

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

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
Mrs. .K. Huntington	Personal	Approved
County Councillor M. Nichols	Personal	Approval

**PUBLIC**

**One member of the public was present.**

**Meeting Commenced 7:00pm**

**1. Minutes of Previous Meeting**

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

**2. Unitary County Councillor**

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

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

**3. Police Report**

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

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

**4. Public Question and Answer Session**

No questions were asked.

**5. Minutes of the Previous Parish Meeting**

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

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

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

**Resolved: That the information be noted**

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

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

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

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

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

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

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

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

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

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

**9. Risk Assessments**

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

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

**10. Delegates Report on CDALC Medium & Small Councils Forum**

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

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

**11. Delegates Report on Thornley Village Centre Management Group**

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

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

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

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

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

**13. Annual Audit of Accounts Ending 31st March 2016**

The Parish Clerk reported that the external auditor (BDO LLP) had advised that the annual audit of the 2015/2016 accounts would take place on 6th June 2016. The accounts had been prepared in accordance with the requirements of the Accounts and Audit Regulations 2015 (SI 2015/234).

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

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

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

**14. Councillor Williams – Overdue Payment**

The Parish Clerk reported that Councillor Williams had been advised of the earlier decision of the council. No payment had been received nor had Councillor Williams offered any explanation for not attending the Conference.<sup>2</sup> Members expressed concern at the lack of respect exhibited by Councillor Williams and that as an elected representative he had a moral obligation to reimburse the Parish Council and residents of Thornley.

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

**15. Depot Storage facility**

Following further consultation, Durham County Council now proposed that the Parish Council entered into an 18 month lease for occupation of land adjacent to the former Thornley Community Centre effective from 1st April 2016.<sup>3</sup>

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

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

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<sup>1</sup> A copy of the internal auditors report was made available to members.

<sup>2</sup> Meeting held on 1st March 2016 minute 147 refers.

<sup>3</sup> Meeting held on 1st March minute 177 refers.

## **16. Additional Urgent Items of Business**

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

## **17. Vacancy for Parish Councillor**

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

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

***Action: Parish Clerk to arrange***

## **18. Village Centre – Snagging Issues.**

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

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

## **19. A1 Coopers Close Allotment**

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

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

*Meeting Terminated 7:50pm*

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

**MINUTES OF  
EXTRA ORDINARY MEETING OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
13TH JUNE 2016**

**PRESENT**

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

**PUBLIC**

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

**Meeting Commenced 6:30pm**

**20. Co-option of Councillor**

Two prospective candidates for the vacant position of Parish Councillor were interviewed in accordance with the existing policy and practice.

**Resolved: That Ms. J. Grant be co-opted to as Parish Councillor for Thornley to serve until the next statutory election date.**

**Meeting Terminated 7:50pm**

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
THORNLEY VILLAGE CENTRE  
30TH JUNE 2016**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
Mrs. P. Maddison	Work Commitments	Approved

**Meeting Commenced 10:00am**

**21. Draft Minutes of the previous Meeting**

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

**22. Depot Site – Lease of Land (REF: 7909)**

The terms of the Lease proposed by Durham County Council were considered.

**Resolved: That the Chair, Vice Chair and Parish Clerk be authorised to sign the agreement.**

**23. Allotments - Sub-letting**

The Parish Clerk highlighted difficulties being created when tenants sub-let their allotments.

**Resolved: That tenants be reminded that the practice was not permitted.**

**24. Allotment Clearance/Relocations**

The Parish Clerk reported that 3 allotments on the Coopers Close site had recently become vacant but a number of structures had been left on the gardens by the outgoing tenants. In addition one tenant had agreed to be relocated.

**Resolved: That arrangements be made to clear the allotments at the first available opportunity in order that they could be re-let.**

**25. Cemetery - Unauthorised Items**

The Parish Clerk explained that despite notices being posted, relatives and visitors to the cemetery were placing unauthorised items on graves making maintenance operations difficult and more time consuming for staff.

**Resolved: That appropriate arrangements be made to remove the unauthorised items at the first available opportunity.**

**26. Cemetery - Review of Regulations**

The Parish Clerk reported that it was appropriate at this time to if any changes were required to the Cemetery Rules & Regulations.

***Resolved: That no amendments were required.***

**27. Cemetery - Path Resurfacing**

The Parish Clerk reported that the tarmacadam surface at the entrance and some of the paths in the cemetery were deteriorating and in need of repair.

***Resolved: That in accordance with Standing Orders for Contracts 37 (a) comparable quotations be obtained for consideration.***

**28. Welfare Park – Status Report & Redevelopment**

The Parish Clerk reported that there had been a spate of vandalism in recent weeks resulting in damage to the buildings and floodlights.

Members were reminded that consideration had been given to relocating the facility adjacent to the Thornley Village Centre. Because the project outline did not now comply with the criteria used by potential funding agencies it was highly unlikely the relocation could be achieved.

Members were conscious however of the need for the perimeter fence to be replaced and for the changing facilities to be refurbished.

***Resolved: That estimates be obtained for replacing the perimeter fence and refurbishment of the changing facilities and that applications be submitted to appropriate agencies to determine if funding could be obtained.***

**29. 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.*

**30. Request for Additional Litter Bin Ellerby Mews Play area.**

Residents requested that an additional litter bin be positioned inside the playground as the existing one was, on occasion, full to over-capacity.

***Resolved: That in the first instance the frequency for emptying the bin be increased/monitored.***

***Meeting Terminated 11:00am***

*The next meeting of the Facilities Committee will be held in Thornley Village Centre, High Street, Thornley on Thursday 1st September 2016 at 10:00a.m.*



**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
30TH JUNE 2016**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
Mrs. P. Maddison	Work Commitments	Approved

**Meeting Commenced 11:00am**

**31. Draft Minutes of the previous Meeting – Copy attached**

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

**32. Letter of Thanks**

A letter of thanks has been received from the Citizens Advice County Durham for the Parish Council's recent donation.

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

**33. Allotment - Review of Annual Rents**

The Parish Clerk reported that it was appropriate at this time to review allotment rents for 2017/18.

**Resolved: That allotment rents for 2017/18 remain unchanged at £35.00 per year.**

**34. Cemetery - Review of Fees & Charges**

The Parish Clerk reported that it was appropriate at this time to review Cemetery Fees & Charges for 2017/18.

**Resolved: That Fees & Charges for 2017/18 remain unchanged.**

**35. Welfare Park - Review of Charges**

The Parish Clerk reported that it was appropriate at this time review Fees & Charges for 2017/18.

**Resolved: That Fees & Charges for 2017/18 remain unchanged.**

**36. 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 settles any outstanding accounts.**

### **37. 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.*

### **38. Request for Donation**

The New Thornley Banner Group requested for a donation of £300 toward the cost of participating in the Durham Miners Gala on 9th July 2016.

The Parish Clerk pointed out that this could not be dealt with under Any Other Business as it would contravene regulations.

Members were reminded that it was Council policy to make donations of £50.00 but this could be increased if members considered it appropriate in the interest of residents.

