

CORNSAY PARISH COUNCIL

At a meeting of Cornsay Parish Council held on Wednesday, 27th July, 2016, at 7.00pm, in Woodland Hall, Woodland Road, Esh Winning.

Present: Councillor B Armstrong (in the Chair)
and Councillors J Armstrong, L McKendrick, R Makepeace and D Robb
and County Councillor J Chaplow

40. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K Duggan and County Councillors D Bell and A Bonner.

41. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

Councillor R Makepeace declared an interest in Minute No. 50 and took no part in the discussion or decision thereon.

42. REPORTS FROM COUNTY COUNCILLORS

County Councillors reported on the following items:

- John Hewitt had been appointed as Director of Corporate Resources following the retirement of Don McLure.
- Work on proposals for the redevelopment of Aykley Heads was ongoing. The Council's headquarters would remain in Durham City Centre.

Resolved: *That the report be noted.*

43. MINUTES

The minutes of the meeting of the Council held on 29th June, 2016, were confirmed as a correct record and signed by the Chairman.

44. MATTERS ARISING

There were no matters arising.

45. COMMITTEE MINUTES

The minutes of the meeting of the Personnel Committee held on 28th June, 2016, were confirmed as a correct record and signed by the Chairman.

46. FINANCIAL REPORT

(a) Agreement was given for the payment of:

- (i) £317.24 to Mr D Walker in respect of Clerk's wages for July.
- (ii) £79.20 to HMRC in respect of PAYE for July.
- (iii) £35.00 to the Information Commissioner in respect of Data Protection Registration.
- (iv) £195.86 to Mr D Walker in respect of Clerk's wages for August.
- (v) HMRC in respect of PAYE for August.
- (vi) £545.09 to the Clerk in respect of reimbursement for fixtures and fittings for the new community centre.
- (vii) £86.00 to Makepeace Landscapes in respect of grounds maintenance and play areas.
- (viii) Artis Consulting in respect of quantity surveyor services.
- (ix) £1680.00 to Blake Hopkinson LLP in respect of payment for design works.
- (x) Durham City Homes in respect of hire of Woodland Hall.
- (xi) WJM Quigley Ltd in respect of building works.

(xii) Kyoob Ltd in respect of mechanical and electrical design services

(b) Cheques issued:

(i)	24 th Jun 2016	£ 78,475.54	WJM Quigley Ltd	No. 009
(ii)	29 th Jun 2016	£ 313.89	Clerk's wages	No. 870
(iii)	29 th Jun 2016	£ 78.60	HMRC	No. 871
(iv)	29 th Jun 2016	£ 243.00	Makepeace Landscapes	No. 872
(v)	4 th Jul 2016	£ 840.00	Artis Consulting	No. 873
(vi)	5 th Jul 2016	£ 840.00	Blake Hopkinson LLP	No. 874
(vii)	29 th Jun 2016	£ 44.34	JRB Enterprises	No. 875
(viii)	6 th Jul 2016	£ 600.00	Kyoob Ltd	No. 876
(ix)	17 th Jul 2016	£ 94,867.78	WJM Quigley Ltd	No. 010

(c) Cash at Bank:

Northern Rock	£31,881.06
Barclays	£50,216.96
Barclays (Savings)	£12,237.67

(d) Quarterly Budget Report

The Quarterly Budget Report for the period April to June 2016, copies of which had been circulated, was noted

(e) VAT Reclaims

The VAT reclaim for May 2016 in the sum of £12,951.79 had now been received from HMRC. The claim for June in the sum of £16,058.69 had been submitted to HMRC for payment.

(f) Petty Cash

The petty cash balance was £15.84. The sum of £84.16 was therefore required to return the balance to £100.00

47. CORRESPONDENCE

- (a) Durham County Council - Reply to correspondence in relation to the footbridge opposite Rose Court.
The County Council advised that the bridge did not form part of the adopted highway and repairs were estimated to cost £12,000. They were seeking funding for repairs but the bridge would remain closed until repair works had been undertaken.
Resolved: *That the matter be referred to the County Councillors for the area to progress.*

48. PLANNING APPLICATIONS

There were no planning applications for consideration.

49. YOUTH SHELTER

Further damage to the youth shelter roof had recently been reported. Arrangement had been made for the damaged panels to be removed from site.

