

**MINUTES OF  
THORNLEY PARISH COUNCIL  
YOULL HOUSE, THORNLEY  
6TH MAY 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. M. Brunskill, Mrs. P. English, Mrs. I. Hind, Mrs. P. Maddison, Mrs. J. Middleton, M. McCoy, T. Unsworth, J. Williams.**

**APOLOGIES**

*None Required*

**PUBLIC**

*1 member of the public was present.*

**1. Minutes of Previous Meeting**

The minutes of the previous meeting held on 4th March 2014 were accepted as a true record.

**2. Police Report**

As the Police were not present a report was unavailable.

***Resolved: The information be noted.***

**3. Street Wardens Report**

As the Street Wardens were not present a report was unavailable.

***Resolved: The information be noted.***

**4. Public Question and Answer Session**

No items were raised by the person(s) attending.

***Resolved: That the information be noted.***

**5. Risk Assessments – Revisions**

The Parish Clerk reported that no revision were required.

***Resolved: That the information be noted.***

**6. County Durham Association of Local Councils**

It was reported that no meeting had been held.

***Resolved: That the information be noted.***

**7. CDALC Medium & Small Councils Forum**

Councillor Mrs. P. English reported that the next meeting was to be held at the Community Centre, Barnard Castle on 17th May 2013 commencing at 2:00pm

***Resolved: That the information be noted.***

**8. New Thornley**

It was reported that the group had recently been awarded a grant from the East Durham Trust to provide 94 meals to vulnerable residents as part of a Winter Initiative and is still involved with issues relating to the development of the new Thornley Village Centre.

***Resolved: That the information be noted.***

**9. Thornley Residents Group**

It was reported that the group had recently organised a very successful Pie & Pea supper and that a trip to York was currently being arranged. Tickets were £3.00 each.

***Resolved: That the information be noted.***

**10. Unitary County Councillor**

As Councillor Nicholls was not present a report was unavailable.

***Resolved: That the information be noted.***

**11. Youll House – Possible Disposal**

The Parish Clerk reported that In accordance with an earlier decision of the council<sup>1</sup> the Valuation Officer had now provided his report in order that the property could be disposed of on the open market.

A copy of the full report was made available for members.

***Resolved: That arrangements be made to put property up for sale on the open market via an appropriate Estate Agent.***

**12. Planning Application (REF: DM/14/00272/FPA)**

Durham County Council advised that Mr. Paul Duffy had applied for planning permission to demolish an existing single story end extension of two storey pitched roof extension to rear of existing dwelling at 115, Dunelm road, Thornley, Co. Durham DH6 3HX.

***Resolved: That no objection be raised.***

**13. Risk Management - Bank Services**

The Parish Clerk reported that the Parish Council had accounts in the Co-op Bank and that this bank had suffered a number of administrative and financial difficulties in recent months which were still not totally resolved.

Whilst there was no reason to suggest that these difficulties would escalate out of control and lead to the Bank having to seek help from Central Government, members needed to be mindful of the dangers and the potential for the Parish Council to lose much of its financial reserves if anything were to happen.

Currently account holders could only claim a maximum of £85,000 in compensation and that would not cover all of the council's holdings in the Co-op Bank.

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<sup>1</sup> Meeting held on 5th November 2013 minute 118 refers

It was therefore suggested that to minimise the risk an account be opened with another bank in order to protect the council's funds.

It was pointed out that if this course of action was agreed too, it would be necessary for a number of members to come forward and be named signatories for the account. In doing so various details (not onerous) would need to be disclosed.

***Resolved: That an additional account be opened with another bank and that Councillors Mrs. J. Unsworth, Mrs. P. Maddison, Mrs. M. Brunskill & T. Unsworth be the named signatories on the account***

**14. Risk Management – Hire Charges**

The Parish Clerk reported that In an effort to minimise the risk of loss of income derived from hall booking fees should a company go into liquidation, it was suggested that where total hire fee for an extended booking is estimated to be more than £100 payment should be requested in advance.

***Resolved: That booking fees estimated to be excess of £100 be paid in advance.***

**15. New Thornley Partnership - Request for Grant**

The New Thornley Partnership requested that the Parish Council considered awarding a grant to them in order that they could employ a suitably qualified person to work in collaboration with the Parish Council, Thornley Village Centre Management Group and the various community groups based in the village, to develop the open space adjacent to the Thornley Village Centre for sport and recreational purposes.

***Resolved: That a grant be approved in principal and that the Chair, Vice Chair and Parish Clerk obtain additional information from the New Thornley Partnership on the estimated costs for the Finance Committee's consideration.***

**16. Office Accommodation -Thornley Village Centre**

The Thornley Village Centre Management Group advised that the annual rental for office accommodation from which the Parish Council could conduct its business would be £3,500.

***Resolved: That the Parish Clerk arranges payment at the appropriate time.***

**17. St. Bartholomew's Church Windows**

The report of the Parish Clerk providing details on this matter was considered.

***Resolved: That the action of the Parish Clerk be endorsed and that appropriate documentation be provided to the interested parties when requested.***

**18. Yuill Homes – Administration**

Members were advised that Cecil M. Yuill Ltd trading as Yuill Homes had been placed in the hands of the administrators Baker Tilly who had notified the Parish Council that it was highly unlikely that it would receive payment of an outstanding invoice to the value of £988.84 in respect of the hire of Youll House by the firm during 2013/14.

***Resolved: That the debt be written off.***

**19. Planning Permission**

Durham County Council advised that Planning Permission had been granted to Mr. Keith Turner for change of use from open space to showman's storage and placement of 1 no. static home at 2, Fairview, Thornley, Co. Durham. DH6 3BL.

***Resolved: That the information be noted.***

**20. Planning Permission (REF: DM/14/00173/FPA)**

Durham County Council advised that Planning Permission had been granted to M. Whitfield Ltd to install a replacement shop front at Whitfield Ltd Chemist 2, Stanley Terrace, Thornley, Durham, DH6 3ES.

***Resolved: That the information be noted.***

**21. Planning Permission (REF: DM/14/00174/AD)**

Durham County Council advised that Planning Permission had been granted to M. Whitfield Ltd to erect and display a non-illuminated fascia sign at Whitfield Ltd Chemist 2, Stanley Terrace, Thornley, Durham, DH6 3ES.

***Resolved: That the information be noted.***

**22. Collaborative Working – War Memorial Project**

A letter was received from the New Thornley Partnership advising that they were to nominate two delegates to serve on the Parish Council's War Memorial Restoration Partnership Group whose intention it was to undertake a restoration of the memorial in time to celebrate the 100th anniversary of the end of hostilities of World War 1 in 2018.

***Recommendation: That the information be noted.***

**23. Collaborative Working – War Memorial Project**

A letter was received from Thornley Residents Group advising that there was no interest within the group and therefore they were not prepared to send delegates to the Parish Council's War Memorial Restoration Partnership Group.

***Resolved: That the information be noted.***

**24. Letter of Thanks (REF: 7081)**

A letter of thanks was received from Thornley Residents Group for the Parish Council's recent donation to cover the cost of providing poppy crosses, to be laid by children attending schools in Thornley, at a memorial service to be held in November 2014, to commemorate the 100th Anniversary of the beginning of World War 1 and other conflicts.

***Resolved: That the letter be received.***

**25. Finance & Budgetary Control Reports**

The Finance & Budgetary Control report detailing all income and expenditure since the last meeting and the current budget position was considered.

***Resolved: That the report be accepted and that the Parish Clerk makes arrangements to settle any outstanding accounts.***

**26. Any 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.*

**27. Annual Audit of Accounts Ending 31st March 2014**

The external auditor (BDO LLP) advised that the annual audit of the 2013/2014 accounts would take place on 4th June 2014.

The accounts had been prepared in accordance with the requirements of the Accounts and Audit (Amendment) Regulations 2011 (SI 2011/817).

Members were asked to approve Section 1 and Section 2 of the Annual Audit Return and for 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 May 2014 to 3rd June 2014.

***Resolved: That the statement of accounts and statement of assurance be accepted along with answers required in section 2, and that the statement be signed by the Chairman on behalf of Thornley Parish Council.***

**28. Co-option of a Parish Councillor**

The Parish Clerk reported that the Monitoring Officer had advised that no election had been called and that as a result the Parish Council could make arrangements to fill the vacancy that existed by co-option.

***Resolved: That the post be advertised and that arrangements be made to co-opt a candidate at the next meeting of the Parish Council if possible***

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
PARISH OFFICE  
26TH JUNE 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

*No apologies were recorded.*

**29. Youll House**

The Parish Clerk reported that following an earlier decision of the Parish Council<sup>2</sup> two estate agents had been contacted but neither had shown any interest in putting the property on their books.

Members considered that before progressing with a sale an alternative strategy would be to retain the premises but convert it into a storage depot. This would help minimise the requirement to incur large sums money relocating the existing depot to the new site adjacent to the Thornley Village Centre.

It was suggested that as soon as the Thornley Village Centre was opened for booking by the public, Youll House be closed and no further bookings be taken.