At the appropriate time in the future, members were mindful to make a larger donation, but to do so additional information would need to be provided by the New Thornley Banner Group.

***Resolved: That the New Thornley Banner Group be requested to provide a detailed breakdown of costs involved in order that a donation, not exceeding £300.00, could be determined by the Chair & Vice Chair before to event.***

*Meeting Terminated 11:30pm*

*The next meeting of the Finance Committee will be held in Thornley Village Centre, High Street, Thornley on Tuesday 1st September 2016 at 11:00am.*

**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
5TH JULY 2016**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
Mrs. .K. Huntington	Personal	Approved

**GUESTS**

**County Councillors Mrs. L. Hovells, M. Nicholls**

**PUBLIC**

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

**Meeting Commenced 7:00pm**

**39. Minutes of Previous Meeting**

The draft minutes of the meeting held 3rd May 2016 were tabled, approved and signed by the Chair as an accurate record.

**40. Minutes of the Extra-ordinary**

The minutes of the Extra-ordinary meeting held on 13th June 2016 were tabled, approved and signed by the Chair as an accurate record.

**41. Police Report**

As the police were not present no report was available.

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

**42. Unitary County Councillor**

County Councillor Morris Nichols and Mrs. Lucy Hovells gave a detailed verbal report on the continuing difficulties faced by Durham County Council to achieve the budget cuts necessary to meet Government targets including staff restructuring. Issues relating to bus services, environmental impact and roadworks were also commented on.

**Resolved: That the report be received**

**43. Public Question and Answer Session**

No members of the public were present.

**Resolved: That the information be noted**

**44. Resignation of Councillor<sup>4</sup>**

The Parish Clerk reported that Councillor John Williams had resigned and as a result the Monitoring Officer would need to be informed in order that arrangements could be made to call an election or fill the position by means of co-option.

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

***Action: By the Parish Clerk***

**45. Draft Minutes of the Facilities Committee Meeting 30th June 2016**

The minutes of the meeting were tabled for information.

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

**46. Draft Minutes of the Finance Committee Meeting 30th June 2016 & Income and Expenditure report**

The minutes of the meeting were tabled for information.

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

**47. Matters Arising - Progress Report of the Parish Clerk & Councillors**

The Parish Clerk reported that although a letter had been received from former Councillor J. Williams<sup>5</sup> expressing his views on the situation he had made no attempt to settle the outstanding invoice.

Members expressed frustration at the apparent lack of moral obligation being displayed by Councillor Williams and his apparent indifference for the Members Code of Conduct or public finances.

To prevent a similar occurrence in the future it was suggested that an appropriate clause be included in the Members Code of Conduct.

***Resolved: That Mr. Williams be advised of the Council's concerns and payment of the outstanding invoice be pursued.***

***Action: Parish Clerk***

**48. Lease for occupation of D.C.C. land**

The Parish Clerk reported that the terms and conditions relating to the lease of the land had been received.

***Resolved: That the Chair and Vice Chair be authorised to sign the lease on behalf of the Parish Council.***

***Action: Parish Clerk to arrange***

**49. Village Centre Development – Phase II**

The outline proposals submitted by a number of firms specialising in outdoor sport and recreational facilities were considered.

***Resolved: That a meeting of representatives from local community groups be convened to determine which design was preferable.***

***Action: Parish Clerk to arrange.***

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<sup>4</sup> See also Minute 47

<sup>5</sup> See also Minute 44

**50. Risk Assessments**

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

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

**51. Delegates Report on CDALC Medium & Small Councils Forum**

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

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

**52. Delegates Report on Thornley Village Centre Management Group**

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

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

**53. Planning Permission DM/16/01833/FPA**

Durham County Council advised that planning permission has been granted to Mr Huntington for a proposed single storey extension to rear of existing dwelling at 1 Ellerby Mews Thornley Durham DH6 3FB.

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

**54. Invitation**

The Parish Clerk reported that the Sho Shin Kai Karate Club had invited the Chair and Vice Chair of the Parish Council to present awards at their annual competition to take place on Sunday 19th June 2016.

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

**55. SLCC 42nd National Conference**

The sending of delegates to the S.L.C.C. 'Your Conference, Your Say, Your Future' event at the Hinckley Island Hotel, Leicestershire from Thursday 13th to Saturday 15th October 2016 was considered.

***Resolved: That one Councillor and the Parish Clerk be authorised to attend subject to workload commitments.<sup>6</sup>***

***Action: Parish Clerk to arrange as required***

**56. Letter of Thanks**

A letter of thanks has been received from the Sho Shin Kai Karate Club for the help and assistance given by the Parish Council with their recent funds raising activities.

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

**57. 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>6</sup> Councillor's willing & able to attend were asked to notify the Clerk.

**58. RoSPA Annual Playground Inspection.**

The annual inspection report produced by RoSPA on play equipment in the village was considered.

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

The Parish Clerk stated that items requiring attention would be addressed as indicated in the report.

***Resolved: That the report be accepted and actioned as required.***

***Action: By the Parish Clerk***

*Meeting Terminated 7:50pm*

*The next meeting of the Parish Council will be held in Thornley Village Centre, High Street, Thornley on 6th September 2016 at 7:00 p.m.*

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

**MINUTES OF  
EXTRA ORDINARY MEETING OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
17TH AUGUST 2016**

**PRESENT**

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

**PUBLIC**

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

**Meeting Commenced 10:00am**

**59. Coopers Close Allotments**

Members convened at the Village centre before visiting Coopers Close allotments to acquaint themselves with the layout of the site and inspect the gardens.

Members expressed concern at the lack of cultivation undertaken by some tenants and the number and condition of some buildings (possibly erected in contravention of the tenancy agreements) on particular allotments.

The Parish Clerk explained that in accordance with an existing policy vacant gardens were cleared and maintained by council staff until such time as the council determined if they should be re-let to persons on the waiting list.

It was pointed out that the Council did not have the manpower to clear the vacant allotments of all building etc., and as a result this would have to be contracted out at an anticipated cost of several thousand pounds.

The Parish Clerk also reported that two tenants had previously agreed to be re-located in order that the strategy being considered by the Parish Council, for the future management of allotments, could be implemented.

**Resolved: That (1) Notice to Quit be served on the tenant of A3 (2) a contractor be employed to clear all vacant allotments after which they be withdrawn from occupation (3) tenants be notified of the Council's proposals and reminded of their obligations under their agreements and (4) prospective tenants be vetted before being issued with an agreement.**

**Meeting Terminated 11:30am**

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
25TH AUGUST 2016**

**PRESENT**

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

**Meeting Commenced 11:00am**

**60. Draft Minutes of the previous Meeting – Copy attached**

The minutes of the previous meeting held on 30th June 2016 were tabled, approved and signed by the Chair as an accurate record.

**61. Donation New Thornley Banner Group**

As New Thornley Banner Group had provided a detailed breakdown of event costs for participating in the Durham Miners Gala on 9th July 2016.

The Parish Clerk had consulted the Chair and Vice Chair of the Council in order that they could determine the donation amount to be awarded.