The Council had previously resolved to cover the cost of repairs to the remaining missing panels following the repairs undertaken by the insurance company. These repairs were to be undertaken when the supplier was next working in the area so as to reduce costs.

Following recent damage, the greater part of the roof was now missing. The cost of replacing 3 panels was in the region of £1,200.00 and it was estimated that to replace the missing portion of the

roof would cost £4,000.00 - 5,000.00. In view of the fact that this was the third incident of damage in 12 months, it was questioned whether this was an appropriate course of action.

It was extremely disappointing that this damage continued to occur. The shelter had been requested by many young people who had also been involved in sourcing funding to cover the cost. While the damage was being caused by a minority, it was considered that the Council's resources were not such that expenditure could be incurred on a regular basis on repairs.

Resolved: *That the roof will not be repaired and, in the event of further damage, the remaining sections be removed as soon as possible.*

50. TENANCY AT WILL – HAMSTEELS COMMUNITY HALL ASSOCIATION

The Council had previously resolved to instruct Durham County Council's Legal Services Department to act in the matter of a new lease to the Hamsteels Community Hall Association in respect of Hamsteels Community Centre.

The Association was currently a registered charity and had been working with Durham Community Action and Mid Durham AAP to update its governance arrangements. As a result, the Association had resolved to become a Charitable Incorporated Organisation.

The solicitor had advised that in view of this, it would be advisable to delay entering into a new lease until such time as the Association's governance arrangements had been amended. In the meantime, however, it was possible to grant occupation of the building to the Association under the terms of a Tenancy at Will. This could be determined without notice by either side at such time as the Council and Association were ready to enter into a Lease.

The Tenancy at Will had been drafted on similar terms to the former lease. The Association were agreeable to the terms and the document had been signed on behalf of the Association.

Resolved: *That the Council enters into a Tenancy at Will with the Hamsteels Community Hall Association and the document be signed on behalf of the Council.*

51. HEALTH & SAFETY POLICY

Following work undertaken with the HR Department at Durham County Council in relation to the recruitment process, it had been recommended that the Council had in place an appropriate Health & Safety Policy. A template document had been circulated.

Resolved: *That the Council adopt a Health and Safety Policy as circulated.*

52. MEMBER/OFFICER PROTOCOL

Following the recent recruitment process, the Council would shortly have additional staff. In order to formalise how members and officers dealt with each other, it was appropriate to adopt a formal protocol. A template document had been circulated.

Resolved: *That the Member/Officer Protocol as circulated be adopted.*

53. IT POLICY

To ensure that the new IT provision in the community centre was used appropriately and that users knew what was expected and permitted, it was recommended that an IT Policy be adopted. A template policy had been circulated.

Resolved: *That the IT Policy as circulated be adopted.*

54. HAMSTEELS COMMUNITY CENTRE

(a) Councillor FS Duggan

As Councillor Syd Duggan had recently passed away, Members wished to recognise his tireless work for the community and involvement in Hamsteels Community Centre over many years. It was suggested that naming a room for Syd would be a fitting tribute and it was therefore agreed unanimously that the IT room be named the 'Syd Duggan IT Suite'.

(b) Update

The Chairman reported that work was progressing with only a few areas left to be completed. It was anticipated that the keys would be handed over around the 15th August.

The architect was about ready to issue the certificate of practical completion which would enable the Lottery funding to be drawn down. The retention monies would be retained by the Council until due to the contractor.

(c) Fittings & Furnishings

It would be necessary to provide various fittings and furnishings to prepare the building for opening. A quotation for blinds had been sought and it was suggested these be installed as soon as possible so that the building appeared occupied following handover.

(d) IT Room

Durham County Council had installed the wireless internet in the building and provision had been made in the IT Room for wired connections.

55. BUSINESS DURING AUGUST

The Council would be in recess during the month of August. In view of ongoing projects and events, it was likely that there would be some matters requiring the Council's attention.

Resolved: That a special meeting be arranged if necessary.

56. BANKS COMMUNITY FUND

The Chairman advised that the Banks Community Fund had been identified as a source of funding for new furniture and equipment for the new building.

The Council's permission was therefore sought for an application to be made to the fund over the summer.

