

**THE MINUTES OF A MEETING OF EASINGTON VILLAGE PARISH COUNCIL
HELD ON MONDAY 9TH MAY 2022**

Present: Councillor L Morton (Chair)
Councillors L Birkett, W S Day, S Laws, J Lee, A Lumsden, E Marriott and
A Robson
County Councillor D Boyes

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

EVPC 22/23/013 **Apologies for Absence**
There were no apologies for absence received.

RESOLVED that the information given, be NOTED

EVPC 22/23/014 **Declarations of Interest on Items on the Agenda**
There were no declarations of interest.

RESOLVED: that the information given, be NOTED.

EVPC 22/23/015 **Public Participation**
There were no members of the public registered to speak.

RESOLVED: that the information given, be NOTED.

EVPC 22/23/016 **Minutes of the last Meeting held on 11th April 2022**

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

EVPC 22/23/017 **Matters Arising**

EVPC/21/22/272 **Risk Assessments** – were ongoing.
EVPC/21/22/286 **Book Launch** – there had still been no reply from Steve Watson regarding his book launch. The clerk would wait for him to make contact.
EVPC/21/22/310 **Legionnaire's Risk Assessment** – It was intended that the training would be organised for May/June
EVPC/21/22/322 **Transfers to Reserves** – £10,000 had been transferred to Seaton Holme Reserves and £5,000 to Plant Reserves
EVPC/21/22/330 **Community Emergency Plans** – The Clerk and Councillor Robson had been registered to attend the event.
EVPC/21/22/331 **Damage to Village Green (Clappersgate)** – the Clerk had contacted the resident to advise of the Parish Council's decision. Costings were being sought for signage. Legal advice would be sought as soon as possible.

RESOLVED: that the information given, be NOTED.

EVPC 22/23/018

Police Matters

Members gave consideration to the report of the Police, which had been previously circulated.

RESOLVED that:-

- i) the information given, be NOTED;
- ii) the Clerk contact the Police to request an update on the incident at the Green Seat;
- iii) the Clerk enquire about two vehicular incidents that hadn't been put on the report.

EVPC 22/23/019

Report of the County Councillor

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

- He had raised concerns with the Police with regard to anti-social behaviour
- Believe House had no intention of extending the development into the next field and the issues raised regarding storage may be a personal agreement between the owner of the field and the developer
- He had attended a Levelling-up meeting and provided Members with an update on some of the points
- He would seek to organise a meeting with Northumbrian Water regarding the drainage/sewage works

A Member raised the following issue with County Councillor Boyes:-

- CCTV had been installed in other areas of East Durham and the Member felt that something should be installed in the location of the Green Seat. Councillor Boyes advised that the costs of a fully monitored CCTV was expensive and ran into the £10,000s with on-costs on top. He was aware that some Parish Council's had installed CCTV on enclosed land in their ownership. Installation of any CCTV in a public open space would need to adhere to a specific set of legal guidelines.

RESOLVED that the information given, be NOTED.

The Chairman thanked County Councillor Boyes for his attendance and he then left the meeting.

EVPC 22/23/020

Energy Contracts

The Clerk advised Members that she was still receiving calls from energy brokers with regards to the renewals that are due in August 2022. She spoke about the rising costs for gas and electricity. The Clerk sought Members opinion on whether they wanted her to organise the renewals.

RESOLVED that the Clerk obtain three energy quotes for consideration at the June meeting.

EVPC 22/23/021

L G Therapy Room

The Clerk advised Members that the work was complete following the fire damage. Since then installation of fuse spurs and had been included in the refurbishment and the tenant's water heater had been installed. The tenant was encountering problems with the electricity tripping. The Clerk was consulting with the electricians who had installed the new fuse box to see what could be done to resolve the problem and what the cost would be.

RESOLVED: that the Clerk consult with the Chairman once costs had been obtained.

EVPC 22/23/022

Report of the Cemetery Superintendent

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

RESOLVED that the information given, be NOTED.