***Resolved: That the action of the Parish Clerk be endorsed and that in accordance with its powers under sections 137 and 139 of the Local Government act 1972, it 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.***

**62. Application for Funding Acoustic Panels Thornley Village Centre.**

It was suggested that to improve the marketability of the main hall for functions acoustic panels be installed to reduce the echo created by having hard wall and floor surfaces and a high ceiling.

Initial enquiries made to firms specialising in this work resulted in estimates in the region of £8,922.

Funding of up to £6,500 was available from the Durham County Council's Section 106 account and Thornley Village Centre Management Group had pledged £1,000 toward the project.

For the application to be considered the Parish Council would need to fund the shortfall of £1,422.

***Resolved: That an application for Section 106 funding be submitted to Durham County Council and if successful the financial shortfall be provided by the Parish Council.***

**63. Letter of Thanks (REF: 7982)**

A letter of thanks was received from the New Thornley Banner Group for the Parish Council recent donation.

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

**64. 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 settles any outstanding accounts.***

*Meeting Terminated 11:30am*

**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
6TH SEPTEMBER 2016**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
Mrs. P. English	Personal	Approved
Mrs. .K. Huntington	Personal	Approved

**GUESTS**

**County Councillors Mrs. L. Hovells, M. Nicholls**

**PUBLIC**

**Two members of the public were present.**

**Meeting Commenced 7:00pm**

**65. Appointment of Councillor**

The Chair welcomed Councillor David Smith to the meeting following his unopposed election to fill the vacancy as a Parish Councillor. Declarations of Office were signed and Declaration of Members Interest were submitted.

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

**66. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 5th July 2016 were tabled, approved and signed by the Chair as an accurate record.

**67. Police Report**

As the police were not present no report was available.

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

**68. Unitary County Councillor**

County Councillors Morris Nichols and Mrs. Lucy Hovells gave a detailed verbal report on the continuing difficulties faced by Durham County Council to reduce its budget and achieve Government targets. Approximately £180 million of savings had been achieved in recent years with a further £29 million to be achieved on the 2017/18 budget. The target would be to reduce spending by £250 million overall.

Members of the public were also being encouraged to participate in a consultation scheme and make suggestions as to where further saving might be achieved.

A new draft bus timetable commencing in October 2016 had been agreed.  
A meeting was to be arranged in late September/early October 2016 between officers of D.C.C. and the Village Centre Management Group to try and resolve the outstanding issues.

The overgrown hedges at the side of Ludworth Road and "The Gables" were to be attended too.

The firm building the Crossways development was to be requested to extend the footpath to improve pedestrian access.

Problems caused by traffic speeding on the Gore Hall Estate had been raised with the Chief Constable to try and eliminate the danger to residents.

The review into Youth Services had been completed and would be considered by Cabinet in September.

Investment in Youth Provision and Care Services was under consideration so as to provide a "Mix & Match" across all areas.

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

**69. Public Question and Answer Session**

An attendee at a local school who was undertaking a project on the Coopers Allotments questioned the council's policy on the letting of allotments, the removal of structures on vacated allotments and the decommissioning of vacant gardens.

***Resolved: That the Parish Clerk provides the resident with a written response.***

***Action: The Parish Clerk***

**70. Minutes of the Extra-ordinary Meeting of the Parish Council**

The minutes of the previous meeting held on 17th August 2016 were tabled, approved and signed by the Chair as an accurate record.

**71. Draft Minutes of the Finance Committee Meeting 25th August 2016 & Income and Expenditure report**

The minutes of the meeting were tabled for information.

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

**72. Matters Arising - Progress Report of the Parish Clerk & Councillors**

The Parish Clerk referred to previous meetings when the topic had been discussed and reported that Ex-Councillor J. Williams <sup>8</sup> had failed to communicate with the Parish Council in any way and the debt remained outstanding.

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

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<sup>8</sup> See also Minute 44

**73. Village Centre –Phase II**

At a meeting of the of the group held on 2nd August 2016 it was agreed to recommend to the Parish Council that firm quotations be obtained from 3 particular firms to provide a MUGA, a Skate Park and 6 items of outdoor fitness equipment following which applications for funding be obtained from appropriate sources.

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

**74. Risk Assessments**

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

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

**75. Delegates Report on CDALC Medium & Small Councils Forum**

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

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

**76. Delegates Report on Thornley Village Centre Management Group**

Councillor Mrs. Unsworth reported verbally on the success of the recent summer program of activities, outlined events being planned to take place in the autumn and Christmas period and on the current position of the Phase II development.

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

**77. Planning Permission (REF:DM/16/02451/FPA)**

Durham County Council advised that planning permission had been granted to Mr Andrew Bland 59, Dunelm Road, Thornley, Durham DH6 3HW to erect a single storey pitched roof extension to rear of existing dwelling.

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

**78. Planning Permission (REF: DM/16/01833/FPA)**

Durham County Council advised that planning permission had been granted to Mr Huntington 1, Ellerby Mews, Thornley, Durham DH6 3FB for a single storey extension to rear of existing dwelling.

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

**79. Planning Application (REF:DM/16/02429/COL)**

Durham County Council advised that a Certificate of lawfulness of a proposed development for the construction of dormer roof extension to rear and insertion of 4no. roof lights to front roof slopes of an existing dwelling has been made by Mr Willis 1 Ashwood Grange, Thornley, Durham DH6 3ET

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

**80. 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.*

**81. Planning Application (REF:DM/16/02429/COL)**

Durham County Council advised that Mr & Mrs David Hamblin had applied for planning permission to construct a private garage at 69, Dunelm Road, Thornley, Durham DH6 3HW.

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

**82. Proposed Installation of Bollards Bridleway 13**

Durham County Council advised that in order for their nominated grounds maintenance contractor to gain entry to the "Jubilee Wood" it would be necessary to have the boulders, installed by the Parish Council to prevent vehicle access, replaced with dropped bollards at a cost of £998.19.

D.C.C. requested that the cost be divided between the three agencies.

Members suggested that a contribution would not be necessary if access could be gained via the Parish Council's land at the side of the Village Centre.

***Resolved: That the proposal be made to D.C.C.***

**83. Allotments**

Councillor Smith requested that the decommissioning and letting procedure for allotments be placed on a future agenda for discussion.

The Parish Clerk pointed out that decisions of Council could only be changed after a period of 6 months had elapsed.

It would only be possible therefore to accede to Councillor Smiths request after March 2017.

***Resolved: That the item be placed on the agenda of the first meeting of the Parish Council after March 2017.***

***Action: The Parish Clerk***

*The next meeting of the Parish Council to be held in Thornley Village Centre, High Street, Thornley on 1st November 2016 at 7:00 p.m.*

***Meeting Terminated 09:15pm***

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
THORNLEY VILLAGE CENTRE  
25TH OCTOBER 2016**

**PRESENT**

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

**PUBLIC**

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

**Meeting Commenced 10:00am**

**84. Draft Minutes of the Previous Meeting**

Councillor Mrs. Unsworth referred to minute 24 and pointed out that the decision of members was that the cleared allotments would be decommissioned. Only allotments not on the end of an existing row that became vacant would be offered up for tenancy to persons on the waiting list. Having noted this amendment to the draft minutes of the meeting held 30th June 2016 were approved and signed by the Chair as an accurate record.