***Resolved: That estimates for the conversion of Youll House to a storage depot be obtained and that no further booking be taken once the Thornley Village Centre was opened to the public.***

**30. Allotments – Notice to Quit**

The Parish Clerk report that Notice to Quit had been served on 3 tenants who had been advised that they must remove their property (i.e. building/structures) by the due date. They had also been advised that should they fail to do so the structures and anything remaining on the allotment would be removed by the Parish Council and that they would be liable for the cost incurred.

There were currently 6 resident's names on the waiting list.

***Resolved: That the information be noted and that should it become necessary for the Parish Council to clear the allotments the costs be recovered from the tenant by initiating court proceedings.***

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<sup>2</sup> Meeting held on 6th May 2014 minute 11 refers

**31. Allotments Maintenance**

The Parish Clerk reported that in an attempt to keep rent increases to a minimum the Parish Council had previously accepted an offer made by the Allotment Association that they would maintain the verges at the side of the pathways and keep them clear of weeds etc.

Recent inspections had shown that this maintenance was sporadic and indications were that it was being left to individual allotment tenants to carry out the work outside their particular allotment.

As a result the maintenance standard was, in some areas below that which the members considered was acceptable.

***Resolved: That a meeting be arranged with officials of the Allotment Association to discuss the situation.***

**32. Revision of Allotment Agreements**

The Parish Clerk reported that he was unaware of any revisions that were necessary at this time.

***Resolved: That the information be noted.***

**33. Welfare Park**

The Parish Clerk reported that a number of sections of the perimeter fence were missing. In accordance with council instruction this had not been repaired or replaced in line with earlier decisions of the council on costs.

Pitch renovation had taken place to prepare the playing surface in time for the commencement of the next season.

It was suggested that a meeting be arranged with representatives of the two existing teams using the facility for their "home" games to discuss the potential for developing football pitches adjacent to the Thornley Village Centre.

***Resolved: That a meeting be arranged with officials of the two football teams to discuss the potential for developing football pitches adjacent to the Thornley Village Centre.***



**MINUTES OF  
THORNLEY PARISH COUNCIL  
PERSONNEL COMMITTEE  
PARISH OFFICE  
26TH JUNE 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

No apologies were recorded.

**EXEMPT ITEMS NOT FOR PRESS OR PUBLICATION**

**In accordance with Section 100A (4) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the press and public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information, as defined in Paragraph 1 Part 1 of Schedule 12A of the Act**

**TERMS OF REFERENCE**

- a) *The Personnel Committee shall comprise a number of members to be determined at the Annual General Meeting*
- b) *To determine and make appointments for all posts excepting that of the Parish Clerk which will be appointed by the full Parish Council.*
- c) *To make recommendations to the Parish Council with regard to personnel policies and practices, in relation to the creation and deletion of posts, salaries, wages and conditions, health and safety issues, and the powers and duties of the council under the Local Government Pension Scheme.*

[REDACTED]

[REDACTED]

3

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

<sup>3</sup> Meeting of the Parish Council held 7th May 2014 minute 16 refers.

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**THIS WOULD BE ACHIEVED BY VARYING THE CONTRACTS OF  
EMPLOYMENT FOR THE REMAINING MEMBERS OF STAFF BY MUTUAL  
AGREEMENT.**

[REDACTED]

[REDACTED]

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
PARISH OFFICE  
26TH JUNE 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

No apologies were recorded.

**TERMS OF REFERENCE**

- d) To recommend policy and to make recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
  - e) To receive from other Committees and to collate prior to the submission to the Council all annual and other estimates of income and expenditure on capital and revenue.
  - f) To formulate and present to the Council recommendations for annual expenditure.
  - g) To supervise the Council's Accounts.
  - h) To supervise and control borrowing by the Council and the investment of funds within the Council's control.
  - i) To make recommendations to the Council on the capital programme, its content, phasing and monitoring.
  - j) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts.
  - k) To examine from time to time the various bonds, securities and deeds relating to the offices and property of the Council.
  - l) To have the direction and control of insurance in respect of the Council's property, members, and employees.
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*m) To provide efficient financial services and advice for the benefit of the Council.*

*n) To determine the making to individuals and organisations of all grants, allowances and loans.*

*o) To regularly review the Council's treasury management activities.*

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**35. Review of Annual Rents, Fees & Charges 2015/16**

The Parish Clerk reported that if the Parish Council was to be in a position to comply with deadlines normally imposed by Durham County Council, initial calculations for setting the 2015/16 budget and precept would need to commence in the near future.

In preparation members would need to determine if annual rents, fees and charges would need to be increased.

***Resolved: That meetings be arranged with representatives of the Allotment Association and those of the two football teams hiring the Welfare Park for their "home" games to obtain their views before determining charges for 2015/16.***

**36. New Thornley Partnership – Grant Application**

The Parish Clerk reported that in accordance with the earlier decision of the Parish Council <sup>4</sup> discussions with representatives of the New Thornley Partnership had taken place.

It had been calculated that a grant of £10,000 would enable the partnership to employ a Development worker for a period of 12 months.

***Resolved: That a grant of £10,000 be awarded to the New Thornley Partnership and that virement between budget headings be agreed should this be necessary.***

**37. Finance & Budgetary Control Reports**

The Finance & Budgetary Control report detailing all income and expenditure since the last meeting and the current budget position was considered.

***Resolved: That the report be accepted and that the Parish Clerk makes arrangements to settle any outstanding accounts.***

**38. Any 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.*

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<sup>4</sup> Meeting held on 6th May 2014 minute 15 refers.

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**39. Thornley Village Centre**

Separate funding applications have been made to both the National Lottery and the County Durham Foundation to purchase equipment required for the Thornley Village Centre totalling £12,717.02.

The applications were based on estimated costs available at the time of application and it is not now certain, because of delays in construction/handover that all items can now be obtained within budget.

Whilst every effort will be made to meet the budget target there may now be insufficient finance available to purchase some essential items.

It was recommended that should there be a shortfall it be funded from the Parish Council's Thornley Village Centre budget.

***Resolved: That in the event of a shortfall additional finance be provided from the Parish Council's Thornley Village Centre budget on the proviso that before placing orders alternative items be considered.***

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
YOULL HOUSE, THORNLEY  
1ST JULY 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. M. Brunskill, Mrs. P. English, Mrs. I. Hind, Mrs. P. Maddison, Mrs. J. Middleton, M. McCoy, T. Unsworth.**

**APOLOGIES**

*County Councillor Morris Nichols.*

**PUBLIC**

***No members of the public were present.***

**40. Minutes of Previous Meeting**

The Chair referred to minute 17 and reported that the Wheatley Hill Heritage Group had now taken possession of the St. Bartholomew's Church windows. Having noted this, the minutes of the previous meeting held on 4th March 2014 were accepted as a true record.

**41. Minutes of the Facilities Committee held 26th June 2014**

The minutes of the previous meeting held on 26th June 2014 were accepted as a true record.

**42. Minutes of the Personnel Committee held 26th June 2014**

The minutes of the previous meeting held on 26th June 2014 were accepted as a true record.

**43. Minutes of the Finance Committee held 26th June 2014**

The minutes of the previous meeting held on 26th June 2014 were accepted as a true record.

**44. Co-option of Parish Councillor**

The application of John Luke MOUNT PLEASANT, Dunelm Road, Thornley, Co. Durham DH6 3HX who had expressed an interest to be co-opted to the Parish Council to fill the vacancy that existed was considered.

***Resolved: That Mr. Luke be co-opted to serve as a member of the Parish Council.***

#### **45. Unitary County Councillor**

In his absence Councillor Nichols provided a written report that was presented on his behalf by the Parish Clerk<sup>5</sup>.

***Resolved: That the information be noted.***

#### **46. Police Report**

The Chair welcomed the police to the meeting who reported that there had been 61 incidents in Thornley since the last meeting relating to:-

Anti-Social Behaviour	16
Nuisance	5
Environmental	8
Noise	2
Criminal Damage	1
Theft of Motor Vehicles	1 (later found burned out)
Theft from Cars	1

Incidence relating to off road vehicles was a problem and seizures were on the increase.

Body cameras had now been issued to all police officers to aid the collection of evidence.

Test purchases for the sale of alcohol to the underage were being carried out and so far only 1 licensee had been found to be breaking the law.

People were being advised to take extra care when making online purchases because of bogus web-sites.

Neighbourhood Watch were issuing shed alarms free of charge for those that applied in an effort to prevent theft.

Members raised concern over anti-social behaviour in the Gore Hill Estate, incidence of theft/damage on the Coopers Close allotment site and the parking of cars on the pavement at the bottom of Gore Hill bank and Dunelm Road.

***Resolved: The information be noted.***

#### **47. Street Wardens Report**

As the Street Wardens were not present a report was unavailable.

***Resolved: That the information be noted.***

#### **48. Public Question and Answer Session**

No items were raised by the person(s) attending.

***Resolved: That the information be noted.***

#### **49. Risk Assessments – Revisions**

The Parish Clerk reported that no revision were required.

***Resolved: That the information be noted.***

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<sup>5</sup> Copy made available to members.



