

COTHERSTONE PARISH COUNCIL

Minutes of the Parish Council held in Cotherstone Village Hall on Wednesday 12 September 2018 at 7.00pm

In attendance:	Cllr Richard Hunter (Chair), Cllr Jenny Watson, Cllr Richard Green, Cllr Tim Sabey, Cllr Robin Quick
Absent:	Cllr John Birkett, Cllr Alan Thorn
Public:	None
Clerk:	Judith Mashiter
1. Approval of apologies for absence	<i>As Cllrs Birkett and Thorn had submitted apologies due to being on holiday, it was resolved that their absences be approved.</i>
2. Declarations of interest	None
3. Requests for dispensations	No requests had been received.
4. Minutes	Draft minutes of the Parish Council meeting held 11 July 2018 had been circulated. <i>It was resolved that the minutes of the Parish Council meeting held 11 July 2018 are an accurate record.</i>
5. Public participation	No public were present.
6. Update on progress of actions and resolutions	An action log updated 5 September 2018 had been circulated. <ul style="list-style-type: none">• Clerk to remind Durham County Council about request for strimming/cutting back of footpath between Hawcroft Lane and East Green.• Noted that sycamore branch blocking footpath immediately behind Methodist Chapel was removed on 31 August.• Clerk to liaise with Mark Armstong about website, with hosting remaining with him, but maintenance/support element removed and Clerk taking responsibility for that.
7. Planning matters	None.
8. Correspondence	A list of correspondence received had been circulated and was noted, with following actions: <ul style="list-style-type: none">• Clerk to remove the Parish Council from circulation list with Eden District Council• No response necessary to Durham County Council survey on Town and Parish Council allotment management• Clerk to respond to Resident A advising that the matter is nothing to do with the Parish Council but is between the landowner and other parties• A letter giving support to Play@Cotherstone's Section 106 application had already been supplied• No particular questions to raise with Came & Company at forthcoming SLCC training event.• Note that Clerk is not now able to attend the Clerk's Training Session on 25 September.• (Late item) Clerk to respond to Resident B advising that watercress will be removed from the East Green stream before the end of September.• (Late item) Clerk to respond to Amey with Parish Council permission for tree/vegetation work on The Hagg to alleviate electrical network hazard.
9. Cemetery matters	<ul style="list-style-type: none">• Clerk reported that recent interest in purchasing a dual plot in Garden of Remembrance hadn't been taken up.• Row number realignment still pending.
10. Allotment matters	

Noted that Klondike Plot 8a has been strimmed and is tidy.

Clerk to remind Richard Toward to do the contracted work at Klondike, and to request that he spends an extra hour (at £12ph) to cut from the gate all the way up, and the car park area as well (marked on map for clarity).

Item on Allotments at October meeting to include suggestion of contacting allotment holders to check whether they wish to continue next year.

11. General maintenance of the village environment

- Bus shelter requires painting. Cllr Green to speak to three potential contractors and ask them to email a quotation to the Clerk who will then seek a decision from councillors via email.
- Cllr Watson will remove the potted planter at the bottom of West Green.
- Noted that if planting is to be a feature at the Cotherstone village sign on the approach from Lartington, then cutting of the grass in front of it will need to be included in the grass cutting contract.
- Cllr Hunter to instruct J&JG Gill & Son to cut back overhanging vegetation on the path from Hagg House to the river, and to cut the grass on the Hagg for a second time.
- Clerk to report problem with paving stones and kerbs between the shop and Fox Hall to Durham County Council.
- Clerk authorised to purchase poster holders to improve appearance of Parish Council noticeboard outside Methodist Chapel (cost approx. £43)
- Clerk to obtain prices/designs for new, recycled plastic noticeboard for east end of the village, near telephone box, for discussion at October meeting.

12. Governance

Complete draft policies had been circulated.

- It was resolved to adopt the draft revised Standing Orders without further revision.*
- It was resolved to adopt the draft Training and Development Policy without revisions.* Noted that Clerk will prepare a training session for new councillors in early 2019.
- It was resolved to adopt the draft Equality Policy without revisions.*
- It was resolved to adopt the draft Grant Awarding Policy with a minor amendment to paragraph 9 specifying that any decision will be made by full council excluding any councillor who has declared an interest in an applicant organisation.*
- It was resolved to adopt the draft Disciplinary Policy without revisions.*
- It was resolved to adopt the draft Grievance Policy without revisions.*
- It was resolved to adopt the draft Publication Scheme with amendments relating to Parish Plan (2006), bus shelter at The Close and Burial Register search charges.*

13. Neighbourhood Plan

Cllr Hunter reported that comments have been received from Durham County Council and re-writing and tweaking of the policies is now underway. The Cotherstone plan is 'ahead of the game' with regard to Valued Landscapes as featured in the newly released National Planning Policy Framework. The Group next meet in late September/early October, facilitated by Durham County Council's Heritage officer. Cllr Sabey requested information about the background and longevity of the Neighbourhood Plan and was advised that private and corporate donations had helped to keep the project moving when grant money ran out, and he was assured that care was taken over potential vested interests. It is hoped that the Plan will be finished before Spring 2019.

14. Finance

A paper had been circulated.

- It was resolved to receive a report of receipts and payments from 26 June to 31 August and a bank reconciliation at 31 July 2018.*
- It was resolved to authorise payments due, with an amendment noted that salary payments due were for August and September, not July and August as stated on the paper, and with the addition of payments of £500 to Planning Advice Plus and £600 to A R Toward.*

15. Reports from councillors

Cllr Watson asked that Clerk report to Durham County Council potholes outside Lambeth House and at The Hagg.

Meeting closed: 8.17pm