

**THE MINUTES OF THE MEETING OF EASINGTON VILLAGE PARISH COUNCIL  
HELD ON MONDAY 12<sup>th</sup> MAY 2014**

Present: Councillor L Morton (Chair)  
Councillors J Andrews, M Burn, E M Hopper, J Lee, T Murray, J Smith  
and M Warin

Staff: Mrs G M Crute (Parish Clerk)

Also in Attendance: County Councillor A Surtees, Sgt P Footes, PC L Oxley, Mrs J Morton,  
Miss A Morton and Mr N Frain

EVPC **Apologies for Absence**  
14/15/012 There were no apologies for absence.

EVPC **Declarations of Interest on Items on the Agenda**  
14/15/013 Councillor L Morton declared a personal interest in Items 8 and 9 as his  
daughter was organising both events.

EVPC **Public Participation**  
14/15/014 Mr N Frain spoke about the former Thorpe Maternity Hospital Site and  
the overgrown vegetation on the entrance at Andrews Hill. He  
requested that a seat be installed at this location. He also advised that  
he had received correspondence from Durham County Council  
regarding works that had been completed to rectify the flooding  
complaint he had made.  
The Clerk advised that the Parish Council had a seating policy and  
would forward one to Mr Frain.  
**RESOLVED:** that the Clerk forward Mr Frain a copy of the Parish  
Council's seating policy.

EVPC **Minutes of the Last Meeting held on 10<sup>th</sup> March 2014**  
14/15/015 **RESOLVED:** that the minutes be confirmed as a correct record to be  
signed by the Chairman.

EVPC **Matters Arising**  
14/15/016

EVPC **Seaton Holme** – Improvement works had been  
13/14/234 made to the former Discovery Centre Room.

EVPC **Report of County Councillors** - The Clerk had  
13/14/298 informed County Councillor Surtees of the issue of  
dog fouling along the Garth Footpath and the skip at  
Hallfield Drive.

EVPC **Report of the Cemetery Superintendent** – The  
13/14/300 Clerk had requested that the "No Tipping" sign be  
erected at Thorpe Road playing field, the Memorial  
Plaque was in the Clerk's possession and an attempt  
to fix it to the memorial had been unsuccessful.  
The screening of the bins in the cemetery was to be  
undertaken shortly.

EVPC  
13/14/301                    **In-Bloom Committee** – The Clerk had reported the issues to the relevant officer at Durham County Council and would update the meeting on the County Council’s response.

EVPC  
13/14/308                    **Hartlepool and District Hospice** - The Clerk had forwarded the Parish Council’s donation.

EVPC  
13/14/315                    **Representatives to Outside Bodies** - The Clerk had forwarded Councillor Murray’s observations.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/017

**Police Matters**

The Police advised that there had not been very many incidents to report, although there had been a burglary. The re-launch of the Coast for young people was to start again on 16<sup>th</sup> May. Members raised the following two issues; parking of a van on the village green and a mobility scooter travelling between Easington Village and Peterlee.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/018

**Report of the County Councillors**

County Councillor Surtess updated Members on issues from County Councillor Boyes with regard to unauthorised advertising at North Terrace. Planning Enforcement had been in contact with the individual concerned and had been advised that the advertisement would be removed; Concerns had been expressed with regard to the Outline Planning Application at the former Council Offices.

County Councillor Surtees updated Members on the issue with regard to the skip on the drive of a property in Hallfield Drive. As this was on private property the County Council did not have powers to have it removed, however, she had been in contact with the Empty Homes Officer who was to send a letter asking the owner of the property to remove the skip as it was unsightly. She had also arranged for the Garth Path to be tidied up and was continuing to pursue the issue with regard to dog fouling along Durham Lane close to the cemetery.

Members report the problem of dog fouling at the following locations Craig Terrace, Sunderland Road Playing Field and Petwell Lonen. County Councillor Surtees advised that she would pass this areas on to the relevant department at the County Council.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/019

**Community Scarecrow Competition 2014**

Miss A Morton advised Members that following the success of last year’s Community Scarecrow Competition she was extending the competition to the schools, scouts and brownies within Easington Colliery. She had applied for funding for the Competition and was including a “name the trophy” which concluded on 20<sup>th</sup> July. Miss Morton requested use of Seaton Holme for Sunday 21<sup>st</sup>

September for the presentation to the winner of the event. She also requested that as part of the event there would be classic cars on the front lawns at Seaton Holme along with stalls.

The Clerk advised that any such events would need to have a risk management assessment and that there may be additional insurance requirements.

A Member asked Miss Morton if she would like to run the event under the umbrella of the Parish Council, to which she agreed.