**50. County Durham Association of Local Councils**

Councillor Mrs Brunskill reported that as previously advised it was not possible for either herself or Councillor Mrs. Hind to attend these meetings because of the time they were held.

***Resolved: That the information be noted.***

**51. CDALC Medium & Small Councils Forum**

Councillor Mrs. English reported that it had not been possible for either herself or Councillor T. Unsworth to attend because of other commitments.

***Resolved: That the information be noted.***

**52. New Thornley Partnership**

Councillor T. Unsworth reported that it was anticipated that the Partnership would receive £500 to be used in organising children's activities.

***Resolved: That the information be noted.***

**53. Thornley Residents Group**

Councillor Mrs Brunskill reported that the group was to host a fundraising event in Youll House on 3rd July 2014 and that a trip to Kendal was being arranged to take place late Summer.

***Resolved: That the information be noted.***

**54. Register of Disclosable Pecuniary and Other Registerable Interests**

Members were reminded that if their personal circumstances had changed since completing their Register of Disclosable Pecuniary & Other Interests forms following the elections held in 2013 these must notified to the Monitoring Officer at Durham County Council.

Appropriate forms could be obtained from the Parish Clerk.

***Resolved: That the information be noted.***

**55. Village Greens (Training Event)**

At a recent event attended by the Chair and the Parish Clerk it was ascertained that Thornley did not have a Village Green as determined by Act of Parliament.

The area in Thornley commonly referred to as the village green was owned and maintained by Durham County Council as open space.

Should members wish to pursue designation of this area as a Village Green it would need to make a specific application.

It was noted that such an application could be challenged by D.C.C. as land owners.

The alternative would be to ask D.C.C. to register it themselves.

It was also be noted that various criteria must be met before an area could be designated and once designated (as a Village Green) a number of statutory regulations would come into force.

***Resolved: That a decision be deferred until such time as additional information could be provided to members by way of a presentation on the process involved.***

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**56. Request for Donation (REF: 7142)**

East Durham Community Transport requested a donation to fund their core activities in 2014/15.

***Resolved: That the Council in accordance with its powers under sections 137 and 139 of the Local Government act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £50.00.***

**57. Planning Permission (REF: DM/14/00272/FPA)**

Durham County Council advised that planning permission had been granted to Mr. Paul Duffy to demolish an existing single storey and erection of two storey pitched roof extension to rear of existing dwelling 115, Dunelm Road, Thornley, Durham, DH6 3HX

***Resolved: That the information be noted.***

**58. Any 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.*

**59. Chair's Remarks**

The Chair reminded members that they should not directly instruct members of the workforce to carry out tasks within the Parish. Any issue requiring attention should be directed to the Parish Clerk who would program the work if it was within the remit of the Parish Council.

***Resolved: That the information be noted.***

**60. Welfare Park**

The Parish Clerk reported that because of vandalism the dugouts at had had to be demolished for health and safety reasons

***Resolved: That the information be noted.***

**61. Internal Audit Report of Accounts ending 31st March 2014**

The Parish Clerk reported that the internal audit of accounts from 1st April 2013 to 31st March 2014 had been completed by W.J. Smith<sup>6</sup> and the accounts were in order.

***Resolved: That the report be received.***

**62. Annual Audit of Accounts 2013/14.**

The Parish Clerk reported that BDO Stoy Hayward had requested minor alterations be made to the annual audit return to record the LCTSS Grant (£19,578 awarded by Durham County Council) be recorded as other income and not included in the Precept amount.

***Resolved: That the information be noted.***

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<sup>6</sup> A copy of the Internal Auditors report was provided to members.

**63. Temporary Seasonal Worker**

The Parish Clerk reported that following his resignation the Chargehand Gardener had produced a sick note.

As this had left the Parish Council short staffed he had, after consultation of the Chair and Vice Chair, employed the services of a temporary seasonal worker.

***Resolved: That the action of the Parish Clerk be endorsed.***

**64. Annual Playground Inspection**

RoSPA provided their Annual Inspection of play equipment in the village.

In all cases the faults identified were very low, low or medium risk items.<sup>7</sup>

Where attention was required this was to be addressed as soon as possible.

***Resolved: That the report be received and remedial action be taken where necessary.***

**65. Recognition of the Commencement of WW1**

The Chair suggested that it was considered fitting that Parish Council lay a wreath to on the War Memorial to mark the 100th anniversary of the commencement of WW1 on 4th August 2014.

***Resolved: That the Chair undertakes this duty at the appropriate time.***

**66. Northumbria in Bloom**

The Chair reported that an application had been made to Northumbria in Bloom for funding a planting project relating to the WW1 Centenary.

***Resolved: That the information be noted.***

**67. Unmaintained Areas –D.C.C.**

With the aid of photographs, the Chair highlighted a number of areas of land in the village in the ownership of Durham County Council which were not being maintained to an acceptable standard<sup>8</sup> and suggested that this be brought to the attention of D.C.C.

***Resolved: That D.C.C. be requested to bring the maintenance standard of their land in the village up to an acceptable standard.***

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<sup>7</sup> The report is available for members.

<sup>8</sup> Photographs provided to members.

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**68. Allotment Break-in**

Councillor Luke reported that 4 allotments on the Coopers Close allotment site had been broken into and reports made to the police.

***Resolved: That the information be noted.***

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
THORNLEY VILLAGE CENTRE  
1ST SEPTEMBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

*No apologies were recorded.*

**69. Thornley Village Centre**

The Parish Clerk reported that the lease had been signed in accordance with Council policy and occupation of the premises had begun on Monday 18th August 2014.

A number of snagging issues had been identified which were to be notified to Durham County Council for rectification.

A verbal report was presented on the current status of the Centre.

**Resolved: *That the information be noted.***

**70. Welfare Park**

The Parish Clerk gave a verbal report on a meeting between the Chair and Vice Chair and representatives of the 2 Football Clubs using the Welfare Park as their Home Ground for the 2014/15 season and on the current status of the facility.

It had been pointed out that that the Parish Council would, in the near future, be considering if an increase in the hire fees for the 2015/16 season was appropriate and if maintenance regime should be reviewed in an effort to reduce the net expenditure deficit at the facility. Proposals for developing football facilities and a Multi-Use Games Area on the site of the new Village centre were also outlined.

Members were informed that the lock on the roller shutter of the referees changing room had been damaged.

**Resolved: *That the information be noted.***

**71. Allotments**

The Parish Clerk gave a verbal report on a meeting between the Chair and Vice Chair and representatives of the Allotment Association when it had been pointed out that the Parish Council would, in the near future, be considering if an increase in the annual rents for 2015/16 was appropriate.

Members were informed of the number of man hours it had taken to date to clear the gardens of 3 tenants who had been served Notice to Quit, in order that they could be re-let to persons on the waiting list.

A suspicious substance (thought to be asbestos) had been discovered whilst clearing one particular allotment. In accordance with Health & Safety legislation clearance work had been halted in order that this substance could be analysed. This would take time and depending on the test results (if it was proven to be asbestos) the final cost of clearance could increase substantially. This was because a specialist removal firm would need to be contracted to remove the material. As a result this allotment could not be offered up for tenancy at this time.

Final accounts would be calculated as soon as possible, to include transport and skip hire costs and invoices would be forwarded to the individuals concerned for settlement. In accordance with existing policy failure to pay would result in legal action being taken in the County Court to recover the debt. Any unrecovered sums would be reflected in the allotment accounts. If subsequently determined by the Parish Council that debts were to be written off, this may need to be recovered by rent increases in future years for all remaining tenants.

Members considered a proposal to impose a "bond" on new tenants to offset some of the cost of clearing allotments at the end of a tenancy if required.

It was reported that an allotment tenant had approached the Parish Council with regard to locating a "Citizen Band" radio antenna on his allotment. It was pointed out that there was no specific clause in the allotment agreement to allow or prevent such equipment.

***Resolved: That the information be noted & that Finance Committee be requested to determine the level of bond required from new tenants and that providing tenants complied with the appropriate Planning Legislation relating to the positioning of radio antenna no objections be raised.***

## **72. Youll House**

The Parish Clerk explained that no further bookings were being taken for Youll House and that it had been "mothballed" pending a decision of its future.

Members considered a proposal to seek advice and estimated costs from an Architect on what changes would be necessary to convert the premises into a suitable storage facility to replace the current depot.

***Resolved: That the advice of an architect be sought regarding the cost of converting the premises to a suitable storage facility.***

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
1ST SEPTEMBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

*No apologies were recorded.*

**73. Financial Planning – Precept Setting 2015/16**

Members were given advance information provided by Durham County Council in relation to the Council Tax Support Grant and possible impact this may have when setting the Precept for 2015/16.

***Resolved: That the information be noted.***

**74. Welfare Park Review of Hire Fees 2015/16**

Members considered the desirability to provide a suitable recreational facility for the residents of Thornley against the financial resources required to maintain it to the required standard and determine the extent of any increase in hire fees for 2015/16.

