

# COTHERSTONE PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held in Cotherstone Village Hall on Wednesday 9 May 2018 at 7.15pm

In attendance:	Cllr John Birkett (Chair), Cllr Alan Thorn, Cllr Richard Hunter, Cllr Jenny Watson
Absent:	None
Public:	None
Clerk:	Judith Mashiter
<b>1. Election of a Chair for the year 2018-19 and signing of declaration of acceptance of office</b>	<i>It was resolved that Cllr Birkett be appointed Chair for the year 2018-19.</i> Declaration of acceptance of office was signed.
<b>2. Approval of apologies for absence</b>	None
<b>3. Declarations of interest</b>	None
<b>4. Requests for dispensations</b>	No requests had been received.
<b>5. Election of a Vice-chair for the year 2018-19</b>	<i>It was resolved the Cllr Hunter be appointed Vice-chair for the year 2018-19</i>
<b>6. Reminder of the need for all councillors to review their Register of Interests</b>	Clerk reminded all councillors of the need to review and amend their Register of Interests if any changes have occurred in circumstances.
<b>7. Minutes of the meeting held 11 April 2018</b>	Draft minutes had been circulated. <i>It was resolved that the minutes of the meeting held 11 April 2018 are an accurate record.</i>
<b>8. Governance</b>	<p>A paper had been circulated.</p> <ol style="list-style-type: none"><li><i>It was resolved to adopt the draft Scheme of Delegation with no amendments.</i></li><li><i>It was resolved to appoint a working group to deal with personnel matters and that it should comprise Cllrs Birkett, Hunter and Watson.</i></li><li><i>It was resolved that the current contract and other arrangements were noted, with the addition that ground rent for the Hearse House (approx.. 5p per annum), to Cotherstone Field Reevers, has been paid up to 2027.</i></li><li><i>It was resolved that representation on or work with external bodies be noted, with the deletion of Cotherstone Primary School which no longer requires a Parish Council governor.</i></li><li><i>It was resolved to approve the asset register with the addition of two allotment sites at £1 each and the hand pump on the village green at £1.</i> Seating in the village was not included on the asset register as no knowledge exists of the Parish Council ever purchasing any seating.</li><li><i>It was resolved that the Parish Council continue to subscribe to the County Durham Association of Local Councils and also to pay a 28% share of subscription to the Society of Local Council Clerks.</i></li><li><i>It was resolved to adopt the draft Complaints Policy and Procedure with no amendments.</i></li><li><i>It was resolved to adopt a suite of policies, documents and procedures in compliance with General Data Protection Regulation, with a minor amendment to the wording on the Consent Form for Exclusive Rights of Burial.</i></li><li><i>It was resolved to note the expenditure incurred during 2017-18 under s.137 of the Local Government Act 1972.</i></li><li><i>It was resolved to accept the draft schedule of ordinary meetings of the Parish Council for 2018-19 with the exception of the June meeting being changed from 13 June to 6 June.</i></li></ol> <p>It was noted that Standing Orders and Financial Regulations were approved at the Parish Council meeting on 11 April 2018 and the Risk Register on 14 February 2018 and will all next be reviewed in May 2019.</p>

## 9. Public participation

No public were present.

## 10. Update on progress of actions and resolutions

An action log updated 3 May 2018 had been circulated. Clerk further updated and there was discussion:

- Letter received 4 May from John Reed of Durham County Council. Councillors were satisfied that all issues raised had been addressed and resolved.
- Cllr Watson experienced frustration with trying to get Durham County Council to accept that two street lights (14 and 19) are out, despite reporting it online, and by telephone. Agreed Clerk would also report the problem online.
- Noted that the drystone wall repair at Klondike allotments had been satisfactorily completed.
- *It was resolved that Clerk report to Durham County Council the continuing problem of water pouring down Spout Bank.*

## 11. Planning matters

- a. Correspondence between a local resident and Durham County Council regarding a barn conversion was noted.
- b. Councillors will respond to planning application DM/18/01137/FPA (Haggworm Hall, Baldersdale) by email correspondence in accordance with the Planning Policy.

## 12. Correspondence

A list of correspondence received had been circulated.

Arising from discussion:

- *It was resolved to send a letter of support for Play@Cotherstone's application for Section 106 funding for an outside table tennis table*
- *It was resolved to respond with interest to a request from Cotherstone Pre-School to attend a Parish Council meeting, but suggesting that such a presentation from the group might be more appropriate in a few months' time.*

## 13. Request for permission to use Parish Council greens

*It was resolved that permission be granted for use of East Green and The Hagg for Cotherstone Fun Weekend sports event in June.*

## 14. Neighbourhood Plan

All policies are currently with Durham County Council's designated Planning Policy officer for review.

## 15. Finance

A paper had been circulated.

- a. *It was resolved to receive a report of receipts and payments from 1 April to 30 April and a bank reconciliation at 30 April 2018.*
- b. *It was resolved to authorise payments due.* Three further payments which had fallen due since the report was prepared were approved and will be recorded in the June finance report.
- c. *It was resolved to receive the internal audit report for 2017-18.*
- d. *Each clause of the Annual Governance Statement 2017-18 was reviewed and approved.*
- e. *It was resolved to approve the Accounting Statements for 2017-18.*
- f. *It was resolved to note the arrangements for completing the Annual Governance and Accountability Return, to publish the information required by the Accounts and Audit Regulations 2015 (on 1 June) and to note the period set for the exercise of public rights (4 June to 13 July).*

## 16. Parish Councillor vacancies

Statements of expressions of interest had been received from Mr Richard Green and Mr Tim Sabey. *Following the agreed selection criteria and process it was resolved that Richard Green and Tim Sabey both be co-opted to the Parish Council.*

## 17. To receive reports from representatives to external meetings

There were no reports to receive.

Meeting closed: 20.45pm