

**THE MINUTES OF THE MEETING OF THE WHEATLEY HILL PARISH COUNCIL
HELD ON MONDAY 8 OCTOBER 2018**

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

Apologies: Councillor E Goyns

Also Present: County Councillor J Grant

1 THE MINUTES OF THE LAST MEETING held on 10 September 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

There was no Police present at the meeting.

4 COUNTY COUNCILLORS REPORT

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

- Front Street – progress on work done to date.
- Greenhills Terrace – all rubbish cleared.
- Johnson Estate - Durham County Council's parking services had added the junction of Johnson Estate to their enforcement list. Civil enforcement officers would undertake a period of targeted enforcement of the restrictions in place and issue Penalty Notices to any vehicles parked in contravention.
- Yellow Lines - Durham County Council had agreed to refresh any worn lines in the village.
- Marley Fields – site manager had been requested to clean the road.

RESOLVED that the information given, be noted.

5 CORRESPONDENCE

(1) Requests for Financial Assistance

(a) Great North Air Ambulance

The Clerk reported the receipt of a request for financial assistance from the Great North Air Ambulance.

RESOLVED that a donation of £100.00 be made from the Section 137 Budget.

(b) "Over 20's" Club

The Clerk reported the receipt of a request for financial assistance from the "Over 20's" Club, Wheatley Hill.

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

(2) County Durham Association of Local Councils – Annual General Meeting

The Clerk reported that the County Durham Association of Local Councils Annual General Meeting would be held on 20 October 2018 at County Hall, Durham.

RESOLVED that the information given, be noted.

(3) Wheatley Hill Steering Group

The Clerk reported that the next meeting of the Wheatley Hill Steering Group would be held on 18 October 2018 at 1pm in Wheatley House.

RESOLVED that the information given, be noted.

(4) Parish Council Surgery

The Clerk reported that the Chair was holding a Surgery on 9 October 2018 at the Greenhills Centre.

RESOLVED that the information given, be noted.

(5) Greenhills Centre

The Clerk reported that the Greenhills Centre was holding a Remembrance Afternoon Tea on 9 November 2018 at 1.30pm. They were also collecting for the Salvation Army toy appeal from 1 October 2018.

RESOLVED that the information given, be noted.

(6) Removal of Street Lights

The Clerk reported the receipt of correspondence from Durham County Council advising of their intention to remove 2 street lights located off Wheatley Terrace and Shakespeare Street

RESOLVED that the information given, be noted.

6 PLANNING

(i) Applications

DM/18/02187 - Erection of fence to front side and rear of existing dwelling at 23 South View, Wheatley Hill DH6 3LL

DM/18026/FPA - Conversion of 2 semi-detached bungalows into 1 detached property including first floor extension, two storey extensions to front and rear, dormer windows, triple garage and change of use of open space into residential curtilage with enclosure at 7 Ryan Terrace, Wheatley Hill DH6 3RR

DM/18/02665/FPA - Reinstatement and repair of former cricket club building and extension to convert to 2 bed disabled self-catering holiday accommodation with vehicular access at land to the south of 27 Weardale Park, Wheatley Hill, DH6 3QQ

(ii) Approvals

DM/18/02361/FPA – Replace 2 windows with external doors on north elevation and replace 1 window with an external door on east elevation at Wheatley Hill Primary School, Wheatley Hill DH6 3RQ

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) Annual Rents 2018/2019

The Clerk reported that annual rent letters had been issued with a new Tenancy Agreement and Privacy Notice to comply with the General Data Protection Regulations. Tenants were also advised that fees for allotments and stable blocks would be increased by £10.00 per plot from October 2019.

RESOLVED that the information given, be noted.

(b) Allotments 13 and 14

The Clerk reported that following the last meeting allotments 13 and 14 were provisionally allocated to applicants 4/2018 and 5/2018.

RESOLVED that the information given, be noted.