***Resolved: That the hire fees for 2015/16 be increased from £350 to £400 per team.***

**75. Allotment Gardens and Rent Review 2015/16**

***Councillor Mrs. P. Maddison declared a personal interest in this item and took no further part in the discussion or voting procedure that followed.***

Members considered the legal requirement for Parish Council's to provide allotment gardens for the residents, against the financial resources required to administer; maintain or improve them and to determine the extent of any increase in rents for 2015/16.

The Parish Clerk reminded members that the current rent, set in 2011, was £30.00 irrespective of the actual size of the allotment.

It was reported that in accordance with an earlier decision of the Council<sup>9</sup> attempts had been made, with the assistance of the Allotment Association, to audit the allotments and measure them accurately in order that rents could be calculated on price per square metre. This exercise had proven difficult to complete because entry to all allotments could not be gained without some difficulty.

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<sup>9</sup> Meeting of the Facilities Committee held 30th August 2013 minute 70 refers.



Members were of the opinion that to achieve a more equitable rent structure the use of digital mapping technology should be employed initially to assess the size of each plot so that the estimated annual rent, to be charged from April 2016 could be calculated.

Tenants disputing the sizes of their garden(s) could request that they be measured in their presence and the rent recalculated accordingly.

Consideration was also given to a request from the Facilities Committee to determine the amount of Bond new tenants should be required to deposit with the Parish Council to offset the potential costs of clearing their allotment should they leave it in an unacceptable condition when their tenancy ended.

***Resolved: That the annual rent for 2015/16 be increased from £30 to £35 per annum and thereafter they be determined on a cost per square meter based initially on measurements obtained from digital mapping and the bond for new tenants be set at £50.***

**76. Cemetery Fees & Charges 2015/16**

Members were asked to determine if the fees and charges for Thornley Cemetery should be increased on 1st April 2015

***Resolved: That all charges be increased by £5.00 with the exception of the Transfer of Exclusive Rights of Burial which would remain at £50.00 per grant***

**77. Request for Donation (Ref: 7186)**

Hartlepool & District Hospice requested a donation to help provide palliative care for patients with incurable diseases.

Members were asked to recall that a donation of £100.00 was granted previously at the meeting held on 4th September 2013.

***Resolved: That the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £50.00.***

**78. Request for Donation (REF: 7223)**

Members considered a request from Keith Newton of the Lanpang Camp Muay Thai boxing club for a donation to fund sending 3 junior competitors to an event which would give them the opportunity to become part of the England Squad.

***Resolved: That in accordance with existing council policy not to make donations to individuals, this request be refused.***

**79. Letter of Thanks (REF: 7212)**

A letter of thanks has been received from East Durham Community Transport for the Parish Council's recent donation.

***Resolved: That the letter be received.***



**80. Finance & Budgetary Control Reports**

The Finance & Budgetary Control report detailing all income and expenditure since the last meeting and the current budget position was considered.

***Resolved: That the report be accepted and that the Parish Clerk makes arrangements to settle any outstanding accounts.***

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PURPOSES**



**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
2ND SEPTEMBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy, T. Unsworth.**

**APOLOGIES**

<i>Councillor</i>	<i>Reason for Absence</i>	<i>Resolved</i>
J. Luke	Personal	Approved
T. Unsworth	Personal	Approved

County Councillor Morris Nichols.

**PUBLIC**

***No members of the public were present.***

**81. Minutes of Previous Meeting**

Councillor Williams referred to minute 59 and sought clarification as to whether Councillors could instruct staff to undertake tasks.

The Chair reiterated that it was not appropriate for staff to be given instructions by anyone other than their line manager as this could lead to disruption of the works schedule. Any matter requiring attention should be reported to the Parish Clerk who would then program the works as necessary. Having noted these comments the minutes of the previous meeting held on 1st July 2014 were accepted as a true record.

**82. Minutes of the Facilities Committee held 1st September 2014**

John Williams referred to minute 70 and suggested that a possible location for future development as a football pitch was on the former colliery site adjacent to the Officials Club/Library Allotments.

Having noted this observation, the minutes of the meeting held on 1st September 2014 were accepted as a true record.

**83. Minutes of the Finance Committee held 1st September 2014**

Councillor Williams requested that all Councillors be provided with a copy of the Expenditure & Budget Control reports not just those members on the Finance Committee and sought additional information and clarification on several items of expenditure from a previous report.

The Parish Clerk stated he would provide Councillor Williams with the information following the meeting when he could access the financial records. Having noted these comments, the minutes of the previous meeting held on 1st September 2014 were accepted as a true record.

**84. Resignation of Councillor (REF: 7185)**

Members were advised that Councillor Marion Brunskill had tendered her resignation.

The Monitoring Officer had been advised and arrangements were being made to call an election or fill the position by means of co-option.

***Resolved: That the information be noted***

**85. Resignation of Councillor (REF: 7192)**

Members were advised that Councillor Jennifer Middleton had tendered her resignation.

The Monitoring Officer had been advised and arrangements were being made to call an election or fill the position by means of co-option.

***Resolved: That the information be noted***

**86. Resignation of Councillor (REF: 7193)**

Members were advised that Councillor Irene Hind had tendered her resignation.

The Monitoring Officer had been advised and arrangements were being made to call an election or fill the position by means of co-option.

***Resolved: That the information be noted***

**87. Public Question and Answer Session**

No items were raised by the person(s) attending.

***Resolved: That the information be noted.***

**88. Unitary County Councillor**

As Councillor Nichols was not present no report was available.

***Resolved: That the information be noted.***

**89. Police Report**

The Chair welcomed P.C. Kelly Hide to the meeting who reported that there had been 92 incidents in Thornley since the last meeting relating to:-

Anti-Social Behaviour	20
Burglary	3
Criminal Damage	2

Overall reports in Thornley were down 12% on 2013 and Anti-social Behaviour was down 34%.

Members raised concern over speed in the village by cars and Quad bikes.

A Speed Watch was to be initiated to operate between 7:00pm and 9:00pm in an effort to bring this under control.

***Resolved: The information be noted.***

**90. Street Wardens Report**

As the Street Wardens were not present a report was unavailable.

***Resolved: That the information be noted.***

**91. Risk Assessments – Revisions**

The Parish Clerk reported that no revision were required.

***Resolved: That the information be noted.***

**92. County Durham Association of Locals**

As the Council's delegates had resigned from the Parish Council no report was available but it was understood that no meeting had been held.

The appointment of new delegates be considered at the next meeting of the Parish Council.

***Resolved: That the information be noted.***

**93. CDALC Medium & Small Councils Forum**

Councillor Mrs. English reported that no meeting had been held.

***Resolved: That the information be noted.***

**94. New Thornley**

Councillor Mrs. English reported that a ceremony to mark the anniversary of the beginning of WW1 at the Thornley Memorial had been successful. Commemorative Wreaths had been placed by Councillor Mrs. J. Unsworth on behalf of the Parish Council & Miss Lilly Jobes (a young child from Thornley) on behalf of residents.

***Resolved: That the information be noted.***

**95. Thornley Residents Group**

As the Council's delegates had resigned from the Parish Council no report was available.

Councillor Williams volunteered to the Parish Council representative if it could be ascertained that the Residents Group still required a representative from the Parish Council to serve on the group.

***Resolved: That the information be noted and a decision to appoint a new representative be deferred until it could be determined if such an appointment was required.***

**96. Timetable of Training Events for the Remainder of 2014**

The County Durham Training Partnership provided a list of Events available to members.

Members wishing to attend any events were advised to contact the Parish Clerk who would make appropriate arrangements.

***Resolved: That the information be noted.***

**97. Sustainable Communities Act**

The Parish Clerk reported that Sevenoaks TC had made a submission to Government under the Sustainable Communities Act to allow Parish and Town Councils to be allocated a share of the business rates collected by central government.

Members were asked to consider if they wished to support the Sevenoaks Town Council submission.

***Resolved: That the Parish Council support the submission of Sevenoaks TC.***

**98. Tapestries – Youll House**

The Parish Clerk provided historical background and explained that they belonged to the Thornley Tapestry Group which it was understood was no longer operating as most, if not all, of the membership, had either passed away or were now no longer able to participate.

The tapestries were however still hanging in glass cabinets on the walls of Youll House.

A relative of one of the members had applied to the Parish Council to ascertain what was to be done with the tapestries now that Youll House was no longer available for public use and its future uncertain.

Members were informed that the Parish Council had no claim on the tapestries and therefore it must be up to the tapestry club to determine what should be done with them.

It was suggested that because some considered the tapestries to be part of the heritage of Thornley they should be displayed in the new Thornley Village Centre.

It was explained that because the Village Centre was managed by a charitable organisation, independent from the Parish Council, it would be up to them to make such a decision.

Members expressed the view that whilst it was not necessarily the ideal solution they had no difficulty with tapestries remaining in Youll House until such time as a final decision was made on its future.

***Resolved: That the applicant be advised that the tapestries could remain in the Youll House until such time as a final decision was made on its future but if they wished to remove them they were at liberty to do so or if they wished to seek alternative accommodation they should approach the appropriate organisation.***

**99. Planning Permission (REF: DM/14/01489/VOC)**

Durham County Council advised that planning Permission had been granted to Mr G Miller to a variation of condition 2 pursuant to PL/5/2013/0215 to remove porch from front elevation, amend dormer windows and add a portico (Retrospective) at land to the rear of Glenside, The Villas, Thornley, Durham.

