

Cotherstone Parish Council

Correspondence List for meeting dated 14 February 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	02/01/2018	CDALC	NALC Legal Briefing concerning General Data Protection Regulations and appointment of Data Protection Officer	Agenda item at February meeting
2	03/01/2018	CDALC	Details of clerk vacancy for Brandon & Byshottles Parish Council, closing date 19/1	
3	04/01/2018	CDALC	Update on General Data Protection Regulations from Information Commissioner	Agenda item at February meeting
4	04/01/2018	CDALC	New documentation for Annual Return and Audit	Agenda item at February meeting
5	08/01/2018	CDALC	Roadworks report w/c 6/1/18. Nothing new affecting the parish.	
6	08/01/2018	DCC	Weekly planning list for w/e 7/1/18. Nothing new relating to the parish.	
7	08/01/2018	noticeboardsonline	Sales literature.	Filed.
8	08/01/2018	Primary Care Supplies	Defibrillator sales literature.	Filed.
9	08/01/2018	CDALC	Press release about proposed 7.09% increase in council tax to fund Durham Constabulary for 2018/19 and how to comment on the proposal (deadline 31/1)	Reported verbally at meeting 10/1
10	08/01/2018	Shivercasting	TV production company calling for grandparents with adult grandchildren for documentary filming, together with poster for noticeboard.	Considered at meeting 10/1
11	09/01/2018	DCC Licences	Notice of extension to closure of Footpath 75 (from Balder Bridge towards Pound House), effective from 20 January for three months	Reported verbally at meeting 10/1
12	09/01/2018	CDALC	Details of free training session with new external auditors (Mazars).	Reported verbally at meeting 10/1
13	10/01/2018	CDALC	Appeal for details of accountants used by PCs - for Bishop Auckland Town Council	
14	10/01/2018	CDALC	Diary dates for Allotments training and for Bullying and Harrassment	Reported verbally at meeting 10/1
15	10/01/2018	CDALC	Details of MailChimp training day in Newcastle, cost £95	Not considered relevant/worthwhile
16	11/01/2018	CDALC	Call for agenda items for Smaller Councils Forum meeting 22 February	
17	11/01/2018	Kingfisher Visitor Guides	Advertising sales approach for 'Welcome to Durham Tees Valley' visitor book. Rates start at £545 for a half page advert in the A4 hard-backed book (which is placed in hotel bedrooms inc. Headlam Hall, Jersey Farm, The Morritt) and ebook publication.	Full details and sample of book available on request from Clerk.
18	11/01/2018	CDALC	Notice of next Neighbourhood Plan Working Group - 28 February, 10am at Great Aycliffe Council offices. DCC Planning staff will present the process for the (restarted) County Durham Plan and answer queries about Neighbourhood Plans.	Does a councillor wish to attend?
19	15/01/2018	CDALC	Final call for Transparency Fund applications.	
20	15/01/2018	CDALC	Roadworks report w/c 13/1/18. Nothing new affecting the parish.	

