

THE MINUTES OF THE ANNUAL MEETING OF THE WHEATLEY HILL PARISH COUNCIL

HELD ON MONDAY 13 MAY 2019

Present: Councillors Mrs E Carr, Mrs M Goyns,
B Miller, J Miller, Mrs L Stewart, Mrs C Stogdale
and Mrs L White

Apologies: Councillor E Goyns

1 ELECTION OF CHAIR

RESOLVED that Councillor J Miller be elected Chair of Wheatley Hill Parish Council for the ensuing year.

Councillor Miller accepted the office of Chair and thanked Members for their confidence in him.

Councillor Miller outlined to Members what he saw as the Parish Councils priorities for the forthcoming year which included the Allotment site; the Cemetery and in particular the repair of the paths as well as a possible extension to create additional space and to continue to work in partnership with the Community Centre by providing help and support where possible.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Mrs E Carr be appointed Vice-Chair of Wheatley Hill Parish Council for the ensuing year.

3 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Mr G Fletcher be appointed Internal Auditor to Wheatley Hill Parish Council for the ensuing year.

4 APPOINTMENT OF SCHOOL GOVERNORS

RESOLVED that Councillor J Miller be appointed to serve as School Governor to St Godric's Primary School.

5 APPOINTMENT TO SUB-COMMITTEES

RESOLVED that the following appointments be made:-

Cemetery Sub-Committee
Councillors Mrs E Carr, Mrs M Goyns and Mrs C Stogdale

Allotment Sub-Committee
Councillors B Miller, J Miller and Mrs L White

6 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to serve as representatives of the Parish Council on the external bodies listed for the forthcoming year:-

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Area Action Partnership
Councillor J Miller

Citizens Advice County Durham
Councillor Mrs L Stewart

County Durham Association of Local Councils
Councillors J Miller and Mrs L Stewart

Durham Rural Community Council
Councillor Mrs L Stewart

East Durham Association of Town and Parish Councils
Councillors Mrs E Carr, B Miller and J Miller

Patient Participation Group
Councillor Mrs M Goyns

Wheatley Hill Community Association
Councillors J Miller and Mrs L White

Wheatley Hill Steering Group
Councillors B Miller and J Miller

7 DATE AND TIME OF ORDINARY MEETINGS OF WHEATLEY HILL PARISH COUNCIL

RESOLVED that meetings of Wheatley Hill Parish Council be held on the second Monday of each month commencing at 6.00pm, with the exception of August where no council meeting will be held due to recess. Meeting dates were subject to change with the consent of the Chair of the Parish Council.

8 THE MINUTES OF THE LAST MEETING held on 8 April 2019, a copy of which had been circulated to each Member, were approved and signed by the Chair.

9 POLICE

The Clerk reported that since the last meeting there had been 125 incidents reported which included 8 burglaries, 3 vehicle crimes, 4 criminal damage and 12 incidents of anti-social behaviour.

Members were advised that year to date crime was up 26% and anti-social behaviour was down 35%.

RESOLVED that the information given, be noted.

10 COUNTY COUNCILLORS REPORT

The Chair welcomed County Councillor J Grant who provided an update on the following issues:-

- Front Street – A “deep clean” of the area had been undertaken and completed the works on the Front Street
- Youths congregating on the Front Street and leaving litter
- Proposed summer bedding planters on the barriers at Vincent’s Corner
- Potholes throughout the village that had been reported to Durham County Council
- Streetlight at Marley Fields

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- New development at Quetlaw Road
- Moor View – enforcement issues
- Fencing to be erected at Stoker Crescent and Ryan Terrace

RESOLVED that the information given, be noted.

11 CORRESPONDENCE

(1) Request for Financial Assistance

The Clerk reported the receipt of a request for financial assistance from Alice House Hospice.

RESOLVED that no donation be made.

(2) Letters of Thanks

The Clerk reported the receipt of the following letters of thanks.

Greenhills Centre – Meals on Wheels
Citizens Advice County Durham
1st Wheatley Hill Rainbows

RESOLVED that the information given, be noted.

(3) Wheatley Hill Steering Group

The Clerk reported that the next meeting of the Steering Group would be held on 30 May 2018 at 1pm in Wheatley House.

RESOLVED that the information given, be noted.

12 PLANNING

Approvals

DM/18/03601/VOC – Variation of condition 2 of ref: DM/15/01088/FPA to allow an increase in the size of the clubhouse at Greenhills Farm Cottage, Wheatley Hill, Durham DH6 3QS

DM/19/00621/FPA – Erection of two and single storey extension to rear at Braelea, Durham Road, Wheatley Hill, Durham DH6 3LJ

DM/19/00740/FPA – Single storey extension to side at 12 Quilstyle Road, Wheatley Hill, Durham DH6 3RF

RESOLVED that the information given, be noted.

13 HEAD GROUNDPERSONS REPORT

The Clerk reported that routine work had been undertaken in the Cemetery and around the village since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

14 CLERK'S REPORT

(1) Allotments/Stable Blocks

(a) Applications

The Clerk reported the receipt of an application for an allotment.

