

**MINUTES OF THORNLEY PARISH COUNCIL**  
**MONTHLY MEETING**  
**THORNLEY VILLAGE CENTRE**  
**4 MARCH 2025**

**Present:** Councillors Mrs. J. Unsworth (Chair), Councillor Ms. J. Grant (Vice Chair), Mrs. A. Galley, Mrs. P. Maddison.

**In attendance:** C. Llewelyn, Parish Clerk.

**Public:** no members of the public were present.

**Meeting Commenced: 6:30pm**

**364. To receive apologies for absence**

Apologies were received from Parish Councillors Ms. E. Bramfitt, T. Unsworth and G. MacPherson.

**Resolved:** that the apologies be received.

**365. To receive declarations of interest in items on the agenda**

Councillor Mrs. P. Maddison declared a disclosable pecuniary interest in the allotments.

A request was made to the Clerk by Councillor Mrs. P. Maddison for a dispensation under Standing Order 15(g) relating to agenda item 11 to consider a draft allotment tenancy agreement.

**Resolved:**

**(1) to note the declaration of interest.**

**(2) to note the Clerk had considered the request and granted a dispensation to Councillor Mrs. P. Maddison to participate and vote in the discussion at agenda item 11 at this meeting only.**

**366. To confirm the Minutes of the Monthly Meeting held on 14 January 2025 and Minutes of the Appeals Committee Meeting held on 4 February 2025**

The draft minutes of the meetings held on 14 January and 4 February 2025 had been circulated.

**Resolved:** that the minutes of the Monthly Meeting held on 14 January 2025 and the minutes of the Appeals Committee Meeting held on 4 February 2025 be approved, confirmed and signed as an accurate record.

**367. Public question and answer session**

No members of the public were present.

**Resolved to note the information.**

**368. To receive the report of the Unitary County Councillor**

The Unitary Councillor was not in attendance.

**Resolved to note the information.**

**369. To receive the Police Report**

A report had been received with crime figures for January.

**Resolved:** to note the Police report.

## 370. Finance & Budgetary Control Reports

### a) To approve the finance report and payment schedule

The Clerk advised that the Council's bank balances at 30th January 2025 were £264,343.18.

December

No.	Payee	Description	Amount
1.	Tesco Mobile	Mobile Phones x2	£15.18
2.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£5,353.66
3.	British Gas	Gas Thornley Village Centre (TVC) (monthly)	£290.93
4.	Timpsons	4x Security Keys Allotment Gate	£120.00
5.	British Gas	Electric TVC (monthly)	£213.58
6.	ITC Services Ltd	Printing & Photocopying	£55.99
7.	ITC Services Ltd	Microsoft 365, Antivirus, Maintenance	£284.50
8.	Wheatley Hill Flower Shop	Flowers	£25.00
9.	Occasions by Diane	Event Catering	£126.00
10.	Durham County Council	Street Light Charge as per SLA	£94.52
11.	Hartz Entertainment	Christmas Social Singer (grant funded)	£250.00
12.	Home Bargains	Resources for Christmas Events (grant funded)	£83.90
13.	Thornley Front Street Shop	Resources for Christmas Events (grant funded)	£5.50
14.	Aldi	Resources for Christmas Events (grant funded)	£50.57
15.	B&M	Resources for Christmas Events (grant funded)	£71.40
16.	Asda	Resources for Christmas Events (grant funded)	£10.89
17.	Aldi	Resources for Christmas Events (grant funded)	£90.03
18.	Hartz Entertainment	Christmas Performing Arts School (grant funded)	£384.00
19.	Hartz Entertainment	3x Christmas Events (grant funded)	£1,128.00
20.	Your NRG	Diesel for Machinery	£421.08
21.	Staff	Wages (December)	£8,189.26
22.	British Gas	Electric Welfare Park	£18.23
23.	Eon Next	Electric Welfare Park (final payment of former contract)	£21.08
24.	Wave	Water Library Allotments (quarterly)	£26.98
25.	Wave	Water Welfare Park (quarterly)	£73.57
26.	Wave	Water Coopers Close Allotments (quarterly)	£148.57
27.	Wave	Water TVC (quarterly)	£312.54
28.	Staff	Mileage x3	£30.60
29.	British Gas	Gas TVC (monthly)	£401.40

January

No.	Payee	Description	Amount
1.	Tesco Mobile	Mobile Phones x2	£15.18
2.	Co-operative Bank	Sweep Fee	£30.00
3.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£4,015.02
4.	ITC Services Ltd	Microsoft 365, Antivirus, Emails	£160.03
5.	National Allotment Society	Annual Membership 2025 to 26	£84.00
6.	Clark & Kent Contractors	Pump Track Upfront Payment	£18,960.00
7.	British Gas	Electric TVC (monthly)	£239.46
8.	ITC Services Ltd	Cloud Hosting Services	£32.40
9.	ITC Services Ltd	Printing & Photocopying	£41.99
10.	Party Time Inflatables	Inflatable Hire	£360.00
11.	ADT	Fire Alarm System Maintenance TVC	£437.12
12.	ADT	Emergency Lighting Maintenance TVC	£437.12
13.	ADT	Keyholding TVC	£791.14
14.	ADT	Keyholding, Alarm Maintenance and Transmission Services Depot	£1,592.51
15.	Staff	Wages (January)	£8,096.14
16.	Staff	Mileage x2	£15.75
17.	British Gas	Gas TVC (monthly)	£364.27

Costs include any VAT unless otherwise indicated.

