

**THE MINUTES OF THE MEETING OF THE WHEATLEY HILL PARISH COUNCIL
HELD ON MONDAY 10 SEPTEMBER 2018**

Present: Councillor J Miller (Chair)
Councillors Mrs E Carr, E Goyns, Mrs M Goyns,
B Miller, Mrs L Stewart, Mrs C Stogdale and Mrs L White

1 THE MINUTES OF THE LAST MEETING held on 11 June 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 **114** incidents which included **2** vehicle thefts, **5** residential burglaries, **3** vehicle crime, **3** criminal damage and **14** reports of anti-social behaviour.

The Clerk reported that the Police had received a number of complaints related to indiscriminate parking around the junction at Johnson Estate. Vehicles leaving Johnson Estate were finding it difficult as their view was obstructed and it was only a matter of time before there was an accident. Yellow lines were in place at this location but the Police had no power to do anything unless the vehicles were blocking a driveway or dropped kerb. Residents were advised to contact the County Council who could investigate.

The next 'Cuppa with a Copper and Councillor' event would be held on 24 October 2018 at Wheatley House at 6pm.

RESOLVED that the issues related to Johnson Estate be referred to the County Councillors.

4 COUNTY COUNCILLORS REPORT

There was no County Councillors present at the meeting.

5 CORRESPONDENCE

(1) Requests for Financial Assistance

(a) Wheatley Hill Banner Appeal

The Clerk reported the receipt of a request for financial assistance from Wheatley Hill Banner Appeal.

RESOLVED that a donation of £300.00 be made from the Section 137 Budget.

(b) All Saints Church

The Clerk reported the receipt of a request for financial assistance from All Saints Church, Wheatley Hill.

RESOLVED that a donation of £300.00 be made from the Section 137 Budget.

(c) Wheatley Hill Working Men's Club Football Team

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The Clerk reported the receipt of a request for financial assistance from Wheatley Hill Working Men's Club Football Team.

RESOLVED that a donation of £300.00 be made from the Section 137 Budget.

(2) Letters of Thanks

The Clerk reported the receipt of the following letters of thanks.

Wheatley Hill Disabled Club
The Bishop of Durham
Wheatley Hill Banner Appeal

RESOLVED that the information given, be noted.

(3) Wheatley House – Grass Cutting

The Clerk reported the receipt of a request from Wheatley House Management Committee to assist with grass cutting at Wheatley House during the summer growing season.

RESOLVED that the Parish Council assist with grass cutting at Wheatley House during the summer growing season.

(4) Durham County Council – Wheatley Hill Health Clinic

The Clerk reported the receipt of correspondence from Durham County Council advising of their intention to declare Wheatley Hill Health Clinic surplus to requirements and potentially dispose of the asset.

Members expressed concern that once vacant the building would be another empty property on the Front Street. The Front Street already suffered from many empty properties which were in a bad state of repair. There was also many privately rented properties, which were occupied but in a similar state of dis-repair.

The County Councillors and Parish Council were working in partnership to fund a comprehensive programme of works on the Front Street. This property could not be left derelict and needed to be kept to a good standard if it was to be left vacant for any length of time

Members queried what the plans were for the building. If it was to be sold for residential it was suggested that a restrictive covenant be included in the contract of sale. The restriction would require the owner to occupy the property and not be allowed to purchase the property with the intention of renting it out.

RESOLVED that the concerns of the Parish Council be forwarded to Durham County Council.

(5) Wheatley Hill Steering Group

The Clerk reported that the last meeting of the Steering Group was held on 6 September 2018 and the next meeting would be held on 18 October 2018.

Members were advised that at the last meeting residents raised the issue of summer bedding and hanging baskets provided by the Parish Council and expressed concern that the floral displays were lacking.

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Following discussion it was **RESOLVED** that the provision of summer bedding and hanging baskets be considered during the budget setting process for the 2019/2020 financial year.

(6) East Durham Association of Parish and Town Councils

The Clerk reported that the next meeting of the East Durham Association of Parish and Town Councils would be held on **11 September 2018**.

RESOLVED that the information given, be noted.

(7) “We All Served” – Wheatley Hill History Club

The Clerk reported the receipt of correspondence from Wheatley Hill History Club which gave details of a project, “We All Served” with Lonely Tower Film and Media.

Members were provided with details of the project which would run between now and the 100th anniversary of the end of the First World War in July 2019. As part of the project Members were invited to attend an open day at the Heritage Centre on **15 September 2018** to record their own thoughts.

