

**Minutes of the Annual Meeting of Belmont Parish Council at 6:30pm  
in Belmont Community Centre.**

Present: Chairman Councillor D.J. Southwell, Vice Chair Councillor R.Murphy  
Councillors T. Charlton, P. Conway, B. Howarth, S. Inglis, J. Knight, E. Mavin, L. Mavin and  
A.C. Walker

**16.01 Election of Chairman for 2016/2017 and signature of Declaration of Acceptance of Office**

Councillor B. Howarth nominated Councillor D.J. Southwell  
Seconded by Councillor G. Lundy.  
Unanimous.

**Agreed:**

Chairman Councillor D.J. Southwell thanked his Vice-Chair Councillor R. Murphy for her support, Mrs S. Overton (Parish Clerk) and Mr A. Thurlwell (Administration Assistant /Information Technology Assistant) for their office support and all Parish Councillors.

**16.02 Election of Vice-Chairman for 2016/2017 and signature of Declaration of Acceptance of Office**

Councillor D.J. Southwell nominated Councillor R. Murphy  
Seconded by Councillor G. Lundy.  
Unanimous

Councillor R. Murphy thanked the Chairman D.J. Southwell for his support during the year which was very much appreciated.

**Agreed:**

**16.03 Apologies for Absence**

Apologies for Absence were received from Councillors J. Corrigan, K. Corrigan, B. Muylaert and D. Waggott.

**Accepted.**

**16.04 Chairman's Discretionary Fund for 2016/2017**

**Agreed:** To leave at £50.00.

**16.05 Planning**

Obtained from Durham County Council Planning Department for April 2016.  
Councillor Howarth gave a detailed statement on the information received.  
Chairman D.J. Southwell attended the meeting at County Hall regarding Resubmission Application DM/16/00400/OUT for 120 dwellings off Mill Lane Sherburn Village Despite objections from Sherburn Parish Council Durham County Councillors and residents and supported by Belmont Parish Council this submission was mined to be approved. This means it is to be called in by the Secretary of State for approval.

**16.06 Asset Register of Council Property**

There was a query from Councillor J. Knight regarding a small area of land at Broomside Lane. The Chairman D. J. Southwell has arranged a meeting of the Asset Task Group for Wednesday 18<sup>th</sup> May at 10:00am in Belmont Community Centre to discuss this and the Asset Register in general.

**Received and Agreed:**

**16.07 Annual Return – Audit date is 25<sup>TH</sup> July, 2016**

The Annual Return was approved after close scrutiny at the meeting of the Finance Working Party held on Tuesday April 26<sup>th</sup> 2016 at 10:30am and distributed around to members for information purposes. The Annual Return goes on the parish notice boards after approval by the National Auditor.

**Received and Agreed:**

**16.08 Financial Matters**

**(a) To Receive receipts and payments of Accounts during the month of April 2016**

Received and agreed.

**(b) To Receive Bank Reconciliation Statement for April 2016**

Received and agreed.

**(c) To Consider Donation Requests during the month of April 2016**

Friends of Belmont War Memorial for Belmont Church of England (controlled Primary School).

(1)

**Agreed: £50.00**

**(d) Membership and Subscriptions during the month of April 2016**

(0)

**16.08 (A) Internal Audit Report - Annual Return**

**(a)** Annual Governance Statement

**(b)** Account Statement

**(c)** National Audit Return

**(d)** Appointment of Internal Auditor

**(e)** Internal Audit Report/ Financial Regulations.

1. Item 431 Governance Risk Management, the last risk assessment review was carried out on the 4<sup>th</sup> September 2014.- this item to be placed on the June Agenda. after Planning.

2. Item 445 Fees and Charges

**Received and Agreed:**

The Financial Regulations were approved on 26<sup>th</sup> April 2016 10:30am at the Finance Working Party. It was agreed to amend the wording in 10.1 to **Orders up to £500.00 can be placed by the Chair/Vice-Chair.**

It was agreed for the Chairman D.J. Southwell to make enquiries for a credit card of Belmont Parish Council with a limit of £1000.00 from Barclays Bank.

**16.09 Standing Orders Update**

The Standing Orders are to be update in the near future.

**16.10 Representatives of Outside Bodies and Organisations**

Area Action Partnership (AAP) Councillor J. Knight  
Belmont Community Centre BCA Councillor B. Howarth and Vice-Chair Councillor R. Murphy.  
County Durham Association of Local Councils and Larger Local Council Forum  
CDALC Councillor A.C. Walker.

