

Lanchester Parish Council

Minutes of the Ordinary Meeting held at Lynwood House on Tuesday
14 May 2019 at 7.25pm

Present Cllr. K Harrison (Chair)

Cllr. P Jackson, Cllr. J Considine, Cllr. O Johnson,
Cllr. D Friesner, Cllr. I Tute, Cllr. A Gray, Cllr. D Smith,
Cllr. M Walker, Cllr. T Jones, Cllr. B Gray

Mike Wardle - Chair of the Neighbourhood Plan Working Group

Apologies Apologies for absence were received as follows:

Cllr. M Gray	- family commitments
Cllr. S Walker	- away
Cllr. A Cook	- family commitments
Cllr. K Leary	- ill

The above apologies were received and accepted

107/19 **Declarations of Interest**

There were no declarations of interest.

108/19 **Public Participation**

There were no public present.

109/19 **Minutes of the last meeting**

Resolved that:

(i) the minutes of the Ordinary Meeting held on 9 April 2019 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

110/19 **Committees**

Resolved that:

(i) the minutes of the Planning Committee Meeting held on 9 April 2019 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

111/19 Correspondence

- (i) Letter of thanks – All Saints Parish Centre - Donation**
Resolved - that the letter be received
- (ii) Letter of thanks – Willow Burn Hospice - Donation**
Resolved - that the letter be received
- (iii) Letter of thanks – Lanchester and Burnhope Parochial Church Council - Donation**
Resolved - that the letter be received
- (iv) Campaign to Protect Rural England – North East Spring Newsletter**
Resolved - that the newsletter be received
- (v) Clerks & Councils Direct – May newsletter**
Resolved - that the newsletter be received
- (vi) Velo North Cycle Event**
Members considered the information from Durham County Council regarding the event
Resolved - that the information be received
- (vii) County Durham and Cleveland County Training Partnership**
Members considered attendance at a Councillor training session
Resolved - that Councillors inform the Clerk if they wish to attend
- (viii) VE Day 75**
Members considered arrangements to commemorate the 75th Anniversary of VE Day
Resolved - that the information be received
- (ix) Lanchester Cricket Club – request to hold a Fun Fair**
Members considered a request from Lanchester Cricket Club to hold a modest fun fair at the end of June
Resolved that:
 - (i)** Permission is given subject to the cricket club providing appropriate event insurance, risk assessments, stewarding and contact with Police
 - (ii)** Further information on times, dates and content is provided
- (x) NHS North Durham Clinical Commissioning Group (CCG) – consultation on services currently provided at Shotley Bridge Community Hospital**
Members considered the recent consultation
Resolved - that the information be received and that the Parish Council will consider the more detailed consultation to take place later in the year
- (xi) Society of Local Council Clerks (SLCC) – annual membership fee**
Resolved - that the annual membership is renewed at a cost of £196.00

(xii) **County Durham Association of Local Councils – annual membership fee**

Resolved - that the annual membership is renewed at a cost of £561.52

112/19 Area Action Partnership (AAP) / Parish Councils Committee (PCC) (min 86/19)

The dates for the next meetings were provided.

Resolved - that the information be received

113/19 Neighbourhood Plan (min 87/19)

Mike Wardle, Chair of the Neighbourhood Plan Working Group provided an update for members.

Resolved - that the minutes of the meeting held on 10 April be approved

Members were informed that a further meeting of the Neighbourhood Plan Working Group had taken place on 1 May to progress the plan.

Mike Wardle presented the draft document which had been distributed to Councillors prior to the meeting. The document is mainly complete with only some references, photos, page numbers and glossary outstanding. The document is currently being type set with a proof due shortly. Minor amendments will still be possible over the next few weeks.

The document has a number of maps and evidence documents which provide support and evidence for the Neighbourhood Plan. It was considered that supporting documents should be evidence documents and not appendices, a view supported and recommended by the County Council.

It is planned that the consultation period will take place for 6 weeks from 24 June. A set of documents will be placed in key community locations. A display will be prepared to include the policies to be displayed in a community venue, for a 3 week period. During this 3 week period a number of staffed sessions will be held. A summary document is being prepared and will be distributed to dwellings and businesses. A feedback form will be available. Information will be available on the Parish Council website.

