

**MINUTES OF
THORNLEY PARISH COUNCIL
THORNLEY VILLAGE CENTRE
9TH MAY 2017**

PRESENT

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

Guests

County Councillors Mrs. L. Hovells & M. Nichols

APOLOGIES

No. Apologies were recorded

PUBLIC

1 member of the public was present.

Meeting Commenced 7:00pm

1. Draft Minutes of the previous Parish Council Meeting

The minutes of the previous meeting held on 7th March 2017 were tabled, approved and signed by the Chair as an accurate record.

2. Police Report

As the police were unable to attend the meeting they had asked that the Parish Clerk present their report.

Since the previous meeting the following incidents relating to Thornley had been reported.

Anti-social Behavior	–	2
Criminal Damage	–	2
Theft From motor vehicle	–	1

Resolved: That the report be received

3. Unitary County Councillor

Councillor Nichols and Councillor Hovells reported that business of the County Council had been limited due to the Local Election process.

The outstanding issues in Thornley that had been brought to their attention had been related to officers for rectification.

Members raised additional areas of concern. These were noted.

Congestion outside Thornley Primary School at peak times was still giving concern. As a result additional Yellow No Parking lines were to be installed.

Resolved: That the report be received.

4. Public Question and Answer Session

A member of the public will raised the issue of flytipping and littering on the public footpath adjacent to the Thornley Library leading to the Millennium Wood land in the ownership of D.C.C. between Thornley & Wheatley Hill.
County Councillor Nicholls noted the information and would have it rectified.

Resolved: That the information be noted.

5. Draft Minutes of the Personnel Committee Meeting 4th May 2017

The minutes of the meeting were tabled for information.

Resolved: That the information be noted.

6. Draft Minutes of the Facilities Committee Meeting 4th May 2017

The minutes of the meeting were tabled for information.

Resolved: That the information be noted.

7. Draft Minutes of the Finance Committee Meeting 4th May 2017

The minutes of the meeting & the Income and Expenditure report were tabled for information.

Resolved: That the information be noted.

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

The Parish Clerk reported that he had attempted to offer vacant allotments to those remaining on the waiting list but for various reasons none had been accepted.

Reinstatement of the allotment path was scheduled to take place summer.

The autumn/winter floral displays would be replaced shortly with summer bedding.

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

As the Management Group had now been dissolved and the Centre operation transferred to the Parish Council no reports were available.

Resolved: That the item be removed from future agendas.

12. Land Sale Enquiry

Mr. Gary Jones enquired if the Parish Council was prepared to sell a portion of land on the site of the former Thornley Colliery on which to a four-bedroom family home with detached garage and generous garden.

Resolved: That the sale be declined.

13. Planning Application (DM/17/00690/FPA)

Durham County Council advised that Mrs Aerzoo Robati had applied for a change of use of the former Peters Cathedral Bakers, The Villas, Thornley, Co. Durham DH6 3EU to a Pizza Takeaway.

Resolved: That the Parish Council object to the application on the grounds of noise and litter and parking difficulties.

Action: Parish Clerk to arrange

14. Planning Application (DM/17/01399/FPA)

Durham County Council advised that Mrs. Thomasina Jackson had applied for retrospective planning permission to erect a single story extension to the rear of 3, Hillside Crescent, Thornley, Co. Durham DH6 3DW.

Resolved: That no objection be raised

15. Planning Application (DM/17/01230/FPA)

Durham County Council advised that Mr. Mick Emery, Emery Steel Contracts, Elliot Street, Thornley, Co. Durham had applied for planning application to construct a 6 bedroom 2 storey house with rooms in the roof within the existing boundary wall of the premises at near Elliot Street, Thornley, Co. Durham DH6 3AP.

Resolved: That the Parish Council object to the application on the grounds that the boundary wall may have been built without planning approval and without a stopping up order being issued by the Highways Agency.

16. S.L.C.C. Training Seminar.

The Parish Clerk referred to information provided by the Society of Clerks on this seminar to be held at Hardwick Hall Sedgefield on Wednesday 19th July 2017 from 8:30am until 4:00pm and sought the names of Councillors wishing to attend at a cost of £69.00 each plus V.A.T.

Resolved: That the Parish Clerk circulates details to all members and those wishing to attend contact the clerk.

Action: The Parish Clerk and Members

17. 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.

18. Annual Audit of Accounts Ending 31st March 2017

The Parish Clerk reported that the external auditor (BDO LLP) had advised that the annual audit of the 2016/2017 accounts would take place on 5th June 2017. 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 10th May 2017 to 8th June 2017.

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.

Meeting Terminated 8:55pm

**MINUTES OF
THORNLEY PARISH COUNCIL
EXTRAORDINARY FINANCE COMMITTEE
THORNLEY VILLAGE CENTRE
25TH MAY 2017**

PRESENT

Councillors D. Smith (Chair), M. McCoy, Mrs. P. English, Mrs. J. Unsworth

APOLOGIES

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

Meeting Commenced 10:00am

19. Election of Chairperson

Councillor D. Smith was elected chairperson of the Committee for the coming year.

20. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 4th May 2017 were tabled, approved and signed by the Chair as an accurate record.

21. Additional Security

Quotations for the installation of additional alarm activation points and CCTV cameras surveillance in the new depot and Village Centre to monitor criminal activity & flytipping in the area were considered.

The Parish Clerk reported that as this equipment was to be added to the existing system it would be impractical to seek quotations from alternative providers.

Resolved: That Financial Regulation 10.3 be waived and the contract be awarded to ADT Fire & Security.

Action: The Parish Clerk

22. Request for Donation (REF: 8310)

A request from the Butterwick House Hospice for babies' children & young adults for a donation to fund their work over the next twelve months was considered.

Members were advised that the last donation made to the Hospice was for £50.00 in August 2015¹.

¹ Finance meeting held on 25th August 2015 minute 69 refer.

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.

23. Quotation for Repairs to Cemetery Wall

A quotation for the repair of the Cemetery Wall was considered.

Resolved: That in order to comply with Financial Regulations 2 additional quotations be obtained.

24. Bow Street Play Area – Complaints

The Parish Clerk reported that complaints had been received from a resident alleging that her car had been damaged as a result of children playing ball games in the playarea. They had requested that an additional piece of equipment be installed or prohibited notices erected.

Members pointed out that the area was also being frequented by teenagers consuming alcohol.

It was pointed out that Councils were being discouraged from erecting “No Ball Games” signs as they prevented healthy exercise which could lead to increased obesity.

Resolved: That the request for additional equipment and a No Ball Games sign be rejected, that the police be made aware of the underage drinking problem and that the resident be advised to park her vehicle in a different location.

Meeting Terminated: 10:30am

**MINUTES OF
THORNLEY PARISH COUNCIL
FACILITIES COMMITTEE
THORNLEY VILLAGE CENTRE
29TH JUNE 2017**

PRESENT

Councillors Mrs. J. Unsworth (Chair), Mrs. P. English, Ms. J. Grant, M. McCoy.

APOLOGIES

No Apologies recorded

Meeting Commenced: 6:30pm

25. Apologies for Absence

No apologies recorded

26. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 4th May 2017 were tabled, approved and signed by the Chair as an accurate record.

27. Allotments

The Parish Clerk reported that a Councillor had requested that letters be sent to an allotment tenant regarding the uncultivated nature of his allotments and to another tenant regarding the use of the garden for possible business activities and the storage of materials on the access path.

Resolved: That the matter be referred to the Parish Council for determination.

28. Allotment Waiting list

The Parish Clerk reported that the names of 5 residents were now on the waiting list one of whom wished to enter into a tenancy agreement.

Resolved: That in accordance with existing policy on the letting of allotments, the prospective tenant be invited to meet Councillors and sign his Agreement.

29. Summer Bedding

The Parish Clerk reported that the summer bedding and hanging baskets were now in place.

Because of limited staff resources a contractor has been appointed to undertake watering.

Resolved: That the information be noted.

30. Village Centre - Official opening of the Outdoor Fitness area

The Parish Clerk reported that the fitness equipment had been installed and that landscaping and fencing works would be completed in the near future.

Resolved: That an "official opening" be arranged.

Action: The Facilities & Community Officer

31. Review of Lettings Policy/Procedures

In view of the recent transfer of the management of the Village Centre to the Parish Council members considered it appropriate to review the various policies relating to the centre including fees and charges.

Resolved: That until the Facilities & Community Officer could prepare a report on proposed changes, the existing policies remain in place.

Action: The Facilities & Community Officer

32. 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.

