

# COTHERSTONE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Cotherstone Village Hall  
on Wednesday 8 May 2019 at 8.00pm

In attendance:	Cllr John Birkett (Chair), Cllr Jenny Watson, Cllr Richard Green, Cllr Richard Hunter, Cllr Alan Thorn, Cllr Tim Sabey
Public:	One local elector
Clerk:	Judith Mashiter
<b>1. Election of a Chair for the year 2019-20 and signing of declaration of acceptance of office</b>	<i>It was resolved that Cllr Birkett be elected as Chair for 2019/20.</i> Cllr Birkett duly signed the acceptance of office.
<b>2. Approval of apologies for absence</b>	All councillors were present.
<b>3. Declarations of interest</b>	None
<b>4. Requests for dispensations</b>	No requests had been received.
<b>5. Election of a Vice-Chair for the year 2019-20</b>	<i>It was resolved that Cllr Hunter be elected as Vice-Chair for 2019/20.</i>
<b>6. Reminder of the need for all councillors to review their Register of Interests</b>	Clerk reminded all councillors of their responsibility to check that their Register of Interests is up to date.
<b>7. Minutes</b>	Draft minutes had been circulated. <i>With the amendment of the resolution at item 13 (Noticeboard at east end of the village) to "It was resolved that Clerk investigate with Durham County Council whether it would allow the installation of a timber-framed noticeboard on the grass verge it owns near the telephone box", it was resolved that the minutes of the Parish Council meeting held 10 April 2019 are an accurate record.</i>
<b>8. Governance</b>	A paper had been circulated. <ol style="list-style-type: none"><li>Discussion took place on how best to annually review the large number of Parish Council policies. <i>Bearing in mind that the Standing Orders, Financial Regulations and Code of Conduct are perhaps the most important policies, it was resolved to review one of these plus one or two of the other policies at each council meeting throughout the year, generally in line with the anniversary of the policy's adoption, until all have been reviewed.</i> Agreed that as appropriate, councillors be provided with a link to the policy on the website rather than printed copy.</li><li><i>It was resolved that membership of the personnel/employment matters working group remains as Cllrs Birkett, Hunter and Watson.</i></li><li><i>It was resolved to note to contracts and other arrangements between the Parish Council and other authorities, not-for-profit bodies and businesses.</i></li><li><i>It was resolved that Cllr Watson replace Cllr Thorn as the Parish Council representative on Cotherstone Village Hall committee, that representation on the Neighbourhood Plan Group remain as at present, and to note that Cotherstone School no longer requires Parish Council representation.</i></li><li><i>It was resolved to approve subscription to the County Durham Association of Local Councils for 2019/20 and to approve a 19% contribution towards Clerk's membership of the Society of Local Council Clerks for 2019/20.</i></li><li><i>It was resolved to note expenditure during 2018/19 under Section 137 of the Local Government Act 1972 of £25.</i></li><li><i>It was resolved to hold parish council meetings on the second Wednesday of each month during 2019/20 (with the exception of August and December, when no meetings will be held) commencing at 7.00pm in Cotherstone Village Hall.</i></li></ol>
<b>9. Public participation</b>	The local elector did not wish to speak other than to comment that an issue regarding no street light at Gilmour Garth will be resolved privately as this is not a public highway.

## 10. Update on progress of actions and resolutions

An action log updated 1 May 2019 had been circulated. Following discussion:

- Tree inspections — reported that WS Hodgsons will be carrying out work on trees adjacent to/overhanging The Close allotments.
- Cemetery path — Robert Gill is preparing a quotation to remedy/repair the path near the yew tree.

## 11. Planning matters

A paper had been circulated.

- It was resolved to note the Parish Council response to application DM/19/00847/TCA considered prior to a meeting due to the response deadline.*
- It was resolved to note a summary of planning applications relevant to the Parish Council since April 2018.*

## 12. Neighbourhood Plan

Cllr Hunter reported that 'a blockage' which had prevented the consultant being focussed on the Cotherstone plan had now been removed and that progress should now be made.

## 13. Correspondence

A list of correspondence received had been circulated and was noted. Following discussion:

- (item 19) — No response will be made to the NALC consultation on a new vehicle operator licensing system
- (item 28) — No councillors wished to book for the full day training on 19 June in Yarm
- (item 29) — No response will be made for information on the appetite for community-led housing projects

## 14. Cemetery matters

No matters were raised by councillors which weren't covered elsewhere on the agenda.

## 15. Allotment matters

One allotment tenant has queried rent increase information provided in a letter sent in November from Clerk, with confusion between The Close and Klondike rents. Clerk will investigate and respond with clarification to all those affected.

## 16. Request for permission to use Parish Council greens

*It was resolved permission be granted to Cotherstone Fun Weekend to use East Green and The Hagg for sports events in June 2019. Agreed that Clerk ask Gills to cut the grass on The Hagg, if necessary, prior to the Fun Weekend.*

## 17. Finance

A paper had been circulated.

- It was resolved to receive a report of receipts and payments from 1 – 30 April and a bank reconciliation at 30 April.*
- It was resolved to authorise payments due as listed, with the addition of £13.77 to Teesdale Supply Store in respect of catering supplies for the Community Forum and with the amount of Clerk's salary corrected to £210.70.*
- Each clause of the Annual Governance Statement 2018-19 was reviewed and approved, and the form duly signed.*
- It was resolved to approve the Accounting Statements for 2018-19 and the form was duly signed.*
- It was resolved to note the arrangements for completing the Annual Governance and Accountability Return, to publish the information required by the Accounts and Audit Regulations 2015 (on 2 June) and to note the period set for the exercise of public rights (3 June to 12 July).*

## 18. Reports from councillors

- Cllr Sabey reported that the council's website is not fit for purpose and is currently not accessible. Clerk committed to resolving the access problem (technical) as soon as possible and to looking at a re-design/full review of the site over the next six months.
- Cllr Sabey advised that he will continue to attend meetings and carry out council work whilst undergoing medical treatment over the next six months, but asked for councillors' forbearance.
- Cllr Thorn had advised the Chairman and all councillors that, with effect from this day, he had tendered his resignation. Councillors expressed appreciation to Cllr Thorn for valuable input over his 20+ years of service.

Meeting closed: 9.05pm