RESOLVED that application 2/2019 be accepted onto the waiting list for an allotment

(b) Allocations

The Clerk reported that at the last meeting allotment 14 was allocated to applicant 1/2019. The applicant declined the offer and it was suggested the plot be allocated to applicant 2/2019.

Members were advised that the tenant of allotment 4 had requested that the tenant of allotment 6 be added to the tenancy of allotment 4.

RESOLVED that;

(i) Allotment 14 be allocated to applicant 2/2019

(ii) the tenant of allotment 6 be added to the tenancy of allotment 4

(2) Internal Audit Report for the Year Ending 31 March 2019

The Clerk reported the receipt of the internal audit report for 2018/2019 undertaken by Mr G Fletcher.

Members were advised that every smaller authority in England that received either gross income or expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR was made up of 3 sections along with an annual internal audit report which was to be completed by the Parish Council's independent internal auditor, who was to give an opinion of the Parish Council's internal controls, details of which were outlined to Members.

The internal audit concluded that all the key controls contained within the internal audit section of the AGAR were examined and found to be working satisfactory.

RESOLVED that the internal audit report for 2018/2019 be accepted.

(3) Annual Governance and Accountability Return for the Year Ending 31 March 2019

The Clerk reported that a report, which reviewed the effectiveness of the council's internal controls had been prepared to support the Annual Governance Statement, details of which were outlined to Members.

The Clerk proceeded to take Members through Section 1, Annual Governance Statement, which was approved and then Section 2, Statement of Accounts which was also approved.

RESOLVED that Sections 1 and 2 of the Annual Governance and Accountability Return for the year ended 31 March 2019, be approved and signed by the Chair.

(4) SelectaDNA Sprays

The Clerk reported that the local Policing team for the west area had received the SelectaDNA sprays and been trained to use them.

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RESOLVED that the information given, be noted.

(5) Parking – Wheatley Hill Primary School

The Chair reported that a meeting was held on 1 May 2019 to discuss parking outside the Primary school. The Chair and Clerk together with representatives from Durham County Councils Highways section, Believe Housing and the School attended.

The Chair outlined in detail the discussions that took place at the meeting and advised that the representative from Believe Housing would, once again, request that a small piece of land belonging to Believe Housing, opposite the school, be gifted to the school for use as a car park.

RESOLVED that the information given, be noted and further developments be awaited.

(6) Community Centre - School Activities

The Clerk reported that at the Parish Council meeting held in January 2019 it was agreed to fund the annual school holiday activities provided by Wheatley Hill Community Association at the Community Centre for the 2019/2020 financial year.

An up to date schedule of the activities booked to date was available for Members inspection.

RESOLVED that the £15,000.00 funding agreed for the 2019/2020 school holiday activities be paid to Wheatley Hill Community Association.

(7) Community Centre – Boulders

The Clerk reported that Durham County Council had provided a quotation of £371.00 plus VAT to supply and install 3 boulders at the Community Centre.

RESOLVED that approval be granted for the purchase of 3 boulders to be located at the Community Centre at a cost of £371.00 plus VAT.

(8) Website Hosting and Support

The Clerk reported that Durham County Council had provided a quotation of £601.73 plus VAT to host and support the Parish Councils website during 2019/2020.

RESOLVED that the quotation from Durham County Council be accepted.

(9) Cemetery Blessing

The Chair reported that a joint blessing of the additional spaces allocated in the Cemetery would be undertaken by Father Jackson and Reverend J Grieve on Saturday 18 May 2019 at 3pm. Members were advised that the blessing was open, and everyone was invited to attend.

RESOLVED that the information given, be noted.

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CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105575	Wheatley Hill Community Association	Funding for School Holiday Activities	15,000.00		15,000.00
105576	JAC's Accountancy Limited	Payroll Services - P11D	10.00	2.00	12.00
105577	HMRC	P11D Payment	266.20		266.20
105578	J Thompson	Telephone Allowance	25.00		25.00
105579	J Thompson	Reimbursement	12.32		12.32
105580	Shaw & Sons Limited	Receipts and Payments Book	62.00	12.40	74.40
105581	JAC's Accountancy Limited	Payroll Services - May 2019	22.00	4.40	26.40
105582	Durham County Council	Website - Hosting & Support	601.73	120.35	722.08
IB	J Davies	Reimbursements	93.06	18.60	111.66
Internet Banking	Payroll	Wages - May 2019	4452.34		4452.34
Internet Banking	Councillors Mrs M Goyns and Mrs L Stewart	Attendance Allowance	434.56		434.56
Internet Banking	HMRC/DCC	PAYE/Pension - May 2019	2844.71		2844.71
Direct Debit	British Telecom	Telephone/Internet	45.55	9.11	54.66
Direct Debit	O2	Chairs Mobile Telephone	25.62	5.12	30.74
Invoice 24	Co-Op Bank	Service and Commission Charges	10.30		10.30
		TOTAL	23,905.39	171.98	24,077.37

RESOLVED that the payments listed be endorsed.

16 RISK MANAGEMENT

The Clerk advised that there was nothing to report.

..... Signed

..... Dated