

Lanchester Parish Council

Minutes of the Ordinary Meeting held in the Conference Room in Park House,
Lanchester on Tuesday 8 April 2014 at 7.15pm

Present Mr O Johnson (Chair)

Mr C Burton, Mr S Walker, Mr M Wardle, Mrs A Cook
Mr K Harrison, Mr K Leary, Mr A Nairn,
Mr B Gray, Mr B Glass

Mr R Young - County Councillor – observer

Apologies Apologies for absence were received as follows:

Mr P Jackson - away
Mrs M Gray - other commitments
The above apologies were received and accepted

90/14 **Declarations of Interest**

There were no declarations of interest

91/14 **Public Participation**

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

92/14 **Minutes of the last meeting**

Resolved that:

(i) the minutes of the Ordinary Meeting held on 11 March 2014 be confirmed as a correct record and signed by the Chairperson

93/14 **Committees**

Resolved that:

(i) the minutes of the Planning Committee Meeting held on 19 March 2014 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted
(ii) the minutes of the Finance, Development & General Purposes Committee Meeting held on 26 March 2014 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

94/14 Neighbourhood Warden Report

Resolved - that the Neighbourhood Warden report for February be received

95/14 Correspondence

- (i) Durham County Council – War Memorials Maintenance Policy**
Resolved - that the forms be completed and returned to the County Council
- (ii) North East War Memorials Project – Letter of thanks**
Resolved - that the letter be received
- (iii) Great North Air Ambulance – Letter of thanks**
Resolved - that the letter be received
- (iv) Durham County Brass Band Association – Letter of thanks**
Resolved - that the letter be received
- (v) Willowburn Hospice – Letter of thanks**
Resolved - that the letter be received
- (vi) LCR – Spring publication**
Resolved - that the publication be received

96/14 Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 60/14)

Members were informed that the AAP office is to move to Langley Park.

The minutes of the Parish Councils Committee meeting were considered and it was noted that a presentation had taken place on Community Emergency Plans. Members were informed that a meeting had been arranged to progress the Lanchester Community Emergency Plan.

97/14 Royal British Legion – Lanchester Branch Standard (min 40/14)

Members were informed that a response had been received from Lanchester Parish Church saying that they would be pleased to have the standard laid up in the Church.

Resolved - that this matter is progressed with the Royal British Legion and the Parish Church

Members were informed that an article had appeared in the Village Voice seeking any ex-members of the branch. To date no response had been received.

98/14 Neighbourhood Planning

Members discussed the recommendation from the Planning Meeting which had been ratified by full Council to begin the process of preparing a Neighbourhood Plan.

Resolved that:

- (i) a Neighbourhood Plan be progressed
- (ii) a representative working group be formed to progress the plan
- (iii) a meeting of the group be arranged
- (iv) an e-mail is sent to all Councillors asking if they would like to be part of the working group

99/14 Hanging Baskets

Members discussed the hanging basket requirements and the quote received.

Resolved - that the hanging baskets be supplied by P. Snowdon for the forthcoming year.

Members were informed that the County Council have been informed that hanging baskets would be displayed on the lighting columns.

100/14 Safeguarding Children and Vulnerable Adults Policy

Members considered and reviewed the policy.
It was agreed that the wording 'Criminals Record Bureau' should be changed to 'Disclosure & Barring Service'

Resolved - that the policy be approved

101/14 Public Participation Policy

Members considered and reviewed the policy.

Resolved - that the policy be approved

102/14 Training – Statement of Intent

Members considered and reviewed the policy.

Resolved - that the policy be approved

Members were asked to complete and return the Training Needs Analysis Forms so that the training plan for 2014/15 may be produced.

103/14 Publication Scheme

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

104/14 Grants Policy

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

105/14 Community Engagement – Statement of Intent

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

106/14 Complaints Procedure

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

107/14 Financial Information

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

**108/14 Financial Year 2013 / 14
End of Year Accounts**

The Lead Officer presented the report

Resolved that:

- (i) the Council accept the financial position for the end of year
- (ii) the Council accept for certification the Annual Return – Accounting Statement and the Annual Return – Annual Governance Statement

109/14 Accounts for Payment

Resolved - that the following accounts be approved for payment:

S Laverick	Salary (March)	£1190.32
D Maddox	Salary (March)	£387.14
Durham County Council	Pension (March)	£377.55
HMRC	Tax & NI (Jan – March)	£884.25
Durham Bannermakers	Banner workshops	£375.00
CCL Office	Stationery	£125.35
Smart Products	Play safety surface	£130.80
EP Primary School	Donation	£75.00

RC Primary School	Donation	£75.00
County Durham Stroke Club	Donation	£45.00
Willow Burn Hospice	Donation	£200.00
North East War Memorial Project	Donation	£45.00
Great North Air Ambulance	Donation	£110.00
Lanchester P. Church Council	Donation	£200.00
Durham County Brass Band Ass.	Donation	£50.00
David Gibson	Banner poles	£800.00
Talk Talk	Phone	£30.29
S Laverick	Expenses	£56.52
Redlynch Leisure	Play Safety Surface	£216.00

110/14 Chairperson's Announcements

There were no Chairpersons announcements

111/14 Questions from Members – Information only

Mike Wardle informed Members that the planning application for the Queens Head public house which the Parish Council had submitted a response to, had been withdrawn and resubmitted. If the response of the Parish Council is to be considered by the County Council it needs to be resubmitted.

Resolved - that Members consider the resubmission and if no further comments are received then the original comments are submitted to the County Council

112/14 Date of next meeting

Resolved - that the next Ordinary meeting of the Council be held on Tuesday 13 May 2014 following the Annual Meeting of the Parish Council which will commence at 7.15pm.

Meeting ended at 8.15pm