***Resolved: That the information be noted.***

**100. Annual Audit of Accounts Ending 31st March 2014 (Ref: 7237)**

The Parish Clerk reported that BDO Stoy Hayward LLP had completed the audit of the parish council's accounts for the financial year ending 31st March 2014.

There are no matters which came to their attention which required the issuing of a separate additional issues arising report and that arrangements must now be made for the residents to view the Notice of Conclusion of Audit.

***Resolved: That the information be noted and arrangements be made for residents to view the Audit Report.***

**101. Any 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.*

**102. Thornley Village Centre Management Group**

The Chair pointed out that the Parish Council had signed the lease for the Village Centre and that Management Group had now obtained Charitable Status.

The focus of the group was to get the premises fully functional and to fundraise to develop outdoor facilities.

The organisation of an Official Opening of the Centre was currently under discussion with a provisional date in early October.

As the Parish Council had supported the development of the facility in collaboration with various resident groups it was sincerely hoped that all Councillors would encourage its use and encourage residents to volunteer to assist in its further development.

It was suggested that the Parish Council's representatives (Councillors Mrs. J. Unsworth & Mrs. P. Maddison) present a report on the group's activities to the Parish Council on a regular basis.

***Resolved: That the information be noted and that the report of the Thornley Village Centre Management Group placed on future the Parish Agendas as a standing item.***

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PURPOSES**





**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
11TH SEPTEMBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

*No apologies were recorded.*

**103. Fencing – Thornley Village Centre**

The Parish Clerk reminded members that following the acquisition of the Village Centre it had been proposed that a fence and car park barrier be erected along the front boundary line, between the public footpath and Pit Wheel and another section, at the side of the building from the entry door to the public Right of Way adjacent to the Library, to prevent unauthorised vehicles gaining access to football pitch at the rear of the premises.

The Parish Clerk informed members that some years ago East Durham Homes had demolished several of their properties at the Villas. In doing so a quantity of steel bow-top fencing that had used to enclose the gardens, had been given to the Parish Council.

In an attempt to reduce the overall project cost, members considered a quotation totaling £1,687.7 to supply a 1.5mtr gateway and erect the bow top fencing belonging to the Parish Council.

***Resolved: That a revised quotation be sought for the supply of a 3.0mtr gateway and subject to approval by the Chair and Vice Chair the works be progressed.***

**104. Request for Donation (REF: 7223)**

The Parish Clerk referred to the Finance Committee held on 1st September 2014<sup>10</sup> and informed members that Mr. Newton, having been informed of the council's earlier decision, had now indicated that the 3 members of his club were to represent Great Britain in the Championships.

As a result he asked if the Parish Council would review its decision as it was a prestigious event and could potentially bring prestige to the village.

***Resolved: That the Council in accordance with its powers under sections 137 and 139 of the Local Government act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £300.00.***

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<sup>10</sup> minute 78 refers

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PURPOSES**

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
THORNLEY VILLAGE CENTRE  
30TH OCTOBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

*No apologies were recorded.*

**105. Request for Storage Facilities**

A request from "Sure Start" to store a small quantity of equipment in one of the Council's premises for a limited period was considered.

As it was their intention to make regular booking/use of Village Centre in the longer term they also wished to explore the possibility of entering into a more permanent arrangement for the storage of equipment onsite.

***Resolved: That permission to store items in Youll House be granted at their own risk and that further discussions take place if ownership of the land surrounding the Village Centre is transferred back to the Parish Council.***

**106. Thornley Village Centre**

The Chair informed members that arrangements the formal opening of the centre on Saturday 29th November 2014 were now underway.

A climbing wall for older children was to be erected on the car park and smaller children would be entertained in the main hall. A brass band would also perform and refreshments made available.

The competition winners' would open the centre and switch on the Christmas lights.

The Parish Clerk reported that initial "snagging" problems were being resolved and that income was now being received for bookings that had already taken place.

***Resolved: That the information be noted.***

**107. Welfare Park**

The Parish Clerk reported that in an attempt to reduce expenditure, maintenance at the facility had been reduced. Indications from the football teams were that the quality of pitch and other standards had not suffered.

***Resolved: That the information be noted.***

#### 108. Allotments

Members were asked to recall that Notice to Quit had been served on 3 tenants for failing to comply with their Allotment Agreements.

In accordance with Council policy the structures and other surface debris left on the gardens by the outgoing tenants been removed in order that they could be re-let to persons on the waiting list.

The cost of this work will be charged to the outgoing tenants in due course.

Despite the clearance however, people on the waiting list were declining to accept the gardens because the building foundations and other material buried by former tenants (over a number of years) remains on site, making them difficult to cultivate.

To remove all of this material and reinstate the allotments to an acceptable condition for letting may cost a substantial amount of money that would have to be charged to the Allotment Account.

***Resolved: That the information be noted.***

#### 109. Youll House

The Parish Clerk reported that the water service had been disconnected from the building and it was now only being used for storage purposes.

The appointment of the architect to be commissioned to provide estimates for the alteration of the building had been delayed as he had sustained injury.

On his return to fitness it was hoped negotiations could get underway.

***Resolved: That the information be noted.***

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
30TH OCTOBER 2014**

**110. Certificate in Local Council Administration (CiLCA 2013).**

The Parish Clerk reported that the National Training Strategy had developed a customised qualification for our sector, the Certificate in Local Council Administration (CiLCA 2013). This core skills qualification being awarded to those who submit a portfolio of evidence, within 24 months of registering, demonstrating the skills they have in local council administration.<sup>11</sup>

Councillor J. Luke sought approval to enrol on the course starting in December 2014 at a cost to the Parish Council will be £190.

Whilst members applauded Councillor Luke for expressing a desire to undertake the course they felt that it would be premature for him to do so as the review of the refreshed portfolio won't be available until early April 2015 at the earliest.

Members were minded however to pay for the course in the future if the revised portfolio and qualification would benefit the Parish Council.

In the meantime Councillor Luke be advised to attend other training events whenever possible in order to gain more insight into the operations and procedures of Local Government and in particular Parish Councils.

***Resolved: That finance be approved in principal for Councillor Luke to enroll on the CiLCA course following the portfolio review if it could be demonstrated that certification would benefit the Parish Council.***

**111. Hand Dryers – Thornley Village Centre**

As Durham County Council did not install any hand drying facilities in the toilets, a quotation amounting to £900.00 had been obtained to install the electrical wiring required.

Subsequently members would need to determine the make and model of hand-dryers that they wish to purchase and install at additional cost.

***Resolved: That expenditure of £900 be approved.***<sup>12</sup>

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<sup>11</sup> Further details were provided for information.

<sup>12</sup> See Minutes 120 and 134

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**112. Allotment Rents 2016 onward.**

In accordance with Council policy and with the aid of computer software, the Parish Clerk gave a visual presentation of the effects of calculating allotment garden rents on the size of individual plots based on geographical digital mapping data available from Ordnance Survey.

It was suggested that if the methodology was approved all allotment holders be given as much notice as possible of the changes in order that they could have their allotments measured if they disputed the findings.

The new rent structure would become operative from April 2016.

***Resolved: That the presentation be given to officers from the Allotment Association before a decision is made on this matter.***

**113. Request for Donation**

The Thornley Village Centre Management Group made a verbal request for a donation toward the cost of organising the official opening of the centre on 29th November 2014.

***Resolved: That the Council in accordance with its powers under sections 137 and 139 of the Local Government act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £675.00***

**114. Finance & Budgetary Control Reports**

The Finance & Budgetary Control report detailing all income and expenditure since the last meeting and the current budget position was considered.

***Resolved: That the report be accepted and that the Parish Clerk makes arrangements to settle any outstanding accounts.***

**MINUTES OF  
THORNLEY PARISH COUNCIL  
EXTRA-ORDINARY MEETING  
THORNLEY VILLAGE CENTRE  
30TH OCTOBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, T. Unsworth, J. Williams.**

**APOLOGIES**

*No apologies were received.*

**PUBLIC**

***No members of the public were present.***

**115. Alteration of Parking Restrictions on Hartlepool Street**

Members considered a request from Durham County Council for the Parish Council to withdraw its objection to the alteration of parking restrictions on Hartlepool Street.

***Resolved: That the objection be withdraw and Durham County Council be advised accordingly.***

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
4TH NOVEMBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, J. Luke, Mrs. P. Maddison, M. McCoy, T. Unsworth.**

**APOLOGIES**

County Councillor Morris Nichols.

**PUBLIC**

**No members of the public were present.**

**116. Minutes of Previous Meeting**

The minutes of the previous meeting held on 2nd September 2014 were accepted as a true record.

**117. Minutes of the Finance Committee held 11th September**

The minutes of the previous meeting held on 11th September 2014 were accepted as a true record.

**118. Minutes of the Facilities Committee held 30th October 2014**

The minutes of the meeting held on 30th October 2014 were accepted as a true record.