**85. Status Report**

The Parish Clerk provided a verbal update on the following:-

**Cemetery Path Resurfacing** – Estimates had been obtained from two contractors for the resurfacing of all paths in Thornley Cemetery. As both estimates were in the region of £30,000 it was suggested that it would be more feasible to phase the works over a number of years as and when finance could be made available. It was agreed that the section between the main entrance and the pergola was the most travelled and that it should be resurfaced first and added to the Capital Works Program as Phase 1.

**Allotment Clearance** – Clearance of the vacant allotments was underway and anticipated to be completed by 1st November 2016. Grass seeding of the areas to be undertaken in at the commencement of the growing season in spring 2017.

**Uncultivated Allotments** – Two tenants on the Library Allotment site had previously been advised that they were not maintaining their gardens in accordance with their agreements and both had failed to remedy the situation. It was suggested that this information be presented to the full Parish Council for members to determine an appropriate course of action.

**Depot/Storage Facility** – it was anticipated that a determination by Durham County Council on a previously submitted application for planning permission would be received by mid November 2016 after which quotations for construction could be sought from appropriately qualified firms.

**Village Centre**

- .1. Tiered Seating – the seating that was being funded by the Village Centre Management Group had been ordered and was due for delivery on Wednesday 26th October 2016.
- .2. Acoustic Panels – The Parish Council's application to Durham County Council's Section 106 fund for £6,000 had been approved. Two quotations had been obtained, both of which were in the region of £9,000. As previously agreed the shortfall would be met by the Parish Council<sup>9</sup>. It was anticipated that installation of the panels could be undertaken in time for events taking place in the centre over the Christmas period.

*Meeting Terminated 10:30am*

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<sup>9</sup> Finance Committee held on 25th August 2016 minute 62 refers



**MINUTES OF  
THORNLEY PARISH COUNCIL  
PERSONNEL COMMITTEE  
THORNLEY VILLAGE CENTRE  
25TH OCTOBER 2016**

**PRESENT**

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

**PUBLIC**

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

**Meeting Commenced 10:30am**

**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**

**86. Draft Minutes of the previous Meeting**

The draft minutes of the meeting held 8th January 2016 were approved and signed by the Chair as an accurate record.

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

**Meeting Terminated 10:45am**

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
25TH OCTOBER 2016**

**PRESENT**

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

**PUBLIC**

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

**Meeting Commenced 11:00am**

**88. Draft Minutes of the previous Meeting**

The draft minutes of the meeting held 25th August 2016 were approved and signed by the Chair as an accurate record.

**89. Annual Audit of Accounts Ending 31st March 2015 (Ref: 8035)**

The Parish Clerk reported that BDO Stoy Hayward LLP had completed the external audit of the parish council's accounts for the financial year ending 31st March 2016.

There were no matters which came to their attention which required the issuing of a separate additional issues arising report.

Arrangements were now to be made for residents to view the Notice of Conclusion of Audit.

**Resolved: That the information be noted**

**Action: Parish Clerk**

**90. Request for Donation**

Thornley FC Juniors requested a donation to support their organisation over the next 12 months.

**Resolved: That in lieu of a cash donation the fees for the hire of the Welfare Park be waived.**

**Action: The Parish Clerk**

**91. Request for Donation**

Durham Constabulary requested a donation to aid the "Mini Police" program.

**Resolved: That a donation be approved in principal subject to receiving details of the program.**

**Action: The Parish Clerk**

**92. Request for Donation (REF: 8077)**

Thornley Residents Group requested a donation of £25 to cover the cost of hiring a bugler to attend the annual Remembrance Day Service.

***Resolved: That in accordance with its powers under sections 137 and 139 of the Local Government act 1972, the Parish Council should incur the following expenditure, which in its opinion, was in the interests of the area or its inhabitants and would benefit them in a manner commensurate with the expenditure of £25.00.***

**93. Unity Bank Account**

The Parish Clerk reported that in accordance with existing policy attempts had been made to open a bank account with Barclay's. As numerous difficulties had been encountered the Parish Clerk, in consultation with Chair and Vice Chair, had determined that a better option would be to open an account with the Unity Bank.

***Resolved: That the action of the Parish Clerk be endorsed and that efforts be made to open an account with the Unity Bank as an alternative.***

***Action: The Parish Clerk***

**94. 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 settles any outstanding accounts.***

*Meeting Terminated 11:30am*

**THE MEETING OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE,  
1ST NOVEMBER 2016**

**PRESENT**

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

**APOLOGIES**

*No apologies were recorded*

**GUESTS**

**County Councillors Mrs. L. Hovells, M. Nicholls**

**PUBLIC**

**One member of the public was present.**

**Meeting Commenced 7:00pm**

**95. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 6th September 2016 were tabled, approved and signed by the Chair as an accurate record.

**96. Police Report**

On behalf of PCSO Kelly Hyde the Parish Clerk the following incidents had been reported to the police since the last meeting: -

Anti-Social Behaviour	6
Criminal Damage	1

Many reports had been received concerning horses running loose between Wheatley Hill and Thornley. The owner of the horses was not currently known but police were continuing to work with Durham County Council toward finding a resolution to the problem.

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

**97. Unitary County Councillor**

County Councillors Morris Nichols and Mrs. Lucy Hovells provided an update on the current finance measures being taken to produce the 2017/18 budget for consideration by Cabinet in December.

Measures were being taken to address residents' concerns over dog fouling and the development of a scrap yard in the Bow Street Area.

The overgrown hedges on the roadside between Thornley and Ludworth were to be cut back as part of the winter maintenance program of works.

The new bus service timetable was now being made available to residents. This would be revised if necessary to meet the needs of the public.

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

**98. Public Question and Answer Session**

No questions were asked.

***Resolved: that the information be noted***

**99. Draft Minutes of the Facilities Committee Meeting held on 25th October 2016**

The minutes of the meeting were tabled for information.

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

**100. Draft Minutes of the Personnel Committee Meeting held on 25th October 2016**

The minutes of the meeting were tabled for information.

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

**101. Draft Minutes of the Finance Committee Meeting held on 25th October 2016 & Income and Expenditure report**

The minutes of the meeting were tabled for information.

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

**102. Matters Arising - Progress Report of the Parish Clerk & Councillors**

The Parish Clerk reported that the Woodland Trust and Durham County Council had been advised of the alternative access route to the Jubilee Wood proposed by the Parish Council. As yet no response had been received.

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

**103. Risk Assessments**

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

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

**104. Delegates Report on CDALC Medium & Small Councils Forum**

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

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

**105. Delegates Report on Thornley Village Centre Management Group**

Councillor Mrs. Unsworth gave a comprehensive report on the status of operations and events that had taken place or planned for the future.<sup>10</sup>

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

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<sup>10</sup> Development Workers Report filed for reference.

