

**Minutes for the Annual Parish Council Meeting held on Thursday 11<sup>th</sup> May 2017 at 6.00 p.m. in Belmont Community Centre**

Present: Chairman Councillor D.J. Southwell, Vice-Chair Councillor R. Murphy, Councillors J. Appleby, J. Corrigan, E.B. Finlay, B. Howarth, S. Inglis, P.L. Langley, M. M. Leggott, S. Lowes, E.S. Mavin, L. Mavin, J.A. Sykes, O. Whear and S. White

Also Present: S. Overton Parish Clerk, Member of the Public (1)

**17.01 Notice of Annual Parish Meeting**

The Notices Have Been Displayed for public inspection within the four Parish Ward notice boards.

**Received and Agreed.**

**17.02 Welcome By The Chairman; Councillor D.J. Southwell**

The Chairman welcomed everyone to the meeting. The newly elected Councillors introduced themselves to everyone present.

**17.03 Apologies For Absence**

There were no Apologies for Absence.

The Chairman gave apologies for the expected late arrival of County Councillors E.S. Mavin and L. Mavin.

**Received and Agreed.**

**17.04 To Receive The Chairman's Report For 2016/2017 \***

**Received and Agreed.**

**17.05 To Confirm And Sign As A Correct Record Minutes Of The Proceedings Of The Annual Parish Meeting Held On 5th May 2016 \***

**Received and Agreed.**

**17.06. To Receive Matters Arising From The Minutes Of The Proceedings Of The Annual Parish Meeting Held On 5th May 2016**

**Agreed.**

**The Chairman suspended Standing Orders.**

**17.07 Open Forum**

For information purposes Belmont Community Association has received the Grant from the Banks Development Group.

A member of the public who regularly attends full parish council meetings introduced himself to the new Council.

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

RECESS

A ten-minute break was taken by members.

17.08 **Election of Chairman for 2017/2018 and signature of Declaration of Acceptance of Office**

County Councillor E.S. Mavin proposed Councillor D.J. Southwell for the position of Chairman to Belmont Parish Council.

Councillor S. Inglis seconded the proposal.

The vote was unanimous.

**Agreed.**

17.09 **Election of Vice-Chairman for 2017/2018 and Signature of Declaration of Acceptance of Office**

Chairman Councillor D.J. Southwell proposed Councillor R. Murphy for the position of Vice-Chair to Belmont Parish Council.

Councillor B. Howarth seconded the proposal.

The vote was unanimous.

**Agreed.**

17.10 **Declaration 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.

The Chairman explained to members that any person who had an interest couldn't participate in any decisions made in relation to that item.

**Agreed.**

**The Chairman suspended Standing Orders.**

17.11 **Miscellaneous Reports**

a) Police

There were no Police present, a report was handed out to all members.

b) Warden

There was no Neighbourhood Warden present, the Clerk to contact the Warden requesting that a report be sent to the parish office.

Councillor J. Appleby left the meeting at 6.50 p.m.

c) Public

Resident Mr. R. Chapman was invited to give an overview regarding the Gabion Wall where the problem is ongoing and on the Public Rights of Way Stopping Up Order which has now been approved.

The Chairman thanked the member of the public for his input.

**The Chairman re-imposed Standing Orders**

County Councillor L. Mavin arrived 19.05 pm

17.12 **To Confirm and Sign as a Correct Record Minutes of the Proceedings of the Parish Meeting Held on 6<sup>th</sup> April 2017**

**Received and Agreed.**

17.13 **Matters Arising Not On The Agenda**

Councillor Leggott raised a concern regarding severe speed bumps on Pilgrims Way subject to damaging vehicles and the environment. He agreed that speed bumps were necessary on Pilgrims Way but felt that the bumps would serve their purpose if reduced to 'pin cushion style'. It was suggested that a letter be given to residents in the affected area to see whether they want the speed bumps altering, The Chairman advised that the County Councillors approach the relevant Department, to ask if Durham County Council was happy to look into the matter then letters could be distributed to residents affected.

16.191 – Councillor O. Whear to assist in drafting a letter to send to the relevant department at Durham County Council raising concerns of poor air quality.

16.213 – It was reported that the dog bins in Rennys Lane, near the Warwickshire Drive exit and the one between Carrville High Street and Broome Road have now been replaced.

16.213 – A concern regarding delivery vans parking on the pavement outside Willowtree shops is still ongoing. The Chairman to speak with the Manager of the business concerned.

