

# Lanchester Parish Council

## Minutes of the Ordinary Meeting held via 'Zoom' on Tuesday 28 July 2020 at 6.30pm

**Present** Cllr. K Harrison (Chair)

Cllr. J Considine, Cllr. O Johnson, Cllr. I Tute, Cllr. S Walker,  
Cllr. T Jones, Cllr. D Friesner, Cllr. D Smith, Cllr. M Gray,  
Cllr. L Montgomery, Cllr. B Gray, Cllr. A Gray, Cllr. A Cook

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

Cllr. P Jackson - other  
Cllr. K Leary - ill

The above apologies were received and approved

**61/20**      **Declarations of Interest**

There were no declarations of interest

**62/20**      **Public Participation**

There were no public present

**63/20**      **Minutes of the last meeting**

**Resolved that:**

- (i) the minutes of the Ordinary Meeting held on 10 March 2020 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

**64/20**      **Correspondence**

- (i) **Letter of thanks – Lanchester and Burnhope Parochial Church Council**

**Resolved** - that the letter be received

**65/20**      **Hanging Baskets**

**Resolved** - that the decision to provide hanging baskets in 2020 be ratified

## **66/20 Planning Letters**

Members considered the letters sent regarding the following planning applications:

- DM/20/00961/FPA
- DM/20/01178/CEU
- DM/20/01106/RM
- DM/20/01201/FPA
- DM/20/01464/FPA

**Resolved** - that the decision to send the letters be ratified

## **67/20 Neighbourhood Plan (min 51/20)**

Councillors were provided with an update.

The examiner's report on the Lanchester Neighbourhood Plan was issued on 14 April 2020.

There were a number of recommendations on mapping and policy wording which both the County Council and Parish Council accepted.

Durham County Council have issued a Decision Statement in accordance with Regulation 18, which confirms that the County Council will send the Lanchester Neighbourhood Plan to referendum once the current government restrictions are lifted. Recent changes to National Planning Policy Guidance confirm that 'significant weight' can be given to Neighbourhood Plans that have reached the Decision Statement stage.

Work now needs to be undertaken on the recommendations in the examiner's report.

**Resolved** - that the information be received

## **68/20 Use of football pitch – Kitswell Park**

Councillors considered a request from several football teams to use the football field at Kitswell Park.

- Lanchester Cricket Club Football Club have requested the use of the football pitch for the 2020/21 season. This team have played at Kitswell Park for several years and train at the ground once a week when light allows and play games on a Sunday morning.
- Beamish Girls FC under 12 and under 18 teams have asked to use the pitch for their home games for the 2020/21 season. They

will not train at the ground and their matches will be on a Saturday morning.

- Durham County boy's team have asked if they can train on the pitch once a week.

Councillors considered the requests and felt that all could be accommodated. All teams need to ensure that they have adequate insurance, have undertaken a Covid 19 risk assessment and are considerate of neighbouring properties when parking.

**Resolved** - that permission is given to use the football pitch

## **69/20 Play Areas**

Councillors discussed the arrangements for re-opening the five play areas in the parish.

Councillors were informed that the play areas had been inspected, a Covid 19 risk assessment had been undertaken and signage had been produced to display at the play areas.

**Resolved that:**

- (i) The risk assessment and signage are approved
- (ii) The play areas are re-opened

## **70/20 Parish Council Website**

Councillors were informed that the Public Sector Bodies Accessibility Regulations 2018 states that public sector websites must ensure they meet the standards as set by the Web Content Accessibility Guidelines (WCAG) by 23 September 2020.

Advice has been sought from the company that hosts the Parish Council website. They have informed us that there are several elements of the website which need work to ensure compliance. They are able to undertake the work. Members considered that as the quote was very reasonable and the company have undertaken work on our website before and currently host the Parish Council website that they undertake the work.

**Resolved** - that this company is asked to undertake the work on the website

## **71/20 Insurance Premium 2020/21**

Members were informed that the annual insurance had been renewed as the third 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.

**72/20 Internal Audit Report 2019 / 20**

Members considered the Internal Audit report.

**Resolved** - that the report be approved

**73/20 Financial Year 2019 / 20  
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

**74/20 Financial Information**

The Lead Officer presented report E.

**Resolved** - that the report be approved

**75/20 Accounts for Payment**

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

S Laverick	Salary (March)	£1,369.17
D Maddox	Salary (March)	£472.50
Durham County Council	Pension (March)	£422.23
HMRC	Tax & NI (Jan – March)	£1,266.80
CCL Office Ltd	Stationery	£175.63
MK Print Solutions	Printing	£90.00
S Laverick	Expenses	£136.32
EP Primary School	Donation	£100.00
RC Primary School	Donation	£100.00
All Saints Parish Centre	Donation	£250.00
Lanchester PCC	Donation	£300.00
1 <sup>st</sup> Lanchester Guiding	Donation	£100.00
Natures Edge CIC	Donation	£100.00
Lanchester Partnership	Covid 19 support	£500.00
BT	Phone & Broadband	£203.86
S Laverick	Salary (April)	£1,378.13
D Maddox	Salary (April)	£480.10
Durham County Council	Pension (April)	£418.84
DH7 Community Activities	Donation	£150.00
Npower	Electricity	£235.48
CDALC	Training	£27.00
BHIB	Annual Insurance	£700.56

Society Local Council Clerks	Annual Membership	£202.00
S Laverick	Salary (May)	£1,377.93
D Maddox	Salary (May)	£480.10
Durham County Council	Pension (May)	£418.84
Total Results	Website hosting	£90.00
C Wilson	Rent – Hollinside Play Area	£20.00
AD Purves	Grass Cutting	£2,239.92
S Laverick	Salary (June)	£1,377.93
D Maddox	Salary (June)	£480.10
Durham County Council	Pension (June)	£418.84
HMRC	Tax & NI (April – June)	£1,211.92
BT	Phone & Broadband	£202.44
M Young	Internal Audit	£140.00
Durham County Council	Planning advice	£30.00
Wybone	Bin	£209.99
On-line Playgrounds	Play equipment	£135.00

**76/20 Chairperson’s Announcements**

The Chair thanked all Councillors for attending and for their patience and understanding during this virtual meeting.

**77/20 Date of next meeting**

**Resolved** - that the next Ordinary Meeting of the Council will take place via ‘Zoom’ on Tuesday 8 September 2020

Meeting ended at 7.30pm