33. Access to Library Allotments (REF: 8390)

It was reported that Traveller's may be preparing to hold a "Fayre" on land to the rear of the Library and that this may also encroach onto the former Colliery site in contravention of a Court Injunction.

Members considered the wider implications if such an event took place and also the escalating problem of flytipping in this same general area.

It was pointed out that the Parish Council was to install a C.C.T.V. camera at this location in the very near future to monitor access to the land and flytipping activity.

Whilst it was proposed that the permanent barrier be re-installed across the bridleway to prevent access, it was pointed out that this would have long term implications for Library allotment tenants.

Resolved: That the allotment tenants be contacted to obtain their views.

34. Use of Village Centre Car Park

A request was received from a resident seeking permission to park a limousine, approximately the length of 4 cars, in the car park for a period of 2 hours later in July 2017 for the purposes of hosting a child's birthday party.

It was pointed out that the centre car park was for patrons only and that they parked vehicles at their own risk. Notices were erected on the lamp posts to this effect.

Members considered the health and safety aspects and the insurance implications and pointed out that there was no specific policy in place for this type of request.

Resolved: That the applicant be advised that the Parish Council could not condone use of the car park for the intended purpose as it was for the center's patrons only. If he chose to do so it would be at his own risk and that he absolve the Parish Council against any claims demands or expense that may result in the event of an accident or claim.

Meeting Terminated 6:55pm

**MINUTES OF
THORNLEY PARISH COUNCIL
PERSONNEL COMMITTEE
THORNLEY VILLAGE CENTRE
29TH JUNE 2017**

PRESENT

Councillors Mrs. P. Maddison (Chair), Mrs. P. English, D. Smith, M. McCoy.

APOLOGIES

No Apologies recorded

Meeting Commenced 7:00pm

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

35. Draft Minutes of the previous Meeting – Copy attached

The draft minutes of the meeting held on 4th May 2017 were tabled, approved and signed by the Chair as an accurate record.

36. Vacant Post – Senior Facilities & Community Operative

The Parish Clerk reported that a further application for the post had been received following re-advertisement.

Resolved: That the candidate be invited to attend for interview on Thursday 6th July at 10:30am.

Action: The Parish Clerk

37. 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. Facilities & Community Officer

The Parish Clerk reported that Mrs. Brenda Hodgson had accepted the offer of employment and would commence work on Tuesday 26th July 2017.

Resolved: That the information be noted.

Meeting Terminated 7:25pm

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**THORNLEY PARISH COUNCIL
FINANCE COMMITTEE
THE VILLAGE CENTRE
THORNLEY
29TH JUNE 2017
AGENDA**

PRESENT

Councillors Mrs. P. Maddison (Chair), Mrs. P. English, D. Smith, M. McCoy.

APOLOGIES

No Apologies recorded

Meeting Commenced 7:30pm

39. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 4th May 2017 were tabled, approved and signed by the Chair as an accurate record.

40. 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.

41. Letter of Thanks (REF: 8317)

A letter of thanks was received from the Alice House Hospice in respect of the Parish Council's recent donation.

Resolved: That the letter be received

42. 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.

43. Letter from Phil /Wilson M.P.

Councillor PMs. J. Grant declared an interest in this item and took no further part in the discussion or voting procedure that followed.

The Parish Clerk reported that a letter had been received from the office of Phil Wilson M.P. regarding complaint concerning the Bow Street Play area.²

Resolved: That the Parish Clerk responds explain the Parish Council's position.

² ***Meeting of the Finance Committee held on 4th May 2017 minute 24 refers.***

44. Dead Tree- Rear of Church View

The Parish Clerk reported that a resident had requested that a dead/diseased tree be felled at that rear of his property.

Resolved: That the condition of the tree be ascertained and if found to be a danger it be removed.

Action: The Parish Clerk.

45. Council Tax Base

The Parish Clerk reported that Durham County Council were to provide preliminary forecast information in the near future to facilitate preliminary calculation of the 2018/19 budget.

Indications were that there would be a .5% increase in the base figure but the Localisation of Council Tax Support Grant will be effected.

Resolved: That the information be noted

46. Cemetery Wall

The Parish Clerk reported that only 2 of the 3 contractors approached to submit quotations for the repair of the Cemetery wall had done so.

Resolved: That an additional quotation be obtained and the Chair of the Committee be empowered to award to the contract to the firm he considered had submitted the quotation providing the best value.

Action: Parish Clerk

Meeting Terminated 7:50pm

**MINUTES OF
THORNLEY PARISH COUNCIL
THORNLEY VILLAGE CENTRE
4TH JULY 2017**

PRESENT

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

APOLOGIES

No. Apologies were recorded

PUBLIC

3 members of the public were present.

Meeting Commenced 7:00pm

47. Draft Minutes of the previous Parish Council Meeting

The minutes of the previous meeting held on 9th May 2017 were tabled, approved and signed by the Chair as an accurate record.

48. Police Report

As the police were unable to attend the meeting PCSO Kelly Hyde had asked that the Parish Clerk present her report.

Since the previous meeting the following incidents relating to Thornley had been reported.

Anti-social Behavior	–	4
Theft from motor vehicle	–	6

Resolved: That the report be received

49. Unitary County Councillor

As Councillor Nichols and Councillor Hovells were unable to attend the meeting they had asked that the Parish Clerk present their report.

Issues relating to the maintenance of paths in Thornley had been reported to the relevant officers to deal with.

Progress on the installation of Yellow No Parking lines outside Thornley Primary School would be provided when it became available.

Officers were to be asked about extending the 216 Bus Service to Sedgefield.

Members requested that they be provided with usage figures before considering if additional funding should be earmarked.

Resolved: That the report be received.

Action: The Parish Clerk

50. Public Question and Answer Session

Members of the public raised a number of issues relating to Planning Applications submitted to Durham County Council.

The Parish Clerk explained that the Parish Council had, like many residents, opposed the applications but these had been rejected by the Planning Officers.

Residents reported that it was likely that the travelling community were to organise a Horse Fayre in Thornley in the coming weeks and asked what measures were to be taken to restrict trespass onto parish land.

The Chair, Members and Parish Clerk explained the current position and the difficulties encountered when trying to prevent unauthorised encampments and needs of allotment holders.

More long term solutions were still being considered by the Parish Council.

Resolved: that the information be noted.

51. Draft Minutes of the Personnel Committee Meeting 29th June 2017

The minutes of the meeting were tabled for information.

Resolved: That the information be noted.

52. Draft Minutes of the Facilities Committee Meeting 29th June 2017

The minutes of the meeting were tabled for information.

The Parish Clerk reported that a prospective tenant had now declined the offer to become an allotment tenant and as a result there would be no necessity for the designated members (Councillors Mrs. A. Kelly, P. Nuttall, D. Smith, T. Unsworth) to meet with him to sign a tenancy agreement.

Resolved: That the information be noted.

53. Draft Minutes of the Finance Committee Meeting 29th June 2017

The minutes of the meeting & the Income and Expenditure report were tabled for information.

Resolved: That the information be noted.

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

Planning Decisions – as previously reported, the Parish Council had submitted written objections to a number of planning applications for developments in Thornley. These had been rejected by the Planning Officers and the necessary approvals had grants.

Fly-tipping – A number of fly-tipping issues had been reported to Durham County Council for enforcement action to be taken.

Training – Members were reminded that Councillors could attend a training event specifically designed for members at Shotton Hall on 26th July 2017 and that an S.L.C.C. Training Seminar was to be held at the Best Western Plus Hardwick Hall Hotel, Sedgfield, Co. Durham TS21 2EH on Wednesday 19 July

Horses on Parish Land – A number of horses had again been tethered by person or persons unknown. Notices were to be posted and the assistance of Durham County Council would be requested to have them removed.

Resolved: That the report be received.

55. Risk Assessments

The Parish Clerk reported that no additional Risk Assessments were required.

Resolved: That the information be noted.

56. 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.

The agenda for the next meeting to be held on 27th July 2017 were provided to Councillors Mrs. P. English and T. Unsworth.

Members were informed for potential changes to the employment status of the Executive Officer and subscription rates and requested that their representatives be given a mandate to support or oppose the proposed changes.

Resolved: That delegates vote in favour of the proposed motion.

57. Travellers

The Parish Clerk provided members with information relating to a potential Horse Fayre that may take place in Thornley in the near future and briefed members on Court Order that was in place to restrict access to Parish Council land.

Resolved: That arrangements be made to prevent access to the former Thornley Colliery site via the Bridleway 13 by repositioning existing obstacles to further restrict entry if possible.

