



# Lanchester Parish Council



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Lead Officer / Clerk to the Council

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8 April 2015

I hereby summon you to attend  
the next Ordinary Meeting of Lanchester Parish Council  
which will be held at **Lynwood House**, Durham Road, Lanchester on **Tuesday  
14 April 2015** 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**
  - I. To confirm and approve the minutes of the Ordinary Meeting held 10 March 2015 (attached A)
5. **St Bedes Catholic School and Sixth Form College – Parking Issues (min 248/14)**

Representatives from the school will attend the meeting and update the Council on the proposed plans to address the issue

## **6. Committees**

To approve the minutes of the following committees:

- I. Finance, Development & General Purposes Committee on 25 March 2015 (attached B)

## **7. Neighbourhood Warden Report**

To receive the Neighbourhood Warden report for February (attached C)

## **8. Correspondence**

- I. Society of Local Council Clerks (SLCC) – regional Roadshow  
To consider attendance at the above event
- II. Willow Burn Hospice - letter  
To receive the letter
- III. Living With Environmental Change – Policy and Practice notes  
To receive the latest policy documents
- IV. Lanchester Cricket Club – beer festival  
To receive information on the event
- V. Durham County Council – letter – County Durham Plan  
To receive the letter
- VI. All Saints Catholic Church – letter of thanks  
To receive the letter
- VII. All Saints Catholic Primary School – letter of thanks  
To receive the letter
- VIII. Clerk & Councils Direct – March Issue  
To receive the publication
- IX. The Clerk – March Publication  
To receive the publication
- X. LCR – Spring 2015 publication  
To receive the publication

## **9. Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 47/15)**

To receive an update on recent meetings  
To receive the minutes of the last PCC meeting (attached D)

## **10. Neighbourhood Plan (min 48/15)**

To approve the minutes of the last meeting (attached E)  
To receive an update

## **11. Lanchester Cricket Club (min 251/14)**

To receive an update on the Cricket Club changing room refurbishment  
To approve the minutes of the last meeting (attached F)

- 12. Dog Fouling**  
To discuss the issue of dog fouling in the Parish
- 13. Promoting Smoke-free Play Areas**  
To consider the purchase of signage to support the campaign
- 14. Maintenance Progress Report**  
To consider the report of the Lead Officer (attached G)
- 15. Financial Regulations**  
To review the above regulations (attached H)
- 16. Public Filming, Recording or Reporting at Council or Committee Meetings Policy**  
To adopt the policy (attached I)
- 17. Standing Orders**  
To review the Standing Orders (attached J)
- 18. Health & Safety Policy**  
To review the above policy (attached K)
- 19. Safeguarding Children and Vulnerable Adults Policy**  
To review the above policy (attached L)
- 20. Equal Opportunities Policy**  
To review the above policy (attached M)
- 21. Public Participation Policy**  
To review the above policy (attached N)
- 22. Training – Statement of Intent**  
To review the above policy (attached O)
- 23. Publication Scheme**  
To review the above policy (attached P)
- 24. Complaints Procedure**  
To review the above procedure (attached Q)

- 25. Grants Policy**  
To review the above policy (attached R)
- 26. Community Engagement – Statement of Intent**  
To review the above statement (attached S)
- 27. Local Government Pension Scheme Regulations – Employer Discretions**  
To review the document (attached T)
- 28. Financial Information**  
To consider the report of the Lead Officer (attached U)
- 29. Accounts for Payment**  
Approval/confirmation of payment is requested for payment of accounts as set out below:
- |                       |                        |          |
|-----------------------|------------------------|----------|
| 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   |
- 30. Chairperson’s Announcements**
- 31. 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.
- 32. Date of next meeting**  
To set the date and time for the next meeting