**119. Minutes of the Personnel Committee held 30th October 2014**

The Parish Clerk reported that no meeting had been held.

**120. Minutes of the Finance Committee held 30th October 2014**

The minutes of the meeting held on 30th October 2014 were accepted as a true record<sup>13</sup>.

**121. Minutes of the Extra-Ordinary Parish Council Meeting held on 30th October 2014**

The minutes of the meeting held on 30th October 2014 were accepted as a true record.

**122. Co-option of Councillors**

The applications made by Miss Kirsty Mawson, 27, Dunelm Road, Thornley, Co. Durham and George Wilson 11, Stanley Terrace, Thornley Co. Durham DH6 3ES to be co-opted onto the Parish Council to fill 2 of the 3 vacancies that exist, were considered.

**Resolved: That Miss Kirsty Mawson and George Wilson be co-opted to serve as a members of the Parish Council.**

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<sup>13</sup> See Minutes 111 and 134



**123. Public Question and Answer Session**

No items were raised by the person(s) attending.

***Resolved: That the information be noted.***

**124. Police Report**

As the Police were not present a report was unavailable.

***Resolved: The information be noted.***

**125. Unitary County Councillor**

A written report, provided in his absence, by County Councillor Nichols was considered.

***Resolved: That the information be noted.***

**126. Risk Assessments – Revisions**

The Parish Clerk reported that no revision were required.

***Resolved: That the information be noted.***

**127. County Durham Association of Local Councils**

The Parish Clerk reported that no delegates had been appointed to represent the Parish Council on this group following the resignations of Marion Brunskil and Irene Hind.

***Resolved: That the information be noted.***

**128. CDALC Medium & Small Councils Forum**

It was reported that no meeting had been attended.

***Resolved: That the information be noted.***

**129. New Thornley**

Councillor T. Unsworth reported that in its 20 years of operation the group had undertaken a number of regeneration projects in the village culminating in the development and construction of the new Village Centre.

Members of the group had decided that the time was right for it to be dissolved in accordance with its Constitution and its assets be transferred to the Village Centre Management Group. Land holdings be transferred back to Thornley Parish Council.

***Resolved: That the information be noted.***

**130. Thornley Village Centre Management Group**

The Chair reported that residents were embracing the centre and the number of bookings was increasing steadily.

Snagging issues were being addressed by Durham County Council and it was anticipated that the exterior (temporary) boundary fence could be removed in time for the official opening ceremony currently being planned to take place on 29th November 2014.

The Parish Clerk reported that "charcoal rot" and other diseases had been discovered in some trees in the vicinity of the Village Centre whilst investigating a location for a Christmas tree.

To prevent the disease spreading the Parish Clerk had sought a quotation to undertake the work as a matter of urgency.

**Resolved: That the information be noted and that authority be delegated to the Chair and Vice Chair of the Finance Committee to award the contract to fell the trees as deemed appropriate.**

**131. Proposed Sale of Land Mr. K. Turner**

A request from Mr. Turner that a clause preventing him erecting a fence on the boundary-line and that he be allowed to park vehicles on the first 3 meters closest to his existing property be removed in order that the land sale could proceed.

**Resolved: That the clause(s) referred to be removed.**

**132. Invitation**

Wellfield Community School extended an invitation to attend the formal re-opening of the school following refurbishment on 21st November 2014 at 2:00pm

**Resolved: That members wishing to attend advise the Parish Clerk.**

**133. Any 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.*

**134. Hand-dryers- Thornley Village Centre.**

Councillor Luke referred to the minutes of the Finance Committee held on 30th October 2014<sup>14</sup> and suggested that the quotation was, in his opinion, excessive and sought clarification.

The Chair reported that whilst three firms had been requested to provide a quotation only one had done so.

Whilst agreeing that the Parish Council had followed appropriate procedures and that the installation of the hand-dryers was important to address Health & Safety concerns, members considered their installation was not deemed urgent.

**Resolved: That two additional quotations be obtained from appropriately qualified individuals or firms if possible and authority be delegated to the Chair and Vice Chair of the Finance Committee to award the contract.**

**135. Christmas Tree Lighting - Electrical Installation**

For the benefit of new members, the Parish Clerk provided historical background information on the provision of the Village Christmas tree.

It had always been envisaged that a tree, previously positioned on the Village Green over the festive period, would be re-located into the grounds of the Thornley Village Centre when complete.

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<sup>14</sup> See Minute 111 and 120

The electricity provision, associated timer, transformer, switchgear and external weatherproof cabinet were not included in the Centre's construction specification by Durham County Council and would therefore need to be commissioned by the Parish Council.

An estimate for all materials, switchgear and labour totaling £850 plus V.A.T. had therefore been obtained.

To ensure the tree and lights were installed in time for the switching on and Official Opening Ceremony of the Village Centre on 29th November 2014 instruction/official orders would need to be issued as a matter of urgency.

***Resolved: That two additional quotations be obtained from appropriately qualified individuals or firms if possible and authority be delegated to the Chair and Vice Chair of the Finance Committee to award the contract.***



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**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
PARISH OFFICE  
12TH DECEMBER 2014**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

**No apologies were recorded.**

**137. Parish Precept 2015/16**

The Parish Clerk reported that it was appropriate at this time to consider the budget for 2015/16 and set the precept to be raised via Durham County Council.

The Precept for 2014/15 was £131,887 plus an LCTSS grant of £19,578. Taking into account national wage settlements and other increases notified by Government (2.2%) the total estimated expenditure budget requirement for 2015/16 had been calculated at £167,950.

Examples provided by Durham County Council of possible precept amounts and how they would impact on budget proposals were presented to members. To meet the increased demands the minimum Precept required would be £133,197 (an increase of £1,310) plus an LCTSS Grant of £19,095 (a reduction of £483.00).

This would equate to an overall increase of 1.99% equal to a £4.57 pence increase per annum on Band "D" properties.

**Resolved: That the Parish Precept for 2015 be increased by 1.99% to £133,197 plus LCTSS Grant of £19,095 and that Durham County Council be advised accordingly.**

**138. Contract for the Installation of Hand Dryers Thornley Village Centre**

The Parish Clerk reminded members that 2 estimates had been considered previously but neither had been acceptable.

To progress matters PHS Hygiene had been approached and they had submitted an estimate for installing 3 Airstream dryers (including electrical cabling and repair & maintenance for £1,170.00 on a 5 years lease.

**Resolved: That a 5 year lease be entered into with PHS Hygiene for the provision of 3 hand dryers.**

### 139. Allotment Clearance Costs

The Parish Clerk referred to previous meetings<sup>15</sup> and reported that he had now received a report from a specialist firm stating that dangerous asbestos was not present on A1 Coopers Close Allotments. As a result the remaining debris could be removed by the Parish Council adopting appropriate precautions.

The cost of clearing the 3 allotments was currently £1,154.32.

It was pointed out that whilst the Parish Council had determined that costs be recovered from the individuals concerned, (through the courts if necessary) historically this had proven not to be cost effective as eventually the unpaid debt had had to be written off.

It was proving difficult (for various reasons) to re-let two of the three vacant plots leaving 4 names (effectively) on the waiting list.

***Resolved: That clearance costs be charged to the allotment account and that overall expenditure be taken into account when determining future rents and that the vacant allotments be withdrawn from service, returned to grass and no longer be offered up for tenancy.***

### 140. Village Notice Board

As requested, the Parish Clerk provided an estimate for the provision of a Noticeboard to be erected at the Village Centre. Costs ranged from £1,800 to £2,000 depending on exact specification required.<sup>16</sup>

***Resolved: That an order be placed for a notice board as determined by members.***

### 141. Request for Donation (REF: 7382)

Mr T. Young requested a donation to establish a Karate Club to operate from within the Village Centre.

Members were mindful that this was a new venture that it may take time to become self-sustainable and therefore considered that any donation should only be to cover hall hire charges of 1x2 hour session per week for a maximum of 15 weeks.

***Resolved: That the Council in accordance with its powers under sections 137 and 139 of the Local Government act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £300.00.***

### 142. Request for Donation (REF: 7384)

The Real Choice College based in Consett who provide care and education to students and young people requested a donation for their "together we achieve" group.<sup>17</sup>

***Resolved: That the request be received.***

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<sup>15</sup> 26th June Minute 30, 1st September Minute 71 and 30th October Minute 107 refers.

<sup>16</sup> Brochure made available to members

<sup>17</sup> Application letter providing additional information was given to members.

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**143. Staff Christmas Bonus.**

The Parish Clerk explained that for a number of years it had been the practice of the Parish Council to consider the payment of a Christmas bonus to members of the workforce.

Following consultation with the Chair and Vice Chair it was suggested that a similar gesture is made once again.

***Resolved: That the action of the Parish Clerk be endorsed and that the 3 members of staff receive a Christmas bonus of £50 pro rata.***

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
13TH JANUARY 2015**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, J. Luke, Mrs. P. Maddison, M. McCoy, T. Unsworth J. Williams, J. Wilson.**

**APOLOGIES**

Councillor	Reason for Absence	Resolved
K. Mawson	Working	Approved

County Councillor Morris Nichols.

