

**THE MINUTES OF THE MEETING OF EASINGTON VILLAGE PARISH COUNCIL
HELD ON 14th MAY 2018**

Present: Councillor L Morton (Chair)
Councillors J Andrews, L Barrass, M Burn, W S Day, J Lee, T Murray and J Smith

Staff: Mrs G M Crute (Parish Clerk), Mrs K Hall (Admin Assistant)

Also in Attendance: 1 members of the public and County Councillor Boyes

EVPC
18/19/014

Apologies for Absence

There were no apologies for absence received.

EVPC
18/19/015

Declarations of Interest on Items on the Agenda

There were no declarations of interest

Public Participation

There were no members of the public registered to speak under public participation. However, the following points had been raised by a member of the public:-

- a The new fencing is a huge improvement on what was before - thanks to all concerned
- b The 20 mph sign had been completed and functions well
- c Usage of the Kings Head following recent disturbing reports of anti-social behaviour
- d Any update on the proposed usage of the Shoulder of Mutton
- e Any proposed usage or upgrading of the sports field
- f Any progress on electricity supply to the green re. Christmas lights

RESOLVED that

- i) the points a and b be NOTED;
- ii) points c and d be referred to County Councillors Boyes and Surtees
- iii) the Clerk write to advise that the new goal posts would be installed over the summer months;
- iv) the Clerk write to advise that the potential for Christmas lights on the green be discussed in the autumn

EVPC
18/19/017

Minutes of the Last Meeting held 9th April 2018

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

EVPC
18/19/018

Matters Arising

EVPC
17/18/365

Request for Donation – Women’s Banner Group – A donation had been forwarded.

EVPC
17/18/366 **Parish Office – New Computer and Software** – The Clerk had purchased a new computer and software.

EVPC
17/18/328 **Insurance Renewal**
The Clerk had confirmed acceptance of the insurance quotation provided by Zurich Insurance.

RESOLVED: that the information given, be NOTED.

EVPC
18/19/019

Police Matters

The Police were unable to attend the meeting. A report had been received which was read out for Members' consideration

RESOLVED: that the information given, be NOTED.

EVPC
18/19/020

Report of the County Councillor

County Councillor Boyes was in attendance and reported on the following:-

- Planning Application for Sunderland Road Dog Track – ongoing
- Planning Application Nursery Gardens – ongoing
- Issues with speeding at various locations around the village
- Police and Crime Commissioner speaking at the Church of the Assension on 18th May at 6.00 pm

RESOLVED that the information given, be noted

The Chairman thanked Councillor Boyes for his attendance.

EVPC
18/19/021

Seaton Holme - Footpaths

Following a request from Councillor Day the Clerk advised she had contacted Durham County Council Planning Department to enquire whether the footpaths in the grounds of Seaton Holme could be replaced. Durham County Council advised that they could be replaced and no planning or listed building consent was required.

RESOLVED: that the information given, be NOTED.

EVPC
18/19/022

Alice in Wonderland Event 2018

Members gave consideration to supporting the Summer Programme of Activities by allowing free use of Seaton Holme and staffing for the Alice in Wonderland Event on 17th August. The Clerk reported that this event was very well attended and one of the highlights of the programme.

RESOLVED: that free use of Seaton Holme and staff time for the event be APPROVED.

EVPC
18/19/023

Report of the Cemetery Superintendent

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

RESOLVED that the information given, be NOTED;

EVPC
18/19/024

Accounts for the Year Ended 31st March 2018

Members gave consideration to the account for the year ended 31st March 2018, a copy of which had been previously circulated.
RESOLVED: that accounts for the year ended 31st March 2018 be APPROVED.

EVPC
18/19/025

Annual Internal Audit Report 2017/18

Members gave consideration to the annual Internal Audit Report for the year 2017/18, a copy of which had been previously circulated.
RESOLVED: that the Annual Internal Audit Report for 2017/18 be APPROVED

EVPC
18/19/026

Annual Governance Statement 2017/18

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

- 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 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 proper practice that could have a significant financial effect on the ability of this smaller authority to conduct its business or manage 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 carried out an assessment of the risks facing this authority 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 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 this authority and, where appropriate, included them in the accounting statements.

EVPC
18/19/027

Annual Accounting Statement 2017/18

Members gave consideration to the Accounting Statements for 2017/18 which had been previously circulated.

RESOLVED: that the Accounting Statements for Year Ending 31st March 2018, be APPROVED

EVPC
18/19/028

Parish Council Financial Status – Bank Balances as at 30.04.18

The Clerk reported that the bank balances as at 30.04.18 were £200,682.35 in the Savings Account and £1626.32 in the Current Account totalling £202,308.67

RESOLVED: that the information given, be NOTED

EVPC
18/19/029

Income and Expenditure Report to 31.04.18

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

RESOLVED: that the report, be NOTED.

EVPC
18/19/030

Bank Transfers

The Clerk informed Members that the Transfers for April were £15,153.35 from the Savings Account and £125,754.00 from the Current Account.