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21	15/01/2018	CDALC	NALC's Chief Executive Bulletin covering: new government appointment (including Rishi Sunak MP for Richmond as Local Government Minister), General Data Protection Regulations (including Information Commissioner agreement with NALC that Clerk/RFO cannot be the Parish Council's Data Protection Officer), annual Lobby Day (20 March) to raise profile of local council sector with MPs.	
22	15/01/2018	noticeboardsonline	Sales literature.	Filed.
23	19/01/2018	CDALC	Roadworks report w/c 20/1/18. Nothing new affecting the parish.	
24	19/01/2018	CDALC	Document containing comments and responses on the review of the Charter between Durham County Council and local councils. No movement on PC's being given direct officer contacts (only general details for departments); no movement on the request that pre-planning applications are notified to PCs; no movement on extending the statutory 21 days for planning consultations; but agreement that the language of the revised Charter will be more user-friendly.	2-page document can be forwarded on request to Clerk.
25	19/01/2018	B & C Shelters	Sales literature for bus shelters.	Filed.
26	22/01/2018	CDALC	Request for information for Framwellgate Moor PC about online banking experience	
27	22/01/2018	CDALC	Notice that S Hannon from Gainford PC and J Corrigan from Belmont PC won the draw from 44 nominations to attend the Buckingham Palace Garden Party on 5 June.	
28	23/01/2018	CDALC	Details of CiCLA Mentoring course for 2018 (14 and 15th March, Shildon). £170 per council with budget <£100k.	NB. Clerk has registered for this, as previously discussed (Middleton/Newbiggin has agreed to pay). The qualification is also open to councillors. Full details can be provided on request.
29	23/01/2018	CDALC	Notification of successful application to Transparency Fund (£586.64), followed by cheque received 25/1/18.	
30	24/01/2018	CDALC	Request for information for Middleton St George PC on experience of installing adult play/exercise equipment	
31	24/01/2018	CDALC	Reminder about preparation for Annual Return and the need for an annual Governance Review. Reference made to pp-51-55 of Good Councillor Guide to Finance and Transparency.	Copies of Good Councillor Guide to Finance and Transparency (68pp, but very easy to read) can be provided to councillors - either hard copy or as PDF.
32	25/01/2018	willyweather.eu	Details of (free) website widget to inform users of infrequent major weather events (eg. flood warnings, strong winds), targeted to Cotherstone location.	Is this something councillors would like on the website?
33	25/01/2018	PCS-UK	Sales literature for defibrillators	Filed.

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34	25/01/2018	CDALC	Reminder to call the annual Parish Meeting between 1 March and 1 June. "The parish meeting can be a useful tool for parish councils to inform their electorate of the activities the parish council has undertaken in the previous twelve months and what budget it has set for the next twelve months and also how it intends to spend it etc. Your council could offer a similar opportunity to other groups from within your parished area." NALC Legal Notes on Parish Meetings and Parish Polls both filed.	Can a date be set now for the Annual Parish Meeting?
35	25/01/2018	CDALC	Contractor directory for Parish Councils, eg. internal audit, HR services, insurance, shelters etc	Filed for reference.
36	25/01/2018	CDALC	NALC National Assembly paper summarising work on GDPR.	Informed paper put to PC meeting 14/2/18
37	26/01/2018	Durham County Council	Details of consultation (14/12/17 to 5/2/18) on North of Tyne Devolution Deal and consultation events.	Decision by Clerk not to circulate further.
38	28/01/2018	CPRE	Campaign to Protect Rural England Newsletter Winter 2017/18.	PDF can be forwarded to councillors on request to Clerk.
39	31/01/2018	Playforce	Launch of Playnetics interactive equipment for ICT-related play and learning	Filed.
40	31/01/2018	DCC - Street Naming and Numbering Officer	Response to queries raised at PC 10/1/18. a) Generally, Council Policy to install nameplates in adopted public highway wherever possible. 3-page specification and installation guidelines provided (can be forwarded to councillors on request to Clerk). b) Nicholson Terrace - installed in line with policy and provides ample safe passing space for pedestrians including wheelchair, pushchair and mobility scooter users. c) Hawcroft Lane - a replacement, double-sided sign, spelled Hawcroft Lane, will be installed. Permission was not sought from PC as the grassed area is adopted public highway (copy of plan provided).	
41	31/01/2018	DCC	Commons Registration Act - amendment to Register for Unit CL1075, entry 117 (as previously discussed by PC). Advice that no objections were received within the notice period, so a copy of the amended entry has been supplied.	
42	05/01/2018	PCS-UK	Sales literature for defibrillators	Filed and unsubscribed.
43	06/02/2018	Zurich Insurance	News of Zurich's 'Community Insurance Helpline' for non-for-profit organisations and community groups looking for help, support and guidance, with 10% of first year insurance cover.	Filed and can be forward to any contacts councillors think appropriate.