58. Business Continuity Plan – Wheatley Hill Community Primary School

Durham County Council reported that it is working in partnership with Wheatley Hill Community Primary School to develop a business continuity plan. As part of the plan they are trying to identify some suitable nearby premises that the school may be able to request use of to help provide short-term continuity of education to pupils from the school in the event the school premises cannot be used (e.g. following a fire, flood, etc.).

Resolved: That Thornley Village Centre be identified as an alternative premises in the Business Continuity Plan for Wheatley Hill Community Primary School.

59. Planning Application (REF: DM/17/01877/FPA)

Durham County Council has advised that Mr. Jeffery Stoker has applied for retention of 2 CB aerial masts measuring 9.4m and 10.67m at 50, Shinwell Crescent, Thornley DH6 3DF

Resolved: That no objection be raised.

60. Planning Application (REF: DM/17/01877/FPA)

Durham County Council has advised that LCC Bell Developments Ltd has applied for Planning Permission for 19 self-build plots with vehicular and pedestrian access and demolition of 84 Dunelm Road (outline with some matters reserved) at Dunelm Stables to the rear of Dunelm Road, Thornley DH6 3HY

Resolved: That no objection be raised.

61. **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.

62. **Allotments**

The Parish Clerk referred to the Minutes of the Facilities Committee held on the 29th June 2017³ which required a decision to be made by the Full Council.

Members were informed that a tenant had received a number of warnings in the past about the condition of his allotment and the storage of materials on the access path and that contrary to allotment law some tenants may be carrying out business activity from their allotments.

Resolved: That the specific tenant be advised that he must not store materials on the access path and all tenants be notified of the allotment law relating to business activity.

63. **CDALC – Election of Officers**

Members were informed that several vacancies existed on the County Durham Association and were requested to suggest the names of potential nominations.

Resolved: That the information be received.

64. **Request for Donation**

Thornley Primary School advised that they were to host a huge school festival catering for 500 children from various schools on 5th July 2017 and requested a donation to provide craft items.

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.

65. **Planning Application – Consultation**

Members expressed growing concern that despite their objections planning permission was being granted by officers of Durham County Council regardless the fact that the developments were not in the best interest of village and should therefore be refused.

Resolved: That the Chief Executive be advised of the Parish Council's concerns.

66. **Cemetery Fees**

Councillor Ms. Grant pointed out that some of the neighbouring Council's no longer charged for the burial of children and that Thornley Parish Council may wish to follow suit.

Resolved: That the Finance Committee be requested to consider waving charges for the burial of children

³ Minute 27 refers

Meeting Terminated 8:20pm

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**THORNLEY PARISH COUNCIL
EXTRAORDINARY MEETING OF THE
FINANCE COMMITTEE
THE VILLAGE CENTRE
THORNLEY
18TH JULY 2017**

PRESENT

Councillors D. Smith (Chair), Mrs. P. English, Mrs. P. Maddison. Mrs. J. Unsworth

APOLOGIES

Councillor	Reason for Absence	Resolved
Ms. J. Grant	Personal Commitments	Approved

Meeting Commenced 6:30pm

67. Financial arrangement for security fencing around new depot

The Parish Clerk reported that estimates were being sought to dismantle the palisade fencing from around the former depot and have it reassembled at the new location as this would be a cheaper alternative to purchasing new fencing.

Resolved: That the information be noted.

68. Replacement locks - Coopers Close Allotments

The Parish Clerk reported that following reports that the specialist padlock on entrance gate "B" had been stolen and the specialist lock on pedestrian entrance gate "A" was damaged, an estimate was being sought from the firm that had supplied and fitted them.

Members were asked to note that because the locks were of a specialist nature replacement may be expensive.

Resolved: That the Chairman be empowered to consider the estimate and authorise replacement.

Action: Chair of Finance and Parish Clerk.

Meeting Terminated 7:00pm

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**MINUTES OF
EXTRA-ORDINARY MEETING OF THE THORNLEY PARISH
COUNCIL
THORNLEY VILLAGE CENTRE
18TH JULY 2017**

PRESENT

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

APOLOGIES

Councillor	Reason for Absence	Resolved
Ms. J. Grant	Personal Commitments	Approved

Meeting Commenced 7:00pm

69. Financial arrangement for barrier fencing – Village Centre

The Parish Clerk reported that before the Village Centre Charitable Group was formally dissolved it had proposed installing a gate across the car park entrance and a low fence at the front of the building at an estimated cost of £2,354.25. This was to prevent use of the car park when the centre was closed and trespass across the grassed areas.

It was noted that in accordance with the Charities Constitution all their financial balances would, on being transferred to the Parish Council, be “ring-fenced” to be used solely for charitable purposes with the confines of the village centre and adjacent grounds.

Resolved: That as there was no direct financial cost to the Parish Council the fencing be installed as soon as practicable.

70. Allotment issues.

The Parish Clerk referred to an earlier decision of the Parish Council⁴ relating to one of its tenants and tabled a photograph of the allotment in question.

Members were not only concerned at the lack of cultivation and its overall condition but also the excessive amounts of combustible materials being stored. This could be clearly be seen in the aerial photograph.

The allotment was considered to be a potential fire hazard and that if ignited could result in the death of livestock or the destruction of property on other allotments.

Resolved: That the tenant be given 3 months to make a concerted effort to remove surplus materials and significantly improve the standard of maintenance otherwise his tenancy may be terminated.

Action: Parish Clerk

Meeting Terminated 7:45pm

⁴ Parish Council Meeting 4th July Minute 62 refers

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**MINUTES OF
THORNLEY PARISH COUNCIL
FACILITIES COMMITTEE
THORNLEY VILLAGE CENTRE
31ST AUGUST 2017**

PRESENT

Councillors Mrs. J. Unsworth (Chair), Mrs. P. English, Ms. J. Grant, M. McCoy.

Apologies for Absence

No apologies recorded

Meeting Commenced: 6:30pm

71. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 29th June 2017 were tabled, approved and signed by the Chair as an accurate record.

72. Allotments Committee

Consideration was given to convening an Allotment Sub-Committee to oversee all aspects of the Parish Council's allotment facilities.

It was pointed out that this may be problematic because there was a limited number of Councillors who did not have a pecuniary interest.

Resolved: That control of the allotment function be retained by the Facilities Committee.

73. Cemetery Regulations

In order for the Parish Clerk to prepare the annual budget for 2018/19 it was suggested that the Cemetery Regulations, Fees & Charges be reviewed.

Members pointed out that some burial authorities, including those nearby, were no longer charging for the burial of children.

In addition, "Burial Plans" being marketed by Funeral Directors were becoming more popular so families could offset the cost of burials over a long period.

To keep pace with these changes it was suggested that the Parish Council implements a package fee for future burials.

Resolved: That the existing Cemetery Regulations be remain in place with the exception that:-

- ***If at the time of death a resident of Thornley had not reached their 18th birthday the internment fees would be waived.***
- ***If at the time of death a non-resident of Thornley had not reached their 18th birthday the internment fees would 50% of the normal non-resident fee.***
- ***That an Exclusive Right of Burial Grant, Interment Fee and the Permission to Erect a Memorial Fee be combined and the total cost be charged as a package for all burials taking place after 1st April 2018.***

74. RoSPA Annual Playground Inspection

The Parish Clerk tabled the annual inspection report of RoSPA on play equipment⁵.

In all cases the faults identified were very low, low or medium risk items. Items requiring attention would be addressed as indicated in the report.

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

75. Use of Welfare Park

The Parish Clerk reported that a number of issues relating to the operation of the Welfare Park and the condition of the changing facility had been brought to light.

Resolved: That representatives of the football teams hiring the facility be invited to a meeting to discuss the various issues and attempt to find a sustainable long term solution for the refurbishment and use of the facility.

Action: The Parish Clerk to Arrange

76. 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.

77. Allotment Inspection

The Parish Clerk reported that an allotment on the Coopers Close site needed to be inspected in accordance with an earlier decision of the Council.⁶

Resolved: That the allotment be inspected at the first available opportunity.

Action: The Parish Clerk/Members of the Facilities Committee

78. Depot Storage Containers

The Parish Clerk reported that the existing containers used for the storage of equipment and materials were deteriorating with age and exposure to the elements. He had therefore obtained an estimate for the purchase of a number of similar units, including a staff welfare room and chemical/fuel store to meet Health & Safety Regulations, to be sited at the rear of the new Depot adjacent to the Village Centre.

Resolved: That the proposal be approved in principal and firm quotations be obtained for consideration of the Finance Committee.

Meeting terminated 7:00pm

⁵ Copy of the report is available for members.

⁶ Extra-ordinary meeting of the Council held 18th July 2017 minute 70 refers.