RESOLVED: to ENDORSE the Transfers

EVPC
18/19/031

Invoices for Endorsement for Payment

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

April 2018

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD
3.4.18	D & C Maintenance	Bird Mouth Fencing	£425.00	106304
12.4.18	AAA Stationery NE Ltd.	Suspension Files	£15.59	106309
12.4.18	V Elwick & Son	Function Room & Car Park Ligh	£1440.00	106310
29.3.18	Gordon Fletcher	Audit	£640.00	106311
16.4.18	Durham C. C.	Trade Waste 2018/19	£687.00	106312
17.4.18	Durham County Council	Business Rates	£837.14	106313
25.4.18	IOS	Stationery	£21.16	106314
30.4.18	Greenham	Cleaning Products	£147.48	106315
30.4.18	Zurich Municipal	Inspection Contract	£3919.87	106316
23.4.18	Wave Nbria Water	Cemetery Water Rates	£40.65	DD
12.4.18	Concept	Photocopier Quarter Usage	£99.04	DD
22.4.18	Xerox	Photocopier Rental	£112.47	DD
23.4.18	BT	Line Rental Usage	£43.91	DD
11.04.18	Unicome	Landline, Broadband, Fraud Defender	£66.68	DD
27.2.18	Barclays	Bank Charges	£6.00	DD
16.4.18	Payroll	3 rd Party Payments – Month 12	£2392.67	DD
30.4.18	Payroll	Nett Pay – Month 1	£5278.47	DD
			£16173.13	

May 2018

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD
2.5.18	CDALC	Subscriptions	£343.38	106317
3.5.18	ITC	PC Software Prep Set up	£975.30	106318
3.5.18	IOS	Stamps, Cleaning Prod. Stationery. First Aid Kits	£210.00	106319
3.5.18	Durham County Council	HR Payroll	£762.05	106321
8.5.18	N Power	Gas Seaton Holme	£2940.97	DD
9.5.18	N Power	Electricity – Cemetery	£83.96	DD
9.5.18	British Telecom	Line Rental – Alarm	£34.20	DD
		TOTAL	£5,349.86	

Petty Cash – 106320 - £350.00

EVPC
18/19/029

INCOME RECEIVED

April 2018

Name	Description	Amount
Church Bingo	Room Hire	70.00
Yoga	Room Hire	60.00
Angela Jones	Room Hire	80.00
D Robson	Room Hire	70.00
Member of Public	Room Hire	40.00
Member of Public	Room Hire	202.32
Lee Tce Allotments	Rent	80.00
Member of Public	Room Hire	56.00
Art Club	Room Hire	60.00
U3A	Room Hire	45.00
J Delanoy	Burial Fees	284.00
Lee Terrace Allotment	Rent	10.00
Lee Terrace Allotment	Rent	10.00
Scotts Memorials	Memorial Inscription	14.00
Lee Tce Allotments	Rent	10.00
	Grand Total April	£1091.32

RESOLVED: that information given, be NOTED.

EVPC
18/19/030

Request for Donation – Harbour Support Services

Members gave consideration to a request for a financial donation from County Durham School Benevolent Fund.

RESOLVED: that a donation of £50.00 be GRANTED.

EVPC
18/19/031

Planning Applications

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

DM/18/01041/FPA – Proposed Change of Use from Shop (A1) to Beauty Salon incorporating a Single Storey Rear Extension from Mr J Wilson at 1 A Thorpe Road, Easington Village

RESOLVED: that the Clerk submit the Parish Council's concerns regarding parking and potential traffic problems if the application is approved.

EVPC
18/19/032

Planning Approvals

There were no planning approvals.

DM/18/00500/FPA – Proposed Two-Storey Side and Single Storey Rear Extension (Re-Submission) at Woodthorpe, Thorpe Road, Easington for Mr R Goodwin
DM/18/00039/FPA – Proposed Retention of Material Change of Use of Public Open Amenity Space to Enclosed Rear Garden at 25 Nursery Gardens, Easington for Mrs J Munro
DM/17/02659/VOC – Proposed Variation of Condition 2 of DM/16/01970/FPA in order to change house types on 5 plots at land to the West of Fennel Grove, Easington Village

RESOLVED: that the information given, be NOTED.

EVPC
18/19/033

Planning Refusals

There were no planning refusals.

RESOLVED: that the information given, be NOTED.

EVPC
18/19/034

Planning Applications (Withdrawn)

There were no planning applications withdrawn.

RESOLVED: that the information given, be NOTED.

EVPC
18/19/035

Planning Appeals

There were no planning appeals.

RESOLVED: that the information given, be NOTED.

EVPC
18/19/036

Battles Over – A National Tribute

Members gave consideration to correspondence received by County Durham Association of Local Councils (CDALC)

RESOLVED: that the correspondence be NOTED

EVPC
18/19/037

Members' Reports of their Attendance at Meetings/Events on Behalf of the Parish Council

There had been no meetings/events to attend.

RESOLVED: that the information given, be NOTED.

EVPC
18/19/038

General Data Protection Regulations

Members gave consideration to the following policies and procedures:-

- Information and Data Protection Policy
- Retention and Disposal Policy
- Privacy Notice for Staff and Role Holders
- Privacy Notice for Councillors
- General Privacy Notice

RESOLVED that the policies, notices and procedures be ADOPTED.

EVPC
18/19/039

Human Resources Policies

Members gave consideration to the following policies:-

- Disciplinary Policy and Procedure
- Capability Policy and Procedure
- Appeals Notification and Procedure
- Bereavement Policy

RESOLVED that the policies be ADOPTED.

EVPC
18/19/040

Co-Option of Parish Councillors

There had been four expressions of interest in becoming a Parish Councillor. However, there were only two people who qualified and wanted to proceed to be considered tonight.

Members interviewed both candidates, asking them identical questions.

The Chairman then asked Members to vote for their preferred candidate.

RESOLVED that Mr Alan Robson be co-opted as a Parish Councillor for Easington Village Parish Council

EVPC
18/19/041

Date and Time of Next Meeting

The next meeting of the Parish Council will be held on Monday 11th June 2018.

RESOLVED: that the information given, be NOTED.

CERTIFIED TRUE RECORD

Chairman

Date