The History Club was seeking approval to hold the first ‘performance’ of the multimedia projections on **11 November 2018** outside the Heritage Centre. The performance would accompany and form part of the planned commemoration event. Two screens and two small speakers would be erected on the grassed area to the left of the entrance which would allow room for those attending to view the performance but remain clear of the war memorial. The performance would last approximately 30 minutes and lead into the planned afternoon event.

Lonely Tower Film & Media would be responsible for all activities associated with the multimedia aspect of the event such as equipment, installation and risk assessment. All costs would be covered by Wheatley Hill History Club.

RESOLVED that the information given, be noted.

(8) Planning Applications

The Clerk reported that Durham County Council had advised that in future if the Parish Council wanted a planning application considered by the Planning Committee it had to confirm its intention to attend the Planning Committee to make representations on the application.

RESOLVED that the information given, be noted.

6 PLANNING

(i) APPLICATIONS

DM/18/01875/FPA – Erection of a hangar building for storage of micro-light aircraft at Greenhills Farm Cottage, Wheatley Hill, Durham DH6 3QS

DRC/18/00272 – Proposed 2 bungalows to the rear of All Saints Church, Church Street, Wheatley Hill DH6 3PT

DM/18/02361/FPA – Replace 2 no windows with external doors on north elevation and replace 1 no window with an external door on east elevation at Wheatley Hill Primary School, Wheatley Hill, Durham DH6 3RQ

(ii) APPROVALS

DM/18/00540/FPA – Proposed single dwelling at Greenhills Farm Cottage, Wheatley Hill Durham DH6 3QS

DM/18/01544/FPA – Single storey extension to front and rear of Moor Cottage, Black Lane, Wheatley Hill Durham DH6 3PJ

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) Tenancy Agreement/Application Form/Privacy Notice

The Clerk provided details of a revised Tenancy Agreement, application form and Privacy Notice, copies of which were circulated to each Member.

RESOLVED that the revised documents be adopted.

(b) Annual Rents 2018/2019

The Clerk reported that annual rent letters would be issued at the end of September 2018.

Members discussed the current fees and suggested that the fee for an allotment and stable block be increased by £10.00 per plot from October 2019 and tenants be advised of the proposed increase with this years' rent letter.

RESOLVED that the annual rent for allotments and stable blocks be increased by £10.00 per plot from October 2019.

(c) Requests for an Allotment/Stable Block

The Clerk reported the receipt of two applications for allotments and stable blocks.

RSOLVED that the two applications be accepted onto the waiting list.

(d) Allotments 13 and 14

The Clerk reported that allotments 13 and 14 were clear of rubbish but required a boundary fence to be erected before they could be allocated. Details of quotations received were outlined to Members and it was suggested that the fencing be undertaken in-house during the winter season.

The Clerk reported that a number of existing tenants had expressed an interest in allotments 13 and 14 details of which were provided. Following discussion it was suggested that allotments 13 and 14 be allocated from the waiting list.

RESOLVED that a boundary fence be erected at allotments 13 and 14 and once complete the plots be offered to the next 2 applicants on the waiting list.

(e) Stable block 17

The Clerk reported that there was fly tipped rubbish to the rear of stable block 17. Following discussion with the tenant it was suggested that the Parish Council provide a skip and the tenant would arrange for the removal of the rubbish from the plot.

RESOLVED that the tenant of stable block 17 be advised the Parish Council would provide a skip to assist with the removal of rubbish from stable block 17.

(f) Allotment 7

The Clerk reported that the tenant of allotment 7 was sub-letting. The tenant had been advised that this was a breach of tenancy and the tenancy would be terminated if it continued.

RESOLVED that the information given, be noted.

(2) Cemetery Sub Committee

RESOLVED that a meeting of the Cemetery Sub Committee be arranged and all Members be invited to attend.

(3) The Last Shift

The Clerk reported that at the last meeting Members approved a seat in the Cemetery opposite the Miners Sculpture.

Members were advised that “The Last Shift” was requesting the Parish Council to place the official order in their name at a cost of £459.85 plus VAT.

RESOLVED that the Parish Council order a seat upon receipt of £459.85 from “The Last Shift”.

(4) Memorial Bench

The Chair suggested that as a memorial to the late Councillor Morris Nicholls the Parish Council purchase a memorial bench to be located in the Cemetery.

