

**MINUTES OF
THORNLEY PARISH COUNCIL
THORNLEY VILLAGE CENTRE
3RD MAY 2016**

PRESENT

Councillors Mrs. J. Unsworth (Chair), Mrs. P. English, Mrs. A. Kelly, Mrs. P. Maddison, M. McCoy, T. Unsworth, G. Wilson.

APOLOGIES

<i>Councillor</i>	<i>Reason for Absence</i>	<i>Resolved</i>
<i>Mrs. .K. Huntington</i>	<i>Personal</i>	<i>Approved</i>
<i>County Councillor M. Nichols</i>	<i>Personal</i>	<i>Approval</i>

PUBLIC

One member of the public was present.

Meeting Commenced: 7:00pm

1. Minutes of Previous Meeting

The minutes of the previous meeting held on 1st March 2016 were accepted as a true record.

2. Unitary County Councillor

As Councillor Nichols was unable to attend his written report was tabled for the information of members.

Resolved: That the report be received.

3. Police Report

The Chair welcomed PCSO Andy Gilhooley who reported that in April 35 incidents had been reported in Thornley which were, in the main, related to Anti-Social Behaviour and domestic issues.

Resolved: That the report be received.

4. Public Question and Answer Session

No questions were asked.

5. Minutes of the Previous Parish Meeting

The draft minutes of the meeting held 1st March 2016 were tabled, approved and signed by the Chair as an accurate record.

6. **Minutes of the Facilities Committee Meeting**

The draft minutes of the Facilities Committee held on 28th April 2016 were tabled for the information of members.

Resolved: *That the information be noted*

7. **Minutes of the Finance Committee Meeting**

The draft minutes of the Finance Committee held on 28th April 2016 along with Income & Expenditure report were tabled for the information of members.

Resolved: *That the information be noted*

8. **Matters Arising - Progress Report of the Parish Clerk and Councillors**

- **Youll House Demolition** – the electricity and Gas meters had now been removed and the water supply disconnected. Actual demolition of the premises would take place when the underground service connections had been removed; the construction of a storage facility adjacent to the Village Centre completed and the the Parish Council's existing depot adjacent to the former Thornley Community Centre on Hartlepool Street had been dismantled.
- **St. Godric's School** - members concern relating to parents parking their vehicles in potentially dangerous locations when dropping children off at school has been raised with both the headmistress and the local police officer.
- **Contract Maintenance** - because an insufficient number of quotations had been returned from the firms contacted and due to the timescales involved it was suggested that this initiative be postponed for the time being.
- **WW1 Centenary Working Party** – the title of the War Memorial Restoration Group had been changed to reflect more accurately its terms of reference which were:-

To bring together individuals, groups or organisations intending to organise events or activities in Thornley during 2018 to mark the centenary of the ending of WW1.

To co-ordinate events or activities in order to prevent possible duplication.

In corroboration with Thornley Parish Council submit a combined application(s) for funding to appropriate agencies if applicable.

Representatives had met recently to outline their activity program for 2018.

Resolved: *That the report be received.*

9. **Risk Assessments**

The Parish Clerk reported that no alterations or amendments were required.

Resolved: *That the information be noted.*

10. Delegates Report on CDALC Medium & Small Councils Forum

The Parish Clerk reported that it had not been possible for representatives to attend the previous meeting of the association.

Resolved: *That the information be noted.*

11. Delegates Report on Thornley Village Centre Management Group

Councillor Mrs. Unsworth reported verbally on success of recent activities and outlined events being planned to take place in the coming months.

Resolved: *That the report be received.*

12. Internal Audit Report of Accounts ending 31st March 2016

The Parish Clerk reported that W.J. Smith had completed the internal audit of accounts from 1st April 2015 to 31st March 2016 and provided a report stating that they were in order.¹

Resolved: *That the report be received.*

13. Annual Audit of Accounts Ending 31st March 2016

The Parish Clerk reported that the external auditor (BDO LLP) had advised that the annual audit of the 2015/2016 accounts would take place on 6th June 2016.

The accounts had been prepared in accordance with the requirements of the Accounts and Audit Regulations 2015 (SI 2015/234).

Members were asked to approve Section 1 and then Section 2 of the Annual Audit Return and to authorise the Chairman to sign it on behalf of the Parish Council.

Members were also advised that arrangements had been made to inform residents of their rights to inspect the accounts etc., in accordance with the statutory regulations, from 6th June 2016 to 15th July 2016.

Resolved: *That Section 1 the Annual Governance Statement and Section 2 the Accounting Statement be approved and that Annual Return be it signed by the Chairman on behalf of Thornley Parish Council.*

14. Councillor Williams – Overdue Payment

The Parish Clerk reported that Councillor Williams had been advised of the earlier decision of the council. No payment had been received nor had Councillor Williams offered any explanation for not attending the Conference.²

Members expressed concern at the lack of respect exhibited by Councillor Williams and that as an elected representative he had a moral obligation to reimburse the Parish Council and residents of Thornley.

Resolved: *That an invoice totaling £529.20 be forwarded to Councillor Williams for payment within 30 days.*

¹ A copy of the internal auditors report was made available to members.

² Meeting held on 1st March 2016 minute 147 refers.

³ Meeting held on 1st March minute 177 refers.

15. Depot Storage facility

Following further consultation, Durham County Council now proposed that the Parish Council entered into an 18 month lease for occupation of land adjacent to the former Thornley Community Centre effective from 1st April 2016.³

Resolved: *That subject to Terms & Conditions being acceptable a lease be signed by the Chair and Vice Chair.*

Action: *The Parish Clerk to obtain appropriate documentation from D.C.C.*

16. Additional Urgent Items of Business

In accordance with the Local Government Act, 1972, as amended by the Local Government (Access to information) Act, 1985, section 100B (4)(b), the Chair following consultation with the Proper Officer, agreed that the following items of business not shown on the agenda, be considered as a matter of urgency.

17. Vacancy for Parish Councillor

The Returning Officer advised that he did not receive the requisite number of signatories to call an election for the recently advertised vacancy and that the Parish can now co-opt via their own procedures.

Resolved: *That prospective candidates be interviewed after the closing date for receipt of applications 14th May 2016.*

Action: *Parish Clerk to arrange*

18. Village Centre – Snagging Issues.

The Chair highlighted the difficulties being experienced to ensure that Durham County Council undertakes the work necessary to correct the faults/repairs identified within the defects period.

Resolved: *That Durham County Council be advised that unless all outstanding issues are resolved by 1st October 2016 the Parish Council will seek Counsel's advice on instituting Legal proceedings available to it under the terms of the lease to bring matters to a conclusion.*

19. A1 Coopers Close Allotment

It was reported that the local Racing Pigeon Society that had previously expressed an interest in obtaining the allotment as a base for its operations had now decided not to proceed.

Resolved: *That the information be noted.*

Meeting Terminated: 7:50pm

The next meeting of the Parish Council will be held in Thornley Village Centre, High Street, Thornley on 5th July 2016 at 7:00 p.m.