EVPC 22/23/023

Request for Floral Tubs at Thorpe Road Playing Fields.

The Clerk advised that she had been contacted by a resident requesting the installation of floral tubs outside of the crash barrier at Thorpe Road Playing fields. She had explained to the resident that the Parish Council would be looking at schemes in the near future which could be undertaken with Section 106 Funding and this could potential be included in a future scheme.

Members felt that this was something that may be able to be included in a future scheme.

RESOLVED: that the Clerk advise the resident that the request for floral tubs would be considered for inclusion in a future Section 106 scheme.

EVPC 22/23/024

Accounts for the Year Ended 31st March 2022

Members gave consideration to the accounts for the year ended 31st March 2022, a copy of which had been previously circulated.

RESOLVED: that accounts for the year ended 31st March 2022 be APPROVED.

EVPC 22/23/025

Annual Governance Statement 2021/22

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 – Answer is No (The notice of exercise of rights date for the end of public rights was 14th July 2021 and the rights should have ended on 13th July 2021. This year's notice has the correct notice period.
- 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 22/23/026

Annual Accounting Statement 2021/22

Members gave consideration to the Accounting Statements for 2021/22 which had been previously circulated.

RESOLVED: that the Accounting Statements for Year Ending 31st March 2022, be APPROVED.

EVPC 22/23/027

Parish Council Financial Status – Bank Balances as at 30.04.2022

The Clerk reported that the bank balances as at 30.4.22 were £1077.75 in the Current Account and £161,812.99 in the Savings Account totalling £162,812.99.

RESOLVED: that the information given, be NOTED

EVPC 22/23/028

Income and Expenditure Report to 30.4.22

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

RESOLVED that the information given, be NOTED.

EVPC 22/23/029

Bank Transfers

The Clerk informed Members that the Transfers for April were £16,725.34 from the Savings Account and £76,172.47 from the Current Account.

RESOLVED: to ENDORSE the Transfers.

EVPC 22/23/030

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;

APRIL 2022

DATE	PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO/DD/ BACS
17.4.22	Payroll	3 rd Party Payments Month 12	£3774.06	BACS
30.4.22	Payroll	Net Payments Month1	£6280.54	BACS
19.4.22	CDALC / NALC	Subscriptions	£348.23	BACS
20.4.22	TJ's	Cemetery LED Lights	£242.	BACS
22.4.22	NEREO	Advisory Service	£354.	BACS
26.4.22	TJ's	Hall Damp Proofing	£760.	BACS
26.4.22	TJ'S	Roof Repair Gutter Clean	£370.	BACS
25.4.22	TJ's	Remove Dead legs, Fit Gas Tap	£190.	BACS
26.4.22	TJ's	LED Lighting 5	£880.	BACS
7.4.22	Zurich	Insurance, Inspection Cont.ITP	£5161.30	BACS
21.4.22	Greenham	Cleaning	£93.58	BACS
28.4.44	IOS	Stationery	£17.99	BACS
3.5.22	TJ's	Fire Damaged Rm & Window Refi	£8414.	DD
16.4.22	EE	Mobiles	£68.62	DD
7.5.22	ICO	Data Protection Fee	£35.	DD
9.5.22	Octopus Energy	Cem. Electric	£40.15	DD
27.4.22	DCC	HR Advice & Guidance	£105.	BACS
8.4.22	BNP Paribas	Telephone Rental	£39.60	DD
29.4.22	Document Solutions	Cost per Copy	£11.70	DD
28.4.22	Wave	Water Allotments	£50.91	DD
21.4.22	Barclays Bank	BACS Charges	£6.00	DD
30.4.22	ITC	Cloud Back Up	£8.40	DD
30.4.22	ITC	Cloud Mailbox	£26.16	DD
14.4.22	Chaser Communications	Telephone Usage	£89.60	DD
31.3.22	EON	SH Electric	£1037.77	DD
31.3.22	EOn	Refund Electricity	-£2442.79cr	DD
		TOTAL	£25961.82	

Cheque No. 106571 Petty Cash £300.00

EVPC 22/23/031

Income Received

Customer	Description	Amount
8	Burial Fees MI	£49
6	Room Hire	£26.50
12	Room Hire	£28.75
22	Rent	£600
15	Books	£15
3	Room Booking	£94.50
34	Burial Fees	£151.
2	Room Bookings	£330.50
6	Burial Fee MI/dbl	£98.
25	Burial Fees dbl fees	£302.
		£1695.25

RESOLVED: that information given, be NOTED.