**106. Planning Permission (REF:DM/16/00598/FPA)**

Durham County Council advised that planning permission had been granted to Mr G Miller to construct a detached house at The Rookery Ashwood Grange Thornley. Members pointed out that a number of individual properties had now been built on land in the immediate vicinity and questioned whether all had been recorded for the purposes of Council Tax.

***Resolved: That the information be noted and the Parish Clerk obtained clarification from Durham County Council.***

***Action: The Parish Clerk.***

**107. Capital Works Program 2017/18**

The report of the Parish Clerk was tabled for consideration in order that the amounts determined could be incorporated into the 2017/2018 budget.

***Resolved: That the financial resources detailed in the report be incorporated in the 2017/18 budget.***

**108. 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.*

**109. CDALC Meeting with MP's**

Councillor Smith reported on his attendance and informed members that interactive discussions on transport, housing and bus services had taken place. He had found it interesting and very informative.

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

**110. Local Council Charter**

A copy of the newly drafted charter was tabled for discussion.

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

**111. CDALC AGM - Diversity**

Details of motions carried at the recently held AGM were tabled for discussion.

***Resolved: That the content on "diversity" be adopted and a statement to that effect be posted on village noticeboards and included in appropriate documents.***

**112. CDALC AGM – Tax Referendum Principles**

***Resolved: That the Parish Council support the motion of NALC and will forward a letter of support to its Member of Parliament.***

**113. Planning Application (REF: DM/16/03187/FPA)**

Durham County Council advised that Planning Permission had been granted to Miss Dawn Iddon to erect a single story rear extension at 42, Gore Hill Thornley, Co. Durham DH6 3DU

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

**114. Uncultivated Allotments**

The Parish Clerk referred to the Minutes of the Facilities Committee meeting held on 25th October 2016<sup>11</sup> and reported that one of the tenants had now voluntarily terminated his agreement.

Photographs taken of the other allotment were tabled to aid members in their deliberations.

***Resolved: That Notice to Quit be served on the tenant of the other uncultivated allotment on the Library Site.***

*The next meeting of the Parish Council will be held in Thornley Village Centre, High Street, Thornley on 10th January 2017 at 7:00 p.m.*

*Meeting Terminated 09:30pm*

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<sup>11</sup> Minute 84 refers



**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
THORNLEY VILLAGE CENTRE  
5TH JANUARY 2017**

**PRESENT**

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

**APOLOGIES**

*No apologies were recorded.*

**Meeting Commenced 10:00am**

**115. Draft Minutes of the previous Meeting**

The minutes of the previous meeting held on 25th October 2016 were tabled, approved and signed by the Chair as an accurate record.

**116. Progress Report of the Parish Clerk**

Allotment redevelopment – With the exception of harrowing and grass seeding of the reclaimed areas to be undertaken by the Contractor in spring 2017, works were complete.

Incident in the Cemetery – Reports had been received that in December 2016 a visitor to the Cemetery had slipped on wet grass. As far as the Council was aware no injury had been sustained. As a precaution the Parish Staff had called an ambulance and the person concerned had been taken to hospital for a check-up. An incident report had been logged and a statement taken from the member of the Parish Staff involved.

**117. War Memorial**

The Parish Clerk informed members that an alternative design for an arch at the War Memorial had been obtained.

It was generally agreed that overall the design would not be as serviceable in the long term as that previously considered.

***Resolved: That the original design be submitted to a future meeting of the Parish Council for consideration.***

**118. Operation of Thornley Village Centre**

The Parish Clerk reported that he had been informed by the Trustees of the Thornley Village Centre that they were no longer in a position to operate and manage the Village Centre and asked that the Parish Council took over the function to ensure its sustainability in the long term for use by residents in the community.

***Resolved: That the item be referred to the Parish Council.***

## **119. 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.*

## **120. Application to erect Poly-Tunnel**

The tenant of A16 Coopers Close Allotments requested permission to erect a Polly-Tunnel measuring 16feet X 18feet on the allotment.

***Resolved: That permission be granted.***

*The next meeting of the Finance Committee will be held in Thornley Village Centre, High Street, Thornley on Thursday 2nd March 2016 at 10:00am.*

*Meeting Terminated 10:30am*

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
5TH JANUARY 2017**

**PRESENT**

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

**APOLOGIES**

*No apologies were recorded.*

**Meeting Commenced 11:00am**

**121. Draft Minutes of the previous Meeting – Copy attached**

*The minutes of the previous meeting held 25th October 2016 were tabled, approved and signed by the Chair as an accurate record.*

**122. 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 settles any outstanding accounts.***

**123. Internal Audit.**

The Parish Clerk informed members that although the Internal Auditor had completed the audit of account from 1st April 2016 to 30th September 2016 and had indicated that there were no anomalies, his actual report had not been received in time for the meeting because of the Christmas holiday period.

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

**124. New Parish Depot/Storage**

The Parish Clerk provided a verbal update on the status of the project and indicated that in 11 firms had been requested to submit quotations. Only 3 had responded.

***Resolved: That the contract for the construction be awarded to Trimdon Construction who had submitted the lowest quotation.***

***Action: The Parish Clerk to progress.***

**125. Coopers Close Allotment - Paths Resurfacing**

An estimate received for the resurfacing of the paths on the Cooper's Close allotment site was tabled for discussion.

Members expressed the view that whilst resurfacing work was required it was considered that it could be undertaken "in house" and at less cost if plant and labour could be made available.

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

**Action:**     *When feasible the Parish Clerk to include the work in the scheduled works program.*

**126.   Coopers Close Allotment - Erection of Fencing**

The Parish Clerk reported the tenants of A6 and B5 had requested that the front fencing of their plots to be replaced by the Parish Council following removal of the original fencing during the redevelopment of the site.

An estimate to undertake the work was tabled for discussion.

Although members were mindful of the reason for the requests they expressed the view that this be left to the individuals concerned as it was only Council policy to maintain the sites perimeter fence not internal fencing.

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

**Action:**     *The Parish Clerk to advise the tenant of the decision*

**127.   Request for Donation**

A request from Durham Constabulary for a donation toward the “Mini Police Project” deferred from the meeting held on 25th October 2016 was considered.<sup>12</sup>

**Resolved:** *That in accordance with its powers under sections 137 and 139 of the Local Government act 1972, the Parish Council should incur the following expenditure, which in its opinion, was in the interests of the area or its inhabitants and would benefit them in a manner commensurate with the expenditure of £350.00 payable when the project commenced.*

**128.   Request for Donation (REF: 8088)**

A request from the Great North Air Ambulance for a donation to help fund the service over the next 12 months was considered.

Members were advised that a previous donation of £300 was made in 7th January 2016.

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

**129.   Request for Donation (REF: 8043)**

A request from the Haswell & District MENCAP Society for a donation to fund a £5,000 shortfall in 2017 budget was considered.

Members are advised that a donation of £50.00 made to the Society in January 2014

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

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<sup>12</sup> Minute 90 refers.