**RESOLVED:** that

- i) Miss Morton be AUTHORISED free use of Seaton Holme and grounds for the event;
- ii) The Clerk work with Miss Morton to produce a risk assessment for the event and organise the necessary insurance cover for the event.

EVPC  
14/15/020

### **Remembrance Project**

Miss Morton informed Members about the Remembrance Project which was to capture peoples' memories from Easington about the World Wars. She requested that she could put the stories on the Parish Council's website and could have use for a small amount of photocopying.

**RESOLVED:** that Miss Morton be allowed to have the stories displayed on the Parish Council's website and use of the photocopying facilities be AGREED.

*County Councillor A Surtess, Mrs J Morton, Miss A Morton, Sgt P Footes, PC L Oxley left the meeting.*

EVPC  
14/15/021

### **Seaton Holme – Room Names**

Members gave consideration to information that had been circulated regarding the history of the building.

After considerable discussion Members decided that the Function Room would be renamed The Liddell Room and the naming of the former Discovery Centre and the Library would be opened up to the public for suggestions with an article being included in the Parish Patch and also on the Parish Council's website and facebook pages in July.

**RESOLVED:** that the residents of Parish be offered the opportunity to put suggestions forward for the renaming of the Library and former Discovery Centre via the Parish Patch, website and facebook.

EVPC  
14/15/022

### **Seaton Holme – E Cigs**

Members gave consideration to whether e-cigarettes should be banned from use in Seaton Holme. After considerable discussion Members felt that more information should be obtained with regard to e-cigarettes.

**RESOLVED:** that the Clerk contact other Parish and Town Councils to see if they had any policies on E-Cigarettes in their buildings and report back to a future meeting.

EVPC  
14/15/023

### **Seaton Holme – Boiler**

The Clerk advised that the boiler in the Library Room was broken and would cost approximately £1400 to repair. She was looking at options for replacement of the boiler and the heating system for the full building.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/024

**Report of the Cemetery Superintendent**

Members gave consideration to the report of the Cemetery Superintendent which had previously been circulated. Members raised the issue of screening for the bins in the cemetery, the no tipping sign at Thorpe Road Playing Field and the memorial plaque from the Memorial Garden.

**RESOLVED:** that

- i) the information given, be NOTED.
- ii) the Clerk progress the items raised with the Cemetery Superintendent.

EVPC  
14/15/025

**In-Bloom Committee**

Councillor Morton advised that the next meeting of the In-Bloom Committee was scheduled to take place on 21<sup>st</sup> May 2014 at 7.00 pm

**RESOLVED:** that the information given, be NOTED

EVPC  
14/15/026

**Statement of Accounts for Year Ending 31<sup>st</sup> March 2014**

Members gave consideration to the Statement of Accounts which had been previously circulated.

**RESOLVED:** that the Statement of Accounts for Year Ending 31<sup>st</sup> March 2014, be APPROVED

EVPC  
14/15/027

**Annual Return for the Year Ending 31<sup>st</sup> March 2014**

A copy of the Annual Return had been circulated to Members before the meeting.

**RESOLVED** that the Annual Governance Statement be APPROVED and the following be confirmed:

- 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5 We assessed the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and

effective system of internal audit of the council's accounting records and control systems.

- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate, included them in the accounting statements.
- 9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

EVPC  
14/15/028

**Parish Council Financial Status – Bank Balances as at 30.04.14**

The Clerk reported that the bank balances as at 30.04.14 were £160,463.97 in the Savings Account and £3,571.90 in the Current Account totalling £164,035.87

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/029

**Income and Expenditure Report to 30.04.14**

The Clerk updated Members on the Council's income and expenditure.

**RESOLVED:** that the report, be NOTED.

EVPC  
14/15/030

**Bank Transfers**

The Clerk informed Members that the Transfers for April were £15,569.07 from the Savings Account and £118,652.20 from the Current Account.

**RESOLVED:** to ENDORSE the Transfers.

EVPC  
14/15/031

**Invoices for Endorsement for Payment**

**RESOLVED:** to ENDORSE the following invoices for payment, together with payments of donations/petty cash/payroll as previously agreed:-

**INVOICES – APRIL 2014**

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD
11.04.14	CDALC	Training – Data Protection	£60.00	105829
08.04.14	Durham County Council	Trade Waste 2014/15	£565.00	105830
10.04.14	J J Tooby	Service & Repair Strimmer	£159.60	105831
25.04.14	Lloyd Ltd	Strimmer	£504.00	105832
08.04.14	Lloyd Ltd	Service & Part for Kubota	£314.26	105832
10.04.14	Sam Turner & Sons Ltd	Machinery Parts	£87.41	105833
09.05.14	Global Flooring NE Ltd	Flooring – former Discovery Centre	£2550.00	105834
13.04.14	Barclays	Bank Charges – Feb/March	£6.00	DD
18.04.14	Payroll	3 <sup>rd</sup> Party Payments – Month 12	£2272.44	DD
30.04.14	Payroll	Month 1 - Nett Wages	£4951.24	DD
01.04.14	Scottishpower	Cemetery – Electricity	£1.00	DD
01.04.14	Scottishpower	St Mary's Church – Electricity	£16.00	DD
01.04.14	N-Power	Seaton Holme – Electricity	£351.00	DD
16.04.14	Northumbrian Water	Water – Petwell Allotments	£26.05	DD
09.04.14	Unicom	Telephone/Broadband	£86.11	DD

