

# THE MINUTES OF THE MEETING OF THE WHEATLEY HILL PARISH COUNCIL

HELD ON MONDAY 5 MARCH 2018

**Present:** Councillor Mrs E Carr (Chair)  
Councillors E Goyns, Mrs M Goyns,  
B Miller and Mrs C Stogdale

**Apologies:** Councillors J Miller, Mrs M Nicholls and Mrs L Stewart

**Also Present:** County Councillor J Grant, Mr G Tempest and Mrs E Briddick

**1** THE MINUTES OF THE LAST MEETING held on 5 February 2018, a copy of which had been circulated to each Member, were approved and signed by the Chair.

**2** PUBLIC QUESTIONS

There was no public present at the meeting.

**3** POLICE

Members were advised that since the last meeting there had been 71 incidents which included the following:-

Anti-social behaviour - 7

Criminal damage - 3

Burglary - 1

Theft - 8

Members were advised that year to date there had been a 17% increase in crime overall, theft had risen by 5% and criminal damage by 3%. There had been an 8% reduction in all burglaries.

RESOLVED that the information given, be noted.

**4** COUNTY COUNCILLORS REPORT

The Chair welcomed County Councillor J Grant to the meeting.

Councillor Grant provided Members with an update on the following:-

- Winter gritting operations and missed residential bin collections during the recent snow storms.
- Durham County Council had applied a 2.99% increase to its budget and would do the same the following year. Further savings were still to be made by the County Council by 2020.
- Pot holes at various locations throughout the village had been reported.
- Wordsworth Avenue – Demolition was underway and options for the land were being considered.
- Medical Centre –The centre was now the central base for the CCG. Improvements were planned for the rear car park and wild flower garden.
- Front Street – Costings for improvement works to the Front Street were being prepared by Durham County Council.

RESOLVED that the information given, be noted.

5 CORRESPONDENCE

(1) Requests for Financial Assistance

(a) Bingo Club - Wheatley House

The Clerk reported the receipt of a request for financial assistance from the Bingo Club based in Wheatley House.

RESOLVED that consideration of this item be deferred.

(b) County of Durham School Benevolent Fund

The Clerk reported the receipt of a request for financial assistance from the County of Durham School Benevolent Fund.

RESOLVED that a donation of £50.00 be made from the Section 137 Budget.

(2) Letter of Thanks

The Clerk reported the receipt of a letter of thanks from the Heritage Society.

RESOLVED that the information given, be noted.

(3) Durham Miners' Association – “The Pitmen's Parliament”

The Clerk reported the receipt of correspondence from the Durham Miners Association requesting the Parish Council to sponsor a seat in “The Pitmen's Parliament” to help raise funds to refurbish the Grand Hall known as “The Pitmen's Parliament”.

Members were advised that each colliery was allocated a seat and Wheatley Hill Miners' Lodge delegate's official seat, until the colliery closed, was number 114.

The cost to sponsor a seat was £100.00. By sponsoring a seat the Parish Council would have a personalised “pit token” attached to the seat. Each sponsor would receive a commemorative duplicate of the token in a presentation box.

RESOLVED that the Parish Council sponsor a seat in “The Pitmen's Parliament” at a cost of £100.00.

(4) Durham Miners' Gala – 14 July 2018

The Clerk reported the receipt of correspondence from the Durham Miners' Association requesting the Parish Council to support the 134th Durham Miners' Gala by placing an advert in the Gala Souvenir Brochure.

Members were advised that a message of support, up to a maximum of 25 words, cost £45.00.

RESOLVED that the Parish Council support the Durham Miners' Gala and place a message of support in the Souvenir Brochure at a cost of £45.00.

(5) Wheatley Hill Steering Group

## Wheatley Hill Parish Council – 5 March 2018

The Clerk reported that the next meeting of Wheatley Hill Steering Group would be held on 5 April 2018.

RESOLVED that the information given, be noted.

### 6 PLANNING

#### (i) APPROVAL

DM/17/03941/FPA – Erection of single storey extension to front and rear of dwelling at 10 Quilstyle Road, Wheatley Hill, Durham DH6 3RF for Mr S Hedley

#### (ii) REFUSAL

DM/17/02253/FPA – Change of use and refurbishment of former cricket club pavilion and changing room building to provide holiday letting accommodation with vehicular access from the B1279 classified road at land to the south of 27 Weardale Park, Wheatley Hill DH6 3QQ for Mr L Thompson

RESOLVED that the information given, be noted.

### 7 HEAD GROUNDPERSONS REPORT

The Clerk reported that routine work had been undertaken in the Cemetery and around the village since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

### 8 CLERK'S REPORT

#### (1) Allotments/Stable Blocks

##### (a) Waiting List

The Clerk provided Members with details of the waiting list.

RESOLVED that the information given, be noted.

##### (b) Allocations

The Clerk reported that following the last meeting allotment 15 was offered to Mrs Williams of 34 South View. Mrs Williams refused the plot which was then offered to Mr A Telford of 51 Luke Terrace, Wheatley Hill who accepted the tenancy.

RESOLVED that allotment 15 be allocated to Mr A Telford of 51 Luke Terrace, Wheatley Hill.

##### (c) Allotment Number 20

The Clerk reported the receipt of a request from Mr Naisbitt to add Mr T Stephenson of 8 Stoker Crescent, Wheatley Hill onto his tenancy for allotment 20.