**130. Request for Donation (REF: 8085)**

A request from Wheatley Hill Community Centre for a donation to allow them to continue providing a valuable service to families of Wheatley Hill was considered.

Members were advised that no previous donations have been made to the Community Centre by the Parish Council.

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

**131. Request for Donation (REF: 8104)**

A request from NEPACS (Durham Discharged Prisoners' Aid Society) for a donation to aid them in their efforts to support a positive future for prisoners and their families was considered.

Members were advised that no previous donations have been made to the society by the Parish Council.

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

**132. Replacement of Grounds Maintenance Equipment**

The Parish Clerk provided background information on this subject and requested that members considered entering into a 5-year financial lease agreement to purchase a replacement tractor and ancillary equipment used for grave digging and grounds maintenance.

***Resolved: That the equipment be purchased by means of a 5-year lease agreement.***

*Meeting Terminated 11:30am*

*The next meeting of the Finance Committee will be held in Thornley Village Centre, High Street, Thornley on Thursday 2nd March 2016 at 11:00am.*

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**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE,  
10TH JANUARY 2017**

**Meeting Commenced 7:00 p.m.**

**133. Apologies for Absence**

Councillor	Reason for Absence	Resolved
Mrs. .K. Huntington	Personal	Approved

**GUESTS**

**County Councillors Mrs. L. Hovells, M. Nicholls**

**PUBLIC**

**No members of the public were present**

**134. Minutes of the previous Meeting**

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

**135. Police Report**

On behalf of PCSO Kelly Hyde the Parish Clerk the following incidents had been reported to the police since the last meeting: -

Anti-social behaviour	2
Burglary	1
Theft from Motor vehicle	1

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

**136. Unitary County Councillor**

County Councillors Morris Nichols and Mrs. Lucy Hovells updated members on the continuing difficulties faced by Durham County Council to achieve the budget cuts necessary to meet Government targets including staff restructuring. Issues relating to bus services, environmental impact, roadworks and stray horses were also commented on.

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

**137. Public Question and Answer Session**

As members of the public were not present, no questions were raised.

**Resolved: That the information be noted**

**138. Draft Minutes of the Facilities Committee Meeting held on 5th January 2017**

The minutes of the meeting were tabled for information.

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

**139. Draft Minutes of the Finance Committee Meeting held on 5th January 2017 & Income and Expenditure report**

The minutes of the meeting were tabled for information.

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

**140. Matters Arising - Progress Report of the Parish Clerk & Councillors**

- War Memorial Lighting – an order to repair the lighting had been placed with Durham County Council. It was anticipated that this would be completed on 11th January 2017.
- Properties in the Rookery – Enquiries were ongoing to determine if planning permission had been obtained for all of the properties on this development.

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

**141. Risk Assessments**

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

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

**142. Delegates Report on CDALC Medium & Small Councils Forum**

Delegates reported that no meeting had been held

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

**143. Delegates Report on Thornley Village Centre Management Group**

Councillor Mrs. Unsworth reported that events such as Halloween, Christmas Lights Switch-on and Pantomime had been well supported.  
New user groups were being attracted to use the centre which was now proving to be an asset to the community

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

**144. Planning Permission (REF: DM/16/03035/FPA)**

Durham County Council advised that planning Permission had been granted to Thornley Parish Council to erect a storage building and access at Thornley Village Centre, High Street, Thornley, Co. Durham DH6 3EL

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

**145. Operation of Thornley Village Centre**

The Parish Clerk reported that the Thornley Village Centre Trustees had advised that they were no longer in a position to manage facility and would be notifying the Charity Commission to wind-up the C.I.O. in due course. <sup>13</sup>  
They requested the Parish Council to take over the future management and operation of the centre for use by residents.

***Resolved: That the Parish Council accept responsibility for the management & future operation of the Village Centre.***

***Action: The Parish Clerk to prepare a staff structure report for consideration.***

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<sup>13</sup> Referred to Full Council by Facilities Committee held 5th January 2017



#### **146. Parish Precept 2017/18**

The Parish Clerk reported that it was appropriate at this time to consider the budget for 2016/17 and set the precept to be raised via Durham County Council. Details of the current and proposed precept amount and LCTSS Grant and what impact various increases would have on budget proposals were tabled for consideration.

It was noted that Durham County Council was to reduce the Parish's LCTSS Grant by £3,362 for 2017/18.

Members were mindful of the need for financial constraint but considered that an increase of 1.99% would therefore be required to meet the shortfall and potential increases in utility costs and other service expenditure.

This would equate to an increase equal to a £6.39 per month on Band "D" properties.

***Resolved: That the Parish Precept for 2017/18 be increased by 1.99% to £148,791 plus LCTSS Grant of £10,056 and that Durham County Council be advised accordingly.***

#### **147. 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.*

*The next meeting of the Parish Council will be held in Thornley Village Centre, High Street, Thornley on 7th March 2017 at 7:00 p.m.*

#### **148. John Scott Youll V.C. Memorial Plaque**

The Parish Clerk reported that the H.M. Government had initiated the installation of memorial plaques to service personnel awarded the Victoria Cross.

In County Durham, the Area Action Partnership was charged with arranging the installations and to establish where they should be positioned, they intended carrying out consultation exercises.

As a "consultee" the Parish Council would be requested to advise on its preferred location for the plaque.

***Resolved: That the A.A.P. be advised that Parish Council's preferred location be adjacent to the "Pit Wheel" in front of the Thornley Village Centre.***

***Action: The Parish Clerk.***

#### **149. War Memorial Arch**

The design of a proposed arch for installation at the Thornley War Memorial was tabled for approval.

***Resolved: That the design be approved.***

***Action: The Parish Clerk to obtain estimates for its purchase and installation.***

**150. Planning Permission (DM/16/04020/FPA)**

Durham County Council advised that Miss Rachel Benn had applied for a change of use of the upper floor at McCoys 4, Hartlepool Street, Thornley, Co. Durham DH6 3BG to a Tattoo Studio.

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

**151. Proposed Replacement of Electricity Sub-Station**

Durham County Council advised that it had received a request from Northern Powergrid to replace the sub-station in Thornley and request that any objections to the proposal be submitted as soon as possible.

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

*Meeting Terminated 08:10pm*

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
2ND MARCH 2017**

**PRESENT**

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

**APOLOGIES**

*No apologies were recorded.*

**Meeting Commenced 10:00am**

**152. Draft Minutes of the previous Meeting – Copy attached**

*The minutes of the previous meeting held 5th January 2017 were tabled, approved and signed by the Chair as an accurate record.*

**153. Review of Welfare Park Hire Fees 2017**

To consider if hire charges should be increased in 2017.

**Resolved: That the Welfare hire fees remain unchanged at £350 per team for 2017.**

**154. Review of Allotment Rents 2017**

To consider if rents should be increased for 2017.

