G Harker - St Bedes School
Mr A Coulthard - Mid Durham Area Action Partnership

Apologies Apologies for absence were received as follows:

Mrs M Gray - other commitments
Mrs J Richardson - work commitments
Mr A Nairn - work commitments
The above apologies were received and accepted

70/15 Declarations of Interest

Mr O Johnson, Mr C Burton, Mr B Glass and Mr K Leary declared an interest in item 11

71/15 Public Participation

The public participation policy was distributed for the benefit of the public present.

72/15 Minutes of the last meeting

Resolved that:

- (i) the minutes of the Ordinary Meeting held on 10 March 2015 be confirmed as a correct record and signed by the Chairperson
- (ii) the minutes be amended to include apologies from Mr B Glass

73/15 St Bedes Catholic School and Sixth Form College – Parking Issues (min 248/14)

Ian Merrington and Graeme Harker attended the meeting to inform Councillors and members of the public about their proposals to address

the parking and traffic congestion at the start and end of school time. The school has been looking into this issue for several years. The school wishes to work with parents, pupils and the community to address this issue.

The proposal is to create an additional drop off / pick up area. Members were shown draft proposals.

The school has been liaising with the County Council planning section regarding their proposals. The school needs to demonstrate that there are exceptional circumstances for the proposal.

Resolved - that a letter of support is sent from the Parish Council to the school which supports in principle the proposals

74/15 Committees

Resolved that:

(i) the minutes of the Finance, Development & General Purposes Committee Meeting held on 25 March 2015 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

75/15 Neighbourhood Warden Report

Resolved - that the Neighbourhood Warden report for February be received

76/15 Correspondence

(i) **Society of Local Council Clerks (SLCC) – regional Roadshow**
Resolved - that a place be booked for the Clerk

(ii) **Willow Burn Hospice - letter**
Members considered the letter which provided an update
Resolved - that the letter be received

(iii) **Living With Environmental Change – Policy and Practice notes**
Resolved - that the policy documents be received

(iv) **Lanchester Cricket Club – beer festival**
Members considered information received on the forthcoming event
Resolved that:
(i) The information be received
(ii) A letter be sent asking that formal permission is requested for any future event and asking that appropriate insurance is held for the event

- (v) **Durham County Council – letter – County Durham Plan**
Resolved - that the letter be received
- (vi) **All Saints Catholic Church – letter of thanks**
Resolved - that the letter be received
- (vii) **All Saints Catholic Primary School – letter of thanks**
Resolved - that the letter be received
- (viii) **Clerk & Councils Direct – March Issue**
Resolved - that the publication be received
- (ix) **The Clerk – March Publication**
Resolved - that the publication be received
- (x) **LCR – Spring 2015 publication**
Resolved - that the publication be received

**77/15 Area Action Partnership (AAP) / Parish Councils Committee (PCC)
(min 47/15)**

Members considered the minutes of the recent PCC meeting
Resolved - that the minutes be received

Members were informed that the next PCC meeting was scheduled to take place on Saturday 16 May

Andy Coulthard informed members of the work of the Area Action Partnership. The Road Safety Task Group is meeting to consider a number of issues including Gateways, Speed Visors, St Bedes parking proposal and other improvements. The Mid Durham Area Action Partnership AGM is scheduled for 13 May.

Resolved - that the information be received

78/15 Neighbourhood Plan (min 48/15)

Members considered the minutes of the recent meeting
Resolved - that the minutes be approved

Mike Wardle updated Members on the following progress:

- The working group has undertaken work on the analysis of the recent questionnaire
- Members have attended a recent County Neighbourhood Plan meeting. County Council Officers advised that work continues on Neighbourhood Plans.
- A grant application is being progressed to help fund a second more detailed questionnaire
- A revised timescale has been developed which identifies an end date in 2017

- A meeting has been arranged with the North East Civic Trust to seek advice on producing a Conservation Area Appraisal

Resolved - that the information be received

79/15 Lanchester Cricket Club (min 251/14)

Members considered the minutes of the recent meeting

Resolved that:

- (i) the minutes be approved
- (ii) a letter is sent to the Cricket Club asking for details and dates of the monitoring requirements

80/15 Dog Fouling

Members discussed the problem of dog fouling on the cricket field and football pitch.

Resolved that:

- (i) this is discussed at the Parish Council Committee meeting when the Neighbourhood Warden Service is discussed
- (ii) an article is included in the next Parish Council newsletter

81/15 Promoting Smoke-free Play Areas

Members were informed that the County Council has introduced a voluntary no-smoking code in play areas. Signs are available asking adults to abide by the code.

Resolved - that signs are requested from the County Council and placed in the play areas where possible

82/15 Maintenance Progress Report

The Lead Officer presented report G.

Resolved - that the report be received

83/15 Financial Regulations

Members considered and reviewed the policy.

Resolved - that the policy be approved

84/15 Public Filming, Recording or Reporting at Council or Committee Meetings Policy

Members considered the policy.

Resolved - that the policy be adopted

- 85/15 Standing Orders**
- Members considered and reviewed the Standing Orders.
Resolved - that the Standing Orders be approved
- 86/15 Health & Safety Policy**
- Members considered and reviewed the policy.
Resolved - that the policy be approved
- 87/15 Safeguarding Children and Vulnerable Adults Policy**
- Members considered and reviewed the policy.
Resolved - that the policy be approved
- 88/15 Equal Opportunities Policy**
- Members considered and reviewed the policy.
Resolved - that the policy be approved
- 89/15 Public Participation Policy**
- Members considered and reviewed the policy.
Resolved - that the policy be approved
- 90/15 Training – Statement of Intent**
- Members considered and reviewed the policy.
Resolved - that the policy be approved
- 91/15 Publication Scheme**
- Members considered and reviewed the policy.
Resolved - that the document be approved
- 92/15 Complaints Procedure**
- Members considered and reviewed the policy.
Resolved - that the policy be approved
- 93/15 Grants Policy**
- Members considered and reviewed the policy.
Resolved - that the policy be approved

94/15 Community Engagement – Statement of Intent

Members considered and reviewed the policy.
Resolved - that the policy be approved

95/15 Local Government Pension Scheme Regulations – Employer Discretions

Members considered and reviewed the document.
Resolved - that the document be approved

96/15 Financial Information

The Lead Officer presented report U
Resolved - that the report be received

97/15 Accounts for Payment

Resolved - that the following accounts be approved for payment:

S Laverick	Salary (March)	£1231.28
D Maddox	Salary (March)	£418.73
Durham County Council	Pension (March)	£375.14
HMRC	Tax & NI (Jan – March)	£911.51
CCL Office Ltd	Stationery	£74.47
Durham County Council	Christmas Lights	£1242.00
Top Banana	DIAL Distribution	£63.00
BT	Phone	£60.18

98/15 Chairperson’s Announcements

There were no announcements

99/15 Questions from Members – Information only

There were no questions from Members

100/15 Date of next meeting

Resolved - that the next Ordinary meeting of the Council be held on Tuesday 12 May 2015 following the Annual Parish Meeting which will commence at 7.15pm at Lynwood House

Meeting ended at 9.00 pm