RESOLVED that Mr T Stephenson be added to the tenancy of allotment 20.

##### (d) Request for an Allotment

The Clerk reported the receipt of a request for an allotment from Mr S Coxon of 37 Henderson Avenue, Wheatley Hill.

RESOLVED that Mr S Coxon be accepted onto the waiting list.

(e) Allotment Site Visit – 26 February 2018

The Clerk provided an update on allotment 14 and advised that quotations were still awaited for the removal of the flytipped rubbish on the plot.

The Fire Brigade had been contacted in relation to the erection of a barrier and their response was awaited.

A letter had been sent to the tenant of allotment number 13 advising that the boundary fence must be re-instated or the tenancy would be terminated.

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

(2) Trade Waste Contract 2018-2019

The Clerk reported that Durham County Council had provided a quotation of £630.00 for the annual trade waste contract for the Cemetery.

This was an increase of £18.00 on the previous year's charge of £612.00. The contract price was based on 3 bins on alternative weekly collections.

RESOLVED that the quotation from Durham County Council in the amount of £630.00 be accepted.

(3) Cemetery Wall

The Clerk reported that two quotations for the repairs to the Cemetery wall had been forwarded to Zurich.

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

(4) Village Newsletter

The Clerk reported that the last village newsletter was published in December 2016 and cost £605.00 to print and deliver. Members were advised that the newsletter was jointly produced by the Parish Council and Friends of Wheatley Hill.

If Members wished to produce a similar newsletter in 2018 it was suggested that the Friends of Wheatley Hill be asked if they would like to be involved. Quotations could then be sought from local printers and means of delivery investigated.

RESOLVED that the information given, be noted.

(5) The Last Shift

The Chair welcomed Mr G Tempest and Mrs E Briddick to the meeting.

Mrs Briddick provided Members with an update on the financial position of The Last Shift and gave details of the funds raised to date for the sculpture. This included details of the grants and donations received from various sources.

Mr G Tempest provided an update on the production of the sculpture and gave a detailed report on the work being undertaken to prepare the foundation for the statue.

The Parish Council had previously been provided with details of a shortfall and had agreed to cover this amount. G Tempest advised that the cost of the concrete for the foundation was £156.00 and sought approval for the Parish Council to pay this.

**RESOLVED** that the information given, be noted and approval be granted to pay for the concrete at a cost of £156.00.

**(6) Policies and Procedures**

A review has been undertaken of the Councils Risk Management Policy and Risk Management Strategy.

A review has also been undertaken of the following policies and procedures and where necessary minor amendments were made.

Internal Audit Policy  
FOI Publication Scheme  
Data Protection Policy  
Equal Opportunities Policy  
Public Filming, Recording and Reporting at Council Meetings  
Health and Safety Policy  
Grants and Donations Policy  
Complaints Policy  
Fraud and Corruption Policy  
Child Protection Policy  
Standing Orders  
Financial Regulations  
Code of Conduct

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

**(7) Vacant Post**

Consideration was given to the report of the Clerk which gave details of the vacant position of Groundsperson and outlined the Parish Councils requirements with regard to grounds staff.

The vacant post of Groundsperson was currently a permanent position based on a 37 hour week on SCP 6. The position was pensionable and eligible to join the Local Government Pension Scheme.

Details of the costs associated with the appointment were outlined and Members were advised that the Clerk had discussed the requirements with the Head Groundsperson. Following discussion it was suggested that the vacant post be advertised as a 6 month contract, based on a 37 hour week on SCP 6, to start 1 May 2018.

The Clerk gave details of the proposed timetable to advertise, shortlist and interview. It was suggested that a sub-committee could be established to deal with the appointment if required.

**RESOLVED** that the post be advertised on a 6 month contract in line with the suggested timetable.

**9 PAYMENTS**

**RESOLVED** that the payments listed be endorsed.

**Wheatley Hill Parish Council – 5 March 2018**

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105411	B Miller	Reimbursement - Seat in "The Pitmens Parliament"	100.00		100.00
105412	J Thompson	Telephone Allowance	25.00		25.00
105413	J Thompson	Reimbursements	40.94	5.50	46.44
105414	Ezimix Concrete Limited	Concrete foundation for Last Shift Sculpture	130.00	26.00	156.00
105415	County of Durham School Benevolent Fund	Section 137 Donation	50.00		50.00
105416	Durham Miners' Gala Brochure	Message of support	45.00		45.00
105417	North East Granite Company Ltd	Cemetery Supplies - Grave pins	480.00	96.00	576.00
105418	NWG Business	Water - Allotments	128.62		128.62
105419	JAC's Accountancy Limited	Payroll Services - March 2018	11.00	2.20	13.20
105420	Durham County Council	Machine Repairs	384.30	76.86	461.16
Internet Banking	Fitzpatrick Woolmer	Lecturen for Last Shift Sculpture	622.70	124.54	747.24
Internet Banking	Payroll	Wages - March 2018	3020.47		3020.47
Internet Banking	HMRC/DCC	PAYE/Pension - March 2018	2037.30		2037.30
Direct Debit	British Telecom	Telephone/Internet	42.92	8.58	51.50
Invoice 10	Co-Op Bank	Service and Commission Charges	10.15		10.15
		<b>TOTAL</b>	<b>7,128.40</b>	<b>339.68</b>	<b>7,468.08</b>

**10 RISK MANAGEMENT**

Refer to Minute number 8 (6).

..... Signed

..... Dated