

**THE MINUTES OF A VIRTUAL MEETING OF EASINGTON VILLAGE PARISH COUNCIL
HELD ON 22ND MAY 2020**

- Present: Councillor L Morton (Chair)
Councillors J Andrews, W S Day, J Lee, L Morton, T Murray and A Robson
- Staff: Mrs G M Crute (Parish Clerk)
- EVPC 20/21/001 **Amendment to Standing Orders**
Members gave consideration to the amendments to standing orders to allow for Virtual Meetings.
RESOLVED: that the amendments be APPROVED.
- EVPC 20/21/002 **Apologies for Absence**
Apologies for absence were received and APPROVED for Councillor M Burn
- EVPC 20/21/003 **Declarations of Interest on Items on the Agenda**
There were no declarations of interest.
RESOLVED: that the information given, be NOTED.
- EVPC 20/21/004 **Public Participation**
There were no members of the public registered to speak.
RESOLVED: that the information given, be NOTED.
- EVPC 20/21/005 **Minutes of the last Meeting held on 9 March 2020**
RESOLVED: that the minutes be confirmed as a correct record, to be signed by the Chairman.
- EVPC 20/21/006 **Matters Arising**
- EVPC 19/20/203 **Car Park Seaton Holme** – the actions had not been undertaken due to the COVID19 situation and will be undertaken once lockdown restrictions have been lifted
- EVPC/19/20/304 **Review of Exclusive Bar Rights** – The Clerk had notified Mr Bloomfield.
- EVPC/19/20/307 **Public Space Protection Orders** – The Clerk had contacted Durham County Council to request the Play Area on the Village Green be included.
- EVPC/19/20/318 **Planning Applications** – Due to the COVID19 situation the Clerk and Councillor Robson had taken part in a virtual meeting with Believe Housing, County Councillors Surtees and Boyes regarding planning application DM/20/0092/FPA.
- RESOLVED:** that the information given, be NOTED.
- EVPC 20/21/007 **Accounts for the Year Ended 31st March 2020**
Members gave consideration to the accounts for the year ended 31st March 2020, a copy of which had been previously circulated.
RESOLVED: that accounts for the year ended 31st March 2020 be APPROVED.

EVPC 20/21/008

Annual Internal Audit Report 2019/20

Members gave consideration to the annual Internal Audit Report for the year 2019/20; a copy of which had been previously circulated.

RESOLVED: that the Annual Internal Audit Report for 2019/20 be APPROVED

EVPC 20/21/009

Annual Governance Statement 2019/20

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 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 20/21/010

Annual Accounting Statement 2019/20

Members gave consideration to the Accounting Statements for 2019/20 which had been previously circulated.

RESOLVED: that the Accounting Statements for Year Ending 31st March 2020, be APPROVED

EVPC 20/21/011

Parish Council Financial Status – Bank Balances as at 30.04.2020

The Clerk reported that the bank balances as at 30.04.20 were £205,959.21 in the Savings Account and £1000 in the Current Account totalling £206,959.21

RESOLVED: that the information given, be NOTED

EVPC 20/21/012

Income and Expenditure Report to 30.04.20

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

RESOLVED that the information given, be NOTED.

EVPC 20/21/013

Bank Transfers

The Clerk informed Members that the Transfers for March were £11,589.74 from the Savings Account and £1,148.52 from the Current Account. The Transfers for April were £13,774.66 from the Savings Account and £146,258.74 from the Current Account.

RESOLVED: to ENDORSE the Transfers.

EVPC 20/21/014

Invoices for Endorsement for Payment

RESOLVED:

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

March 2020

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD/BACS
19.3.20	Durham County Council	Tractor Servicing	£586.66	BACS
23.3.20	Durham County Council	Annual Playground Inspection	£446.40	BACS
16.3.20	Crystal Cuisine	Buffet	£85.60	BACS
20.3.20	G& H Fletcher	Audit Fee	£640.	BACS
23.3.20	MHPC	Wild flower seeds	£187.50	BACS
2.3.20	Cateraid	Carbon Filter	£43.20	BACS
12.3.20	IOS	Stationery	£85.58	BACS
20.03.20	Argos	Laptop	£499.99	BACS
31.03.20	RBS Software	Software Move x 2	£60.00	BACS
31.03.20	MHPC	Staff 1 st Aid Training	£161.00	BACS
31.03.20	ITC Service Ltd	Office 365 Plan	£12.00	DD
31.03.20	ITC Service Ltd	Cloud Backup x 2	£7.30	DD
31.03.20	ITC Service Ltd	Off Site Set Up and Back up x 2	£180.00	DD
9.3.20	WAVE	Water SH	£569.69	DD
13.3.20	WAVE	Water Cem	£49.81	DD
10.3.20	BNP Paradis	Telephones	£39.60	DD
23.3.20	Chaser	Telephones	£77.66	DD
5.3.20	N Power	Electric SH	£439.52	DD
10.3.20	N Power	Church Electric	£205.97	DD
10.3.20	N Power	Cemetery Electric	£32.05	DD
19.3.20	Barclays	Bank Charges	£6.	DD
19.03.20	Payroll	3 rd Party Payments Month 11	£2716.08	DD
31.03.20	Payroll	Net Pay Month 12	£5866.50	DD

		TOTAL	£12998.11	
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106552 Petty Cash Cheque £200

