

**MINUTES OF
THORNLEY PARISH COUNCIL
THORNLEY VILLAGE CENTRE
10 JANUARY 2023**

Present: Councillors Mrs. J. Unsworth (Chairperson), Ms. E. Bramfitt, Mrs. A. Galley, Ms. J. Grant, J. Hughes, Mrs. P. Maddison, D Smith.

In attendance: County Councillor J Miller; C Llewelyn, Parish Clerk.

Public: no members of the public were present.

Meeting Commenced: 6:30pm

The Chair opened the meeting and advised that former Parish Councillor G Wilson has died. A moment of reflection was held.

Introductions were made.

73. To receive apologies for absence

Apologies were received from Councillors T Unsworth and G Ismail, and from County Councillor C Varty.

Resolved: that the apologies from Councillors T Unsworth and G Ismail be received, and the apologies from County Councillor C Varty be noted.

74. To receive declarations of interest in items on the agenda

No declarations of interest were made.

Resolved: to note the information.

75. To confirm the minutes of the meeting held on 8 November 2022

A copy of the draft minutes had been circulated.

Resolved: that the minutes be approved, confirmed and signed as an accurate record, with the amendment that both amounts at item 67 should read £35.00.

76. Public Question and Answer Session

No members of the public were present.

Resolved: to note the information.

77. To receive the report of the Unitary County Councillor

County Councillor Miller provided an update including:

- Anti-social behaviour at Coopers Close and around Youll House
- Issues with quality of workmanship for County Council work
- Local Emergency Plan

- University Hospital of North Durham planning application

Parish Councillors asked questions about the anti-social behaviour and proposals for Ward changes for County Councillors.

Resolved: to note the information.

78. To receive the Police Report

County Councillor Miller passed on information from the Police about anti-social behaviour and advised that the Police Officer will be sending figures.

Resolved: (1) that the information be noted and (2) that the Clerk will send information received to Councillors.

79. Finance & Budgetary Control Reports

a) To approve the finance schedule

A report had been sent.

1) Bank balances and reconciliations

The Clerk advised that the Council's bank balances on 23 December 2022 were £215,900.88, and that she would present reconciliations to the next meeting.

Resolved: that the bank balances be noted.

2) Payments for Approval

November

No.	Payee	Description	Amount
1.	Screwfix	Dmp membrane	£19.98
2.	ROSPA	Annual Inspections 3 playground areas and outdoor gym equipment	£340.20
3.	Northumbria Water	Water Risk Assessment	£630.00
4.	Ripon Farm Services	Brushcutter machine	£725.46
5.	Sarah Cave	Halloween Carousel 27.10.22 and Interactive Show 30.10.22	£750.00
6.	Co-operative Bank	Auto Charge Fee Sweep	£30.00
7.	A. Local Government Pension Scheme; B. NEST; C. HMRC	Employer Liabilities and Pension Contributions	£2,968.61
8.	ITC Service Ltd	Annual Hosting, Sophos Sept- December, Photocopier Usage	£217.72
9.	Viking	Catering Items	£103.55
10.	Demo Room Audio	Lighting Set and Wall Brackets	£450.00
11.	M&M Theatrical Productions	Cinderella Performance 02.12.22	£1,438.80
12.	Party Packs Ltd	Christmas Scenery	£24.50
13.	Parish Council Officers	Wages November	£11,783.40

14.	B&M	Christmas selection packs and resources	£87.66
15.	ASDA	Bottled Water	£18.50
16.	M Allon	Village Centre Window Cleaning	£15.00
17.	Parish Council Officers	Mileage	£45.36
18.	Durham County Council	Dog Bin Installation	£420.00
19.	BT	Landline, Broadband, Mobile Phone	£451.04
20.	Sainsbury's	Petrol for Mowers	£65.70