Resolved: *That an application be made to the Banks Community Fund.*

57. EXCLUSION OF THE PRESS AND PUBLIC

Resolved: *That in view of the confidential nature of the following item of business, and in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be temporarily excluded and they be instructed to withdraw from the meeting.*

58. MARKETING & DEVELOPMENT OFFICERS - TERMS AND CONDITIONS

The Clerk had been working with the HR advisor at Durham County Council on terms and conditions for the employment of the two marketing and developments officers.

The Council's agreement on what is wished to offer in terms of annual leave, sick pay and pension was required to finalise the contracts.

The Clerk advised on the options and recommendations.

It was also necessary to agree commencement dates with both candidates to align with the handover of the new building and the initial work which had been identified for them.

Resolved: (i) *That the HR advisor be informed of the Council's wishes in relation to annual leave entitlement, sick pay and pension provision and that this be incorporated into the contract of employment accordingly.*

(ii) *That both employees be offered a start date in mid-August.*

The Meeting closed at 8.05 pm

Signed as a correct record:

Chairperson

Date

Clerk

Date

At a meeting of Cornsay Parish Council held on Monday, 5th September, 2016, at 7.00pm, in Hamsteels Community Centre, Western Avenue, Esh Winning.

Present: Councillor B Armstrong (in the Chair)
and Councillors J Armstrong, K Duggan, L McKendrick, R Makepeace and D Robb

59. APOLOGIES FOR ABSENCE

There were no apologies for absence.

60. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

There were no declarations of interest or requests for dispensations

61. HAMSTEELS COMMUNITY CENTRE – CAPITAL WORKS

The Chairman reported that works on the new building were substantially complete. The architect had attended site and drawn up a snagging list which the contractors were currently attending to.

The Capital Advisor from the Lottery had visited the site and was extremely pleased with the finished building. The remaining Lottery funding had now been paid to the Council which formed the retention monies which were due to the contractor.

The Clerk advised that he had spoken to a neighbouring resident who had concerns that the landscaping scheme, particularly the hedge to the rear of the building, affected access over Council land to their property, such access having been granted by the Council in 1997. While the hedge had been staggered to allow access, it transpired that it would still restrict access.

Resolved: (i) *That the report be noted.*

(ii) *That Makepeace Landscapes be requested to relocate an appropriate area of the hedge and any other planting as necessary in order that it did not restrict access to the neighbour's property.*

62. HAMSTEELS COMMUNITY CENTRE - CLEANING

The Community Centre was owned by the Council and leased to the Hamsteels Community Hall Association at a peppercorn rent. It had been suggested that the Council consider providing a cleaner to maintain the building in order to assist the Association and its volunteers and to maintain the building in line with funding requirements.

The Clerk advised that if the Council wished to employ a cleaner, the Recruitment Policy would need to be followed. The Council's employees were employed on Local Government terms and conditions and an estimated cost was calculated based on 5 hours per week.

As an alternative, it was suggested that cleaning of the building could be provided through a contract with a suitable cleaning company, rather than employ direct. This would mean that cover would be provided in the case of holidays or sickness.

Resolved: *That the Clerk obtain costs from appropriate companies prior to the matter being discussed at the next meeting of the Council.*

63. HAMSTEELS COMMUNITY CENTRE – OFFICIAL OPENING

The Chairman advised that the Chairman of Durham County Council and the Right Worshipful the Mayor of Durham, Councillor Eddie Bell, had kindly agreed to perform the official opening of the new building on Saturday, 8th October, 2016.

The 5 County Councillors for the area had each agreed to contribute £100.00 from their Members' Initiative Funds to contribute £500.00 towards the cost of the opening.

Arrangements for activities for the day and the provision of a buffet lunch were discussed, as was the list of people to whom formal invitations were to be sent. This included funders, partners and individuals who had provided assistance during the project. Local residents would be invited by way of posters, social media and word of mouth.

The Clerk advised that a plaque would be required to mark the official opening. Wording was discussed and agreed and it was suggested that the plaque be obtained in the same style and design as other signage throughout the building.

Resolved: (i) *That the official opening be held on Saturday, 8th October, 2016 from 11.00am to 3.00pm.*

(ii) *That the Chairman and Clerk be delegated authority to spend the £500.00 as necessary in consultation with other Members.*

(iii) *That a plaque be obtained from the Traditional Builders Hardware Company to mark the occasion of the official opening of the new building.*

64. ACCOUNTS FOR PAYMENT

(b) Accounts paid

The Clerk reported on the following accounts which had fallen due and been paid over the summer recess in consultation with the Chairman and other Members.