The draft Lanchester Design Statement a revision of the Village Design Statement had been discussed and considered at the working group meeting on 1 May. A number of issues were raised including whether it should be an appendix or an evidence document to the Neighbourhood Plan and whether it could be designated as Supplementary Planning Guidance. The County Council confirmed that any policy statements needed to be included within the Neighbourhood Plan policies, since the current County Plan will not include the category of 'Supplementary

Planning Guidance'. Discussion took place on whether some of the Lanchester Design Statement content read like policy statements. There is a four page guide of bullet points and photos within the design policy chapter in the Neighbourhood Plan which has been mainly taken from the Village Design Statement.

It was decided that the Lanchester Design Statement should be used as an evidence document in the Neighbourhood Plan alongside other documents.

In view of the decision, members were informed that a member of the working group working on the draft Lanchester Design Statement had resigned from the Neighbourhood Plan Working Group. A letter of thanks for their involvement over a number of years had been sent to them from the Chair of the working group.

The Lanchester Design Statement will be considered by the working group at the next meeting with decisions made on how best to move it forward.

Resolved that:

- (i) the information be received
- (ii) any feedback from councillors on the draft Neighbourhood Plan be submitted by 22 May to the Clerk
- (iii) the working group be allowed to make final tweaks to the Neighbourhood Plan document and submit it to print
- (iv) a summary document is finalised by the working group
- (v) the community consultation process is progressed by the working group

Councillor B Gray arrived at the meeting – 8.15pm

114/19 Street Ceilidh – Durham Brass Festival

Members were informed that as part of the Durham Brass Festival an event is being proposed in Lanchester in July. The event will be in the form of a Street Ceilidh similar to the event that took place last year.

The Durham County Council events team would be responsible for all event management. To help towards the event a contribution of £500 is being requested from the Parish Council.

Resolved – that a financial contribution of £500 be made towards the event

115/19 Maintenance Report

Members considered report F which identified the maintenance work undertaken between January and March.

Resolved - that the report be received

116/19 Hanging Baskets

Members considered the price received for the provision of hanging baskets and watering. Members were informed that the structural testing of the lampposts was still to be fully completed.

Resolved - that the hanging baskets are provided at a cost of £279.00 plus the cost of watering

117/19 Insurance Premium 2019 / 20

Members were informed that the annual insurance had been renewed as the second year of a three year agreement.

Resolved – that the insurance premium from BHIB be accepted, the level of cover provided having been accepted as sufficient.

118/19 Internal Audit Report 2018 / 19

Members considered the Internal Audit report.

Resolved - that the report be approved

**119/19 Financial Year 2018 / 19
End of Year Accounts**

The Lead Officer presented the report

Resolved that:

- (i) the Council approve the Annual Return – Annual Governance Statement
- (ii) the Council approve the Annual Return – Accounting Statement
- (iii) the Council approve the financial position for the end of year

120/19 Financial Information

The Lead Officer presented report I.

Resolved - that the report be received

121/19 Accounts for Payment

Resolved - that the following accounts be approved for payment:

Durham County Council	Trade Waste Service	£277.16
S Laverick	Salary (April)	£1,369.37
D Maddox	Salary (April)	£472.50
Durham County Council	Pension (April)	£422.23
M Young	Internal Audit	£140.00
Total Results Ltd	Website Hosting	£112.00
Olivers Tree Services	Tree Work – Allotments	£108.00
Olivers Tree Services	Tree Work – Village Green	£2,976.00
CCL Office Ltd	Stationery	£196.46
BHIB	Annual Insurance	£694.50
On-line Playgrounds	Play Parts	£28.80
S Laverick	Expenses	£27.33
CCL Office Ltd	Stationery	£115.84
Planning Advice Plus	Neighbourhood Plan	£1,525.20

122/19 Chairperson's Announcements

There were no announcements

123/19 Questions from Members – Information only

There were no questions from members

124/19 Date of next meeting

Resolved - that the next Ordinary Meeting of the Council will take place on Tuesday 11 June at Lynwood House at 7.15pm

Meeting ended at 8.45pm