

# COTHERSTONE PARISH COUNCIL

Minutes of the meeting held in Cotherstone Village Hall  
on Wednesday 14 March 2018 at 7.00pm

In attendance:	Cllr John Birkett (Chair), Cllr Alan Thorn, Cllr Richard Hunter
Absent:	Cllr Jenny Watson
Public:	None
Clerk:	Judith Mashiter
<b>1. Approval of apologies for absence</b>	<i>As Cllr Watson had submitted apologies due to family illness, it was resolved that her absence be approved.</i>
<b>2. Declarations of interest</b>	None,
<b>3. Requests for dispensations</b>	No requests had been received.
<b>4. Minutes of the meeting held 14 February 2018</b>	Draft minutes had been circulated. <i>It was resolved that the minutes of the meeting held 14 February 2018 are an accurate record.</i>
<b>5. Public participation</b>	None
<b>6. Update on progress of actions and resolutions</b>	An action log updated 5 March had been circulated. Clerk further updated and there was discussion: <ul style="list-style-type: none"><li>• A copy email from County Councillor Richard Bell to Keith Jameson, Traffic Asset Manager, expressed dissatisfaction with the position that the County Council does not have sufficient resources to consult with Parish Councils over street naming and numbering issues, even by email.</li><li>• Outstanding highways issues, and the lack of helpful information about progress continues to be a problem. <i>It was resolved that the Clerk write to Durham County Council Chief Executive to pursue this.</i></li><li>• It was noted that the footbridge over Wilden Beck (FP65) needs no attention.</li></ul>
<b>7. Planning matters</b>	<p>a. A draft Planning Policy had been circulated. <i>It was resolved to adopt the Planning Policy with no revisions.</i></p> <p>b. <i>It was resolved to make no submission in response to planning application DM/18/00446/VOC, variation of condition 4 (windows and doors) pursuant to permission DM/15/00181/FPA, at land to rear of The Poplars, Cotherstone DL12 9QB.</i></p> <p>c. A summary listing of planning applications had been circulated and was noted.</p>
<b>8. Allotment matters</b>	<p>a. Clerk reported that only one allotment rent for 2018 was outstanding – that of Tim Sabey. It was agreed that Cllr Hunter will chase this.</p> <p>Clerk read correspondence sent to Fiona Addison on 16 February and a response received by email on 11 March. <i>Following discussion, it was resolved to accept the handover details for The Close Plot 3, with the shed remaining and the key available to new tenant Martin Meggs, with no further correspondence with Fiona Addison. It was resolved a reminder will be sent to each tenant in mid-December each year detailing the amount and due date for allotment rents.</i></p> <p>b. Two quotations had been received for wall repairs at The Klondike. <i>It was resolved to accept the quotation from RGW Thompson of £196 to repair 7 metres of dry stone wall at The Klondike allotments.</i> Cllr Birkett will contact the contractor, and the Clerk will contact the contractor whose quote was not accepted.</p>
<b>9. Correspondence</b>	<p>A list of correspondence received had been circulated.</p> <p>Arising from discussion:</p> <ul style="list-style-type: none"><li>• Correspondence relating to Pennine Journey accommodation guide will be passed to the Fox &amp; Hounds.</li><li>• <i>It was resolved not to invite a police representative to attend a Parish Council meeting at the current time.</i></li></ul>

- *It was resolved not to make a donation to County of Durham School Benevolent Fund.*
- A request had been received to use the Parish Council lawnmower for churchyard grass cutting. *It was resolved that, since the Parish Council no longer require its maintenance equipment, the lawnmower be gifted to the Parochial Church Council (with the offer of storage, free of charge, at the Hearse House) and the strimmer scrapped.* Clerk will contact Jeff Lynn and Gerry Thwaites.
- Clerk announced details of the next Teesdale Action Partnership board meeting, on 21 March, 6-8pm at Ingleton Village Hall, with presentations on the Auckland Project and Care Navigation in the health service.
- *Following the recent resignations of Cllrs Rabbitts and Gill, it was resolved that the Clerk write letters of thanks to each.*

#### 10. Neighbourhood Plan

Cllr Hunter reported that all draft policies are now with the planning consultant, who has a meeting arranged at the end of March with Durham County Council officers to discuss. A newsletter is due out shortly. The previous Village Design Statement has been revised and will soon be published on the Parish Council website as Cotherstone Neighbourhood Plan Good Design Guide.

#### 11. Governance

- Draft revised Standing Orders had been circulated. *It was resolved to defer discussion of draft revised Standing Orders until the April meeting.*
- Draft Financial Regulations had been circulated. *It was resolved to defer discussion of draft Financial Regulations until the April meeting.*
- Clerk gave a verbal update on preparations for the introduction of General Data Protection Regulations (GDPR), clarifying that for data processing which is part of normal council management (eg. holding lists of councillors, managing allotment tenants or contractors) the council does not need to gain specific consent for that action. Using the NALC-commissioned GDPR toolkit, a Consent Form and General Privacy Notice has been prepared. A role-holder Privacy Notice is to be prepared, a data audit completed, a Subject Access Request policy and a Privacy Policy drafted and a template of a register for processing activities prepared.

#### 12. Finance

A paper had been circulated.

- It was resolved to receive a report of receipts and payments from 16 January to 16 February, and to authorise due payments. It was resolved to approve a payment of £1,250 to Planning Advice Plus for consultancy support for the Neighbourhood Plan.*
- Clerk presented figures on insurance options, which could result in a saving of 19% (£87.30) over 2017/18 insurance costs. Councillors discussed and clarified the cover and premium. *It was resolved to withdraw from the long term agreement with Zurich (suffering a penalty of £22.41) and insure from 1 May 2018 through Came & Company with a premium of £346.69 including tax, administration fee and 5% 3-year binding agreement discount.*
- Following detailed discussion of the draft budget for 2018/19 it was agreed to approve the budget for 2018/19, with an expenditure of £196 included for Klondike wall repairs, the clerk's salary budget revised to £2,169 and the insurance budget revised to £346.69.*

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

There were no reports to receive.

Meeting closed: 20.55pm