December

No.	Payee	Description	Amount
1.	A. Local Government Pension Scheme; B. NEST; C. HMRC	Employer Liabilities and Pension Contributions	£5,669.73
2.	Parish Council Officers	Mileage	£21.60
3.	Gordon Fletcher	Interim Internal Audit	£100.00
4.	Sarah Cave	Christmas Event	£750.00
5.	MKM Ltd	Sharp sand and cement	£37.81
6.	Your NRG	Derv	£321.97
7.	M&M Theatrical Productions	Deposit 2023 Christmas Pantomime	£147.00
8.	ITC Service Ltd	Sophos increase Oct to December, Photocopier usage	£61.82
9.	British Gas	Gas	£304.81
10.	Supermarkets	Catering	£38.18
11.	Supermarkets and Stores	Refreshments and Resources	£57.50
12.	Supermarkets and Stores	Refreshments and Resources	£99.01
13.	Parish Council Officers	Mileage	£29.70
14.	The Village Takeaway	Packed lunches x52 for Event	£260.00
15.	The Village Takeaway	Catering	£112.00
16.	Soi 21	We 3 Curries Event	£300.00
17.	Eon Next	Electricity Supply Sports Field Pavilion	£67.18
18.	Anglian Water	Water Supply Welfare Park	£94.13
19.	Anglian Water	Water Supply Coopers Close Allotments	£171.04
20.	Anglian Water	Water Supply Village Centre	£253.35
21.	British Gas	Gas	£372.85
22.	Parish Council Officers	Wages December	£9,486.25
23.	Provider	Defibrillator Pad	Up to £50.00

Costs include any VAT unless otherwise indicated.

Resolved: to approve the payments.

3) Payments requiring further information

A report had been sent recommending that the Council seeks a new contract for landline and telephones.

Resolved: to approve the Clerk in consultation with the Chair to seek costs for the above, and for the Clerk to agree and sign a new contract without delay, as detailed in the report.

4) Monies received over £100

A report had been sent.

No	Payer	Description	Amount
1	East Durham Trust	Grant Funding (Lights)	£450.00

Resolved: to note the monies received.

b) To note the detailed income and expenditure

The detailed income and expenditure report had been circulated.

Resolved: to note the detailed income and expenditure.

c) To consider the Internal Audit Report received November 2022

The Internal Auditor's interim report had been circulated.

Resolved: to note the Internal Audit report received November 2022.

d) To approve amendments to banking arrangements

The Clerk had sent a report with the recommendation from the Internal Audit report.

Resolved: to approve the Clerk to arrange transfer of £85,000 to the Unity account and to agree and open a further bank or building society account with suitable control measures for the Council as recommended in the report.

e) To approve the Internal Auditor for 2023 to 24

The Clerk had sent a brief report.

Resolved: that the report be noted.

80. To determine the budget and the Parish precept for 2023 to 24

a) To approve the budget for 2023 to 24

The Clerk had sent a draft budget for consideration and a report including projections of general reserves, earmarked reserves and cash balances at 31 March 2023.

Resolved:

(1) to note the projected position at 31 March 2023.

(2) to approve the budget presented for 2023 to 24

(3) to note that the Clerk intends to bring to Council when possible a draft Reserves Policy.

b) To determine the Parish precept for 2023 to 24

The Clerk had sent a report.

Resolved:

(1) that the precept request for 2023 to 24 be £157,874.18, which with Local Council Tax Reduction Scheme will provide total cash of £168,907.18.

(2) the Clerk to request that the precept is received in two parts.

81. To note and consider Progress Reports from Officers and Councillors

a) Parish Clerk's Report

The Clerk had sent a report.

1. Matters raised by residents

A concern had been raised about the quality of highway improvements and they had contacted Durham County Council.

Resolved: to note the matters raised by residents.

2. Thornley Welfare Ground Lease Update

Durham County Council is seeking to provide Heads of Terms and further information.

Resolved: to note the report.

