

Lanchester Parish Council

Minutes of the Ordinary Meeting held at Lynwood House on Wednesday 28 September 2022 at 7.00pm

Present Cllr. K Harrison (Chair)

Cllr. P Jackson, Cllr. T Jones, Cllr. L Montgomery,
Cllr. I Tute, Cllr. O Johnson, Cllr. D Smith,
Cllr. J Considine, Cllr. B McDermid, Cllr. D Friesner,
Cllr. S Walker

County Cllr. D Oliver
PCSO Andrew Tonge

The Parish Council observed a minutes silence to mark the passing of Her Majesty The Queen.

Apologies Apologies for absence were received as follows:

Cllr. E Hepplewhite - other commitments
Cllr. A Gray - ill
Cllr. V Jackson - family commitments
Cllr. D Toner - family commitments

The above apologies were received and accepted

176/22 **Declarations of Interest**

There were no declarations of interest.

177/22 **Public Participation**

Members of the public were welcomed to the meeting.

178/22 **Minutes of the last meeting**

Resolved that:

- (i) the minutes of the Ordinary Meeting held on 27 July 2022 be confirmed as a correct record and signed by the Chairperson and any recommendations contained therein be approved and accepted

Councillor Jude Considine arrived at the meeting – 7.05pm

179/22 Police Report

PCSO Andrew Tonge attended the meeting and presented the Police report for August.

There are two investigations in the village regarding youths, involving harassment and assault. The youths have been spoken to. Both incidents are ongoing.

PCSO Tonge confirmed that they work closely with schools and families to address any issues.

PCSO Tonge was thanked for attending an informal 'Cuppa and a chat' meeting with Councillors on 7 September. The meeting had proved very useful with a number of local matters being discussed.

Resolved - that the information be received

Councillor Stuart Walker arrived at the meeting – 7.20pm

180/22 Durham County Councillors

County Cllr. M McGaun sent his apologies.

County Cllr. Doug Oliver provided an update on the following areas of work:

- concern over energy prices – Warm Hubs project
- Improvements to steps to Oakwood from Durham Road – work ongoing
- Parking restrictions at schools – formal consultation ongoing
- Working to arrange regular PACT meetings with the Police
- Consett swimming pool – problems should be resolved in October
- Ornsby Hill – resurfacing work to be undertaken

Resolved - that the information be received

181/22 Correspondence

- (i) **Smaller Authorities Audit Appointments (SAAA) – 5 year appointing period**

Resolved - that the information be received and the Parish Council remain opted in for the purposes of appointing an external auditor

- (ii) **Churches Together**
Councillors considered a request to use the Village Green for a Commemoration Service
Resolved - that permission is granted, the date to be confirmed
- (iii) **County Durham Association of Local Councils (CDALC)**
Councillors considered the training opportunities
Resolved - that the Clerk attends the play, sport and fitness training session on 9 November
- (iv) **Beamish Football Club**
Councillors considered a request to use the football field at Kitswell Park for girls under 12 and under 15 football teams
Resolved - that permission is granted subject to the usual conditions
- (v) **Clerk & Councils Direct – September**
Resolved - that the magazine be received

182/22 Items raised by Councillors

Councillors considered the following matters:

- (i) **Response to energy price rise – warm hubs**
Reverend Lesley Sutherland attended the meeting to share information on the approach of Churches Together and their meetings with the Area Action Partnership and County Council.

Churches Together started looking at Warm Hubs in September as a matter of urgency. They plan to offer a warm community room on a rolling basis across the week. This would include a warm room, free drinks, newspapers, wifi, snacks and a welcoming atmosphere. Hoping to offer a 6 day package to the community and particularly to those at risk from the cold.

Churches Together have also spoken with Lanchester Partnership and the schools. It is important that there is a co-ordinated approach. A funding package will need to be agreed.

There is an AAP meeting on 12 October to progress the project across the Mid Durham AAP area. It was agreed that details of this meeting be passed to Councillors so that they may attend.

It is also planned to have a Lanchester Steering Group, details to be confirmed.

Resolved that:

- (i) the information be received
- (ii) this item is placed on the October agenda for further discussion

- (ii) **Application of grit to the Lanchester Valley Walk**
The surface of the Valley Walk was discussed. It appears that some material is added to the path which makes the surface difficult for cyclists and walkers.
Resolved - that the County Council are asked how the Valley Walk is maintained and what material is used
- (iii) **Disabled parking bay on Front Street – faded road markings**
The faded road markings on the disabled parking bay on Front Street was discussed
Resolved - that the County Council are asked to re-paint the lines
- (iv) **Disabled access to the village shops**
Resolved - that this matter is discussed at a future meeting
- (v) **Gate between Ashdown Grove and the bike track**
Councillors were informed that there is a gate at the bottom corner of Ashdown Grove which enters the football field and bike track.