Monies received over £100.00

No.	Payer	Description	Amount
1.	Durham Police & Crime Commissioner	Pump Track Grant Funding	£5,000.00
2.	Unity Trust Bank	Interest	£594.60

**Resolved:**

**(1) to note the bank balances.**

**(2) to approve the payments in the schedule.**

**(3) to note the monies received over £100.00.**

**(4) to note that Unity Trust Bank account interest rate is decreasing from 2.6% to 2.5%.**

**b) To note the detailed income and expenditure**

**Resolved: to note the detailed income and expenditure report.**

**c) To approve the Internal Auditor for the year 2025 to 2026**

The Clerk recommended that Gordon Fletcher be appointed as Internal Auditor having received confirmation that he meets the requirements.

**Resolved: to approve Gordon Fletcher as Internal Auditor for 2025 to 26.**

**d) To agree an IT replacement programme**

**Resolved:**

- (1) the Clerk to arrange purchase of two new computers for staff using earmarked reserves.**
- (2) the Clerk to arrange decommissioning of the Chair's laptop.**
- (3) to approve the purchase of a third mobile phone for staff use using earmarked reserves for the cost of the phone.**

**371. To consider Progress Reports from Officers and Councillors**

**a) Parish Clerk's Report**

i) consider an update on request to take the freehold of Thornley Village Centre

**Resolved: to note the update that Durham County Council is working on the request.**

ii) note Coal Authority activity at the Hilly Path

**Resolved: the Parish Council agrees that the Coal Authority can leave the repairs to the path in place when the work is finished.**

iii) consider an update on Thornley Banner Group request to display banner in Thornley Village Centre

**Resolved:**

**(1) to note the update on the request to display a banner in Thornley Village Centre and that a Special Meeting may be called to discuss the request.**

**(2) to note the Clerk's report.**

**b) Reports from Parish Councillors**

No reports were raised.

**Resolved: to note the information.**

**c) Facilities & Community Officer's Report**

**Resolved: to note the Facilities & Community Officer's Report.**

**d) Grounds Officers' Report**

**Resolved:**

**(1) to note the Grounds' Officers Report.**

**(2) the Clerk to pass on thanks to all staff for their hard work.**

**372. Consultations and Correspondence Report**

**Resolved: to note the Consultations and Correspondence Report.**

**373. To consider any response to Durham County Council regarding Planning Matters**

**a) To consider any response to Durham County Council regarding planning applications**

1. [DM/25/00042/FPA](#) 4 Hartlepool Street South, Thornley, DH6 3BG

Resolved: that the planning application [DM/25/00042/FPA](#) is noted.

2. [DM/25/00043/AD](#) 4 Hartlepool Street South, Thornley, DH6 3BG

Resolved: that the planning application [DM/25/00043/AD](#) is noted.

3. [DM/25/00277/FPA](#) Stonehill Bungalow, Dunelm Road, Thornley, DH6 3HA

Resolved: that the planning application [DM/25/00277/FPA](#) is noted.

**b) To consider any planning applications received after the agenda was issued, to be dealt with by the Clerk using delegated authority**

Resolved: to note no planning applications had been received after the agenda was issued.

**374. To consider a draft updated allotment tenancy agreement**

A draft tenancy agreement had been circulated and considered by Councillors. The National Allotment Society may have comments on it. The draft agreement is to be sent to allotment tenants with the rent demands for consultation, and will be brought back to Council for final agreement.

Resolved: to approve the draft tenancy agreement, subject to the Clerk, in consultation with the Chair, considering any amendments proposed by the National Allotment Society.

**375. Members' issues and suggestions**

No matters were raised.

Resolved: to note the information.

**376. To consider items for the agenda of a future meeting**

No matters were raised.

Resolved: to note the information.

**377. Date and time of the next meeting of the Parish Council**

Resolved: to confirm the date and time of the next meeting as 6.30pm or directly following the Annual Parish Meeting which starts at 6.15pm on Tuesday 20 May 2025.

**378. To consider a resolution that the following items are classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960: at this point, if agreed, all members of the press and public would be asked to leave the meeting**

Resolved: to ask all members of the press and public to leave the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**379. To consider staffing matters**

Resolved: to note the staffing matters discussed.

**Meeting closed: 7.20pm.**