(2) Cemetery Sub Committee

The Clerk reported that at a meeting of the Cemetery Sub Committee held on 27 September 2018 the following issues were discussed.

- **Additional Burial/Cremation plots** – It was suggested that the area either side of the memorial wall be developed to provide additional burial/cremation plots. It was suggested that the area to the left be designated for burial plots and the area to the right be designated for cremation plots.
- **Paths** – It was noted that many of the paths in the Cemetery had deteriorated and were in need of repair and/or re-surfacing. It was suggested that Durham County Council be requested to provide a quotation for the repair and/or re-surfacing of the paths.
- **Expansion** – Due to limited space remaining in the Cemetery it was suggested that the Clerk investigate ownership of the land adjoining the Cemetery for possible expansion. The Clerk advised that Durham County Council had been asked to confirm ownership of the land adjoining the Cemetery.

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

(3) External Audit 2018

Wheatley Hill Parish Council – 8 October 2018

The Clerk reported that Mazars LLP had completed the annual audit for the year ended 31 March 2018.

Members were advised that Mazars had reviewed Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) and in their opinion the information was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Clerk reported the following matters which had been brought to the attention of the Parish Council but did not affect the auditors' opinion.

- The Council had no powers to hold revenue reserves for general purposes other than for reasonable working capital and should consider earmarking funds for specific purposes.
- The Parish Council did not provide additional information as a result of being selected for a random spot-check for audit review by the agreed date.

Other issues where minor scope for improvement had been identified were outlined to Members.

RESOLVED that the information given, be noted.

(4) Winter Maintenance

The Clerk reported that Durham County Council had requested confirmation that the Parish Council would continue to assist the County Council with winter maintenance.

RESOLVED that the Parish Council continue to work in partnership with Durham County Council and assist with winter maintenance.

9 PAYMENTS

RESOLVED that the payments listed be endorsed.

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105482	Glasdon	Seat - The Last Shift	459.85	91.97	551.82
105483	J Miller	Telephone Allowance	25.00		25.00
105484	J Thompson	Telephone Allowance	25.00		25.00
105485	Mazars LLP	External Audit	400.00	80.00	480.00
105486	npower	Electric - Heritage Centre	151.44	7.57	159.01
105487	Durham County Council	Machine Repair	36.36	7.27	43.63
105488	J Thompson	Reimbursement - Postage	27.84		27.84
105489	DESTROYED				
105490	Great North Air Ambulance	Section 137 Donation	100.00		100.00
105491	"Over 20's" Club	Section 137 Donation	300.00		300.00
105492	CDALC	Purchase of Good Councillors Guide	26.00		26.00
105493	British Gas	Gas - Heritage Centre	130.09	6.50	136.59

Wheatley Hill Parish Council – 8 October 2018

105494	JAC's Accountancy Limited	Payroll Services - October 2018		14.00	2.80	16.80
105495	Glasdon	Memorial Seat - Morris Nicholls		542.77	108.55	651.32
105496	J Davies	Reimbursement - Mileage		72.50		72.50
105497	J Davies	Reimbursements		63.75	9.74	73.49
105498	Poppy Appeal	Poppy Wreath		17.50		17.50
Internet Banking	Payroll	Wages - October 2018		4,278.73		4,278.73
Internet Banking	HMRC/DCC	PAYE/Pension - October 2018		2,685.34		2,685.00
Direct Debit	British Telecom	Telephone/Internet		48.18	9.64	57.82
Direct Debit	Informaation Commissioner	Data Protection Registration		35.00		35.00
Invoice 17	Co-Op Bank	Service and Commission Charges		8.00		8.00
				TOTAL	9,447.35	324.04
						9,771.05

10 RISK MANAGEMENT

There was nothing to report.

11 ANY OTHER BUSINESS

Pot Holes

Councillor M Goyns reported pot holes to the rear of East and South View.

RESOLVED that the matter be reported to Durham County Council.

..... Signed

..... Dated