

Correspondence List for meeting dated 12 September 2018

| Ref | Date received | From | Subject | Note/comment |
|---|---------------|-----------------------|--|------------------------|
| <i>Note: CDALC = County Durham Association of Local Councils NALC = National Association of Local Councils SLCC = Society of Local Council Clerks</i> | | | | |
| 1 | 04/07/2018 | CDALC | New statutory guidance on investments — mandatory for councils with investments over £100k, recommended good practice for councils with investments over £10k. | |
| 2 | 04/07/2018 | CDALC | VAT Notice 749 - the process for reclaiming VAT by parish councils | |
| 3 | 04/07/2018 | CDALC | Reminder of the need to comply with all elements of the Transparency Code for Smaller Councils. | PC is fully compliant. |
| 4 | 04/07/2018 | CDALC | Advice that Durham County Council cannot just transfer allotments to parish councils who were in existence before 1999 (as was being proposed under an ongoing DCC Scrutiny Committee review). | |
| 5 | 05/07/2018 | CDALC | Advice about registering with Information Commissioner's Office (ICO). | PC is fully compliant. |
| 6 | 06/07/2018 | SLCC | Chief Executive's bulletin covering: ACAS Guidance on Overtime, joint call with NALC for government talks following the Ledbury case, call for more powers to deal with unauthorised traveller encampments, SSL certificates for websites (Google Chrome user implications), government grants for affordable housing. | |
| 7 | 09/07/2018 | SLCC | Details of SLCC National Conference, 10/11 October, Lincolnshire, price £365+VAT including accommodation | |
| 8 | 10/07/2018 | CDALC | Roadworks report w/c 7 July. Nothing new relevant to the parish. | |
| 9 | 10/07/2018 | CDALC | NALC Chief Executive's bulletin covering: news from Local Government Association Annual Conference, NALC speakers at various events, and call for information prior to Rural Isolation roundtable led by ministerial lead on loneliness. | |
| 10 | 10/07/2018 | CDALC | Invitation to attend Neighbourhood Protection event at County Hall, 18 July, 9am-3.30pm (drop-in to meet partners such as police, fire service, Gypsy Roma Traveller Service and others). | |
| 11 | 12/07/2018 | Durham County Council | Advance notice that provisional tax base and Local Council Tax Reduction Scheme for 2019/20 will be issued next week. | |
| 12 | 12/07/2018 | SLCC | Agenda for forthcoming branch meeting, 20 July, Shildon. Clerk sent apologies. | |
| 13 | 13/07/2018 | Eden District Council | Habitat Regulations Assessment Revision (2018) Consultation - Eden Local Plan 2014-2032, runs from 14 July to 4 August. Link provided to documentation. By default, Cotherstone Parish Council will be removed from Eden District Council Planning Policy consultation database on 31 August. Please let Clerk know if you still want to receive Eden Planning Policy notifications. | |
| 14 | 16/07/2018 | CDALC | Roadworks report w/c 14 July. Nothing new relevant to the parish. | |
| 15 | 16/07/2018 | DCC | Planning weekly list - 'Fox Hall - repaint all external windows and doors' listed as a submitted application, but Clerk confirmed by phone with DCC that this was permitted development and no application needed. | |

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| 16 | 16/07/2018 | CDALC | NALC Chief Executive's bulletin covering: news from All-Party Parliamentary Group on Local Democracy's AGM, NALC's National Assembly recent meeting, NALC Annual Conference details, Communities Week 2018 focus on housing. | |
| 17 | 16/07/2018 | DCC | Provisional tax base and Local Council Tax Reduction Scheme for 2019/20 information. | Will be discussed in November |
| 18 | 18/07/2018 | CDALC | Call for expressions of interest in Green Burials training. | |
| 19 | 18/07/2018 | Campaign to Protect Rural England | Summer 2018 newsletter for CPRE North East. 20-page PDF can be sent to cllrs on request to Clerk. | |
| 20 | 19/07/2018 | CDALC | Agenda for next Smaller Councils Forum, 26 July at Great Aycliffe. Clerk sent apologies. | |
| 21 | 20/07/2018 | SLCC | News covering: National Conference is in 'the North' (Humberside), with special rate of £75/day for councils who precept less than £75, 10-11 October; new tax powers for empty homes; Rural England survey on housing (closing date 3 September). | |
| 22 | 23/07/2018 | CDALC | Roadworks report w/c 21 July. Nothing new relevant to the parish. | |
| 23 | 23/07/2018 | DCC | Weekly planning list w/e 23 July. New new applications relevant to the parish. | |
| 24 | 23/07/2018 | CDALC | Town and Parish Councils Allotments consultation. For discussion at September meeting. | |
| 25 | 25/07/2018 | SLCC | Agenda for national conference, 10/11 October (Lincolnshire, £365). | |
| 26 | 30/07/2018 | CDALC | Request for orders of hard copy of Good Councillors' Guide 2018 edition. Orders needed by 10 August. | Clerk ordered 7 copies (approx. £3.33 each) |
| 27 | 30/07/2018 | CDALC | NALC Chief Executive's bulletin covering: Changes to Legal Briefing LO9-18 with amendments to Model Standing Orders issued in April 2018 (Clerk will check with last Standing Orders adopted and bring suggested changes to future council meeting); | Revised S.O. on agenda 12/09/18 |
| 28 | 30/07/2018 | CDALC | Preferred Options CDALC Presentation on County Durham Plan. Closing date for responses 3 August. | |
| 29 | 31/07/2018 | CDALC | Consultation on Draft County Durham Strategic Cycling and Walking Delivery Plan 2018-2028. | Email circulated to all cllrs 10/8/18 inviting comments by email before 31 August for collated PC response. Response submitted 5/9/18. |
| 30 | 31/07/2018 | Dark Skies Design Ltd | Request for inclusion in 'Local Businesses' listing on PC website | Actioned 10/8/18 |
| 31 | 31/07/2018 | Creative Play | Summer sales promotion | Filed and unsubscribed. |