**MINUTES OF
THORNLEY PARISH COUNCIL
PERSONNEL COMMITTEE
THE VILLAGE CENTRE
THORNLEY
31ST AUGUST 2017**

PRESENT

Councillors Mrs. P. Maddison (Chair), Mrs. P. English, D. Smith, M. McCoy.

APOLOGIES

No Apologies 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

Meeting Commenced 7:00pm

79. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 29th June 2017 were tabled, approved and signed by the Chair as an accurate record.

80. Appointment of Senior Facilities & Community Operative

The Parish Clerk provided background information and highlighted the difficulties experienced filling the vacancy with a person in possession of an NVQ Level 3 qualification.

In discussion with officers of the Job Centre and East Durham College it was suggested a candidate willing to study for a Level 2 Qualification to include the appropriate supervisory modules from a Level 3 course would fulfill the Parish Council's requirements.

The Government would contribute 90% of the College Training fees and the Parish Council the remaining 10% estimated at £200.

A suitable former seasonal employee of the Parish Council had been approached who had stated his willingness to accept the post on revised terms and conditions on a "Career Grade" basis if offered.

Resolved: That the contract terms and conditions be amended to reflect the "career grade status" of the position and an offer of employment be made to the person in question. Salary progression being subject to the candidate obtaining the appropriate qualification.

Meeting Terminated 7:30pm

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**MINUTES OF
THORNLEY PARISH COUNCIL
FINANCE COMMITTEE
THE VILLAGE CENTRE
THORNLEY
31ST AUGUST 2017**

PRESENT

Councillors D. Smith (Chair), Mrs. P. English, Mrs. P. Maddison, M. McCoy.

APOLOGIES

No Apologies recorded

Meeting Commenced 7:30pm

81. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 29th June 2017 were tabled, approved and signed by the Chair as an accurate record.

82. Review of Cemetery Fees & Charges 2018/19

The Parish Clerk reported that the Facilities Committee had resolved to make changes to the Regulations that could potentially impact on the 2018/19 budget⁷.

Resolved: That the information be noted.

83. Welfare Park – Review of Charges 2018/19

The Parish Clerk provided information on current charges and potential future use and suggested that to prepare the 2018/19 budget these should be reviewed.

Resolved: That the annual charge per team using the Welfare Park as their home ground remain at £350 per annum for 2018/19.

84. 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.

At 7:40pm Councillor D. Smith declared a pecuniary interest in this item, stepped down as Chair of the meeting and took no further part in the discussion or voting procedure that followed.

Councillor Ms. Jude Grant was elected as Chair for the remainder of the meeting.

⁷ Meeting of the Facilities Committee held 31st August 2017 minute 74 refers.

85. Estimate for Resurfacing of Coopers Close Allotment Paths

The Parish Clerk reported that in accordance with a decision of the Facilities Committee a cost estimate of £2,500 had been obtained for resurfacing the paths on the Coopers Close site.

In submitting the this proposal to the Finance Committee it was pointed out that the Facilities Committee had resolved to hold a site visit before determining if the works were essential.

Resolved: That the expenditure be approved subject to the decision of the Facilities Committee on whether to proceed.

86. Review of Allotment Annual Rents 2018/19

The Parish Clerk provided information on current charges and suggested that in order to prepare the 2018/19 budget these should be reviewed.

Resolved: That the annual rent per plot per annum remains at £35.00 for 2018/19

87. 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.

88. Audit of Accounts 2016/17

The Parish Clerk reported that he had been advised by BDO Stoy Hayward that the Council was to receive a Qualified Audit opinion because the Fixed Assets figure on the Annual Report had not been increased to account for the cost of building the new Depot.

This was despite the fact that the auditor had, in an earlier telephone conversation, accepted that the explanation for not doing so had been because the depot was still under construction and had not been handed over to the council. The figure would be adjusted on the 2017/18 to account for the full construction costs.

Resolved: That the information be noted.

Meeting Terminated 7:45pm

**MINUTES OF
THORNLEY PARISH COUNCIL
THORNLEY VILLAGE CENTRE
5TH SEPTEMBER 2017**

PRESENT

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

APOLOGIES

No. Apologies were recorded

PUBLIC

5 members of the public were present.

Meeting Commenced 7:00pm

89. Minutes Silence for County Councillor Morris Nichols

All present stood and remained silent as a mark of respect in memory of County Councillor Morris Nichols.

90. Chair's Briefing – Meetings Protocol

The Chair reminded members of the protocols to be observed in order that the business of the council could be conducted in accordance with Standing Orders.

91. Draft Minutes of the previous Parish Council Meeting

The minutes of the previous meeting held on 4th July 2017 were tabled for discussion.

The Chair referred to minute 49 and pointed out that the Parish Clerk had presented the report not PCSO Kelly Hyde.

Having noted this amendment, the minutes were approved and signed by the Chair as an accurate record.

92. Draft Minutes of the Extraordinary Meeting of Parish Council Meeting

The minutes of the extraordinary meeting held on 4th July 2017 were tabled, approved and signed by the Chair as an accurate record.

93. Facilities & Community Officers Report

The Chair introduced Brenda Hodgson, the newly appointed member of staff, who provided a comprehensive verbal report on the work she had undertaken since taking up her position and on the issues to be addressed to increase usage of the Village Centre by engaging with residents and the wider community.

Resolved: That the information be noted and future reports be considered by the Facilities Committee.

94. Police Report

The Parish Clerk reported that PCSO Kelly Hyde had been transferred to Peterlee and as a result no report was available.

Whilst members understood that it was essential that police resources were focused on combatting criminal activity they expressed concern that a police presence at meetings was desirable in order that they could be kept up-to-date on incident and activities in the village.

Resolved: That the Councillors concerns be brought to the attention of the Chief Constable.

95. Unitary County Councillor

As the election to fill the vacancy created by the death of Councillor Nicholls had not been held, no report was available.⁸

Resolved: That the information be noted.

96. Public Question and Answer Session – Waste Bins

A member of the public reported that youths were congregating on the football pitch near Bridle Path 13 and depositing litter. They requested that an additional litter bin be positioned at this location. In addition dog owners were allowing their animals to foul at the entrance to the newly open outdoor gym area and suggested that an additional dog waste bin be located there.

It was pointed out that maintenance of the Bridle Paths was the responsibility of Durham County Council and that as there were bins nearby it may be uneconomic for them to install additional receptacles.

Resolved: That the D.C.C. be requested to investigate and install suitable bins if they considered it appropriate.

97. Public Question and Answer Session – Allotments

The daughter of an allotment tenant enquired why photographs of her father's allotment had been taken using an unmanned "drone". It was pointed out that all the Parish Council allotments had been photographed from the air to determine if they were being maintained in accordance with Tenancy Agreements.

The photograph in question had highlighted that because of the excessive amount of combustible material stored on the allotment it was considered to be a fire hazard.

It was pointed out that the Cemetery had also been surveyed and that the drone had been deployed in accordance with current legislation governing there use.

Resolved: That the information be noted.

98. Draft Minutes of the Extra-Ordinary Parish Council Meeting

The minutes of the meeting held on 18th July 2017 were tabled, approved and signed by the Chair as an accurate record.

⁸ Councillor Ms. J. Grant informed members that she was to stand for election to fill the vacancy.

99. Draft Minutes of the Facilities Committee Meeting 31st August 2017

The minutes of the meeting were tabled for information.

Resolved: That the information be noted.

100. Draft Minutes of the Personnel Committee Meeting 31st August 2017

The minutes of the meeting were tabled for information.

Resolved: That the information be noted.

101. Draft Minutes of the Finance Committee Meeting 31st August 2017

The minutes of the meeting & the Income and Expenditure report were tabled for information.

Resolved: That the information be noted.

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

The Parish Clerk provided an update on the use of the new depot and arrangements for sale and demolition of the old unit.

The new locks for the Coopers Close Allotment Site had now been fitted.

Resolved: that the information be noted.

103. Risk Assessments

The Parish Clerk reported that although there were no alterations or amendments were required it was considered appropriate to have the newly installed outdoor Gym equipment inspected by R.o.S.P.A. on an annual basis if possible.

Resolved: That the information be noted.

Action: The Parish Clerk to arrange.

104. Delegates Report on CDALC Medium & Small Councils Forum

Councillors Mrs. P. English, T. Unsworth reported that it had not been possible to attend the previous meeting of the association.

Resolved: That the information be noted.

105. Delegates Report on East Durham Association of Parish & Town Council's

Councillors P. Nuttall and D. Smith reported that it had not been possible to attend the previous meeting of the association.

Resolved: that the information be noted.