- (xiii) £1,200.00 to Durham County Council in respect of HR support provided during the recruitment process for the Marketing & Development Officers.
- (xiv) £1,152.00 to WJM Quigley Ltd in respect of storage and transport costs for community centre furniture and equipment.
- (xv) £100.00 to Red Hot Oven Cleaning services for a deep clean of the gas cooker prior to its reconnection to the gas supply.
- (xvi) £1,257.60 to Authentic Blinds in respect of blinds for the new community centre.
- (xvii) £60,000.00 to WJM Quigley Ltd in respect of part payment of Valuation No. 9 (with the balance to follow once received from the Lottery).

(c) Accounts for payment

- (i) £97.13 to replenish the petty cash to £100.00.
- (ii) Artis Consulting in respect of quantity surveyor services.
- (iii) £209.99 to the Clerk in respect of reimbursement for the cost of a printer purchased for use of the Marketing & Development Officers.
- (iv) £102.89 to the Clerk in respect of reimbursement for payment made to TalkTalk in respect of the telephone line in the community centre.

(d) Accounts expected for payment/authorised expenditure

- (i) Purchase of noticeboards/whiteboards for community centre.
- (ii) Purchase of plaque for official opening.
- (iii) Various expenditure in respect of the official opening event.
- (iv) Expenditure on various items of furniture (as identified in the funding application to the County Durham Community Foundation) subject to funding being received.

65. CORNSAY VILLAGE GREEN – GROUNDS MAINTENANCE

Councillor Robb advised that there were some areas of the village green which required tidying, particularly around the edges of the green.

Resolved: *That Makepeace Landscapes be requested to undertake the necessary works.*

66. PLANNING APPLICATIONS

S Peel

Greenfield Farm
Cornsay

Retention of already constructed sun house
and raised deck.

Resolved: *That no objections be raised.*

67. FLY TIPPING CAMERAS

The Council had previously agreed to contribute towards the cost of 2 flytipping cameras alongside the other parish councils in the Mid Durham AAP area, the cameras to be operated by Durham County Council.

The cost per Council was £128.00 each. Subsequently, one parish council had decided not to be involved in the scheme. The cost for the remaining Council's had therefore increased by £14.22.

Resolved: *That the Council wishes to continue in the scheme and contribute the additional £14.22 as required.*

The Meeting closed at 8.05 pm

Signed as a correct record:

Chairperson

Date

Clerk

Date

CORNSAY PARISH COUNCIL

28 September 2016

REPORT OF THE CLERK

FINANCIAL REPORT

(a) Accounts for Payment

	<u>Goods/Service</u>	<u>Details</u>	<u>Amount</u>	<u>VAT</u>
(i)	Clerk's wages	(inc 7 additional hours and work from home payment)	461.28	
(ii)	Staff wages		1,861.46	
(iii)	HMRC	PAYE – September	281.14	
(iv)	Clerk	Noticeboards	429.32	71.55
(v)		Talktalk	33.66	
(vi)		Display board	88.80	14.80
(vii)		Printer cartridges	167.65	27.94
(viii)	Northumbrian Water	Water rates		
(ix)	Makepeace Landscapes	Grounds Maintenance		
(x)	BDO LLP	Audit Fees		

(b) Receipts/Payments since last Meeting

Overleaf.

