

**THE MINUTES OF THE MEETING OF THE WHEATLEY HILL PARISH COUNCIL
HELD REMOTELY ON 17 APRIL 2020**

Present: Councillor J Miller (Chair)
Councillors M Goyns, L Stewart
and L White

Apologies: Councillors E Carr, B Miller and C Stogdale

Prior to the commencement of business, the Clerk advised that this meeting was being held remotely via ZOOM in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

1 The Minutes of the last meeting held on 9 March 2020 a copy of which had been circulated to each Member, were approved.

2 PUBLIC QUESTIONS

No public joined the meeting.

3 POLICE

The Police reported that all breaches of Covid - 19 were being recorded as anti-social behaviour. However, the majority of calls the Police were receiving were not as reported. They were issuing tickets to people who were driving to go for a walk or were bored and having a drive out. Crime had dropped in relation to burglaries, theft and criminal damage but domestic incidents were up as were deliberate fires which were being recorded as crimes.

Members were advised that since the last meeting there had been 18 reported incidents of anti-social behaviour and 3 criminal damage.

Year to date anti-social behaviour and crime were up 25% and 16% respectively.

RESOLVED that the information given, be noted.

4 COUNTY COUNCILLORS REPORT

There was no County Councillor report.

5 CORRESPONDENCE

Durham Miners' Gala - 2020

The Clerk reported that the 2020 Durham Miners' Gala had been cancelled due to the Covid -19 pandemic.

Members were advised that the Parish Council had previously agreed to financially support the Wheatley Hill Banner Group attending the Gala. As it had been cancelled this would not be required this financial year. Mr Tempest thanked Members for their commitment to support the Banner Group and requested the Parish Council consider a similar arrangement next year.

RESOLVED that the information given, be noted.

6 PLANNING

There were no planning matters.

7 HEAD GROUNDPERSONS REPORT

The Clerk reported that due to the Covid 19 pandemic restrictions only essential work had been undertaken in the Cemetery since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

8 CLERK'S REPORT

(1) Covid - 19 Pandemic - Update

The Clerk provided an update on matters associated with the Covid - 19 pandemic and the measures implemented by the Parish Council.

(a) Protocols

Consideration was given to a report which outlined protocols aimed at protecting Elected Members and employees of the Parish Council as well as residents living within the parish boundary.

Protocol 9 related to Parish Council business where it was not possible to hold formal meetings of the Parish Council or a quorum could not be achieved. The protocol delegated authority to the Clerk/RFO, in consultation with the Chair and Vice Chair of the Parish Council to do anything expedient and necessary to ensure the continuous business of the Parish Council, and to deal with mandatory undertakings to prevent the authority incurring liability during the period the delegation was applicable.

RESOLVED that the information given, be noted and the protocols be adopted.

(b) Staff

The Clerk reported that staff had been provided with a briefing note which outlined new safe working practices to be adopted to prevent the spread of Covid - 19.

RESOLVED that the information given, be noted.

(c) Cemetery

The Clerk reported that the following measures had been implemented in the Cemetery.

- Public notices relating to social distancing had been erected.
- A risk assessment of burials taking place in the Cemetery had been undertaken and revised arrangements to be adopted had been issued to Funeral Directors.
- The burial of cremated remains; work on memorials; new memorial plaques and additional inscriptions had been suspended.
- The Heritage Centre was closed to the public

RESOLVED that the information given, be noted,

(d) Website

The Clerk reported that the Parish Councils website was updated daily with information and signposting to various services related to the Covid - 19 pandemic.

RESOLVED that the information given, be noted.

(2) Allotments - Applications

The Clerk reported the receipt of two applications for an allotment.

RESOLVED that applications 3/2020 and 4/2020 be accepted onto the waiting list for an allotment.

(3) Trade Waste Contract 2020/2021

The Clerk reported that Durham County Council had provided a quotation of £648.96 for the annual trade waste contract for the Cemetery.

This was the same price as the previous year. The contract price was based on 3 bins on alternative weekly collections.

RESOLVED that the quotation be accepted.

(4) Grounds Maintenance Contract 2020/2021

The Clerk reported that Durham County Council had provided a quotation of £1,676.46 for the following summer/winter bedding.

Supply and delivery of 960 summer bedding plants for the pit wheel, 2 tubs and bed at Woodlands Avenue.

Supply and delivery of 960 winter bedding plants for the pit wheel, 2 tubs and bed at Woodlands Avenue.

Supply and delivery of Cemetery bedding plants.

Supply and delivery of bedding plants for 2 tubs at Wheatley House and 1 tub at Marley Fields.

RESOLVED that the quotation be accepted.

(5) Dog bags

The Clerk reported that 10,000 economy dog bags had been purchased at a cost of £137.28 inclusive of VAT and delivery.

RESOLVED that the information given, be noted.

(6) Defibrillator - Training 21 April 2020

The Clerk reported that the defibrillator training scheduled to be held on 21 April 2020 had been cancelled by the North East Ambulance Service.