106. NALC National Conference and Exhibition 2017

The Parish Clerk reported that Councillors had been provided with information on the conference which was to be held in Milton Keynes on 30th & 31st October 2017. Only Councillor Mrs. Unsworth had responded.

Resolved: That the Chair and Parish Clerk be authorised to attend.

107. S.L.C.C. National Conference

The Parish Clerk requested that he be permitted to attend the Society of Clerks 43rd National Conference at the Hinckley Island Hotel, Leicestershire on the 18th and 19th October 2017.

Resolved: That the Parish Clerk be authorised to attend subject to workload.

108. Planning Approval (REF: DM/17/00399/OUT)

Durham County Council advised that outline planning permission had been granted to Emery Steel Contract Ltd., to develop 7 residential detached homes on land adjacent to Gore Hall Farm, Gore Lane, Thornley Co. Durham DH6 3D

Recommendation: That the information be noted

109. 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.

110. CDALC Annual General Meeting

The Chair reported that the 71st CDALC Annual General Meeting was to be held at 10:00 on Saturday 21 October 2017 when delegates would be asked to cast their votes for the election of vice president.

Resolved: That the information be noted and that delegates be mandated to cast their vote for Cllr E Connor (Horden Parish Council).

111. Allotment Waiting list

The Parish Clerk reported that in accordance with existing policy on the letting of allotments, it would be necessary to call a meeting of the Allotments Panel comprising Councillors Mrs. A. Kelly, P. Nuttall, D. Smith and T. Unsworth.

Resolved: That the prospective tenant be invited to meet Councillors on a mutually convenient date and time to sign a Tenancy Agreement.

Action: The Parish Clerk.

Meeting Terminated: 19:57

**THORNLEY PARISH COUNCIL
FACILITIES COMMITTEE
THE VILLAGE CENTRE
THORNLEY
2ND NOVEMBER 2017**

PRESENT

Councillors Mrs. J. Unsworth (Chair), Mrs. P. English, Ms. J. Grant, M. McCoy.

Apologies

No Apologies recorded

Prior to the commencement the Parish Clerk apologised for the inconsistency between the times detailed on the meeting summons and that shown on the agenda.

Meeting Commenced 6:00pm

112. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 31st August 2017 were tabled, approved and signed by the Chair as an accurate record.

113. Progress Report of the Parish Clerk

The Parish Clerk provided an update on:-

- Welfare Park Facility Insurance Claim following the arson attack
- Barrier Gate to Library Allotments - relocation
- Depot & Storage Facilities – Sale/removal and purchase of additional storage
- Allotment B3 Coopers Close – inspection report

Resolved: That the report be received and arrangements be made to relocate the Library Allotment barrier gate

114. Report of the Facilities & Community Officer.

The Chair provided a comprehensive report on events already undertaken within the Village Centre and those proposed in the foreseeable future.

Resolved: That the report be received.

115. Allotment Inspection

It was suggested that the Parish Council consider undertaking an (annual) inspection of all allotments.

Resolved: That this item be referred to the full Parish Council for consideration.

116. Awards for All Application

The Parish Clerk reported that an application had been made to “Awards for All” for £10,000 to fund a Family Activity Program to be organised over a 12 month period.

Resolved: That the information be noted

117. 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.

118. Break-in at Cemetery

The Parish Clerk reported that on the evening of 31st October 2017 a break-in had occurred at the Cemetery Lodge.

Entry had been gained by damaging the protective steel shutter on one of the windows.

Although the desk and chair had been overturned nothing had been stolen.

The incident had been reported to the Police and a crime number obtained.

Arrangements were being made to have the damage repaired and to make the building secure at an estimated cost of £350.

Resolved: That the information be noted.

119. Criminal Damage – CCTV Camera

The Parish Clerk reported that on the evening of 31st October 2017 two individuals were recorded on CCTV who then damaged one of the cameras on the Parish Council depot adjacent to the Village Centre.

The incident had been reported to the Police and a crime number obtained.

Arrangements were to be made to have the camera replaced at an estimated cost of £500.

120. Vintage Christmas Event

The Chair reported that £595 had been secured from Creative Youth Opportunities to fund a Vintage Christmas Event in the Village Centre. The meeting room would be decked out as a Santa's Grotto and a charge made to cover the cost of a selection box given to each child who visited. In addition a "Letter to and from Santa" service would be provided.

To enhance the event it was suggested that a Ferris Wheel and other Fairground attractions be sought to provide free rides.

The estimated cost being £250 and £150 respectively.

Resolved: That the Finance Committee be requested to allocate £400 to cover the costs.

121. Christmas Illuminations

A suggestion was made to purchase 3 (ex-hire) Christmas Illuminations for erection on the lampposts in the Village centre Car Park.

Resolved: That the Finance Committee be requested to provide the required funds.

Meeting terminated 6:30pm

**THORNLEY PARISH COUNCIL
PERSONNEL COMMITTEE
THE VILLAGE CENTRE
THORNLEY
2ND NOVEMBER 2017**

PRESENT

Councillors Mrs. P. Maddison (Chair), Mrs. P. English, D. Smith, M. McCoy.

APOLOGIES

No Apologies 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

Prior to the commencement the Parish Clerk apologised for the inconsistency between the times detailed on the meeting summons and that shown on the agenda.

COMMENCING 6:30pm.

122. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 31st August 2017 were tabled, approved and signed by the Chair as an accurate record.

123. Review of Village Centre Administrative Assistant & Caretaker/Cleaner Functions

The options in a report tabled by the Parish Clerk were considered.

Resolved: That the 10 additional hours allocated to the Administrative Assistant on temporary basis be withdrawn and the contracted 5 hours be undertaken on Tuesdays (2.5 hours) and Thursdays (2.5 hours). The situation be reviewed in April 2018.

That the employment Contracts of the Senior Facilities & Communities Operative and the Cleaner/Caretaker be amended to reflect that the Caretaker functions now be undertaken by the Facilities and Communities Operatives and the cleaning and "keyholder duties" be undertaken by the Cleaner. The situation be reviewed in April 2018

Meeting Terminated 7:00pm

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**THORNLEY PARISH COUNCIL
FINANCE COMMITTEE
THE VILLAGE CENTRE
THORNLEY
2ND NOVEMBER 2017**

PRESENT

Councillors Mrs. P. Maddison (Chair), Mrs. P. English, D. Smith, M. McCoy.

APOLOGIES

No Apologies recorded

Prior to the commencement the Parish Clerk apologised for the inconsistency between the times detailed on the meeting summons and that shown on the agenda.

Meeting Commenced 7:00pm

124. Draft Minutes of the previous Meeting

The draft minutes of the meeting held on 31st August 2017 were tabled, approved and signed by the Chair as an accurate record.

125. 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.

126. Request for Donation (REF: 8508)

The Learning Library (a registered charity) based in Spennymoor requested a donation to enable them to provide a wide choice of toys and equipment to children and adults who have a special need.

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.

127. Request for Donation (REF: 8520)

Haswell & District MENCAP Society requested a donation to enable them to provide support for children and adults with a learning disability.

Members were advised that a donation of £50 was awarded by the Finance Committee meeting on 5th January 2017⁹.

⁹ Minute 129 refers

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.

128. Request for Donation (REF: 8520)

The After School Club requested a donation of £240 to enable them to provide additional sessions in the Village Centre until Christmas 2018.

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 £240.00.

129. Request for Donation (REF:)

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.

130. Request for Donation (REF:)

The Great North Air Ambulance requested a donation to help fund the service over the next 12 months.

Members were advised that a previous donation of £300 was made in 5th January 2017¹⁰.

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.

131. Pitman's Parliament

Members were advised that to meet the deadline imposed the Chair of the Finance Committee had been informed that the majority of Councillor's were in favour of the Parish Council sponsoring a seat at the refurbished Pitman's Parliament, Redhill's, Durham, but he had determined that sponsorship would not be approved and no further action be taken in this matter.

Members expressed the view that the matter should have been referred back to the Parish Council in accordance with Council procedure.

The Chair pointed out that his decision was based on the fact that insufficient information had been provided.

Resolved: That the decision of the Chair of Finance Committee be noted as the deadline for sponsorship had passed.

¹⁰ Minute 128 refers

132. Annual Audit of Accounts Ending 31st March 2017 (Ref: 8523)

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 2017 and had issued a qualified opinion because the Fixed Assets amount included on the Annual report had not been increased equal to the amount of (Capital) expenditure incurred in the construction of the new depot facility.¹¹

There were no other factors were identified and the Annual Report had been certified.

Resolved: That the information be noted arrangements be made for residents to view the Notice of Conclusion of Audit.

