

Lanchester Parish Council



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Lead Officer / Clerk to the Council

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9 May 2017

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 16 May 2017 following the Annual Meeting 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 4 April 2017 (attached A)
- 5. Committees**

To approve the minutes of the following committees:

 - I. Planning Committee Meeting on 4 April 2017 (attached B)
- 6. Police Report**

To consider the Police report (to be read out at the meeting)

7. Correspondence

- I. Letter – resident – repair of street signs
To consider the information received
- II. Letter – Parish Church – use of Park House Play Area
To consider the request to use Park House Play Area for a picnic
- III. National Association of Local Councils (NALC) and County Durham Association of Local Councils (CDALC) – annual subscription
To consider renewal of the annual membership
- IV. Society of Local Council Clerks (SLCC) – annual membership fee
To consider the renewal of the annual membership
- V. County Durham and Cleveland County Training Partnership – training - Councillors and Chairmanship
To receive information on upcoming training opportunities
- VI. Society of Local Council Clerks – Regional Training Seminar
To consider attendance at the seminar
- VII. Letter of thanks – for the Heritage Audit Report
To receive the letter
- VIII. Letter of thanks – Donation – Citizens Advice County Durham
To receive the letter
- IX. Letter of thanks – Donation – All Saints Catholic Primary School
To receive the letter
- X. Letter of thanks – Donation – All Saints Parish Centre
To receive the letter
- XI. Letter of thanks – Donation – Great North Air Ambulance
To receive the letter
- XII. Letter of thanks – Donation – Lanchester and Burnhope Parochial Church Council
To receive the letter
- XIII. Clerk & Councils Direct – May edition
To receive the magazine
- XIV. The Clerk Magazine – May edition
To receive the magazine
- XV. War Memorials Trust – May Bulletin
To receive the magazine

8. Councillor Induction Sessions

To consider arrangements for Induction Sessions for new and existing Councillors

9. Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 75/17)

To receive information on the summer activities for children and to confirm approval of a financial contribution towards the scheme.
To receive information on arrangements for an Area Action Partnership forum event.

10. Neighbourhood Plan (min 76/17)

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

- 11. Hanging Baskets**
To consider the price received for hanging basket provision
To receive information on the permissions required to erect hanging baskets on the lighting columns
- 12. Maintenance Report**
To consider the report (attached D)
- 13. Insurance Premium 2017 / 18**
To receive information on the renewal premium
- 14. Internal Audit Report 2016 / 17**
To consider the report of the Internal Auditor (attached E)
- 15. Financial Year 2016 / 17
End of Year Accounts**
To consider the report of the Lead Officer (attached F)
- 16. Financial Information**
To consider the report of the Lead Officer (attached G)
- 17. Accounts for Payment**
Approval/confirmation of payment is requested for payment of accounts as set out below:
- | | | |
|------------------------------|--------------------------|----------|
| Npower | Electricity | £82.57 |
| Npower | Electricity | £104.56 |
| Olivers Tree Services | Tree work | £1086.00 |
| Olivers Tree Services | Tree work | £126.00 |
| J L Mason | Mole control | £120.00 |
| Durham County Council | Trade Waste - Annual Fee | £261.00 |
| M Young | Internal Audit | £135.00 |
| S Laverick | Salary (April) | £1306.17 |
| D Maddox | Salary (April) | £382.14 |
| Durham County Council | Pensions (April) | £405.84 |
| Fenland Leisure Products Ltd | Play equipment | £73.77 |
| Planning Advice Plus | Neighbourhood Plan | £525.20 |
| S Laverick | Expenses | £34.93 |
| Aon | Annual Insurance | £743.50 |
- 18. Chairperson's Announcements**
- 19. 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.
- 20. Date of next meeting**
To set the date and time for the next meeting