April 2020

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD/BACS
09.03.20	Durham County Council	Business Rates – Office 6	£873.25	106544
09.03.20	Durham County Council	Business Rates – Cemetery	£1207.42	106553
30.04.20	David Scott Tree Surgery	Tree Work – Seaton Holme	495.00	BACS
09.04.20	BNP Paradis	Telephones	£39.60	DD
13.03.20	Builders Warehouse	Timber Boards	£18.00	BACS
02.03.20	Cathedral Hygiene	Hygiene Services ½ year	£187.20	BACS
17.04.20	CDALC	CDALC Subs 2020/21	£366.30	BACS
15.04.20	Chaser	Telephones	£79.37	DD
20.04.20	Concept	Cost per Copy	£55.63	DD
30.04.20	ITC Service Ltd	Office 365 Plan	£6.00	DD
30.04.20	ITC Service Ltd	Cloud Backup x 2	£7.20	DD
09.04.20	N Power	Church Electric	£62.22	DD
09.04.20	N Power	Cemetery Electric	£29.38	DD
19.04.20	Payroll	3 rd Party Payments Month 12	£2715.86	DD
30.04.20	Payroll	Net Pay - Month 1	£5984.24	DD
31.03.20	Zurich Municipal	Insurance Renewal & Inspection Contract	£4629.19	BACS
		TOTAL	£16755.86	

EVPC 20/21/015

Income Received

March 2020

Customer Number	Description	Amount
Customer 4	Room Hire	£200.00
Customer 9	Room Hire	£35.00
Customer 2	Room Hire	£200.00
Customer 1	Room Hire	£18.00
Customer 11	Room Hire	£116.00
Customer 12	Room Hire	£27.50
Customer 22	Room Hire	£12.00
Customer 3	Room Hire	£10.00

No income received in April 2020.

RESOLVED: that information given, be NOTED.

EVPC 20/21/016

Quotation for Limewashing

Members gave consideration to a quotation received from Classic Masonry in the sum of £10,950.00 excluding VAT. The Clerk advised that in line with financial regulations and Standing Order as this was specialist work then one quotation was acceptable.

RESOLVED: that the quotation be accepted and the Clerk request a quotation for the painting of the upstairs windows.

EVPC 20/21/017

L G Therapy

Members gave consideration to a request from L G Therapy regarding a rent reduction. Members consider the matter in detail.

RESOLVED: that the tenant be given a period of free rent until her business is able to re-open in line with Government guidelines regarding COVID19.

EVPC 20/21/018

Planning Applications

DM/20/00809/FPA – Proposed Residential Two-Storey Side and Rear Extensions with New Enlarged/Increased Roof, Attached Side Garage, Replacement Fenestration and Landscaping Involving Change of Use to Access road and Garden Curtilage at Sea View House, The Green, Easington Village for Mr C Murphy

RESOLVED: that an objection be made regarding the size of the garage, the possible encroachment onto the Village Green and the imposing size of the building.

EVPC 20/21/019

Planning Approvals

DM/20/00522/FPA – Proposed Dormer Window to Front Elevation (Resubmission of DM/19/03377/FPA) at 7 Essyn Court, Easington Village for Mr S Cummings

DM/20/00488/TCA – Proposed Pruning of Lower Branches of Hawthorn and Sycamore Overhanging Public Highway at Morningside, Clappersgate, Easington Village for Mr D Foster

DRC/19/00413 – Proposed Discharge of Condition No. 6 Application ref DM/17/03999/FPA to contaminated land at Greyhound Race Track, Sunderland Road, Easington Village for Mr P Hunt

DM/17/00444/OUT – Proposed Outline Application with All Matters Reserved for the Erection of Approximately 69 No Residential Units at Land to the North of Lauren Court, Easington Village for Northpoint Architects

DM/16/00152/OUT – Proposed Outline Application of Change of Use to C3 use and Erection of Approximately 43 No. Residential Units plus Infrastructure Works Including New Access for Mr J Tweddell

RESOLVED: that the information given, be NOTED.

EVPC 20/21/020

Planning Refusal

DM/19/00806/FPA – Proposed Provision of Access to Classified Road (Retrospective) at 56 Whitehouse Court, Easington Village for Mr J Gallagher

RESOLVED: that the information given, be NOTED.

EVPC 20/21/021

Planning Applications (Withdrawn)

There were no planning applications withdrawn.

RESOLVED: that the information given, be NOTED.

EVPC 20/21/022

Planning Appeals

There were no planning appeals.

RESOLVED: that the information given, be NOTED.

EVPC 20/21/023

St Mary’s Church – Floodlighting

The Clerk advised Members on correspondence between herself and the Parochial Church Council’s (PCC) representative. A response was still awaited with regard to the Parish Council’s proposals that payment of the electricity supply to the floodlights until the end of the current contract should continue. At that point further consideration would be given to a contribution towards the electricity supply costs, reliant upon receipt of PCC’s confirmation of the safety of the floodlights and adequate and appropriate insurance cover.

RESOLVED: that the Clerk write again to the PCC’s representative, this time giving a deadline for a response in order that this matter can be resolved before the end of the current electricity supply contract.

EVPC 20/21/024

Date and Time of Next Meeting

The next meeting of the Parish Council will be held on Monday 15th June 2020 at 7.00 pm if we are able to meet in person otherwise Friday 19th June at 10.30 am 2020 for a virtual meeting.

RESOLVED: that the information given, be NOTED.

CERTIFIED TRUE RECORD

Chairman

Date