Members were advised that the cost of the seat was £459.85 plus VAT and a memorial plaque was an additional £82.92.

RESOLVED that the Parish Council purchase a memorial seat at a cost of £459.85 plus VAT and a plaque at a cost of £82.92 plus VAT.

(5) Dog Bags

The Clerk reported that 10,000 dog bags had been ordered at a cost of £136.68.

RESOLVED that the information given, be noted.

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CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105464	All Saints Parish Church	Section 137 Donation	300.00		300.00
105465	Wheatley Hill Banner Appeal	Section 137 Donation	300.00		300.00
105466	Horns	Hanging Basket	12.49	2.50	14.99
105467	British Gas	Gas - Heritage centre	165.47	8.27	173.74
IB	Durham County Council	3 Boulders at allotments	258.55	51.71	310.26
IB	Durham County Council	Summer/Winter Bedding/Wild Flowers/ Cemetery Flowers	2,074.72	414.94	2,489.66
IB	J Thompson	Telephone Allowance	25.00		25.00
IB	Zurich Municipal	Annual Insurance Premium	5,585.26		5,585.26
IB	JAC's Accountancy Limited	Payroll Services - July 2018	14.00	2.80	16.80
IB	Payroll	Wages - July 2018	4,278.73		4,278.73
IB	HMRC/DCC	PAYE/Pension - July 2018	2,685.34		2,685.34
DD	British Telecom	Telephone/Internet	41.66	8.33	49.99
Invoice 14	Co-Op Bank	Service and Commission Charges	10.90		10.90
105468	J Dent	Skip Hire	230.00	46.00	276.00
105469	JRB Enterprise Ltd	Dog Bags	113.90	22.78	136.68
105470	J Miller	Telephone Allowance	25.00		25.00
105471	J Thompson	Telephone Allowance	25.00		25.00
105472	JAC's Accountancy Limited	Payroll Services - August 2018	14.00	2.80	16.80
105473	J Thompson	Reimbursements	36.68	0.33	37.01
IB	J Davies	Reimbursements	257.30	51.45	308.75
IB	B Noble	Repairs to Cemetery Wall	4,500.00		4,500.00
IB	Payroll	Wages - August 2018	4,278.73		4,278.73
IB	HMRC/DCC	PAYE/Pension - August 2018	2,685.34		2,685.34
DD	British Telecom	Telephone/Internet	46.76	9.35	56.11
Invoice 15	Co-Op Bank	Service and Commission Charges	9.75		9.75
105474	CDS Security & Fire	Annual Service Charge	487.00	97.40	584.40
105475	npower	Electric - Heritage Centre	223.48	8.87	232.35
105476	J Davies	Heating Allowance - 2nd Instalment	100.00		100.00
105477	J Thompson	Telephone Allowance	25.00		25.00
105478	Wheatley Hill Working Men's Football Club	Section 137 Donation	300.00		300.00
105479	JAC's Accountancy Limited	Payroll Services - September 2018	14.00	2.80	16.80

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105480	J Davies		Reimbursements		182.10	30.63	212.73
105481	Peterlee Fire Company Ltd		Extinguisher Annual Service		11.96	2.39	14.35
IB	Payroll		Wages - September 2018		4,278.73		4,278.73
IB	HMRC/DCC		PAYE/Pension - September 2018		2,685.34		2,685.34
DD	British Telecom		Telephone/Internet		45.31	9.06	54.37
Invoice 16	Co-Op Bank		Service and Commission Charges		10.95		10.95

RESOLVED that the payments listed be endorsed.

10 RISK MANAGEMENT

There was nothing to report.

11 ANY OTHER BUSINESS

(i) Marley fields

Members reported mud on the road from Marley Fields to the roundabout and asked that it be cleaned.

RESOLVED that the matter be reported to Durham County Council.

(ii) Yellow Lines

Members made reference to the poor condition of the yellow lines in the bus bays and generally throughout the village.

RESOLVED that the matter be reported to Durham County Council.

(iii) Footpaths

Members made reference to the poor state of the footpaths throughout the village.

RESOLVED that the matter be reported to Durham County Council with a request that all the footpaths in Wheatley Hill be inspected.

12 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting for the following item of business on the grounds that personal and confidential information would be disclosed.

13 STAFFING ISSUES

The Clerk provided Members with an update on staffing issues.

RESOLVED that the information given, be noted.

..... Signed

..... Dated