

**THE MINUTES OF THE MEETING OF EASINGTON VILLAGE PARISH COUNCIL  
HELD ON 10<sup>TH</sup> APRIL 2017**

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

Staff: Mrs G M Crute (Parish Clerk); Mrs K Hall

Also in Attendance: County Councillor A Surtees

EVPC  
16/17/286

**Apologies for Absence**

**RESOLVED:** Apologies RECEIVED and APPROVED for Councillor T Murray and J Smith

EVPC  
16/17/287

**Declarations of Interest on Items on the Agenda**

Councillor L Morton declared a personal interest on item 10a on the agenda.

EVPC  
16/17/288

**Public Participation**

There were no members of the public present.

EVPC  
16/17/289

**Minutes of the last Meeting held on 13<sup>th</sup> March 2017**

**RESOLVED:** that the minutes be confirmed as a correct record, to be signed by the Chairman.

EVPC  
16/17/290

**Matters Arising**

EVPC  
16/17/260

**Report of the County Councillor** – The Clerk had contacted County Councillor Boyes with regard to him arranging for a representative from DCC to attend a future meeting of the Parish Council regarding Neighbourhood Planning.

EVPC  
16/17/261

**New Lighting** – The Clerk and Councillor Smith had visited a local lighting company and were waiting for a quotation on some lights that they had felt were suitable.

EVPC  
16/17/262

**Report of the Cemetery Superintendent** – The Clerk was looking at options for “no parking” signs for the Village Green. A Member requested that the signage on Thorpe Road Playing Fields be updated and replaced where necessary.

EVPC  
16/17/268

**Planning Applications** – The Clerk had submitted the Parish Council’s objections to planning application DM/17/00444/OUT.

EVPC  
16/17/269

**Aerial Photography** – The Clerk had contacted the Parish Council’s insurers and Durham County Council. She had been advised that so long as the necessary insurance and permits were in place then the Parish Council would not be liable for any incidents relating to the use of the drone.

EVPC  
16/17/280

**Section 106 – Former Council Offices Site, Easington**

The Clerk advised Members that Durham County Council had received the Section 106 money from the developers and the Parish Council's application is currently subject to consultation.

EVPC  
16/17/281

**Purchase of New Computer Equipment** – The new equipment and storage had been purchased and installed.

**RESOLVED:** that

- i) the information given, be NOTED;
- ii) that the request for use of the Parish Council for drones be authorised subject to the relevant permissions.

EVPC  
16/17/291

**Police Matters**

There were no Police officers available to attend the meeting. However, a report had been submitted which the Clerk read out for Members' information.

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

EVPC  
16/17/292

**Report of the County Councillor**

County Councillor A Surtees was in attendance and reported that due to purdah she would have only a limited report.

- A letter relating to a consultation had been received with regard to the Section 106 application for the former Council Offices Site
- Fennel Grove Planning Application would take place tomorrow
- Bank Holiday Monday Horse Trot – she had contacted DCC Licensing who would advise the organisers of the event that burger vans were not allowed within the exclusion area surrounding the village green. The Clean and Green Team had been contacted to clean up after the event.
- Councillor Boyes had advised that he would make arrangements for an Officer from DCC to attend a Parish meeting after the elections. He would liaise with the Parish Clerk.
- Councillor Surtees had been working with Easington CE Primary School with two schemes; Junior Road Safety and Green Rangers both of which had been very successful.

**RESOLVED** that the information given, be noted.

The Chairman thanked County Councillor Surtees for her attendance at the meeting. County Councillor Surtees then left the meeting.

EVPC  
16/17/293

**Request for Use of Seaton Holme**

Members gave consideration to a request from Oldfields Catering Limited for use of Seaton Holme on New Years Eve. The Clerk advised that the building is closed over the Christmas and New Year period and

that heating is put onto frost settings to save fuel over this period. The Clerk also reported that she had met with Mr P Wood of Oldfields Catering Limited with regard to putting in place an arrangement for use of Seaton Holme as a venue. The company would become a keyholder for the building, would pay for room hire and give 10% of the Catering revenue to the Parish Council. The bar arrangements would remain in place with Mr Broomfield. This would not be an exclusive arrangement and individuals could still hire the function rooms as now.

**RESOLVED:** that

- i) that the request for use of Seaton Holme for an event on New Years Eve been refused as the building was shut down over the Christmas and New Year Holidays;
- ii) that no separate agreement be entered into with Oldfields to allow then usage of Seaton Holme as a Venue. They would still be able to book the venue through the Parish Clerk.