133. Village Centre Funds Transfer

Members were advised that the anticipated amount of funding to be transferred from the Thornley Village Centre Management Group to the Parish Council to be ringfenced and used solely for charitable purposes with the confines of the village centre and adjacent grounds would be approximately £20,750.

Resolved: That the information be noted

134. 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.

135. Vintage Christmas Event

A request from the Facilities Committee to fund activities at the forthcoming Vintage Christmas Event was considered.¹²

Resolved: That £400 be allocated to cover the costs as outlined.

136. Christmas Illuminations

A request from the Facilities Committee to allocate funds to purchase 3 (ex-hire) Christmas Illuminations for erection on the lampposts in the Village centre Car Park was considered¹³.

Resolved: That expenditure of £700 be charged to the Village Centre ringfenced funds and additional costs charged to the Parish Council's revenue account.

Meeting Terminated 7:30pm

¹² Minutes of the Facilities Committee meeting held 2nd November 2017 Minute 120 refers.

¹³ Minutes of the Facilities Committee meeting held 2nd November 2017 Minute 121 refers.

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**THE MEETING OF
THORNLEY PARISH COUNCIL
AT
THORNLEY VILLAGE CENTRE,
THORNLEY
7TH NOVEMBER 2017**

PRESENT

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

APOLOGIES

No. Apologies were recorded

PUBLIC

No members of the public were present

Meeting Commenced 7:00pm

137. Draft Minutes of the previous Parish Council Meeting

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

138. Police Report

There was no police presence at the meeting and no report had been forwarded for information.

County Councillor Grant reported that two officers, a Constable and a Support Officer had been assigned duties in Thornley. Perhaps a high volume of crime and the possible reduction in manpower made it difficult for them to attend meetings.

Resolved: That the information be noted.

139. Unitary County Councillor

County Councillor Grant gave her initial report since her election on 29th September 2017.

Addressing the deteriorating condition of properties in the ownership of absent landlords was to be given priority.

A 537% increase in arson attacks across the County was of grave concern and this was also being addressed by the County Council, Police and Fire Service.

The public were now being consulted on the County Council's financial plan to try and determine where further savings should to be made to meet Government targets.

Resolved: That the report be received.

140. Public Question and Answer Session

As no members of the public were present no questions were raised.

Resolved: That the information be noted.

141. Draft Minutes of the Facilities Committee Meeting 2nd November 2017

Although the minutes were only tabled for information it was pointed out that the efforts of Brenda Hodgson (the Facilities & Community Officer) in organising the Village Centre's Winter Events Program in the limited amount of time available should be recorded in the minutes. Her efforts resulting in a marked increase in funding and attendance figures.

Resolved: That the omission be included at the next meeting of the Facilities Committee.

142. Draft Minutes of the Personnel Committee Meeting 2nd November 2017

The minutes of the meeting were tabled for information.

Resolved: That the information be noted.

143. Draft Minutes of the Finance Committee Meeting 2nd November 2017 & Income and Expenditure report

Although the minutes of the meeting were only tabled for information it was pointed out that there had been an omission relating to the concern expressed by members that Councillors on the allotment panel were offering rent reductions before having it agreed as policy of the Council.

Resolved: That the omission be included at the next meeting of the Facilities Committee.

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

The Parish Clerk updated members on:-

- Police Presence at Meetings
- Relocation of dog litter bin – Bridle Path 13.
- Heritage Lottery Application - £9,600.
- Sale and disposal of old depot.
- S.L.C.C. Conference.

Resolved: That the information be noted and the police be requested to provide incident reports if they were unable to attend.

145. Risk Assessments

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

Resolved: That the information be noted.

146. 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.

147. Delegates Report on CDALC Annual General Meeting 21st October 2017

Councillor Mrs. Unsworth provided a verbal report on the election of officers and on the changes to be made to the Data Protection Legislation.

Resolved: That the information be noted.

148. Delegates Report on East Durham Association of Parish & Town Council's

Councillors P. Nuttall and D. Smith reported that no meeting of the association had been held.

Resolved: that the information be noted.

149. Welfare Park Arson Attack

The Parish Clerk provided members with a status report and indicated that when the Building Surveyor's report was provided and a settlement figure agreed, members would need to determine their preferred course of action.

Resolved: That the information be noted.

150. Training and Development

Feedback was provided on the CDALC Community Building event attended by the Chair, the Parish Clerk and the Facilities & Communities Officer and on the NALC Conference attended by the Chair and Parish Clerk.

The necessity for Councillors to attend training on the implications of changes to Data Protection Legislation being implemented on 1 May 2018 was highlighted.

Resolved: That the information be noted.

151. Annual Allotment Inspection

A request from the Facilities Committee's that an annual inspection of both the Coopers Close and Library sites be carried out by all members of the Council was considered.

Resolved: That an annual inspection of all allotments be undertaken in June commencing 2018.

152. Committee Structure

The Chair suggested that to address the concerns of some members that they did not have the opportunity to vote on issues determined by committees, the committee structure should be evaluated and reviewed if necessary.

It was suggested that all issues be considered and determined by full Parish Council and those requiring debate or lengthy discussion should be deferred to a working party comprising all members. Such meetings be held as and when required on a Tuesday evening (other than the night of Parish Council Meetings) commencing 7:00pm.

Resolved: That the committee structure be abolished and all items of business be now determined at the full Parish Council.

153. Pitman's Parliament

To endorse the action of the Parish Clerk, who, in order to meet the prescribed deadline, had sought the opinion members on whether to sponsor a seat at the refurbished Pitmen's Parliament, Redhill's, Durham.

Resolved: To endorse the action of the Parish Clerk.

154. Capital Works Program 2018/19

The report of the Parish Clerk was tabled for consideration in order that the amounts determined could be incorporated into the 2018/2019 budget.

Resolved: That the financial resources detailed in the report be incorporated in the 2018/198 budget.

155. Thornley P.I.T. Project

The Chair proposed that to re-invigorate a sense of community, consideration should be given to establishing a group, comprising enthusiastic residents and representatives from various agencies with a view to undertaking the Thornley P.I.T. Project.

Resolved: That residents, D.C.C., Police, Fire Service, other appropriate agencies be invited to attend and participate in the Thornley P.I.T. Project.

Action: The Parish Clerk

156. NALC Revised Code of Conduct

The revised Code of Conduct for Councillors which included additional clauses on "disrepute" was considered.

Resolved: That the revised Code of Conduct be adopted.

157. Overgrown Trees – Rear Church View

A resident of Church View requested that trees belonging to the Parish Council which overhang his garden were pruned back to allow more natural light into his property.

Members recalled that and a request was received from a resident to fell a dead tree at the same location which was approved by the Finance Committee meeting on 29th June 2017.¹⁴

When estimates were sought to fell the tree, costs were also obtained to prune the overhanging trees at a cost of £1,420. This expenditure was not approved by the Chairman of the Finance Committee after he had inspected the works.

Resolved: That the request be declined and the resident be advised that he was entitled to prune any overhanging growth on his side of the fence.

Meeting Terminated 8:14pm

¹⁴ Finance Committee held 29th June 2017 Minute 44 refers

**THE MEETING OF
THORNLEY PARISH COUNCIL
AT
THORNLEY VILLAGE CENTRE,
THORNLEY
9TH JANUARY 2018**

PRESENT

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

APOLOGIES

Councillor	Reason for Absence	Resolved
Councillor Mrs. Amanda Kelly	Holiday	Approved
Councillor P. Nuttall	No explanation given	Approval

PUBLIC

No members of the public were present

Meeting Commenced 7:00pm

158. Draft Minutes of the previous Parish Council Meeting – Copy attached

The minutes of the previous meeting held on 7th November 2017 were tabled, approved and signed by the Chair as an accurate record.

159. Police Report

There was no police presence at the meeting and no report had been forwarded for information.

Members suggested that in the event that the police could not attend future meetings because of operational requirements a brief written status report on incidents relating to Thornley be provided.

Resolved: That a request be made to the Chief Constable.

160. Unitary County Councillor

County Councillor Grant reported verbally on the broad issues currently being addressed relating to Council Tax/ Medium Term Financial plans, Universal Credit etc., and also those matters which her constituents had asked that she to try to resolve.

Resolved: That the report be received.

161. Public Question and Answer Session

As no members of the public were present no questions were raised.

Resolved: That the information be noted.

162. Draft Minutes of the Facilities Committee Meeting held 2nd November 2017

Following changes made by the Parish Council to the Committee structure, the minutes of the final meeting of the Facilities Committee were approved and signed by the Chair as an accurate record.