**16.11 Calendar of Meetings for 2016/2017**

**Received and agreed.**

**16.12 Declarations of Interest**

Members Please Note: - this is a standard item. If Members are aware of a personal or prejudicial interest in relation to any item on the Agenda this should be disclosed at this stage or when the interest becomes apparent during the consideration of an item in accordance with the Code of Conduct for Members. This item is linked to your Declaration of Members Interest forms please consult these forms when reading these notes on agenda items to ensure compliance with this item.

Councillor P. Conway declared an interest in Planning.

**The Chairman suspended Standing Orders.**

**16.13 Miscellaneous Reports**

**a) Police**

Apologies were received from the Police since this meeting a report has been e-mailed to all members.

**b)Warden**

There was no warden present.

**c)Members of the Public**

A member of the public (Mr Graham Robson) attended the meeting to talk about his work restoring and making abandoned coal tubs, photocopies of his work were passed around to members. Mr Robson would kindly like to donate one of his tubs to the parish, all Belmont Parish Council would have to do is pay for the concrete on installation. Mr. Robson proposed filling the tub with plants for display purposes in the parish. Mr Robson said he could fit a tracking device to the coal tub for extra security. Members discussed suitable locations for the coal tub. Councillors E. Mavin, Vice- Chair R. Murphy, Mr G. Robson and members of the Planting Scheme Working Party to be involved. It was also agreed to also contact Mr.W. Meikle and St. Mary Magdalene Church for their input.

**Agreed:** Members agreed to go forward with the suggestion, Councillor P. Conway to check with Durham County Council for permission of installation.

The Chairman thanked Mr. Robson for his kind offer which would be appreciated by all residents.

**The Chairman re-imposed Standing Orders.**

**16.14 Confirm and Sign the Minutes of the Parish Council Meeting held on the 7th April 2016**

**Agreed.**

**16.15 Matters Arising from the Minutes not on the Agenda**

15.203 Vice Chairman Councillor R. Murphy has been in contact with Senior Tree Officer, Simon McGinnety, Durham County Council, regarding severely pruned trees in Rennys.

Lane. A leaflet has been produced warning residents against this action. The leaflet was passed to members for their approval.

**Agreed:** The leaflets to be distributed to residents in Rennys Lane for the purpose of encouraging them to take care of the environment. Vice Chair Councillor R. Murphy has been in contact with Sherburn Parish Council who are happy to be involved.

15.209 (g) Councillor J. Knight has acquired costings for the brackets on Carrville, High Street for the hanging baskets.

15.210 A concern of litter in hedge at top of Belmont Community Centre has now been resolved.

15.210 The Chairman D.J. Southwell reported that the potholes at the entrance to the car park of Belmont Community centre had been reported once again and no action taken. The Chairman Councillor D.J. Southwell suggested that the County Councillors, out of their Neighbourhood Budgets or the Parish Council should pay for the pot-holes to be repaired due to very serious concerns of Health and Safety. County Councillor, Councillor P. Conway reported that the pot-holes were not a Highways issue but another departments responsibility. Councillor P. Conway and G. Lundy opposed this, as in their opinion it would set a precedence. The Chairman Councillor D.J. Southwell looked at the board for support regarding financing for the repair for the pot-holes, it was unanimous apart from the Chairman D, J. Southwell to not finance the repairs. Chairman D.J. Southwell stated that he would contact the County Council regarding the repairs and he was instructed to let the remedial work of the repairs to take their natural course. He was also instructed that if he contacted the County Council it would not be as Chairman but as a private individual.

**16.16 Matters of Information, Clerk's Report, Correspondence Tabled Items – For Information**

- (a) Thank you letter to Paul Bowden hairdresser for his sponsorship of the flower beds at Wantage Road
- (b) Entry Level Stewardship had received Natural England Claim Form.
- (c) Thank you letter from Citizens Advice County Durham for donation.
- (d) A donation request from (Friends of Belmont War Memorial) for Belmont Church of England (Controlled Primary School for the purchase of portable PA system primarily for use at Belmont War Memorial on Remembrance Day but will be used by the school on other occasions
- (e) Information letter received from Zurich Insurance regarding insurance renewal.
- (f) E-mail received from Mike Ogden, Team Leader, Access and Rights of Way, Durham County Council, confirming P3 Grant for 2016/2017.
- (g) E-mail from Historic England, confirming Belmont War Memorial has been added to the List of Buildings of Special Architectural or Historic Interest and is now listed at Grade 11.

