

**THE MINUTES OF THE MEETING OF THE WHEATLEY HILL PARISH COUNCIL  
HELD ON MONDAY 4 MARCH 2019**

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

**Apologies:** Councillor C Stogdale

- 1 THE MINUTES OF THE LAST MEETING** held on 18 February 2019 a copy of which had been circulated to each Member, were approved and signed by the Chair.

**MATTERS ARISING**

**Uneven Paving, Vincent's Corner - Minute Number 4**

Durham County Council had advised that the paving at this location was not considered to be hazardous, dangerous or in need of essential maintenance. No work would be undertaken, and they would continue to monitor the area through routine safety inspections.

**Pot Holes - Minute Number 11(2)**

Durham County Council had advised that the pot holes outside the Co-op food store were not considered to be hazardous, dangerous or in need of essential maintenance and therefore no work would be undertaken. The area would be considered for potential inclusion in a future scheme and continue to be monitored through routine safety inspections.

The pot holes at Gable Terrace and South View had been added to the on-going work programme and would be processed in line with the repairs policy. The programme of repairs was based on the severity of the defect and in this case, they would be completed within 14 days.

**Chicane, Cemetery Road - Minute Number 11(3)**

Members concerns in relation to the traffic calming chicane had been referred to Durham County Council with a request for a site visit.

- 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**

There was no County Councillors present at the meeting.

- 5 CORRESPONDENCE**

(1) Letters of Thanks

Wheatley Hill History Club  
North East War Memorials Project  
2nd Wheatley Hill Scout Group

RESOLVED that the information given, be noted.

(2) Wheatley Hill Steering Group

The Clerk reported that the next meeting of the Wheatley Hill Steering Group would be held on 11 April 2019 at 1pm in Wheatley House.

RESOLVED that the information given, be noted.

(3) Greenhills Centre

The Clerk reported the receipt of an invitation to attend a Red Nose Afternoon Tea at the Greenhills Centre on 15 March 2019.

RESOLVED that the information given, be noted.

(4) Durham Miners' Gala – 13 July 2019

The Clerk reported the receipt of correspondence from the Durham Miners' Association requesting the Parish Council to support the 135th 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.

6 PLANNING

Approval - DM/19/03659/FPA – Two storey extension to rear of 15 Sandwick Terrace, Wheatley Hill, Durham DH6 3LN

RESOLVED that the information given, be noted.

7 HEAD GROUNDPERSONS REPORT

The Clerk reported 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

The Clerk reported that following an allotment site visit held on 25 February 2019 letters of concern were issued to tenants in relation to the following;

Allotments 2 and 3 – no internal fence.

Allotment 7 – damaged boundary fence.

Allotments 8, 9 10 and stable blocks 11 and 12 – Allotment 8 not being used, poor condition of the plots, general rubbish, missing/broken fencing and barbed wire.

Stable blocks 17 and 19 – Stable block 19 not being used, poor condition of plots, missing/broken fencing and barbed wire.

A request had been received to erect a gate adjacent stable block 23 to prevent unauthorised vehicular access onto the site.

Regarding the allocation of vacant plots, it was suggested that the following offers be made;

Allotment 4 – tenant of allotment 15  
Allotment 13 - allocated to applicant 4/2018  
Allotment 14 - allocated to applicant 1/2019

It was suggested that as a token of appreciation for the fencing erected at the allotments that an ex gratia payment of £20.00 be made to Mr J Davies and Mr K Walton

**RESOLVED** that;

- (i) allotment 4 be allocated to the tenant of allotment 15, allotment 13 be allocated to applicant 4/2018 and allotment 14 be allocated to applicant 1/2019
- (ii) Approval be granted for a gate adjacent stable block 23
- (iii) As a token of appreciation for the work undertaken at the allotments Mr J Davies and K Walton be sent a thank you and £20

**(2) Quads/Off-Road Bikes/Parking – Primary School**

The Clerk reported that following the last meeting arrangements had been made for the Police to give a demonstration of SelectaDNA on Thursday 21 March 2019 at 10.30am in the Community Centre. Wingate and Thornley Parish Councils had been invited to attend.

Believe Housing, formerly County Durham Housing Group had advised they would consider the request to gift some of the waste land at the former Peterlee Cottages, to be used for additional car parking.

Wheatley Hill Primary School had confirmed they required 4 A frame boards and 2 banners. Boards were £110 each plus VAT and the banners were £45.00 each plus VAT.

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

**(3) Summer/Winter Bedding**

The Clerk reported that Durham County Council had confirmed the following for summer/winter bedding based on shortened flower beds at the Pit Wheel.

Supply and delivery of 960 summer bedding plants for pit wheel, 2 Tubs and bed at Woodlands Avenue - £492.04

Supply and delivery of 960 winter bedding plants for pit wheel, 2 Tubs and bed at Woodlands Avenue - £492.04

Supply and delivery of Cemetery plants £330.82

Supply and delivery of plants for 2 tubs at Wheatley House and 1 tub at Marley Fields - £61.50

Total £1376.40

RESOLVED that the information given, be noted.

(4) Internal Audit

The Clerk reported that the Internal Audit would be undertaken on 19 April 2019 by Mr G Fletcher.

RESOLVED that the information give, be noted.

(5) Policies and Procedures

The Clerk reported that a review had 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  
Public Participation 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  
Social Media and Electronic Communication Policy

RESOLVED that the information given, be noted,

(6) Greenhills Centre – Events

The Clerk reported on the activities planned at the Greenhills Centre using the funding provided by the Parish Council and provided a financial breakdown of the spend to date.

RESOLVED that the information given, be noted.

(7) Cemetery

The Chair reported that he had discussed the proposed additional spaces in the Cemetery being designated as communal spaces with Father Jackson and Reverend Grieves

Both Father Jackson and Reverend Grieves had confirmed they were happy with the proposal and suggested a joint blessing of the ground. Members would be advised once a date had been confirmed.

RESOLVED that the information given, be noted.

**Wheatley Hill Parish Council – 4 March 2019**

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL	
105547	Durham County Council	Front Street Improvement Works	7,000.00	1,400.00	8,400.00	
105548	Todds	Road Planings - Allotments	240.00	48.00	288.00	
105549	J Thompson	Reimbursements	61.77	9.58	71.35	
105550	J Thompson	Telephone Allowance	25.00		25.00	
105551	J Davies	Reimbursements	40.91	8.18	49.09	
105552	Durham Miners' Gala Brochure	Message of Support	45.00		45.00	
105553	JAC's Accountancy Limited	Payroll Services - March 2019	14.00	2.80	16.80	
105554	J Thompson	Reimbursement	40.00		40.00	
105555	Durham County Council	Machine Repairs	165.07	33.02	198.09	
105556	Geordies Signs Ltd	School Parking signs and banners	530.00	106.00	636.00	
Internet Banking	Payroll	Wages - March 2019	4278.73		4278.73	
Internet Banking	HMRC/DCC	PAYE/Pension - March 2019	2685.34		2685.34	
Direct Debit	British Telecom	Telephone/Internet	45.29	9.06	54.35	
Direct Debit	O2	Chairs Mobile Telephone	25.00	5.00	30.00	
Invoice 22	Co-Op Bank	Service and Commission Charges	10.10		10.10	
			<b>TOTAL</b>	<b>15,206.21</b>	<b>1,621.64</b>	<b>16,827.85</b>

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

**10 RISK MANAGEMENT**

**There was nothing to report.**

..... **Signed**

..... **Dated**