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| 32 | 02/08/2018 | CDALC | Reminder of Councillor Training session 21 August. Likely to be cancelled unless more people sign up. | |
| 33 | 03/08/2018 | SLCC | News bulletin covering: warning about failure to contact external auditor; publication of the revised National Planning Policy Framework (which makes it easier for planning authorities to challenge poor quality and unattractive development, and gives communities a greater voice about how developments should look and feel); new eLearning modules (£10 per module, eg health and safety, data management); national conference details | |
| 34 | 04/08/2018 | Chair, Eggleston PC | To commemorate the centenary of the end of WW1, Eggleston PC is going to light a beacon (home made!) at the Whistle Crag view point at 1900. I am not sure what other councils are doing but we wondered if we could 'light along the dale'. Please would you ask the PC if they are considering something along the same lines' | For discussion at meeting 12/9/18 |
| 35 | 06/08/2018 | CDALC | Reminder that councillors cannot be employed by the Parish Council (eg. as Clerk) whilst serving on the council, or within 12 months they cease to serve as a councillor. | |
| 36 | 07/08/2018 | CDALC | NALC Chief Executive's bulletin covering: magazine interview with Secretary of State for Communities and Local Government; updated GDPR toolkit; NALC invited to roundtable discussion on rural buses; annual conference information; Princes Countryside Fund report 'Recharging Rural'; two new government funds - Building Connections Fund and Integrated Communities Innovation Fund. | |
| 37 | 07/08/2018 | CDALC | Report that NALC research has found that local (parish and town) councils would support a single code of conduct that could be used by all local authorities. | |
| 38 | 07/08/2018 | CDALC | Request to share information/policy on village green management agreements, taking over the village green or PC control of village greens (for another PC considering entering into such an agreement). | |
| 39 | 08/08/2018 | CDALC | Offer of free furniture for community centres. | |
| 40 | 08/08/2018 | CDALC | Invitation to suggest a theme(s) for a half-day conference to strengthen the relationship between DCC and parish councils. Ideas so far are 'the Durham Ask' (parish council can request DCC to allow it to run a service or take over an asset), and social media. Let clerk know of any further ideas to forward. | |
| 35 | 09/08/2018 | CDALC | Request to share information on monument management (5-yearly inspection of war memorials etc) and the need for inspections to be carried out by qualified staff and in pairs. Spennymoor Town Council investigating whether training staff or buying-in the service would be most effective. | |
| 36 | 09/08/2018 | DCC | Link to Durham County Council's Overview and Scrutiny Annual Report 2017/18. Can be forwarded to cllrs on request. | |
| 37 | 13/08/2018 | CDALC | Note that CiCLA registration fee rises from £250 to £350 from 1 October 2018. | |
| 38 | 14/08/2018 | CDALC | Briefing from DCC's Senior Forester about woodland thinning as part of Woodland Management Plan 2013-2033. Upcoming work is 'in the centre of the county'. Plan and Map of sites can be forwarded to councillors on request to Clerk. | |