09.05.14	Concept Group Ltd	Cost per Copy	£49.34	DD
			£11999.45	

EVPC  
14/15/032

**April 2014**

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Care in the Community	Room Hire	£27.60
Easington Village WI	Room Hire	£40.00
Art Group	Room Hire	£20.00
Delanoy & Son	Burial Fees	£116.00
Durham Community Action	Room Hire	£30.00
Member of the Public	Room Hire	£345.00
Member of the Public	Room Hire	£60.00
Member of the Public	Allotment Rent	£36.00
Member of the Public	Allotment Rent	£6.00
Art Group	Room Hire	£20.00
Allotment Association	Allotment Rent 2014/15	£1066.50
K F Training	Room Hire	£340.80
Easington U3A	Room Hire	£10.00
Mrs D Robson	Room Hire	£48.00
Summerhill Books	Book Royalties	£45.60
Hepworths Funerals	Cemetery Fees	£132.00
Scotts Memorials	Cemetery Fees	£42.00
Women Aglow	Room Hire	£24.00
Member of the Public	Allotment Rent	£6.00
Art Group	Affiliation Fee	£30.00
Member of the Public	Cemetery Fees	£132.00
Dalton Homes	Room Hire	£100.00
	Total Income	£2677.50

**RESOLVED:** that information given, be NOTED.

EVPC  
14/15/033

**Durham Samaritans**

Members gave consideration to a request for a donation from Durham Samaritans.

**RESOLVED:** a donation of £20.00 be GRANTED under Section 137 of the Local Government Act, 1972.

EVPC  
14/15/034

**LCAS (Zurich)**

Members gave consideration to attendance at LCAS Health and Safety Seminar at Shotton Hall, Peterlee on Thursday 10<sup>th</sup> July 2014 at 9.30 am till 1.30pm one free place was available to the Parish Council.

**RESOLVED:** that the Clerk be AUTHORISED to attend.

EVPC  
14/15/035

**Planning Applications**

There had been no planning applications received.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/036

**Planning Approvals**

There had been no planning approvals received.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/037

**Planning Refusals**

There were no planning refusals.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/038

**Planning Applications (Withdrawn)**

There were no planning applications withdrawn

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/039

**Planning Appeals**

There were no planning appeals.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/040

**Butterwick House Children's Hospice**

Members gave consideration to a letter of thanks received from Butterwick House Children's Hospice for the Parish Council's donation.

**RESOLVED:** that the correspondence be RECEIVED.

EVPC  
14/15/041

**Hartlepool & District Hospice**

Members gave consideration to a letter of thanks received from Hartlepool & District Hospice for the Parish Council's donation.

**RESOLVED:** that the correspondence be RECEIVED.

EVPC  
14/15/042

**East Durham Association of Parish and Town Councils**

Members gave consideration to correspondence received from East Durham Association of Parish and Town Councils and considered the options for future topics.

**RESOLVED:** that the Parish Council would select Planning – the process and making representation and Traffic Enforcement.

EVPC  
14/15/043

**Health Weight Framework**

Members gave consideration to correspondence received from Durham County Council regarding the Health Weight Framework.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/044

**Representatives to Outside Bodies**

There had been no attendance at events/meetings since the last meeting.

**RESOLVED:** that the information given, be NOTED.

EVPC  
14/15/045

**IT Provision**

Members gave consideration to the verbal report of the Clerk detailing various options to update the Parish Council's IT system and installation of a business wi-fi for the building.

**RESOLVED:** that a new pc be purchased, the current laptop be cleared and reprogrammed and wi-fi be installed within Seaton Holme.

EVPC  
14/15/046

**Risk Assessment 2014/15**

Members gave consideration to the Risk Assessment policy which had been previously circulated.

**RESOLVED:** that the Risk Assessment be ADOPTED.

EVPC  
14/15/047

**Date and Time of the Next Meeting**

The next meeting of the Parish Council will be held on Monday 9<sup>th</sup> June 2014.

**RESOLVED:** that the information given, be NOTED.

CERTIFIED TRUE RECORD

Chairman .....

Date .....