

# Lanchester Parish Council

Minutes of the Ordinary Meeting held at Lanchester Community Centre on  
Tuesday 9 September 2014 at 7.15pm

**Present** Mr O Johnson (Chair)

Mr C Burton, Mr Peter Richardson, Mr P Jackson,  
Mr K Leary, Mr B Glass, Mrs J Richardson,  
Mr B Gray, Mrs M Gray,

Mr R Young - County Councillor – observer

**Apologies** Apologies for absence were received as follows:

|                      |                     |
|----------------------|---------------------|
| Mr K Harrison        | - work commitments  |
| Mr A Nairn           | - work commitments  |
| Mr M Wardle          | - away              |
| Mr S Walker          | - away              |
| Mr Philip Richardson | - other commitments |
| Mrs A Cook           | - ill               |

The above apologies were received and accepted

**200/14**      **Declarations of Interest**

Paul Jackson declared an interest in item 7 ii

**201/14**      **Public Participation**

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

**202/14**      **Minutes of the last meeting**

**Resolved that:**

(i) the minutes of the Ordinary Meeting held on 8 July 2014 be confirmed as a correct record and signed by the Chairperson

**203/14**      **Committees**

**Resolved that:**

(i) the minutes of the Finance, Development & General Purposes Committee Meeting held on 30 July 2014 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

**204/14 Neighbourhood Warden Report**

**Resolved** - that the Neighbourhood Warden report for June be received

**205/14 Correspondence**

**(i) County Durham Training Partnership – training courses**

Members considered attendance on a number of courses

**Resolved that:**

**(i)** members inform the Clerk if they wish to attend any of the courses

**(ii)** a place on the 'Policies, Social Media & the Press, Health & Safety and Risk Assessment' course is booked for the Clerk

**(ii) Willow Burn Hospice – fundraising event**

Members considered information received of a fundraising event on the Village Green that Willow Burn Hospice wished to hold. Willow Burn had confirmed that they had appropriate insurance for the event, had undertaken a risk assessment and liaised with the Police.

**Resolved** - that permission is given to use the Village Green for the event

**(iii) County Durham Association of Local Councils**

Members considered nominations for the Executive Committee

**Resolved** - that Lanchester Parish Council support the nomination of Councillor David Bell for Vice President

**(iv) Durham County Council – Medium Term Financial Planning and 2015/16 Budget Setting**

Members considered the letter received from the County Council which gave information on the forecasted tax base and level of the Council Tax Support Scheme Grant for 2015 /16.

**Resolved** - that the information be received

**(v) St Bedes Catholic School – letter of thanks**

Members considered the letter of thanks received regarding the Banner Event

**Resolved** - that the letter be received

**(vi) Grass Cutting – Station Road / Newbiggen Lane – message of thanks**

The message was read out to Members

**Resolved** - that the message be received

**(vii) Banner Project – letter of thanks**

The letter was read out to Members

**Resolved** - that the letter be received

- (viii) **Banner Project – letters from schoolchildren**  
Members read a number of letters received from children from Lanchester RC Primary School

**Resolved that:**

- (i) the letters be received  
(ii) a copy of the letters be forwarded to the MP

- (ix) **The Clerk Magazine – July 2014**  
**Resolved** - that the magazine is received

- (x) **Clerks & Council Direct – July 2014**  
**Resolved** - that the magazine is received

**206/14 Neighbourhood Plan Working Group (min 158/14)**

Members considered the minutes of the recent meeting

**Resolved** - that the minutes of the working group are approved

**207/14 Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 181/14)**

Members were informed that no meetings had taken place during August. The next meeting of the AAP is scheduled for 10 September and the next meeting of the PCC is scheduled for 20 September.

**208/14 Venue for Parish Council Meetings / Update on new Parish Council Office**

Members were informed that a meeting had taken place with Derwentside Homes to discuss the lease for the office accommodation at Lynwood House. The terms of the lease were discussed and an annual charge was agreed which reflects the level of payment currently paid.

Derwentside Homes will draw up the lease for signature.

Derwentside Homes will take over the building from the contractors on 12 September.

Arrangements now need to be made to move the parish council office by the end of September. A new computer has been purchased which will be installed on 25 September. Arrangements for a phone line and broadband are being made.