EVPC  
16/17/294

**Advertisement in Durham Miners Gala 2017**

Members gave consideration to placing an advertisement in the 2017 Durham Miners Gala Brochure.

**RESOLVED:** that an advertisement be placed at a cost of £85 to be GRANTED under Section 142 of the Local Government Act, 1972.

EVPC  
16/17/295

**Review of Exclusive Bar Rights**

The Clerk reported that the current agreement with Mr M Broomfield continued to work successfully and recommended that the current charges remain in place for the Bar Rights.

**RESOLVED:** that Mr M Broomfield be granted exclusive bar rights until 31<sup>st</sup> March 2018.

EVPC  
16/17/296

**Report of the Cemetery Superintendent**

Members gave consideration to the Cemetery report which had been circulated previously.

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

EVPC  
16/17/297

**Parish Council Financial Status – Bank Balances as at 31.3.17**

The Clerk reported that the bank balances as at 31.03.17 were £99,319.43 in the Savings Account and £1192.18 in the Current Account totalling £100,511.61.

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

EVPC  
16/17/298

**Income and Expenditure Report to 31.03.17**

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

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

EVPC  
16/17/299

**Bank Transfers**

The Clerk informed Members that the Transfers for March were £6568.52 from the Savings Account and £2,208.

**RESOLVED:** to ENDORSE the Transfers.

EVPC  
16/17/300

**Invoices for Endorsement for Payment**

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

**March 2017**

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD
1.02.17	ADT	BT Redcare Maintenance, Monitoring Intruder Alarm	£1871.60	106139
1.03.17	East Durham Trust	DBS S Richardson	£5.00	106146
9.03.17	Crystal Cuisine	Buffet 9.3.17	£125.00	106148
1.03.17	Cathedral Leasing	Supply of Hygiene Services	£187.20	106150
10.3.17	Greenham	Cleaning Products	£182.05	106151
16.03.17	IOS	Stamps, Stationery Drawers	£246.97	106153
22.2.17	Gordon Fletcher	Audit 2016/17	£640.00	106154
30.3.17	Screwfix	Tools- Groundsmen	£192.18	106155
1.03.17	Smith's of Derby	St. Mary's Clock Service	£229.20	106156
22.3.17	Durham County Council	Doctor's Appointment	£100.00	106157
29.3.17	ITC Service Ltd	HP Business PC, Software, Installation, Cloud set up	£931.19	106158
30.03.17	J J Tooby & Son	Hedge Cutter	£235.00	106162
31.03.17	IOS Limited	Shredder and Stool	£122.94	106163
30.3.17	Screwfix	Generator	£499.99	DD
21.3.17	Northumbria Water	Water charges Drainage, Sewerage	£513.34	DD
16.3.17	Barclays	Bank Charges	£6.00	DD
8.3.17	BT	Line Rental Alarm Seaton Holme	£32.88	DD
10.3.17	Unicom	Landline Broadband Fraud Detect	£56.63	DD
31.3.17	Scottish Power	Seaton Holme Electricity	£43.00	DD
19.04.17	Payroll	3 <sup>rd</sup> Party Payments - Month 11	£1934.32	DD
31.03.17	Payroll	Month 12 - Nett Wages	£6168.82	DD
		<b>Invoice Total</b>	<b>£13965.37</b>	

**April 2017**

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD
21.3.17	Zurich Municipal	Inspection Contract	£5572.29	106159
7.3.17	Durham County Council	Business Rates 2017/18 Office	£305.83	106160
7.3.17	Durham County Council	Cemetery Business Rates 2017/18	£829.38	106161
10.4.17	V Elwick & Son	LCD Flood Lights	£3185.05	106164
10.4.17	Concept	Cost per Copy	£ 23.99	DD
10.4.17	BT	Line Rental	£ 42.14	DD
		<b>Invoice Total</b>	£9958.68	

EVPC  
16/17/301

**INCOME RECEIVED**

**March 2017**

Name	Description	Amount
Beamish Museum	Scarecrow Comp. Funding	£1721.68
Members of the Public	Seaton Holme Book	£7.00
Village News	Books	£25.00

Women Aglow	Room Hire	£27.00
Yoga Jan Burnham	Room Hire	£75.00
Luncheon Club	Room Hire	100.00
William Scott Memorials	Inscription	46.00
D Robson Ukeleles	Room Hire	90.00
Church Bingo	Room Hire	18.00
Angela Jones	Room Hire	64.00
R Delanoy	Burial Fees	142.00
Easington Village WI	Room Hire	27.00
Art Group	Room Hire	62.50
U3A Group	Room Hire	12.50
Member of Public	Easington Book	5.00
Member of Public	Burial Fees	306.00
	<b>Grand Total March</b>	<b>£2728.68</b>

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

EVPC  
16/17/302

### **Internal Audit Annual Report**

Members gave consideration to the report of the internal auditor and advised that no action points had been identified. Councillor Andrews expressed her thanks to the Parish Clerk for her hard work over the last 12 months.