RESOLVED that the information given, be noted.

(7) Chair's Report

- Dodd's Close

The Chair reported that a site meeting was held on 13 March 2020 at Dodd's Close with representatives from the Parish Council, the Police, Durham County Council and Believe Housing.

The purpose of the meeting was to discuss ways to prevent vehicular access to the grassed areas at Dodds Close. Members had previously been advised of the damage caused by off-road bikes, quads and other vehicles. Residents also parked cars to the front of Dodds Close.

It was suggested that the installation of boulders and an anti-motorcycle barrier adjacent 1 Dodds Close would prevent access to vehicles but retain pedestrian access. Durham County Council had advised that the cost to install 16 boulders and an anti-motorcycle barrier adjacent 1 Dodds Close was £1,556.

The Chair explained that off-road bikes and quads were also gaining access to the grassed areas at the bottom of Dodds Close. Various options including the installation of boulders and tree planting were discussed. Durham County Council had advised that to prevent all access at this location would require the installation of 61 boulders from the entrance to Lynn Terrace up to 8 Greenwood Close at a cost of £4,776.

Members felt that the cost of this option outweighed the benefit gained and a further site meeting would be required to discuss further options.

- Play Park Opposite Sure Start

The Chair advised that the Parish Council had previously expressed an interest in adopting an area of land opposite Sure Start for a play park. However, before any formal decision was taken consultation with neighbouring properties would be needed.

Members were advised that due to the Covid - 19 restrictions a further site meeting at Dodds Close and the consultation regarding the play park would not be possible and would be undertaken once restrictions were lifted.

RESOLVED that the information given, be noted and further developments be awaited.

(8) Greenhills Centre – Recreational Activities – 2020/2021

The Clerk reported that the Parish Council had allocated £15,000 in the 2020/2021 budget to fund the provision of recreational activities, to be delivered by Wheatley Hill Community Association at the Greenhills Centre, on behalf of the Parish Council during the following school holidays.

2020 – Easter, Spring half term, Summer, Autumn half term and Christmas

2021 - Spring half term

Members were advised that due to the Covid - 19 restrictions the Greenhills Centre was closed and not able to provide or book any activities for the foreseeable future.

It was suggested that as Wheatley Hill Community Association were unable to deliver the planned activities that the payment of any money for recreational activities be deferred.

RESOLVED that consideration of this matter be deferred.

(9) Annual Meeting of the Parish Council and Annual Assembly of Electors Meeting

The Clerk reported that in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime

Wheatley Hill Parish Council – 17 April 2020

Panel Meetings) (England and Wales) Regulations 2020 the Annual Meeting of the Parish Council and the Annual Assembly of Electors meeting scheduled to be held on 11 May 2020 had been cancelled.

The next ordinary meeting of the Parish Council would be held remotely via Zoom on 11 May 2020.

RESOLVED that the information given, be noted.

9 PAYMENTS

The following schedule of payments was circulated together with figures for all income and expenditure as at 31 March 2020.

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
Internet Banking	JRB Enterprise Ltd	Dog Bags	114.40	22.88	137.28
Internet Banking	npower	Electric - Heritage Centre	204.23	10.21	214.44
Internet Banking	British Gas	Gas - Heritage Centre	689.12	34.45	723.57
Internet Banking	Anglian Water Business	Water - Allotments	50.01		50.01
Internet Banking	Anglian Water Business	Water Rates - Cemetery and Bungalow	1,293.80		1,293.80
Internet Banking	J Thompson	Telephone Allowance	25.00		25.00
Internet Banking	J Davies	Heating Allowance - 1st Instalment	100.00		100.00
Internet Banking	CDALC	Annual Subscription	404.20		404.20
Internet Banking	East Durham Funeral Service	Gravedigging Fees	160.00		160.00
Internet Banking	Durham County Council	Council Tax - Cemetery Bungalow	1,887.22		1,887.22
Internet Banking	G Fletcher	Annual Internal Audit	260.00		260.00
Internet Banking	J Thompson	Reimbursements - Postage	15.60		15.60
Internet Banking	J Davies	Reimbursements	180.72	36.15	216.87
Internet Banking	JAC's Accountancy Limited	Payroll Services - April 2020	31.90	6.38	38.28
Internet Banking	Payroll	Wages - April 2020	4,478.82		4,478.82
Internet Banking	HMRC/DCC	PAYE/Pension - April 2020	2,764.66		2,764.66
Direct Debit	British Telecom	Telephone/Internet	46.47	9.30	55.77
Direct Debit	O2	Chairs Mobile Telephone	26.31	5.26	31.57
Invoice 35	Co-Op Bank	Service and Commission Charges	13.30		13.30
			TOTAL	124.63	12,870.39

RESOLVED that the information given, be received and the payments be approved.

10 RISK MANAGEMENT

There was nothing to report.

..... Signed

..... Dated