**Resolved: That allotment rents remain unchanged at £35 per plot for 2017.**

**155. Review of Cemetery Fees & Charges 2017**

**Resolved: That Cemetery Fees and Charges be increased from 1st April 2017 as follows:-**

	RESIDENT OF THORNLEY	NON RESIDENT OF THORNLEY
Exclusive Right Of Burial	£220.00	£440.00
Exclusive Right Of Burial – Cremated Remains	£100.00	£200.00
For the body an adult or child over the age of five years.	£220.00	£440.00
For the body of a child whose age at the time of death did not exceed five years.	£75.00	£150.00
For the interment of cremated remains	£100.00	£200.00

Erection of Headstone or Memorial Tablet (In addition to an Exclusive right of Burial)	£100.00	£100.00
Transfer of Exclusive Rights of Burial	£50.00	£50.00

#### 156. **Village Centre Phase II**

The Parish Clerk reported that the provision of outdoor gym equipment would cost in the region of £12,500 excluding V.A.T. The Village Centre Management Group had pledged £5,000 toward the cost and that individual County Councillor's had pledged a further £1,016.

Members were asked if the Parish Council should fund the shortfall.

***Resolved: That the Parish Council fund any shortfall upto a maximum of £6,500.00***

#### 157. **Phase II – Fitness Equipment**

The Parish Clerk reported that on the recommendation of the Village Centre Phase II Development Working Group, Proludic Ltd had submitted a quotation totaling £12,250 for the provision of fitness equipment to be installed adjacent to the Village Centre.

***Resolved: That the quotation be accepted.***

#### 158. **Christmas Illumination**

The Parish Clerk reported that a quotation totaling £6,317.78 had been obtained from Blachere Illuminations for the provision of Christmas lighting on the Pit Wheel.

***Resolved: That the quotation be received but no further action be taken.***

#### 159. **Request for a Donation**

***Councillor Pat English declared an interest in this item and took no further part in the discussion or voting procedure that followed.***

The Sho Shin Kia Shotokan Karate Club who's base is Thornley Village Centre requested a donation to help equip their group for the benefit all its members.

***Resolved: That in accordance with its powers under sections 137 and 139 of the Local Government act 1972, the Parish Council should incur the following expenditure, which in its opinion, was in the interests of the area or its inhabitants and would benefit them in a manner commensurate with the expenditure of £1,000.00.***

#### 160. Letters of Thanks

Letters of thanks for the Parish Council's recent donations have been received from the Great North Air Ambulance and the Haswell and District MENCAP Society.

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

#### 161. 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 settles any outstanding accounts.*

#### 162. 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.*

#### 163. Thornley Village Centre Perimeter Path

Durham County Council advised that DCC Highways had provided a quotation totaling £4,941.09 to install a new tarmacadam footpath to the full perimeter of the Village Centre.

The Parish Council were asked if works were to proceed how it should be funded.

**Resolved:** *That in the opinion of members the problem stemmed from a change in specification from the original design for the Centre or deviation from it by the Contractor. It should therefore be corrected by D.C.C. from their own budget (or by seeking funding from outside agencies) or by the Contractor responsible.*

#### 164. Thornley Village Centre – Main Entrance and Fire Doors

Durham County Council advised that Dorma (the Contractor responsible for the supply & installation of the doors during construction of the centre) had carried out an examination of the doors and a number of faults had been discovered. To correct these faults arising from the original contract Dorma were to undertake the undermentioned work (as specified in their quotation):-

1. Main Entrance: To ensure correct fully auto upgrade card is inserted, adjust all parameters and settings as required to ensure door operates correctly, including wind load control function.
2. Hall Fire Exit Door: To remove, raise and adjust left hand leaf (in looking out), strip down, investigate and repair panic bar bottom locking rod on (also on left hand leaf), re-assemble, re-hang door and adjust as necessary, test for correct operation and clear site.

In addition the Parish Council were to be responsible for replacement of the plastic over for the sensor on the outside of the main entrance door for which Dorma would charge £562.00.

Members pointed out that the door sensor was working perfectly well and expressed concern at what appeared to be an extortionate sum for a replacement plastic cover for the sensor.

It was also pointed out that if the cover was replaced before it could be determined if all the faults had been rectified the same thing could happen again.

**Resolved: That the Parish Council would cover the cost of replacing the plastic cover for the sensor once all other works were completed by Dorma and the Parish Council were satisfied that the door(s) were working correctly.**

**165. Mini Police**

The Parish Clerk reported that Durham Constabulary had advised that the Mini Police project in Thornley was to commence in the near future and had requested release of the Parish Council's donation in order to equip the children with uniforms etc.

**Resolved: That the donation of £350 previously agreed be released to Durham Constabulary.** <sup>14</sup>

**NOTE**

**Due to the Council Elections taking place on Thursday 4th May 2017 it will be necessary to convene the next meeting of the Finance Committee meeting in Thornley Village Centre, High Street, Thornley on Monday 8th May 2017 2016 at 11:00am.**

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<sup>14</sup> Meeting held on 5th January 2017 Minute 127 refers

**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
7TH MARCH 2017**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
Mrs. .K. Huntington	Work Commitments	Approved
Ms. J. Grant	Work Commitments	Approval

**PUBLIC**

**One member of the public was present.**

**Meeting Commenced 7:00pm**

**166. Minutes of Previous Meeting**

The minutes of the previous meeting held on 10th January 2017 were tabled, approved and signed by the Chair as an accurate record.

**167. Police Report**

On behalf of PCSO Kelly Hyde the Parish Clerk stated that the following incidents had been reported to the police since the last meeting: -

Anti-social Behavior	4
Burglary	8
Theft from Vehicles	2

In addition, approximately 100 horses had been seized.

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

**168. Unitary County Councillor**

As County Councillor Morris Nichols was not present no report was available.

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

**169. Public Question and Answer Session**

A member of the public highlighted the recurring problem of fly-tipping on land to the rear of the Library and asked if the barrier gate to the allotment site could be re-located to prevent access and (or) in addition if a height restriction barrier be installed.

The Parish Clerk provided additional background information and explained the difficulties that may arise if all vehicles were prevented open access.

It was also stated that despite numerous requests being made to Durham County Council over a period of 12 months, street lighting columns nos: 271, 272 and 361 were still not working.

**Resolved:** *That a quotation be obtained for the provision of a height restriction barrier and that Durham County Council be advised of the Parish Council's concern over the failure to repair the light columns.*<sup>15</sup>

**Action:** *the Parish Clerk.*

**170. Draft Minutes of the Finance Committee Meeting**

The draft minutes of the Finance Committee held on 2nd March 2017 along with the Income & Expenditure report were tabled for the information of members.

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

**171. Matters Arising - Progress Report of the Parish Clerk & Councillors**

The Parish Clerk referred to minute 140 and reported that repair of the War Memorial Lighting was still outstanding<sup>16</sup> and that no response had been received from D.C.C. in relation to properties in the Rookery.

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

**172. Theft of Equipment (Incident Number 211)**

The Parish Clerk reported that on 2nd January 2017 an item of maintenance equipment had been stolen from site. C.C.T.V footage of the incident had been passed to the police.

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

**173. Village Centre Managements Group**

Formal Notification was received from the Village Centre Managements Group stating that a "winding-up" letter had been submitted to the Charity Commission to cease trading on 31st March 2017.