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| 39 | 14/08/2018 | CDALC | Reminder of training session 6 September at Shildon for Council Chair training (for chairs, vice-chairs or councillors interested in chair role in future). | |
| 40 | 15/08/2018 | CDALC | Action notes from DCC's Local Councils Working Group - the four times a year opportunity for parish councils to meet with senior members and officers from DCC to discuss strategic issues. DCC's deputy leader, the cabinet member responsible for parish council engagement and others. Can be forwarded on request to Clerk. | |
| 41 | 16/08/2018 | CDALC | Notes of praise from NALC for the government's newly released document 'Civil Society Strategy: building a future that works for everyone' - supporting onward devolution to communities eg in taking ownership of local assets such as community buildings, open spaces. DCC's 'Durham Ask' is the process by which parish councils could get more involved in maintaining vital services, community spaces etc. | |
| 42 | 16/08/2018 | CDALC | Request to ask councillors to complete a very simple NALC survey on councillor training. | Email forwarded to all cllrs 18/8/18 |
| 43 | 16/08/2018 | SLCC | Early bird offer of £75per day for National Conference in Lincolnshire 10/11 October | |
| 44 | 17/08/2018 | Sutcliffe Play | Sales approach for play area products and services | |
| 45 | 17/08/2018 | SLCC | News that government has decided to defer the setting of referendum principles for town and parish councils for three years, conditional upon the sector continuing to use restraint in Council Tax increases. In 2018/19 the average Band D parish precept increased by 4.9% (£3.02), the lowest year-on-year increase since 2015/16. | |
| 46 | 20/08/2018 | CDALC | Following recent debate about use of Glyphosate weedkiller, NALC passed out information about Glastonbury Town Council banning its use in 2015. No government advice. Parish Councils to make their own decisions about using it. | |
| 47 | 20/08/2018 | DCC Planning | Weekly new planning applications list. Nothing new relevant to the parish. | |
| 48 | 24/08/2018 | DCC | Weekly planning list w/e 23 August. New new applications relevant to the parish. | |
| 49 | 28/08/2018 | CDALC | Roadworks report w/c 18 August. Nothing new relevant to the parish. | |
| 50 | 29/08/2018 | Came & Company | (Insurer to this PC). Rep will be attending the SLCC event on 19 September which Clerk will be attending. They would like to address topical, real, local issues and so welcome questions. | Any questions to raise? |
| 51 | 29/08/2018 | CDALC | Details of two training sessions: Clerks Training Session (agendas and minutes, your data mountain, exclusion of people from meetings, risk assessments etc), 25 September at Peterlee, £27; Councils and Councillors - how to avoid becoming entangled in bullying and harassment, 16 October, Peterlee, free of charge. | Clerk to attend on 25/9, with cost and time shared three-ways? |

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| 52 | 30/08/2018 | SLCC | Autumn 2018 newsletter: local branch has nominated 4 people for national awards; next branch meeting is AGM at Horden on 5 October; opportunity to meet over buffet lunch with officers from Information Commissioner's Office to give views and comments on GDPR (Great Aycliffe, 17 September); Regional Training Seminar 19 September, Darlington (Clerk attending with free place); forthcoming training 'Managing Meetings, Paper and Leaving!' 25 September, Peterlee; national conference 10/11 October in Lincolnshire; new edition of 'The Yellow Book' (the key legal textbook for parish councils) coming out soon at £104 for members. | |
| 53 | 30/08/2018 | CDALC | Invitation to meet with two Information Commissioner's Office reps, 17 September at Great Aycliffe to give views, ask questions about GDPR | |
| 54 | 30/08/2018 | CDALC | Final round of Armed Forces Covenant Fund open now - funding for up to 10 silhouettes. Organisations must plan an event for November, maybe involving local veterans, young people etc, reflecting on the Armistice and thinking about the Armed Forces today. | |
| 55 | 30/08/2018 | CDALC | Request to share information about PCs' experiences of damage/vandalism to play areas and measures taken to reduce this — from Staindrop PC Clerk | |
| 56 | 31/08/2018 | SLCC | Notice of AGM, 11 October during the Society's National Conference at Brigg | |
| 57 | 03/09/2018 | CDALC | Roadworks report w/c 1 September. Nothing new to report in the parish. | |
| 58 | 03/09/2018 | CDALC | NALC Chief Executive's bulletin covering: news from The Charter for Trees, Woods and People (joint project of NALC and The Woodland Trust); Rural Community Ownership Awards (call for nominations of rural community businesses); details of forthcoming NALC committee meetings. | |
| 59 | 03/09/2018 | CDALC | Closing a street for a community event: link to latest guidance issued by the Ministry of Housing, Communities and Local Government. | Clerk can forward the link to anybody interested. |
| 60 | 03/09/2018 | DCC | Weekly planning list w/e 2 September. New new applications relevant to the parish. | |
| 61 | 03/09/2018 | Resident A | Letter of concern about trespass on private land | For discussion at meeting 12/9/18 |
| 62 | 04/09/2018 | CDALC | Request to share information about Cemetery Waste Disposal contacts - West Rainton PC. | |
| 63 | 04/09/2018 | CDALC | Reminder and encouragement to sign up for Clerks' training session 25/9 (as at item 51 above) | |
| 64 | 04/09/2018 | DCC Section 106 | Letter requesting PC comments on application submitted by Play@Cotherstone for funds for outdoor tabletennis table. | For discussion at meeting 12/9/18 |
| 65 | 04/09/2018 | CDALC | Request to share information about accountancy software packages suitable for PC work - for Hetton Town Council | |