163. Draft Minutes of the Personnel Committee Meeting held 2nd November 2017 Pink Sheets Attached

Following changes made by the Parish Council to the Committee structure, the minutes of the final meeting of the Personnel Committee were approved and signed by the Chair as an accurate record.

164. Draft Minutes of the Finance Committee Meeting & Income and Expenditure report

Following changes made by the Parish Council to the Committee structure, the minutes of the final meeting of the Finance Committee were tabled for approval.

Councillor Ms. J. Grant referred to a typing error in minute 139. The increase in arson attacks should read 137% not 537%

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

Councillor Ms. J. Grant referred to an income entry dated 15/11/2017 and requested that the word "surgery" be removed.

Resolved: Having noted the alterations the minutes were approved and signed by the Chair as an accurate record. The finance report was also accepted after noting the alteration and that the Parish Clerk settles any outstanding accounts.

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

- Welfare Park Insurance Claim – the Parish Clerk informed members that the claim was progressing and that it was anticipated a financial offer to settle would be made in the near future. To make progress it was suggested that a Working Group (comprising all Councillors and representatives of the football teams using the facility as their "Home Pitch") be convened to consider the best way forward.

Action: The Parish Clerk

- Pit Wheel Refurbishment/WW1 Events -the Parish Clerk explained that despite efforts it had proven extremely difficult to obtain a 3rd quotation for the refurbishment of the Pit Wheel. To meet the deadlines imposed by the Heritage Lottery (who were financing the project) permission was sought to waive Financial Regulations/Standing Orders and issue the work to the appropriate Contractor.

Action: The Parish Clerk

- Ram Raid on Parish Depot – The Parish Clerk informed members that On 8th January 2018 at 9:34pm an incident had taken place and a number of pieces of equipment had been stolen. The police were investigating and an insurance claim had been submitted to recover the value of the items stolen good and repair damage.

166. Risk Assessments

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

Resolved: That the information be noted.

167. Delegates Report on CDALC Medium & Small Councils Forum

Councillor Mrs. P. English reported that although she had attended the meeting she had had to leave early because of other commitments. As a result no report was available.

Resolved: That the information be noted.

168. Delegates Report on East Durham Association of Parish & Town Council's

Councillors D. Smith reported that no meeting of the association had been held.

Resolved: that the information be noted.

169. Parish Precept 2018/19

The Parish Clerk provided the estimated budgetary requirements for 2018/19 in order that the members could determine the Parish Precept.

It was noted that Durham County Council was to reduce the Parish's LCTSS Grant by £1,096 for 2018/19.

Whilst mindful of the need for financial constraint Members considered that an increase of 1.27% would be required to deliver the Parish Council's service to residents.

This would equate to an increase equal to a £3.09 month on a Band D property.

Resolved: That the Parish Precept for 2018/19 be increased by 1.27% to £153,048 and that Durham County Council be advised accordingly.

Action: The Parish Clerk

170. Training and Development

To keep pace with changes in legislation permission was sought for the Chair, Councillors or staff to attend appropriate training courses, seminars or conferences when appropriate.

Resolved: That when appropriate the attendance of the Chair, Councillors or staff on training courses, seminars or conferences arranged by the National Association of Local Councils, Society of Local Council Clerks or other relevant providers be approved.

171. Dying to Work Campaign

Members considered supporting a policy proposed by the GMB/TUC.

Resolved: That the Parish Council adopt the relevant policies.

172. Thornley P.I.T. Project.

To progress the P.I.T. project it was suggested that working party be convened to which all Parish Councillors and representatives from other pertinent agencies be invited¹⁵

Resolved: That a Working Group be convened at a time convenient to those to be invited.

Action: The Parish Clerk

173. Vacancy - Administrative Assistant

Members considered action is to be taken to fill the vacancy created following the resignation of the Administrative Assistant on 14th December 2017.

Resolved: That an all member Working Group be convened on Tuesday 16th January 2018 at 10:00am to consider options.

Action: The Parish Clerk

174. Donation

The Parish Clerk reported that following consultation with the Chair of the Parish Council a donation of £50 had been made to the Parkside Community Association, Seaham for the loan of stage lighting and a Santa Suit for events taking place in the Village Centre.

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

175. Staff Christmas Bonus.

The Parish Clerk reported that following consultation with the Chair a Christmas bonus payment of £50 (pro rata) had been made to members of the workforce in accordance with previous practice.

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

176. Royal Garden Party 2018

Members considered which Councillors names should be submitted to Durham NALC for inclusion in a draw to determine who will attend the Royal Garden Party 2018.

Resolved: That the names Joyce Unsworth and Patricia Maddison be submitted.

177. Letter of Thanks (REF: 8602)

A letter of thanks was received from the Great North Air Ambulance for the recent donation.

Resolved: That the letter be received.

178. Letter of Thanks (REF: 8639)

A letter of thanks was received from Haswell & District MENCAP for the recent donation.

Resolved: That the letter be received.

¹⁵ Parish Council meeting 7/11/2017 minute 155 refers

179. 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.

180. Report of the Facilities & Community Officer

The report of the Facilities & Community Officers was tabled for information.

Resolved: That the information be received and copy be circulated with the minutes.

181. Internal Audit.

The Parish Clerk informed members that the Internal Auditor had completed the audit of accounts from 1st April 2017 to 30th September 2017 and had indicated that there were no anomalies.¹⁶

Resolved: That the information be received.

182. Alternative Banking Arrangements

The Parish Clerk reminded members that following an earlier decision in May 2014 arrangements had been made to open a second Bank Account.

The account, opened with the Unity Bank, had proven to be difficult to administer and had in fact never been used.

As a result authority was sought to contact Barclay's Bank, Durham to open both current and deposit banking facilities with online facilities.

Resolved: That authority be granted to the Parish Clerk to open appropriate bank accounts at Barclays and that Councillors Joyce Unsworth and Councillor T. Unsworth be the authorised signatories along with W.D. Moore the Parish Clerk.

Meeting Terminated: 7:45pm

¹⁶ Internal Auditors report was made available to members.

**THIS PAGE LEFT PURPOSELY BLANK FOR PRINTING
PURPOSES**

**THE MEETING OF
THORNLEY PARISH COUNCIL
AT
THORNLEY VILLAGE CENTRE,
THORNLEY
6TH MARCH 2018**

COMMENCING 7:00 p.m.

PRESENT

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

APOLOGIES

Councillor	Reason for Absence	Resolved
Councillor G. Wilson	Hospitalised	Approved

PUBLIC

No members of the public were present

183. Draft Minutes of the previous Parish Council Meeting – Copy attached

The minutes of the previous meeting held on 9th January 2018 were tabled, approved and signed by the Chair as an accurate record.

184. Police Report

There was no police presence at the meeting and no report had been forwarded for information.

Resolved: That the Inspector of Police at Peterlee be requested to ensure that that in the event that police could not attend meetings they provide a written report which can be tabled at the meeting.

185. Unitary County Councillor

County Councillor Grant presented a comprehensive verbal report on the issues being addressed by the County Council including arrangements for snow clearance/road gritting the budget process and local issues she was currently progressing on behalf of her constituents.

Resolved: That the report be received.

186. Public Question and Answer Session

As no members of the public were present no questions were raised.

Resolved: That the information be noted.

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

The Parish Clerk updated members on:-

- *Welfare Park Insurance Claim - ongoing*

- General Data Protection Regulation
- Ram Raid on Parish Depot- claim settled.
- Appointment of a Community Support Worker to commence on or about 2nd April 2018
- Royal Garden Party - Nominations unsuccessful.
- War Memorial Arch – Installation delayed because of adverse weather.
- Pit Wheel Renovation – To commence immediately AAP Finance approved.

Resolved: That the information be noted.

188. Risk Assessments

The Parish Clerk reported that no amendments to the existing list of Risk assessments were necessary at this time.

The Chair pointed out that the General Data Protection Regulations being implemented in May 2018 would necessitate changes to the Council's administrative arrangements as it would need to be able to demonstrate that each of its suppliers or service providers were compliant with the new regulations.

Resolved: That the information be noted.

189. Delegates Report on CDALC Medium & Small Councils Forum

Councillor Mrs. English provided a verbal update on topics discussed at the previous meeting.

Resolved: That the report be received.

190. Delegates Report on East Durham Association of Parish & Town Council's

Councillors P. Nuttall and D. Smith reported that they had not been made aware that a meeting had in fact been held.

Resolved: That the report be received.

191. Planning Permission (REF DM/18/00458/FPA)

Durham County Council advised that Planning Permission had been granted to Mr & Mrs Mark Farren for a two storey and single storey extension to front, single storey extension to rear and pitched roof above existing two storey side extension at 38 Dunelm Road, Thornley, Durham DH6 3HW.