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

**174. Risk Assessments**

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

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

**175. Delegates Report on CDALC Medium & Small Councils Forum**

Delegates reported that no meeting had been held

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

**176. Delegates Report on Thornley Village Centre Management Group**

Delegates reported that no meeting had been held

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

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<sup>15</sup> These lights were subsequently repaired by D.C.C.

<sup>16</sup> These lights were subsequently repaired by D.C.C.



**177. Councillor Williams – Overdue Payment**

The Parish Clerk referred to the comments made in the Internal Auditor's report pertaining to the outstanding debt and to the Parish Council's previous decisions.

Whilst members accepted the reasoning behind the Auditors comments it was noted that no cash advancements had been given to Mr. Williams.

Mr Williams had accepted the nomination to attend conference and in addition had specifically requested the Parish Clerk to book a supplementary night's hotel accommodation. He subsequently failed to notify the Council that he would not be attending conference. Had he done so the conference place could have been offered to another Councillor. Notwithstanding the conference fee, the Parish Council considered Mr. Williams to be totally responsible for the repayment of the cost of the supplementary night's hotel accommodation.

The Parish Council had endeavoured to recover what it considered unnecessary expenditure brought about by Mr. Williams actions.

***Resolved: That on advice received from the Monitoring Officer, Council Standing Orders had been changed to prevent a similar occurrence happening in future and that pursuing legal action to recover the debt may result in a greater financial burden on Council Tax payers.***

**178. Decommissioned Allotments**

Following the meeting held on 6th September 2016, Councillor Smith proposed that all decommissioned allotment gardens be recommissioned and offered to persons on the waiting list.

***Resolved: On a show of hands 5 to 3 the existing policy be maintained.***

**179. Request for an Extension of Allotment Tenancy.**

A tenants request that a Notice to Quit served upon him for non-cultivation of his allotment be withdrawn was considered.

***Resolved: That the Notice to Quit be rescinded.***

**180. Village Centre Administrative Assistant**

A proposal to ensure that the administrative functions of the Village Center were maintained following the handover of the management of the facility from the Village Centre Trustees to Thornley Parish Council was considered.

***Resolved: That the wages of the Administrative Assistant be financed by the Parish Council until a revised staff restructure could be implemented.***

**181. War Memorial – Awarded Listed Building Status**

The Secretary of State for Culture, Media and Sport advised that the Thornley War Memorial had been added to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II.

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

## **182. 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.*

## **183. Coopers Close Allotments**

Councillor Smith reported that two allotment tenants had stated to him that they no longer wished to accept the tenancies of redeveloped allotment gardens because of the ground conditions. In addition, it was alleged that the contractor appointed to undertake the clearance works had buried asbestos and other materials on site thus making it uncultivable.

The Parish Clerk reported that prior to the commencement of works a qualified firm of inspectors had been commissioned to carry out an asbestos survey. Their report had stated that the (suspicious) material was inert cement based and not hazardous waste.

***Resolved: That the allegations be investigated.***

***Action: The Parish Clerk.***

## **184. Vacant Allotments**

The Parish Clerk reported that there were two vacant allotments were available for tenancy by people on the waiting list.

In accordance with existing policy, it would be necessary to convene a member's panel to allocate the gardens.

***Resolved: That Councillor's Mrs. P. English, Mrs. P. Maddison, T. Unsworth, and D. Smith be nominated to serve on the panel.***

***Action: Parish Clerk.***

*Meeting Terminated 8:45pm*

## **NOTE**

*Due to the Council Elections taking place on Thursday 4th May 2017, it will be necessary to convene the Annual General Meeting and subsequent Parish Council meeting in Thornley Village Centre, High Street, Thornley on 9th May 2017 at 7:00 p.m.*

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FACILITIES COMMITTEE  
THORNLEY VILLAGE CENTRE  
4TH MAY 2017**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
M. McCoy	Personal	Approved

**Meeting Commenced 10:00am**

**185. Draft Minutes of the previous Meeting**

The minutes of the previous meeting held on 5th January 2017 were tabled, approved and signed by the Chair as an accurate record

**186. Allotments**

The Parish Clerk provided a status report (verbal) on allotments.

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

**187. Cemetery**

The Parish Clerk provided a status report (verbal) on the Cemetery and on proposals for repairs to the perimeter wall and clearance of unauthorised items.

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

**188. Welfare Park**

The Parish Clerk provided a status report (verbal) on the Welfare Park.

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

**189. General**

The Parish Clerk provided a progress report (verbal) on construction of the new depot and on proposed installation of the outdoor fitness equipment adjacent to the Village Centre.

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

**Meeting Terminated 10:20am**

*The next meeting of the Facilities Committee will be held in Thornley Village Centre, High Street, Thornley on Thursday 29th June 2017 at 10:00a.m.*

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PURPOSES**

**MINUTES OF  
THORNLEY PARISH COUNCIL  
PERSONNEL COMMITTEE  
THORNLEY VILLAGE CENTRE  
4TH MAY 2017**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
M. McCoy	Personal	Approved

**Meeting Commenced 10:30am**

**190. Draft Minutes of the previous Meeting**

The minutes of the previous meeting held on 25th October 2016 were tabled, approved and signed by the Chair as an accurate record

**191. Staff Restructure**

The Staff Restructure report produced by the Parish Clerk was tabled for consideration.

**Resolved: That Option 2 of the report be implemented as soon as practicable.**

**Meeting Terminated 10:50am**

*The next meeting of the Personnel Committee will be held in Thornley Village Centre, High Street, Thornley on Thursday 29th June 2017 at 10:30a.m.*

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PURPOSES**

**MINUTES OF  
THORNLEY PARISH COUNCIL  
FINANCE COMMITTEE  
THORNLEY VILLAGE CENTRE  
4TH MAY 2017**

**PRESENT**

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

**APOLOGIES**

Councillor	Reason for Absence	Resolved
M. McCoy	Personal	Approved

**Meeting Commenced 11:00am**

**192. Draft Minutes of the previous Meeting**

Having noted that repair works to the main entry door and fire door were still outstanding and that no progress had been made to resolve the issue of the perimeter footpath, the minutes of the previous meeting held on 5th January 2017 as tabled, approved and signed by the Chair as an accurate record.

**193. Finance Report**

The Finance report detailing all income and expenditure since the last meeting was considered.

**Resolved: That the report be accepted and that the Parish Clerk settles any outstanding accounts.**

**194. Request for Donation (REF: 8279)**

Thornley Residents Group requested a donation to support the organisation of a "Get Together Day" to be held on 17th or 18th June 2017 in memory of Jo Cox M.P.

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

**195. Request for Donation (REF: 8283)**

The Citizens Advice County Durham requested a donation to support the work of the Charity over the next twelve months.

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

**196. Request for Donation (REF: 8287)**

Alice House Hospice requested a donation to support the work of the Charity over the next twelve months.

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

*Meeting Terminated 11:20am*

*The next meeting of the Finance Committee will be held in Thornley Village Centre, High Street, Thornley on Tuesday 29th June 2017 at 11:00am.*



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