**PUBLIC**

**No members of the public were present.**

**144. Minutes of Previous Meeting**

The minutes of the previous meeting held on 4th November 2014 were accepted as a true record.

**145. Minutes of the Personnel Committee Meeting**

The minutes of the previous meeting held on 6th November 2014 were accepted as a true record.

**146. Minutes of the Finance Committee**

The minutes of the previous meeting held on 12th December 2014 were accepted as a true record.

**147. Public Question and Answer Session**

A member of the public questioned the need to transfer the Exclusive Rights of Burial from the name of the deceased into the name of the surviving next of kin in order that a headstone/memorial could be placed on the grave.

The Chair gave a brief explanation indicating that this was in accordance with the Burials Act. Only the owner of the Exclusive Rights of Burial can be granted permission to place memorials on a grave. Any person can seek to have the Exclusive Rights of Burial transferred into their name by agreement with the owner of the Exclusive Rights (if surviving) or on production of the Last Will & Testament of the deceased naming them as trustees. Alternatively Letters of Administration are acceptable or as a last resort by the swearing of a Statutory Declaration in the presence of a Magistrate or Commissioner of Oaths. It is at the discretion of each local authority to determine what charge it makes for transfers.

**Resolved: That the information be noted.**

**148. Police Report**

As the Police were not present a report was unavailable.

***Resolved: The information be noted.***

**149. Unitary County Councillor**

On behalf of Councillor Nichols the Parish Clerk reported that Durham County Council was still endeavouring to identify service areas where savings could be achieved in order to meet the strict financial guidelines imposed by Central Government. This was however proving extremely difficult.

He also expressed his thanks for being asked to perform the opening ceremony of the Thornley Village Centre.

***Resolved: That the report be received.***

**150. Risk Assessments – Revisions**

The Parish Clerk reported that no revisions were necessary at this time.

***Resolved: That the information be noted.***

**151. County Durham Association of Local Councils**

It was reported that no meeting had taken place.

***Resolved: That the information be noted***

**152. CDALC Medium & Small Councils Forum**

It was reported that no meeting had taken place.

***Resolved: That the information be noted***

**153. EDAP&TC**

It was reported that the Parish Council had not appointed representatives to this association because of the difficulty of attending meetings at the times they were being held.

It was understood that the starting times had however recently been reviewed thus making it more likely that representatives (from all Parish Councils) could attend.

In the interim Councillor Mrs. P. English and J Luke volunteered to attend whenever possible.

***Resolved: That formal appointment of representatives be deferred until the Annual General Meeting of the Council in May 2015***

**154. New Thornley**

Councillor T. Unsworth reported that no meeting had been held recently.

At previous meetings members of the Partnership had expressed the view that their main objective (the construction of the Village Centre), had been achieved and that in accordance with its Constitution the Partnership should be dissolved.

***Resolved: That the report be received.***

**155. Thornley Village Centre Management Group**

On behalf of the Management Group Councillor Mrs Unsworth reported that the official opening by County Councillor Morris Nichols and local resident Mrs. Bartram had been extremely successful.

Bookings were on the increase and a program of activities was slowly being introduced.

Discussions were being held with various agencies to fund the employment of a Development Support Worker.

***Resolved: That the report be received.***

**156. Request to Lease Youll House (REF: 7371)**

An application from Miss Laura Laidler to rent Youll House from the Parish Council was considered.

The Parish Clerk provided background information as to previous decisions of the council regarding its condition and possible sale, renovation or alteration as a depot facility.

Members expressed the view that until estimated costs had been obtained to relating to the possible renovation/alteration cover and all other avenues had been explored no further decision on the future of Youll house should be made<sup>18</sup>.

***Resolved: That a decision on this application be deferred and the applicant be advised accordingly.***

**157. Standing Orders/Media Policy**

The Parish Clerk referred to information previously circulated to members and advised that the media policy produced by N.A.L.C. should be adopted and that Standing Orders of Council be amended as required.

***Resolved: that the N.A.L.C. media policy be adopted and Standing Orders of Council be amends are required.***

**158. Thornley Residents Group ((REF: 7380)**

The Parish Clerk reported that a response from the Residents Group stated that there was no longer a need for the Parish Council to send a representative to their meetings. Any Councillor wishing to attend in their capacity as a resident would however be welcomed.<sup>19</sup>

***Resolved: That the information be noted.***

**159. Buckingham Palace Royal Garden Party**

The Parish Clerk reported that the Lord Chancellor has issued an invitation to the County Durham Association of Local Council's to forward the names of 4 persons to attend the Queen's Garden Party to be held on 12th May 2015.

In line with usual practice all nominations will be put into a hat and drawn at random by the CDALC Chairman or Vice Chairman.

All nomination must be received by the association by Friday 6th February 2015.

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<sup>18</sup> See also minute 159 Community Right to Build.

<sup>19</sup> See also minute 163 P.A.C.T. Meeting

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**Resolved: That the names of Councillor Mrs. J. Unsworth & Councillor Mrs. P. Maddison be forwarded to the County Durham Association of Local Councils for consideration.**

**160. Community Right to Build**

The Parish Clerk referred to information previously circulated to members and reported that a free to attend Community Right to Build workshop was being arranged by N.A.L.C. in London on 28 January or in York on the 18 February 2015 to provide Councillors with more insight into this topic.

Members were asked to consider if they should send representatives to the workshop as it may produce an alternative proposal to the sale, demolition or renovation of Youll House (as a depot), for example as single person accommodation, from which the Parish Council might derive income.

**Resolved: That places be reserved for any member able to attend.**

**161. Society of Local Council Clerks Practitioners Conference**

Approval was sought to attend this very worthwhile annual event being held in Stratford on Avon on Thursday & Friday 5th & 6th March 2015 as it provides up-to-date information via hands-on practical sessions.

Cost for Clerks and Councillors is £235 per delegate.

**Resolved: Following a show of hands (5 to 3) it was resolved that approval be granted for the Parish Clerk and Councillors attend.**

**162. Request for Donation (REF:7399)**

The Community Counselling and Support CIC based in the Dawdon Youth & Community Centre requested a donation to aid the work of the unit in 2015.

**Resolved: That the application be received.**

**163. Any 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.*

**164. P.A.C.T. Meetings**

Members highlighted the fact that the Parish Council had no representation at the P.A.C.T. meetings which were normally held immediately before the Residents Group Meeting as a result the Parish Council were unaware of what topics were being discussed or what action was being taken to resolve issues raised by residents in this forum.

**Resolved: That the Parish Clerk ascertain if it is possible for the Parish Council to appoint a representative to attend this forum in an official capacity.**

**165. Coopers Close Allotments Fence**

Councillor Wilson reported that there had been a number of break-ins at the Coopers Close Allotment Site and suggested that estimates be obtained to install a boundary were appropriate.

***Resolved: That the Parish Clerk obtains estimates for consideration by the Finance Committee.***

**166. Electronic Summonses**

The parish Clerk referred to information previously circulated to members and reported that it would be possible as from 30th January 2015 for summonses to Councillors to attend Parish Council meetings could be sent via electronic means.

Members considered that while this was an important step forward in reducing the council carbon footprint it could only be effective if all councillors had access to the internet and a printer.

***Resolved: That Parish Councillors continue to receive summonses to attend Parish Council meetings in hard copy delivered to their home address.***

**167. Parish Polls**

The Parish Clerk referred to information previously circulated to members that gave background information on current trigger criteria on Parish Polls and changes being proposed by Government.

Councils were being asked to provide any comments on the proposed changes by 30th January 2015.

***Resolved: That the information be noted.***

**168. Internal Auditor's Report of Accounts 1st April 2014 to 30th September 2014**

The Parish Clerk reported that the Internal Audit of accounts from 1st April 2014 to 30th September 2014 had been completed by W.J. Smith.

The accounts were in order and with the exception that of some minor points required clarification.<sup>20</sup>

***Resolved: That the report be received.***

**169. Application to Purchase Youll House**

The Parish Clerk reported that Mr. George Miller Hambleton House, The Rookery, Thornley DH6 3ET had made a verbal application to enter into negotiations with the Parish Council to be allowed to purchase Youll House<sup>21</sup>.

***Resolved: That a decision on this application be deferred and the applicant be advised accordingly.***

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<sup>20</sup> A copy of the report was made available for members.

<sup>21</sup> See also Minute 159

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**170. Development Worker - Grant Application**

In view of the pending dissolution of the New Thornley Partnership in accordance with its Constitution, the Chair of the Thornley Village Centre Management Group made a verbal request that the funding, allocated to the New Thornley Partnership<sup>22</sup> to appoint a Development Worker, be now paid to the Thornley Village Centre Management Group as they were to oversee the appointment and manage the person employed.

***Resolved: That the funding previously awarded to the New Thornley Partnership to appoint a Development Worker now be paid to the Thornley Village Centre Management Group for the same purpose.***

**171. House Fencing Repairs**

Mrs Alison Stones the tenant of 100, Coopers Close, Thornley requested the Parish Council's assistance to have the boundary fence repaired/erected on the property.