Some residents would like the gate retaining, some would wish for it to be locked off.

It is not clear whether the gate is on parish Council leased land.

Resolved that:

- (i) a site visit is undertaken
- (ii) the matter is discussed at a future meeting

183/22 Manor Grange Play Area (min 162/22)

Councillors considered the launch event which had taken place on 30 July at 11am. The event included a short speech, cutting of the ribbon, photographs and sweets for the children. The event had been well attended.

A site meeting had been held on 17 August with Hags the play company and the County Council to discuss the post installation play inspection. A number of low risk matters were identified and accepted, the majority of which have been addressed by the play company. Hags will issue a defects report to the Parish Council. Some re-instatement works were agreed which will be undertaken in October. The Parish Council approved this action.

The seat which has gone missing from the pavement in front of the play area will be replaced by the County Council.

Councillors considered authorising the remaining payment for the works. An invoice for the full amount of the project of £79,732.00 + VAT has been received with an 80% payment made in early August.

Resolved that:

- (i) the remaining 20% payment be made
- (ii) the information be approved

184/22 Allotments – Durham Road (min 168/22)

Councillors were informed that the Chair, Vice Chair and Clerk had undertaken a visit to the allotments behind Durham Road on 18 August. The allotments had been in good order and the visit enjoyed.

Resolved - that the information be received

185/22 Car Parking – Hurbuck Cottages

Information has been received from a resident of Hurbuck Cottages regarding the difficult parking arrangements, with a suggestion to put a layby in to help with parking problems.

Resolved - that a site visit is undertaken

186/22 Jubilee Tree

Councillors considered the costs for a jubilee tree and plaque.

The price of the plaque was agreed. Further prices for the tree were required. The location of the tree to be agreed.

The additional information will be presented at the next Parish Council meeting following which an application for funding will be made.

Resolved - that the information be received

187/22 Christmas Light Switch On Event

Councillors considered and agreed the arrangements for the event. The person to turn on the lights and the times and dates that the lights are to be lit will be agreed at a later meeting.

Resolved - that the information be received

188/22 General Data Protection Regulations (GDPR)

Councillors considered the following policies and procedures:

- Information and Data Protection Policy
- Contact Privacy Notice

- Consent to hold Contact Information
- Retention and Disposal Policy
- Social Media and Electronic Communication Policy
- Data Security Breach Reporting Form

With regards to the Retention and Disposal Policy the following amendments were made:

- Bank Statements - 6 years plus current
- Cheque Book stubs - 6 years plus current
- Paying in Books - 6 years plus current

Resolved that:

- (i) the policies be approved
- (ii) the retention policy is implemented

189/22 Annual Return 2021/22

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

190/22 Financial Information

The Lead Officer presented report E.

Resolved - that the report be approved

191/22 Accounts for Payment

Resolved - that the following accounts be approved for payment:

Hags	Seat	£479.31
Durham County Council	Trade Waste Service	£291.20
Proludic	Play Parts	£162.09
MK Print Solutions	Printing	£50.40
AD Purves Landscaping	Grass Cutting	£2,808.26
AD Purves Landscaping	Village Green path Repairs	£1,224.00
AD Purves Landscaping	Village Green soil etc	£1,396.80
St Johns Ambulance	Beacon Event	£115.20
S Laverick	Salary (July)	£1,449.59
D Maddox	Salary (July)	£555.16
Durham County Council	Pension (July)	£437.90
Hags	Manor Grange Play Area	£76,542.72
S Laverick	Expenses	£100.22
S Laverick	Salary (August)	£1,449.79
D Maddox	Salary (August)	£555.16

Durham County Council	Pension (August)	£437.90
County Durham Ass. Local Coun.	Training	£10.00
MK Print Solutions	Newsletter & Annual Report	£598.00
On-Line Playgrounds	Play Parts	£35.00
S Laverick	Expenses	£90.36

192/22 Chairperson's Announcements

There were no Chairpersons announcements

193/22 Date of next meeting

Resolved - that the next Ordinary Meeting of the Council will take place on Tuesday 11 October at 7.00pm.

Meeting ended at 8.50pm