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

EVPC  
16/17/303

### **Parish Council Reserves**

The Clerk advised Members of the estimated money that was available to transfer to reserves and requested Members give consideration on how this would be proportioned.

**RESOLVED:** that £2,500 be transferred to Seaton Holme, £3000 be transferred to Plant (Tractor), £1,000 be transferred to Elections, £1284 from History Book Printing and the remaining amount be transferred to General Reserves.

EVPC  
16/17/302

### **Planning Applications**

*Councillor L Morton stood down from the Chair and Councillor J Andrews took the Chair.*

The Clerk advised that the following planning applications had been received:-

DM/17/00820/FPA – Proposed Single Storey Kitchen and Shower Room Extension at Belmont House, Seaside Lane, Easington for Mr L Morton

DM/17/00980/FPA – Proposed Erection of Single Storey Extension to Side and Rear at 9 Shakespeare Terrace, Easington Village for Mr and Mrs W Scott

DM/17/00983/FPA – Proposed Sub-Division of Property into Two Separate Dwellings and Change of Use of Land to Rear to Provide New Vehicle Access to Hawthorn House (Re-Submission including insertion of garage door) at Richmond House, Rosemary Lane, Easington Village for Mr J Froud

**RESOLVED:** that no objections be submitted.

*Councillor L Morton returned to the Chair.*

- EVPC  
16/17/303  
**Planning Approvals**  
DRC/17/00043 – Proposed Discharge of Conditions Nos 4, 5, 6 and 7 Pursuant to Planning Permission DM/15/03117/PNC for Mr W Hunter  
**RESOLVED:** that the information given, be NOTED.
- EVPC  
16/17/304  
**Planning Refusals**  
There were no planning refusals.  
**RESOLVED:** that the information given, be NOTED.
- EVPC  
16/17/305  
**Planning Applications (Withdrawn)**  
There were no planning applications withdrawn.  
**RESOLVED:** that the information given, be NOTED.
- EVPC  
16/17/306  
**Planning Appeals**  
There were no planning appeals.  
**RESOLVED:** that the information given, be NOTED.
- EVPC  
16/17/307  
**Dog Control PSPO**  
Members gave consideration to correspondence received from Durham County Council.  
**RESOLVED:** that the correspondence be RECEIVED.
- EVPC  
16/17/308  
**Parish Councillor Survey**  
Members gave consideration to correspondence received from Helena Golding.  
**RESOLVED:** that the correspondence be NOTED.
- EVPC  
16/17/309  
**Insurance Renewal**  
Members gave consideration to the Insurance Renewal from Zurich Municipal. Members discussed whether there was an insurance policy available that would help with cover for long term sickness absence. The Clerk advised that there was cover for key personnel. She would investigate the implications of this cover and report back.  
**RESOLVED** that:-  
i) the insurance renewal be approved;  
ii) the Clerk investigate the key personnel insurance cover.
- EVPC  
16/17/310  
**Members Reports of their Attendance at Meetings/Events on Behalf of the Parish Council**  
There were no reports given.  
**RESOLVED:** that the information given, be NOTED.
- EVPC  
16/17/311  
**Exclusion of the Press and Public**  
**RESOLVED** that in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business on the grounds that it involved information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- EVPC  
16/17/312  
**Staffing**  
The Clerk updated Members with regards to the sickness absence of the Cemetery.  
Members gave consideration to the report of the Clerk regarding the establishment of an Administration Assistant.

**RESOLVED:** that

- i) the information given, be NOTED;
- ii) the Clerk advertise the position of Administration Assistant;
- iii) that the Interview Panel comprise of Councillors L Morton and J Lee and the Clerk

EVPC  
16/17/313

**Date and Time of the Next Meeting**

The next meeting of the Parish Council will be held on Monday 8<sup>th</sup> May 2017 at 6.30 pm. The meeting of the Annual Assembly of Electors would be held the same day at 6.15 pm.

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

CERTIFIED TRUE RECORD

Chairman .....

Date .....