



Lanchester Parish Council



Sally Laverick
Lead Officer / Clerk to the Council

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2 April 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 8 April 2014** 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 11 March 2014 (attached A)

5. Committees

To approve the minutes of the following committees:

- I. Planning Committee on 19 March 2014 (attached B)
- II. Finance, Development & General Purposes Committee on 26 March 2014 (attached C)

- 6. Neighbourhood Warden Report**
To receive the Neighbourhood Warden report for February (attached D)
- 7. Correspondence**
 - I. Durham County Council – War Memorials Maintenance Policy
To consider the information received
 - II. North East War Memorials Project – Letter of thanks
To receive the letter
 - III. Great North Air Ambulance – Letter of thanks
To receive the letter
 - IV. Durham County Brass Band Association – Letter of thanks
To receive the letter
 - V. Willowburn Hospice – Letter of thanks
To receive the letter
 - VI. LCR – Spring publication
To receive the publication
- 8. Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 60/14)**
To receive an update on recent meetings (minutes attached E)
- 9. Royal British Legion – Lanchester Branch Standard (min 40/14)**
To receive an update
- 10. Neighbourhood Planning**
To consider the next steps in the formation of a plan
- 11. Hanging Baskets**
To consider the provision of hanging baskets for 2014
- 12. Safeguarding Children and Vulnerable Adults Policy**
To review the above policy (attached F)
- 13. Public Participation Policy**
To review the above policy (attached G)
- 14. Training – Statement of Intent**
To review the above policy (attached H)
- 15. Publication Scheme**
To review the above policy (attached I)
- 16. Grants Policy**
To review the above policy (attached J)

- 17. Community Engagement – Statement of Intent**
To review the above statement (attached K)
- 18. Complaints Procedure**
To review the above procedure (attached L)
- 19. Financial Information**
To consider the report of the Lead Officer (attached M)
- 20. Financial Year 2013 / 14
End of Year Accounts**
To consider the report of the Lead Officer (attached N)
- 21. Accounts for Payment**
Approval/confirmation of payment is requested for payment of accounts as set out below:
- | | | |
|---------------------------------|------------------------|----------|
| 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 |
- 22. Chairperson's Announcements**
- 23. 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.
- 24. Date of next meeting**
To set the date and time for the next meeting