Resolved: That the information be noted.

192. Planning Permission (REF DM/17/03951/FPA)

Durham County Council advised that Planning Permission had been granted to Ms Sue Lax to erect a single-storey an extension to replace an existing conservatory at the rear of the dwelling and alteration to fenestration at Roseneath Dunelm Road, Thornley

Resolved: That the information be noted.

193. Planning Permission (REF DM/17/04013/FPA)

Durham County Council advised that Planning Permission had been granted to Ms Victoria French for a single-storey rear extension at 46 Cottingham Grove, Thornley, Durham DH6 3EJ

Resolved: That the information be noted.

194. Planning Permission (REF DM/18/00441/TPO)

Durham County Council advised that Planning Permission had been granted to Mr Tom Hedley to Pollard 1No Mature Ash Tree at 18 Ashwood Grange, Thornley, Durham DH6 3ET

Resolved: That the information be noted.

195. Planning Permission (REF DM/18/00482/TPO)

Durham County Council advised that Planning Permission had been granted to Mr Lewis Miller to Felling and Removal of 1No Ash and 2No Sycamore Trees at The Rookery, Ashwood Grange, Thornley.

Resolved: That the information be noted.

196. Training and Development

No requests for training were submitted by Councillors.

Resolved: That the information be noted.

197. Request for Donation (Ref: 8709)

Joanne Hawke requested a raffle prize by way of a donation in aid of the Breast Cancer Care Charity.

Resolved: That the request be received.

198. Request for Donation (Ref: 8712)

Thornhill Primary School, Shildon, requested a donation toward the County Durham School Benevolent Fund.

Resolved: That the request be received.

199. Allotment Waiting List

The Parish Clerk reported that a resident had placed his name on the waiting list and if he accepted a vacancy it would be necessary to convene an allotment panel as necessary.

Resolved: That the information be noted.

200. 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.

201. Snow Plan

Members highlighted the difficulties faced by pedestrians and motorists in Thornley as a result of recent heavy snowfall.

It was suggested that if the Parish Council staff and machinery could have been employed the situation could have been eased much sooner.

Resolved: That the Durham County Council be contacted to discuss the production of a snow plan for Thornley to include a partnership arrangement for snow clearance and gritting to be undertaken by the Parish Council staff at time of need.

Action: The Parish Clerk

202. Unveiling Ceremony of the John Scott Youll Memorial Plaque

The Parish Clerk reported that Durham County Council had requested the names of Parish Councillors wishing to receive an invite to the unveiling ceremony taking place on 15th June 2018 at 11:00am.

Resolved: That the information be noted.

Action: The Parish Council

203. Phase II Development – Outside recreational Facilities

The Parish Clerk reported that outline proposals and cost estimates had been submitted by selected firms. Arrangements would now be made to present these to (young) residents to determine which elements they would like incorporated into the final design within the available budget.

Resolved: That the information be noted

204. Future Agendas and Minutes

It was suggested that in an effort to reduce the Parish Council's carbon footprint the method used for distributing agendas and minutes to members be revised.

Resolved: That in future agendas and minutes for Parish Council meetings be transmitted to members by email.

The next meeting of the Parish Council will be held in Thornley Village Centre, High Street, Thornley on 1st May 2018 at 7:00 p.m.

INDEX OF ENTRIES

A

Accounts, 3, 28, 39
 see also Statement of Accounts, 3, 39
Administrative Assistant, 35, 48
Alice House Hospice, 11
allotment, 2, 7, 8, 14, 16, 21, 23, 24, 30, 42, 53
Allotment, 7, 21, 23, 24, 28, 31, 32, 33, 43, 53
allotments, 2, 7, 16, 21, 30, 32, 33, 43
Allotments, 7, 8, 16, 19, 23, 30, 32, 33
Annual General Meeting, 32, 43
Application, 3, 15, 16, 33, 42
Applications, 13
Appointment, 25, 52
Audit, 3, 28, 39, 49
Auditor, 49
Awards for All, 33

B

Bank, 49
Banking Arrangements, 49
bedding, 2, 7
Benevolent Fund, 53
Bonus, 48
Bridleway, 15
Butterwick, 5

C

C.C.T.V., 8
Capital Works, 44
Caretaker, 35
CCTV, 5, 34
CDALC, 2, 15, 16, 31, 32, 42, 43, 47, 52
Cemetery, 6, 12, 16, 23, 27, 30, 34
Christmas, 34, 38, 39, 48
Code of Conduct, 44
Committee Structure, 43
Conference, 31, 32, 42, 43
consultation, 3, 8, 9, 11, 16, 24, 28, 32, 34, 39, 48, 49, 53
Consultation, 16
Coopers Close, 19, 24, 28, 31, 33, 43
County Councillor, 1, 2, 13, 29, 30, 41, 45, 51
Criminal Damage, 1, 34

D

Dead Tree, 12
declared an interest, 11, 27
demolition, 15, 31
Depot, 24, 28, 33, 46, 52
donation, 5, 11, 16, 37, 38, 48, 53
Donation, 5, 16, 37, 38, 48, 53

Durham Association, 16, 31, 43, 47, 52

E

endorse the action, 44
equipment, 5, 6, 7, 24, 31, 37, 46
Events, 42, 46
EXEMPT ITEMS, 9, 25, 35

F

Facilities & Community Officer, 7, 8, 9, 29, 33, 42, 49
Facilities Committee, 2, 7, 14, 16, 23, 24, 27, 28, 29, 31, 39, 42, 43, 46
Fees & Charges, 23, 27
Finance & Budgetary Control Report, 11, 27, 37
Finance Committee, 2, 11, 14, 16, 24, 28, 31, 34, 37, 38, 42, 44, 46
flytipping, 2, 5, 8
funding, 13, 39, 42
funds, 34, 39
Funds Transfer, 39
Future Agendas, 54

G

Gore Hall Farm, 32
Great North Air Ambulance, 38, 48

H

Haswell & District, 37, 48
Health & Safety, 24
Heritage, 42, 46
Holiday, 5, 45
horses, 14
Horses, 14

I

Inspection
 see also Playground, 24, 33, 43
Insurance, 33, 46, 51
Internal Audit, 49

J

John Scott Youll, 54

L

Land, 2, 14
Letter of Thanks, 11, 48
Lettings Policy, 8
Library, 2, 8, 33, 37, 43

Lottery, 42, 46

M

Medium & Small Councils Forum, 2, 15, 31, 42, 47, 52
Members, 1, 3, 4, 5, 6, 8, 13, 14, 15, 16, 19, 21, 23, 24, 37, 38, 39, 44, 45, 47, 48, 53
MENCAP, 37, 48

O

Overgrown Trees, 44

P

P.I.T. Project, 44, 48
Parish Land, 14
Paths, 28, 30
Permission, 15, 23, 52, 53
Personnel Committee, 2, 9, 14, 25, 31, 35, 42, 46
Phase II, 54
Pit Wheel, 46, 52
Planning, 3, 13, 14, 15, 16, 32, 52, 53
Play Area, 6
Playground
 see also Inspections, 24
Police, 1, 13, 30, 34, 41, 42, 44, 45, 51
Precept, 47
Primary, 1, 13, 15, 16, 53

R

R.o.S.P.A., 31
Regulations, 3, 6, 23, 24, 27, 46, 52
Remembrance, 38
Rents, 28
Request, 5, 16, 37, 38, 53
Residents Group, 38
Review, 8, 27, 28, 35
Review of Charges, 27
Risk Assessments, 2, 14, 31, 42, 47, 52
Royal Garden Party, 48, 52

S

School, 1, 13, 15, 16, 38, 53
Security, 5
Senior Facilities & Community Operative, 9, 25
snow, 51, 53
Snow Plan, 53
Society of Clerks, 3, 32
Stables, 15
Standing Orders, 29, 46

T

Tax Support, 12
Thornley Village Centre, 1, 2, 5, 7, 9, 13, 15, 21, 23, 29, 39, 41, 45, 51, 54
Training, 3, 14, 25, 43, 47, 53
Travellers, 15

U

Use of Welfare Park, 24

V

vacancies, 16
Vacancy, 48
Vacant Post, 9
Village Centre, 1, 2, 5, 7, 8, 9, 13, 15, 21, 23, 24, 29, 33, 34, 35, 38, 39, 41, 42, 45, 48, 51, 54

W

War Memorial, 52
Waste Bins, 30
Welfare Park, 24, 27, 33, 43, 46, 51
WW1, 46

Y

Yellow No Parking, 1, 13
Youth, 34