**Resolved that:**

- (i) a company is booked to undertake the move  
(ii) new filing cabinets are purchased  
(iii) the lease is signed

**209/14      Kitswell Park Play Area – Annual Inspection Report**

The annual inspection for Kitswell Park has been undertaken. No major issues have been identified although some maintenance issues have been identified.

**Resolved** - that the report be received

**210/14      Cessation of Smoking in Playgrounds**

Members considered the consultation by Durham County Council on plans for a voluntary code banning people from smoking at outdoor play areas in the county.

Members were in support of the proposal. They chose sign 3 as their preferred choice of signage. A decision on whether the Parish Council would pay for the signage if the scheme went ahead will be made once the costs are known.

**Resolved that:**

**(i)** the Parish Council supports the proposal

**(ii)** the preferred sign is sign 3

**211/14      Annual Return 2013/14**

The Lead Officer went through the papers returned from external audit. External audit confirmed that no matters had come to their attention which gave cause for concern.

**Resolved** - that the Annual Return be approved and accepted

**212/14      Financial Information**

The Lead Officer presented report F

**Resolved** - that the report be received

**213/14      Accounts for Payment**

**Resolved** - that the following accounts be approved for payment:

|                              |                        |         |
|------------------------------|------------------------|---------|
| Burt Hunter                  | May Pole Dancing       | £300.00 |
| Charles Fleming              | May Pole Dancing       | £400.00 |
| Damascus Road                | Sound System           | £200.00 |
| Complement Genomics Ltd      | Room Hire (July)       | £223.80 |
| Kreative Bunting Ltd         | Banner Flags           | £384.00 |
| Tyne & Wear Play Association | Annual Play Inspection | £250.00 |

|                                |                       |          |
|--------------------------------|-----------------------|----------|
| Premier Traffic Management Ltd | Banner Event          | £480.00  |
| Lanchester EP Primary School   | May Pole Ribbons      | £99.28   |
| Talk Talk                      | Phone                 | £30.55   |
| BDO                            | External Audit        | £360.00  |
| Lanchester Community Assoc.    | Room Hire             | £58.80   |
| Complement Genomics Ltd        | Room Hire (August)    | £223.80  |
| P Snowdon                      | Hanging Baskets       | £261.00  |
| S Laverick                     | Expenses              | £117.43  |
| S Laverick                     | Salary (July)         | £1209.93 |
| D Maddox                       | Salary (July)         | £387.14  |
| Durham County Council          | Pension (July)        | £367.07  |
| British Red Cross Society      | Banner Event          | £132.00  |
| Talk Talk                      | Phone                 | £18.64   |
| D Laycock                      | Garage Door Repairs   | £100.00  |
| Durham County Council          | Christmas Lights      | £4395.30 |
| S Laverick                     | Salary (August)       | £1209.73 |
| D Maddox                       | Salary (August)       | £387.14  |
| Durham County Council          | Pension (August)      | £367.07  |
| Complement Genomics Ltd        | Room Hire (September) | £223.80  |

#### **214/14 Cricket Club Grant Working Group (min 179/14)**

Members considered the minutes of the recent meetings held on 21 July, 18 August and 4 September

**Resolved** - that the minutes of the working group are approved

The agreement between Lanchester Parish Council and Lanchester Cricket Club has been signed by the Cricket Club.

**Resolved that:**

- (i) the agreement is signed by the Chair
- (ii) a copy of the agreement is sent to Lanchester Cricket Club

**Resolved - that under the powers contained in Section 100A of the Local Government Act 1972 the Press and Public be excluded from the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted**

Members discussed the tenders received to undertake the work. Four tenders had been received within the specified timescale.

**Resolved** - that the contract is awarded to the lowest tender, the price being within the grant allocation, subject to the following:

- Clarification of quality of materials
- Inclusion of a contingency element
- Approval by Sport England

**215/14 Chairperson's Announcements**

There were no announcements

**216/14 Questions from Members – Information only**

Paul Jackson asked if there was any progress on the proposed flood defence project for the village.

**217/14 Date of next meeting**

**Resolved** - that the next Ordinary meeting of the Council be held on Tuesday 14 October 2014 at 7.15pm at Lynwood House

Meeting ended at 8.15 pm