**16.17 Risk Management in Relations to Items on the Agenda**

Members please note: - this is a standard item. Risk Management has been considered when compiling these notes for September 2014 meeting and has been incorporated into reports and presented to Members.

**16.18 War Memorial Grade II**

It was reported that Belmont War Memorial has been added to the List of Buildings of Special Architectural or Historic Interest the memorial is now listed at Grade 11

**16.19 Small Business Rates Relief**

It has been agreed that the parish will have to pay nothing for this current year 2016-2017.

**16.20 Christmas tree**

Councillor E. Mavin was approached by a resident enquiring if the Parish Council would put up a Christmas Tree this year in the parish? Members are happy to provide the lights for a tree. Members agreed that the tree in Belmont churchyard more appropriate with regards to Health and Safety. Historically Reverend Doctor Threfall-Holmes, St Mary Magdalen Church has stated the Church would be keen to be involved with this. A letter is to be sent to Belmont Church.

**Agreed:** It was agreed for Vice Chair R. Murphy to work with Councillor E. Mavin to take this matter forward with the Church.

**16.21 Coal tub of historic value sited in the parish.**

This item was discussed under item 16.13 (c) Members of the Public.

**16.22 Committees and Working Parties**

**16.23 Cemetery Reports**

**(a) To Receive the report of Burials during the month of April 2016**

Vera Simpson	Re-open T 17 Section R	Sherburn Hill Co-op Funeral Services
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(1)

**(b) To Receive the report of Grave & Ashes Purchases during the month of April 2016**

Charles Gauden Wayper	New Ashes No.45	Sherburn Hill Co-op Funeral Services
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(1)

**(c) To Consider Memorial Erection and Additional Inscription during the month of April 2016**

Gladys Ormiston	J 717 Section M	Sherburn Hill Co-op Funeral Services
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William Coulson Grieveson	Q5 Section C	Scott Memorials
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(2)

**(d) Ashes interred in Burial Plots during the month of April 2016**

(0)

**16.24 Working Party Reports**

**(a) Asset Task Group**

No meeting held this month.

**(b) Cemetery Working Party**

No meeting held this month.

**(c) Finance Working Party**

A meeting was held on Tuesday 26<sup>th</sup> April 2016 10:30am. \* see attached notes

**(d) Friends of Belmont Scrambles Group Information**

No meeting held this month.

A report was received from Mr. K. Neat which was given to all members.

**Received.**

**(e) Parish Newsletter**

A meeting was held on Friday 22<sup>nd</sup> April 2016 5:00pm.

**(f) Planning Committee**

No meeting held this month.

**(g) Planting Scheme Working Party**

A meeting was held on Monday 18<sup>th</sup> April 2016 9:30am.

Minutes not yet received.

**(h) Playground Development Committee information**

No meeting held this month.

Councillor E. Mavin reported work has now been completed in all the play areas. It was agreed to arrange a site meeting for Wednesday 18<sup>th</sup> May at 5.00 p.m. for members of the Playground Development Committee to meet at Cheveley Park Play Area for the purpose of visiting all play areas.

**(i) Area Action Partnership**

Councillor J. Knight attended last meeting and reported for information purposes the future opening for the newly renovated Wharton Park in Durham City is available on the website of the Durham County Council website.

**(j) National Association of Local Councils**

Nothing to report

**16.25 Ward Reports**

**Belmont Ward**

It was reported that to date there has been no road planings received for the Scrambles and a second request has been made by Councillor B. Howarth.

**Carrville**

A concern was raised regarding fly-tipping at the vennel at Broome Road, however the matter has now been resolved.

A meeting was convened by Councillor K. Corrigan regarding the traffic problems close to Barclays Bank, Councillor P. Conway reported he had held talks with residents over parking issues outside Barclays Bank Carrville. It was agreed to remove parking positions to the front and side of the building in order to prevent people parking, residents expressed their appreciation.

The Police have approached the Parish Council regarding Remembrance Sunday Service road closure times.

**Agreed:** For the road closure times to be between 10.15 – 11.15 subject to police supervision in that time.

**Gilesgate Moor**

It was reported that houses were being pulled down in Ernest Place and the footpath is currently closed.

The proposed ASDA Development is moving forward and should go to committee in the near future.

**16.26 Any other Business, Date and time of next meeting Thursday 2<sup>nd</sup> June 2016 at 6.30 pm in Belmont Community Centre.**

The meeting closed at 8:15pm

Chairman D.J. Southwell ----- Date -----