

## COTHERSTONE PARISH COUNCIL

**Notes of a Meeting of Cotherstone Parish Council, held on Wednesday, 13 April 2016 at 7:00pm in Cotherstone Village Hall.**

**PRESENT:** R Hunter (Chairman), J Watson, D Rabbits, K Harrow, J Gill, J Birkett and A Thorn  
In attendance: L Gill (Clerk) and K Towler  
RH reported that KT would be taking the notes of this meeting instead of LG

**DECLARATION OF INTEREST** – JW and DR – cutting of village greens.

**APOLOGIES FOR ABSENCE** - None

**MINUTES OF THE MARCH MEEETING** – These had been circulated, taken as read and signed.

### **MATTERS ARISING**

**Annual Audit:** LG reported that she had received documentation which needed to be completed by 31 December, 2016 requesting details of the auditor. LG to check with C Butler regarding carrying out future PC audits.

**Bog Field water level:** RH reported that the water level had dropped by 8 or 9 feet.

**Drainage outside West Park:** JB reported that this was fine at the present time.

**Trees on the Teesdale Way between Balder and Tees footbridges** – An update was given that these trees were to be removed by winching them up the bank to Thwaite Hall.

**Bin beside seat near Balder bank** – DCC still had not brought the bin back.

**Brook House Cafe** – Car parking sign was still outstanding.

**Neighbourhood Watch** – K Harrow reported that he was in the process of arranging a meeting.

**Grass Cutting:** Grass cutting had commenced.

**Blocked drains outside Mere Beck Farm, Baldersdale and Booze Wood Road** – still outstanding.

**Website-** LG reported that this had been updated.

**Streetlight outside Cleveland House** – Repaired.

**Footpath between Branton Cottage and Old Byre** – JW reported that gravel had been laid.

### **CLERK POSITION UPDATE**

RH reported on the circumstances since the last meeting.

LG is now leaving the village. LH had been contacted, but had declined the clerk's position.

KT had agreed to act as clerk for 3 months to help the PC out through the year end matters and the AGM process

RH reported that he had spoken to Alison Sabey and she has agreed to become the new clerk, as the PC needed someone to be village based owing to the burial board work. KT to cover the AGM, May and June meetings. AS to shadow KT for the June meeting, AS to clerk the July meeting with help from KT.

**Burial Board Matters** – JW to deal with any issues until AS can take over.

The Parish Council agreed the temporary arrangements until AS can take over the Clerk's position from the September meeting.

### **CEMETERY, GREENS AND ALLOTMENTS**

JW and DR declared an interest in any issues related to cutting of the grass and did not take part in any discussions.

**Parish Council Mower** – This had been repaired and serviced by C Watson, at no cost to the PC.

Letter of thanks to be sent – KT to action.

**Village Greens** – RH reported that the greens have had their first cut. It was noted that there were

some holes in the greens which required to be filled – DR to action.

### **CEMETERY ISSUES**

**Thompson Grave** – The work to the kerbstones was still outstanding.

**Guardhouse Grave** – LG reported on the details for the memorial stone but the letter colouring needed to be confirmed. The grave required levelling – LG to contact the undertaker.

**Allotments:** LG reported that she had updated the waiting list for allotments.

The Jowetts had made a request to place a shed and a greenhouse on their allotment – PC were in agreement, but it remains their ownership. They also wish to have a summerhouse on the allotment in the future – PC to discuss when further details were given.

**Kerbstones** - To remain an agenda item.

**PLAYAREA** – No issues to report.

### **FINANCE**

#### **Accounts for payment**

Liz Gill - £100 The PC agreed the payment.

**Year End Accounts:** LG reported that she had completed the year end accounts and the balance sheet.

The Annual Governance Statement for 2015/16 was read and the PC approved the Statement and this was signed.

The accounts to be handed to C Butler for auditing – LG to action.

The VAT re-claim form had been completed and submitted.

RH reported that as C Butler was to act as the PC external auditor, Jane Ayre to be asked as to whether she would carry out the Internal Audit – RH to action.

### **REPORTS FROM REPRESENTATIVES - None**

### **PLANNING MATTERS**

**DM/16/00769/FPA** – Erection of detached single storey annexe to rear of Greystones

The PC had raised no objections and the access was via the drive.

**DM/16/00771/FPA** – Erection of two glamping pods to the rear of Greystones

The PC recommended refusal as the glamping pods were within the conservation area and the access to the site was via the back lane.

**DM/15/02095/FPA** – The PC had received notification of Appeal regarding the land to the West of Four Winds.

**DM/15/02632/TCA** – Felling of a sycamore tree in Fitzhugh Court. RH reported it was understood that the TPO has been lifted and the tree to be felled.

### **NEIGHBOURHOOD PLAN**

RH gave an update on the plan. The Consultant was currently writing up the Housing Policy. A further Grant Application Form for £1000 had been submitted for payment for the Consultant.

As no newsletter had been issued since November, a further newsletter needed to be done to keep residents informed.

### **CORRESPONDENCE**

**List of Planning Applications:** LG had compiled a list of planning applications for future reference.

**Medals to Commemorate Queen's Birthday** – RH to contact the school and to inform Councillors of the number and costs involved and an order to be placed.

**School Governor Rep.** - An enquiry regarding whether the PC was organising an event to celebrate the Queen's 90<sup>th</sup> Birthday – no event planned.

**Barnard Castle Town Council** – B.C. Mayor would be travelling through the Parish, asking the

PC if there were any objection to the wearing of her chain of office – no objections raised.

**County Durham Plan** – The CDP had been scrapped and DCC had to start the process again.

**Northumbrian Water** – Notification that an anti terrorist fence around Lartington Treatment Plant was to be erected – PC raised no objections.

**Brook House** – Notification regarding the request for the removal of 4 trees. LG to reply informing them that all the trees within the Conservation Area are covered by TPO's For any felling of trees within a Conservation Area, an application had to be made to DCC.

**Citizens Advice Bureau** - Request for funding – PC declined

**Durham County Schools Benevolent Fund** – Request for funding – PC declined.

#### **ANY OTHER BUSINESS**

**Land for Sale – Dinsmore's Field** – JG informed the PC that there was 0.8 acre of land for sale and the piece in question was pegged out.

**Fun Weekend – 18 June** – JW enquired if the Fun Weekend Committee could use the Greens and the Hagg – PC agreed.

**Village Seats** - A resident had offered to tidy up and paint any of the village seats, if the PC purchased the materials. PC agreed.

**Burn House** – A planning application had been submitted – but no information available.

**Baldersdale Road – Potholes** - DR reported on potholes which needed attention – KT to action.

The PC wished to thank LG for all the work she had undertaken whilst in her position as Clerk and wished her well for the future. On behalf the the Parish Council, LG was presented with flowers and a card.

The meeting closed at 8:25PM