ACCOUNTS FOR THE YEAR 2016/2017													
RECEIPTS						PAYMENTS							
Date		Northern Rock	Barclays	Barclays Savings	Unity Trust	Date	Chq No	Payee	Northern Rock	Barclays	Barclays Savings	Unity Trust	VAT
	Brought Forward	27,050.89	44,409.37	12,222.42	10,247.20								
07/04/2016	VAT Reclaim	14,244.44				30/03/2016	839	Clerk's wages	194.05				
07/04/2016	Precept	15,450.00				30/03/2016	840	HMRC	48.40				
08/04/2016	Lottery Grant		47,781.07			30/03/2016	841	Wicksteed Leisure	108.00				18.00
27/04/2016	Interest	3.89		5.36		30/03/2016	842	Artis Consulting	840.00				140.00
03/05/2016	Transfer from Northern Rock		25,000.00			30/03/2016	843	Blake Hopkinson LLP	840.00				140.00
05/05/2016	VAT Reclaim	10,106.10				30/03/2016	844	Durham City Homes	15.00				3.00
13/05/2016	Lottery Grant		35,765.00			30/03/2016	845	DCC	1,497.98				242.00
09/05/2016	Interest				1.47	30/03/2016	846	Durham City Homes	27.00				4.50
09/05/2016	Transfer from Unity Trust		10,248.67			30/03/2016	847	Cornsay Res Assoc	110.00				
03/06/2016	Lottery Grant		63,078.75			07/04/2016	6	WJM Quigley Ltd		57,337.28			
27/05/2016	Interest	3.46		4.86		27/04/2016	848	Clerk's wages	286.50				
19/05/2016	VAT Reclaim	8,674.20				27/04/2016	849	HMRC	71.40				
13/06/2016	Transfer from Northern Rock		20,000.00			27/04/2016	850	Cornsay Res Assoc	100.00				
24/06/2016	Lottery Grant		65,396.28			27/04/2016	851	Blake Hopkinson LLP	840.00				140.00
01/07/2016	Lottery Grant		297.60			27/04/2016	852	Artis Consulting	840.00				140.00
	Interest			5.03		27/04/2016	853	Durham City Homes	15.00				2.50
23/06/2016	VAT Reclaim	12,951.79				27/04/2016	854	Clerk (printer cartrdgs)	97.70				16.29
27/06/2016	Interest	2.99				27/04/2016	855	Transfer to Barclays	25,000.00				
11/07/2016	DCC	3,805.44				27/04/2016	856	Makepeace Landscape	123.50				
15/07/2016	Lottery Grant		79,176.48			04/05/2016	811	Zurich Municipal	1,538.58				
27/07/2016	VAT Reclaim	16,058.69				09/05/2016	7	WJM Quigley Ltd		50,252.46			8,375.41
	Interest			5.20		09/05/2016		Transfer to Barclays				10,248.67	
27/07/2016	Interest	2.78				25/05/2016	857	Clerk's wages	332.42				
24/08/2016	VAT Reclaim	32,464.98				25/05/2016	858	HMRC	83.20				
26/08/2016	Lottery Grant		8,367.78			25/05/2016	859	Clerk (job advert)	117.60				
27/08/2016	Interest	4.09				26/05/2016	860	Artis Consulting	840.00				140.00
01/09/2016	Interest			5.20		25/05/2016	861	Blake Hopkinson LLP	840.00				140.00
02/09/2016	Lottery Grant		42,336.42			25/05/2016	862	Makepeace Landscape	513.50				
02/09/2016	Transfer from Barclays Savings		4,000.00			25/05/2016	863	Playdale Playgrounds	151.43				25.24
						08/06/2016	864	MG Ackroyd	88.00				
						25/05/2016	865	NEREO	180.00				30.00
						25/05/2016	866	CDALC	137.61				
						25/05/2016	867	Petty Cash	50.00				
						03/06/2016	8	WJM Quigley Ltd		75,694.50			12,615.75
						10/06/2016	868	Transfer to Barclays	20,000.00				
						28/06/2016	869	OLQM Parish Centre	120.00				
						29/06/2016	870	Clerk's wages	313.89				
						24/06/2016	9	WJM Quigley Ltd		78,475.54			13,079.26
						29/06/2016	871	HMRC	78.60				
						29/06/2016	872	Makepeace Landscape	243.00				
						29/06/2016	873	Artis Consulting	840.00				140.00
						29/06/2016	874	Blake Hopkinson LLP	840.00				140.00
						29/06/2016	875	JRB Enterprises	44.34				6.24
						06/07/2016	876	Kyoob	600.00				100.00
						19/07/2016	10	WJM Quigley Ltd		94,867.78			15,811.30
						01/08/2016	878	Kyoob	660.00				110.00
						18/08/2016	879	Durham City Homes	12.50				
						27/07/2016	15	Clerk's wages		317.24			
	TOTAL C/F	140,823.74	445,857.42	12,248.07	10,248.67			TOTAL C/F	59,679.20	356,944.80	0.00	10,248.67	51,559.49

[illegible]

(b) Wellfield House, Cornsay