**Received and Agreed.**

17.14 **Chairman's Discretionary Fund for 2017/2018**

**Agreed: £50.00**

17.15 **Planning**

The list of Planning Applications and Countywide Applications determined under delegated authorities received from Durham County Council Planning Department for April 2017 has been sent to Members.

Councillor B. Howarth gave a verbal report on Planning Applications throughout the month of April 2017 and an overview of what the Planning Committee does.

A Planning Committee meeting to be arranged to discuss application DM/17/0120/FPA: proposed changes to a unit on Dragonville Retail Park.

**Received and Agreed.**

17.16 **Asset Register of Council Property**

Members were handed a copy of the Asset Register for information purposes.

**Received and Agreed.**

17.17 **Annual Return – Audit date is 5<sup>th</sup> June till 14<sup>th</sup> July 2017**

The Chairman informed members that the Annual Return has now been completed and posted off to the external auditor BDO STOY. He informed members that the exercise of public rights commences on the 5<sup>th</sup> June 2017 and will end on 14 July 2017 this is a period when residents can book an appointment to look at the accounts.

17.18 **Financial Matters**

(a) National Audit Return – **Agreed.**

(b) Appointment of Internal Auditor - **Agreed.**

(c) Internal Audit Report - **Agreed.**

1. Item 431 Governance Risk Management, the last risk assessment review was carried out on the 15<sup>th</sup> June 2016. **Received and Agreed**

It was agreed for Vice-Chair R. Murphy to arrange a Risk Assessment meeting with herself, Councillor J. Corrigan and the Parish Clerk to take place in the Parish Office.

**Agreed.**

2. Item 445 Fees and Charges – This item will be discussed with the new Cemetery Working Party Group when a date for the next meeting is arranged.

**Agreed.**

(1) **To Receive receipts and payments during the month of April 2017**

Bank reconciliation Statement for April 2017

**Received and Agreed.**

- (2) To Consider donation requests during the month of April 2017  
Citizens Advice Durham - £50.00  
Learning for Life -- £50.00

**Agreed.**

- (3) Membership and Subscriptions during the month of April 2017  
County Durham Association of Local Councils (CDALC)

**Received and Agreed.**

17.19 **Standing Orders**

These can be viewed at the Parish Office.

**Agreed.**

17.20 **Calendar of Meetings for 2017/2018**

**Received and Agreed.**

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

1. Natural England Claim has now been completed and posted out.
2. The Annual Return has now been completed and posted out by Recorded Delivery.
3. A letter has been sent to the Judicial Conduct and Investigation Office with regards to the behaviour of the Judge towards the objectors to the Stopping Up Order of Public Footpath No.5.
4. An e-mail has been received from St Mary Magdalene Church, regarding request for erecting a Christmas Tree in the Church grounds. The Church are happy for the tree to be erected however they would like the Parish Council to have full responsibility which includes public liability.
5. An e-mail has been received from a resident in Coniston Close regarding overgrown trees outside their garden which are blocking out light.
4. An e-mail has been received from Network Rail regarding service request for fencing at Broomside Lane, Belmont. Network Rail say it is not deemed cost effective for them to erect a new fence at this present time but has no issues with residents installing a fence of their own choosing. The Chairman met with Network Rail and reported that the problem would be rectified and fit for purpose at no extra cost to the Parish Council. The Clerk to send a copy of the estimate for the work to be done to Network Rail who will send a cheque for the amount to the Parish Office.
5. An invite has been received from the Area Action Partnership to attend a Remembrance Service in memory of Michael Heaviside on Saturday 7<sup>th</sup> May 2017 at 10.30 a.m. in St. Giles Church. The Parish Clerk attended the event on behalf of the Parish Council.

6. Confirmation of receipt from Natural England (Entry Level Stewardship) Belmont Scrambles with regards to completed application form.
7. An e-mail has been received from S. Ragg (County Durham Association of Local Councils) requesting three representatives to represent the council at future Larger Council Forum meetings. This can be three elected members or two elected members plus your clerk. The meeting will take place on Thursday 25<sup>th</sup> May 2017 at 10.00 am at Peterlee Town Council.
8. An e-mail has been received from S. Ragg County Durham Association of Local Councils CDALC regarding Councillor and Chairmanship Training inviting councillors to attend two full day sessions on councillor training possibly one in Shotton Hall and the other in Barnard Castle. A two-full day session will also be held on Chairmanship again the same venues. This is advance notification as preparations are being made for these events to take place in July/August.