EVPC 22/23/032

Planning Applications

DM/22/01199/FPA – Proposed Erection of 1 No Single Storey Detached Garage (Resubmission) at Braehead, Church Walk, Easington Village for Mr J Lee

RESOLVED: that the information given, be NOTED.

EVPC 22/23/033

Planning Approvals

DM/22/00794/TCA – Proposed Crown Reduction (2m), Lateral Reduction (1m) and Uplift (3m) of No Sycamore (Ta) at 1A Thorpe Road, Easington Village for Mr H Gustard

DM/22/00556/FPA – Proposed Re-cladding of West Facing Façade, Construction of new Service Yard with Parking Areas, Installation of New Gates and Access Amendments at Unit B, Kitching Road, North West Industrial Estate, Peterlee for Mr J Halpern

RESOLVED: that the information given, be NOTED.

EVPC 22/23/034

Planning Refusal

There were no planning refusals

RESOLVED: that the information given, be NOTED.

EVPC 22/23/035

Planning Applications (Withdrawn)

There were no planning applications withdrawn

RESOLVED: that the information given, be NOTED

EVPC 22/23/036

Planning Appeals

There were no planning appeals.

RESOLVED: that the information given, be NOTED.

EVPC 22/23/037

County Durham Association of Local Councils

Members gave consideration to correspondence received from the County Durham Association of Parish and Town Councils regarding a on-line training event on Village Greens on Tuesday 14th June at 6.00 pm at a cost of £10 per delegate.

RESOLVED: that no-one was available to attend.

EVPC 22/23/038

Members reports of their Attendance at Meetings and Events on Behalf of the Parish Council

There had been no attendance at meetings/events.

RESOLVED: that the information given, be NOTED.

EVPC 22/23/039

Christmas Tree

The Clerk requested Members give consideration to the purchase of this year's Christmas tree. Last year a cherry picker was required to install the tree as it was larger than usual. In previous years a 20ft tree has been ordered. The Admin Assistant provided Members with details of the different sized trees available and the cost.

RESOLVED: that an 18ft tree be ordered.

EVPC 22/23/040

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 items of business on the grounds that they involve information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

EVPC 22/23/041

Co-Option of Councillor

The Clerk advised that the one applicant had now withdrawn their application.

RESOLVED that the Clerk re-advertise the co-option vacancy.

EVPC 22/23/042

Parish Clerk Workloads

The Parish Clerk circulated a letter to Members expressing her concerns over the increase in her workload over the last 6 months and detailing the areas that had caused additional stress. She pointed out the conflicting priorities she had to deal with and the demands on her time that were causing her to feel overwhelmed at times and under immense pressure. She advised Members that she had worked for the Parish Council for almost 11 years and had always been able to manage her workload but she had never been under such constant pressure for a sustained period of time.

Members discussed ways in which support could be offered to the Parish Clerk to ease the stress and pressure she was under.

RESOLVED that:-

- i) Councillor Birkett would support the Clerk by attending meetings with staff;
- ii) Councillors W Day and S Laws meet with the Clerk to look at the issues she had raised and look at ways she could be supported in her role.

EVPC 22/23/043

Date and Time of Next Meeting

The next meeting of the Parish Council was scheduled for Monday 13th June 2022 at 6.00 pm

RESOLVED: that the information given, be NOTED.

CERTIFIED TRUE RECORD

Chairman

Date