Whilst sympathetic to Mrs Stones concerns it was pointed out that this property was owned and administered by East Durham Homes, as a result the Parish Council they could do little to resolve matters or to erect the fence.

**Resolved: That the resident be advised accordingly and that they should contact their landlord.**

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<sup>22</sup> Minute 36 refers.

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
PERSONNEL COMMITTEE  
PARISH OFFICE  
26TH FEBRUARY 2015**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

**No apologies were recorded.**

**EXEMPT ITEMS NOT FOR PRESS OR PUBLICATION**

**In accordance with Section 100A (4) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the press and public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information, as defined in Paragraph 1 Part 1 of Schedule 12A of the Act**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
PARISH OFFICE  
26TH FEBRUARY 2015**

**PRESENT**

**Councillors Mrs. J. Unsworth, (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy,**

**APOLOGIES**

**No apologies were recorded.**

**173. Finance & Budgetary Control Reports**

The Finance & Budgetary Control report detailing all income and expenditure since the last meeting and the current budget position was considered.

**Resolved: That the report be accepted and that the Parish Clerk makes arrangements to settle any outstanding accounts.**

**174. Request for Donation**

Thornhill Primary School, Shildon requested a donation on behalf of the County Durham School Benevolent Fund.

**Resolved: That the request be received.**

**175. Funding - Winter Warmers**

The Thornley Village Centre Management Group who were currently operating a "Winter Warmers" event each Friday over a ten week period to provide a hot meal for vulnerable O.A.P. residents requested a donation to cover the cost of prizes (comprising two small food hampers of essential items) for a bingo session provided as a social activity.

**Resolved: That the Council in accordance with its powers under sections 137 and 139 of the Local Government act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £200.00.**

**176. Apprenticeship Scheme**

Members considered a request from the Personnel Committee to provide funding to employ an apprentice in business studies through the Durham County Council Apprenticeship Program.

**Resolved: That expenditure of up to £1,500 be approved.**

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
3RD MARCH 2015**

**PRESENT**

**Councillors Mrs. P. Maddison (Chair), Mrs. P. English, Mrs. A. Kelly, J. Luke, Miss K. Mawson, M. McCoy, Mrs. J. Unsworth, T. Unsworth, J. Wilson.**

**APOLOGIES**

**No apologies were received other from County Councillor Morris Nichols.**

**PUBLIC**

**No members of the public were present.**

**177. Minutes of Previous Meeting**

The minutes of the previous meeting held on 13th January 2015 were accepted as a true record.

**178. Minutes of the Personnel Committee Meeting**

The minutes of the previous meeting held on 26th February 2015 were accepted as a true record.

**179. Minutes of the Finance Committee**

The minutes of the previous meeting held on 26th February 2015 were accepted as a true record.

**180. Co-option of Parish Councillor**

The application of Mrs. Amanda Kelly, 1, St. Bede Crescent, Thornley, Co. Durham DH6 3HN who had expressed an interest to be co-opted to the Parish Council to fill the vacancy that existed was considered.

**Resolved: That Mrs. Kelly be co-opted to serve as a member of the Parish Council.**

**181. Public Question and Answer Session**

No members of the public were in attendance.

**Resolved: That the information be noted.**

**182. Police Report**

The Chair welcomed PC Michele Burn to the meeting who reported that there had been 44 incidents in Thornley since the last meeting relating to:-

Anti-Social Behaviour	5
Burglary	1
Theft	2
Criminal Damage	1
Drug Use	7

Total incidents reported was down 15% year on year, anti-social behaviour was down 38% and crime down 25%

Members raised the issue of off road motor vehicles causing nuisance.

***Resolved: That the report be received.***

**183. Unitary County Councillor**

The Parish Clerk distributed a written report on behalf of Councillor Nicholls

***Resolved: That the report be received.***

**184. Travellers**

The Parish Clerk reported that no new information had been received in relation to travellers visiting Thornley.

***Resolved: That the information be noted.***

**185. Risk Assessments – Revisions**

The Parish Clerk reported that no alterations or amendments had been required.

***Resolved: That the information be noted.***

**186. County Durham Association of Local Councils**

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

***Resolved: That the information be noted.***

**187. CDALC Medium & Small Councils Forum**

Councillors' Mrs. P. English and T. Unsworth reported that it had not been possible for them to attend the previous forum meeting.

***Resolved: That the information be noted.***

**188. East Durham Association of Parish & Town Councils**

Councillor's Mrs. English & J. Luke reported that it had not been possible for them to attend the previous meeting of the association because of other commitments.

***Resolved: That the information be noted.***

**189. New Thornley Partnership**

Councillor T. Unsworth reported that no meeting had been held pending dissolution of the Partnership.

***Resolved: That the information be noted.***

**190. Thornley Village Centre Management Group**

On behalf of the Management Group Councillor Mrs. Unsworth reported that over the previous 3 weeks over 1900 people had attended function held in the centre.

A varied program of activities was currently available and new ones were being planned.

The facility was booked most nights of the week and children's party bookings were particularly popular at weekends.

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The management group had taken the opportunity to avail themselves of 2 pages in the Parish Council Newsletter to inform all residents about the centre. It was anticipated that this would be distributed to all household in March.

***Resolved: That the report be received.***

**191. Coopers Close Allotment Fencing**

The Parish Clerk reported that in accordance with an earlier decision<sup>23</sup> an initial estimate totalling £11,812.50 for the installation of the fence had been obtained.

This would be the minimum cost based on erection of the fence on land outside the allotment boundary i.e. on land not owned by the Parish Council. Costs could increase significantly if, following further investigation and a full site survey, the fence had to be erected in place of existing fencing.

The Parish Clerk informed members that the Parish Council did not currently have a budget to undertake this project.

Members highlighted the potential for significant criticism from a large majority of residents if it were to contemplate expending such a large sum on a project that would benefit only a small number of allotment tenants.

Members expressed the view that if, at some future date, the Allotment Association were prepared to be the lead applicant to attract funding from outside agencies to undertake the project, the Parish Council may be prepared to enter into a partnership arrangement and provide a degree of match funding.

***Resolved: That no further action be taken at present.***

**192. Youll House**

The Parish Clerk reported that in accordance with an earlier decision of the Parish Council<sup>24</sup> an initial estimate totalling £96,950 for the conversion of the premises into a depot facility had been obtained.

The Parish Clerk informed members that the Parish Council did not currently have a budget to undertake this project.

***Resolved: That a decision be deferred to allow for time other options/estimates to be explored.***

**193. Request to Lease Youll House (REF: 7371)**

Miss Laura Ladler's application (deferred from a previous meeting<sup>25</sup>) to lease Youll House for the purposes of operating a Community Café was re-considered.

***Resolved: That Miss Laidler be advised that her application to lease the building be rejected on the grounds that the cost to the Parish Council to bring it up to a serviceable standard before it could be leased to a third party, was prohibitive.***

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<sup>23</sup> Minute 164 refers

<sup>24</sup> Minute 29 refers

<sup>25</sup> Minute 155 refers

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#### **194. Application to Purchase Youll House**

Mr. George Millers application (deferred from a previous meeting<sup>26</sup>) to purchase Youll House<sup>27</sup>. Was re-considered.

***Resolved: That Mr. Miller be advised that his application be rejected on the grounds that, when no longer required, Youll House be advertised on the open market so as to give all interested parties an equal opportunity to acquire the premises.***

#### **195. Free Regional Event**

The Cleveland, County Durham and Northumberland County Associations invited representatives to attend an inaugural event in Council Chamber, County Hall, Durham on the 28 March 2015; starting at 9:15am.

***Resolved: That the information be noted.***

#### **196. Fly Tipping Cameras**

Members considered information previously circulated on whether the Parish Council was prepared to fund cameras that could be used across the County to obtain evidence of flytipping.

Members agreed the principal but were sceptical that the cameras would be deployed so as to reduce flytipping in those parishes who had provided funding.

It was suggested that a more equitable approach would be that neighbouring parishes cluster together and obtain funding from their particular County Councillor representatives to deploy cameras within their own cluster group.

***Resolved: That the request for funding be received.***

#### **197. Any 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.*

#### **198. Letter of Thanks**

A letter of thanks was received from Leonora Mawson for the floral arrangements provided by the Parish Council to adorn the alter in Thornley Methodist Chappell at the recent burial service for her husband and former Parish Councillor Jack Mawson.

***Resolved: That the letter be received.***

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<sup>26</sup> Minute 168 refers

<sup>27</sup> See also Minute 159

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**199. Transfer of Land**

New Thornley Partnership made it known that it was to dissolve in accordance with its constitution and that it would like to transfer land in its ownership on the site of the Thornley Village Centre back to the Parish Council.

***Resolved: That the Parish Council accepts the offer made by New Thornley Partnership and that the Parish Clerk to arranges the transfer of the land back to the Parish Council ownership. The Parish Council to pay the costs incurred by both parties.***

**200. Sunday Afternoon Youth Football**

A request was received for an under 13 football team to utilise the Welfare Park as its home ground during the 2015/16 season and hire it at a reduced rate.

***Resolved: That permission be granted but no reduction in fees be agreed.***

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