3. Emergency Plan Update

The Clerk had attended a meeting about responding to power cuts.

Resolved: to approve the Clerk to discuss the emergency planning matters with County Councillor Miller and to bring to Council and decisions required.

4. National Allotment Society Membership

Resolved: the Parish Council will join the National Allotment Society.

5. Request from Banner Group to install banner at Youll House

A request had been received to install the banner.

Resolved: the Clerk to request the information required as detailed in the report and to approve the banner installation upon receipt of satisfactory information.

6. Clerk's Priorities

Resolved:

(1) to note the work undertaken and the Clerk's priorities.

(2) to note the Clerk's Report.

b) Reports from Parish Councillors

Parish Councillors raised issues of dog mess especially going to the school, which County Councillor Miller said he would report to the Dog Warden. Parish Councillors raised the allotment fence, and praised the work of the County Council Officer on Mondays and enquired about the extent of their work.

Resolved: the reports be noted.

c) Facilities & Community Officer Report

A report had been circulated, including photographs from events and activities.

Resolved: the report be noted.

d) Grounds' Officers Report

A report had been circulated.

Resolved:

- (1) the report be noted.**
- (2) a report to be provided for each meeting.**
- (3) the Clerk to thank all staff for their hard work.**

82. To approve Parish Council Policies

Grant Awarding Policy and Form

The Clerk had sent a draft Policy. Councillors proposed amendments to state that documents may be requested rather than must be provided, and that groups can contact the Clerk for further information and advice.

Resolved:

- (1) to approve the Grant Awarding Policy and Form with the above amendments.**
- (2) the Clerk to promote the opportunity for grants in the new financial year.**

83. Consultations' and Correspondence Report

a) To consider any response to consultations

- 1. Local Government Boundary Commission for England: Consultation on division boundaries for Durham County Council

Resolved: to note the consultation on division boundaries for Durham County Council.

b) To consider correspondence

- 1. Durham County Council: Tree Planting in Thornley

Resolved: to note the correspondence on tree planting in Thornley.

- 2. County Durham Association of Local Councils (CDALC): Buckingham Palace Garden Parties 2023

Resolved: the Chair to be nominated for tickets to Buckingham Palace Garden Party at the appropriate time.

- 3. CDALC: Police and Crime Commissioner Precept consultation for 2023 to 24
The Chair recommended that everyone complete the consultation.

Resolved: to note the Police and Crime Commissioner Precept consultation for 2023 to 24.

- 4. CDALC: Historic £1.4 Billion Devolution Deal for the North East
County Councillor Miller advised that there will be a consultation process.

Resolved: to note the correspondence on the North East Devolution Deal.

c) To note bulletins

Resolved: to note the bulletins.

84. 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/22/03618/RM](#) Plot 27, Dunelm Stables, Thornley DH6 3BN

Resolved: to note the planning application DM/22/03618/RM

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

No planning applications were received.

Resolved: that the information be noted.

c) To note approved, withdrawn and refused decisions

A list of approved decisions had been sent.

Resolved: the approved decisions were noted.

85. To discuss hanging baskets and lamppost safety tests

The Clerk had sent a report and details of costs.

Resolved:

(1) the Council will not test lamppost columns or provide hanging baskets on lampposts in 2023.

(2) the Clerk in consultation with the Chair will work with Officers to identify potential locations including investigating use of highway railings and barriers.

86. To approve meeting dates for the year 2023 to 24

The Clerk had sent a list of meeting dates.

Resolved: to approve the meeting dates for 2023 to 24, with the Annual Parish Meeting beginning at 6.15pm.

87. To consider items for the agenda of a future meeting

Resolved: that the Clerk bring a draft Policy for the use of Parish Council land to be considered at the March meeting.

88. Date and time of the next meeting of the Parish Council

Resolved: to confirm the date and time of the next meeting as Tuesday 14 March 2023 at 6.30pm.

The meeting closed at 7:20pm.