**Received and Agreed.**

17.22 **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 April 2017 meeting and has been incorporated into reports and presented to Members.

17.23 **To Appoint Committees and Working Parties.**

Members agreed to stay on the present committee and working parties to support new members.

17.24 **Representatives of Outside Bodies and Organisations.**

Belmont Community Association Councillors E. Finlay and B. Howarth.

It was agreed that Councillor S. White would be the representative for the County Durham Association of Local Councils (CDALC) and also for the Area Action Partnership (AAP).

**Agreed.**

17.25 **Cemetery Reports**

(a) **To Receive the report of Burials during the month of April 2017**

J 729 Sec N	Joan Betty Corby	Stuart Wright Funeral Service
Re-open		

New ashes	13a	Keith Green
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(2)

(b) **To Receive the report of Grave & Ashes Purchases of April 2017**

New ashes	13a	Keith Green
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HH 17 Sec U	New Double	K. Fingleton
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(2)

**(c) To Consider Memorial Erection and Additional Inscription Applications during the month of April 2017**

Ralph William Curry	JJ 8 Sec B Inscription	Scott Memorials
Wilfred Inglis	T 42 a Sec E	Ian Wood Memorials

(2)

**(d) Ashes interred in Burial Plots during the month of April 2017**

(0)

**Received and Agreed.**

**17.26 Councillor and Chairmanship Training**

This was discussed under Clerks report 17.21- item 8.

**17.27 County Durham Association of Local Councils Larger Local Councils Forum Meeting.**

This was discussed under Clerks report 17.21- item 7.

It was agreed that Councillor S. White would be the representative for the County Durham Association of Local Councils (CDALC) and also for the Area Action Partnership (AAP). The Clerk to e-mail S. Ragg with the information.

**17.28 Untidy Graves**

A concern of untidy graves was discussed at a recent Cemetery Working Party meeting, this matter to be discussed at the next Cemetery Working Party meeting to include the newly elected members.

**17.29 Working Party Reports**

**(a) Asset Task Group**

No meeting held this month.

**(b) Cemetery Working Party**

No meeting held this month.

A site meeting was held with two residents regarding the transfer of Exclusive Rights for grave F 742 Section G, over to Mrs S. Turnbull and also the purchase of a new double plot NN 11 Section B, for Mrs. J. Mason.

The Chairman raised a sensitive issue regarding the cemetery although no personal details were disclosed in front of the member of public. Enquiry was made about whether the Parish Council had procedures in place for discussing sensitive matters with the exclusion of members of the public and the Chairman confirmed that this was the case.

**(c) Finance Working Party**

No meeting held this month.

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

A report has been received from Mr. K. Neat (Friends of Belmont Scrambles) this will be handed out to all members.

**(e) Parish Newsletter**

No meeting held this month.

**(f) Personnel & Training Advisory Panel**

No meeting held this month.

**(g) Planning Committee**

No meeting held this month.

**(h) Planting Scheme Working Party**

No meeting held this month

**(i) Playground Development Committee information**

No meeting held this month.

Councillor E. Mavin reported that the playground repairs would be completed by Friday 19<sup>th</sup> May. On completion and inspection of the work the Parish Clerk to contact Mr. Stephen Reed, Durham County Council to apply for 106 monies.

**(j) Area Action Partnership (AAP)**

Councillor S.White is the new representative.

**(k) National Association of Local Councils (NALC)**

Councillor S. White is the new representative.

**17.30 Ward Reports**

**Belmont**

Nothing to report.

**Carrville**

A concern was raised regarding traffic on Carrville High Street making it difficult for pedestrians to cross. County Councillor E. Mavin to look at getting a refuge in place further down the High Street to alleviate the problem.

A concern was raised regarding the recently closed Barclays Bank in Carrville High Street which has a six-year lease and will remain empty for that period. This matter to be passed to County Councillors.

**Gilesgate Moor**

A concern was raised regarding the rules about garden fires being lit, what you can burn, what time of day, the Chairman said that nothing can be done in relation to this issue. Councillor E. Mavin to look into a previous concern regarding a dog bin behind the bottom of a residents garden causing problems.

**17.31 Any other Business, Date and time of next meeting Thursday 1<sup>ST</sup> June 2017 at 6.30pm in**



Belmont Community Centre.

Councillor B. Howarth informed members that a request for a name to be added to the Belmont War Memorial has been put forward and a request is likely for the cost of engraving. It was agreed that this would be received favourably at the appropriate time.

**Chairmans Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_