

**MINUTES OF  
THORNLEY PARISH COUNCIL  
THORNLEY VILLAGE CENTRE  
7 MARCH 2023**

**Present:** Councillors Mrs. J. Unsworth (Chairperson), Ms. E. Bramfitt, Mrs. A. Galley, Ms. J. Grant, J. Hughes, Mrs. G. Ismail, Mrs. P. Maddison, T. Unsworth.

**In attendance:** County Councillors C Varty and J Miller; C Llewelyn, Parish Clerk.

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

**Meeting Commenced: 6:30pm**

**89. To receive apologies for absence**

Apologies were received from Councillor D Smith.

**Resolved:** that the apologies from Councillor D Smith be received.

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

No declarations of interest were made.

**Resolved:** to note the information.

**91. To confirm the minutes of the meeting held on 10 January 2023**

A copy of the draft minutes had been circulated.

**Resolved:** that the minutes be approved, confirmed and signed as an accurate record, with a correction to the name of University Hospital of North Durham.

**92. Public question and answer session**

No members of the public were present.

**Resolved:** to note the information.

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

County Councillor Miller provided an update including:

- Fence, the entrance and rubbish at Ellerby Mews and other communications with the Parish Clerk
- Site visit with Highways Department about parking at Youll House
- Complaints about noise on the off road bike track
- Complaints about anti-social behaviour
- North East Devolution consultation
- Durham County Council council tax increase.

Parish Councillors asked questions about the footpath at Ellerby Mews/Cottingham Grove; a sink hole at Gore Hill which has been addressed; and a gas pipe which was cut and has been addressed.

County Councillor Varty raised parking problems at Thornley Primary School.

**Resolved:**

- (1) to note the information.**
- (2) the Clerk to circulate the noise assessment for the bike track once received.**
- (3) the Clerk to send a letter to the Police in support of measures being taken to address parking problems at Thornley Primary School.**

**94. To receive the Police Report**

The Clerk had requested an update following January's meeting. No update has been received.

**Resolved: to note the information.**

**95. Finance & Budgetary Control Reports**

Reports had been provided.

**a) To approve the finance schedule**

**1) Bank balances and reconciliations**

The Clerk advised that the Council's bank balances on 22 February 2023 were **£184,624.81**.

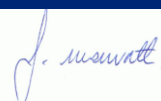
**Resolved:**

- (1) that the bank balances be noted.**
- (2) to note that the Clerk will report back to Council on the position on reserves.**
- (3) to note the Clerk intends to review all contracts and agreements.**

**2) Payments for Approval**

October

<b>No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1.	Staff	Mileage	£16.38
2.	Arco Ltd	Personal Protective Equipment	£155.11
3.	A J Guthrie	Wildflower Meadow Supplies	£30.00
4.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£1,881.22
5.	CNS Sportsstars Ltd	Coaching	£120.00
6.	Scott Bros	Road Planings	£264.00
7.	Viking	Stationery and Equipment	£222.89
8.	ITC Services Ltd	IT Support/Software	£940.55



9.	Staff	Mileage	£4.32
10.	Mark Allon	Window Cleaning	£15.00
11.	Staff	Mileage and Bearings	£40.52
12.	Staff	Fuel	£98.67
13.	Eon Next	Village Centre Electricity	£369.09
14.	T & G Training	Training Event	£225.00
15.	E Egglestones Accountants	Payroll Services	£229.68
16.	Demo Room Audio	Lighting	£580.00
17.	Ripon Farm Services	Chainsaw	£758.63
18.	Nouveau Wellbeing	Sports Tuition	£134.40
19.	Nouveau Wellbeing	Dance Classes	£100.80
20.	Staff	Wages (Oct)	£7,521.84
21.	British Gas	Village Centre Gas	£143.33
22.	Various	Halloween Resources	£122.13
23.	Angela Bromage	Workshop	£480.00

January

No.	Payee	Description	Amount
24.	Lawson Animal Feeds	Gas Bottle	£76.00
25.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions (Dec)	£4,187.28
26.	Co-operative bank	Bank Charge	£30.00
27.	Defib Warehouse	Defibrillator Pad	£70.74
28.	ITC Service Ltd	IT Services	£1,001.13
29.	Eon Next	Electricity TVC	£623.04
30.	Sarah Cave	Christmas Singer	£150.00
31.	Turfcare	Line marker	£392.40
32.	National Allotment Society	Membership Fee	£67.00
33.	British Gas	Gas The Village Centre	£386.23
34.	Parish Council Officers	Mileage	£23.22
35.	Post Office	Registered Post	£2.08
36.	Thandi News and Wine	Post-it Notes	£3.99
37.	Horns Garden Centre	Wreath	£30.00
38.	ADT	Attendance on site (Depot)	£216.00
39.	ADT	Fire Alarm System Maintenance Annual Charge (The Village Centre (TVC))	£383.34
40.	ADT	Emergency Lighting Maintenance Annual Charge (TVC)	£383.34
41.	ADT	Keyholding, Signalling Transmission Services, Intruder Alarm System Maintenance	£1,331.64
42.	Parish Council Officers	Wages (Jan)	£6,934.45
43.	Halls	Janitorial and Cleaning Supplies	£56.34
44.	Viking (Office Depot Ltd)	Laptop Stand, Stationery, Kitchen Supplies	£72.82
45.	Viking (Office Depot Ltd)	Noticeboard	£49.96

46.	Trimdon Brass Band	Donation	£35.00
47.	M Allon	Window Cleaning	£15.00
48.	J Ashburner	New Year New Me Event	£55.00
49.	The Range Aldi	Group Resources and Refreshments	£118.61
50.	Rialtas	Accounts Software	£330.00
51.	T & G Training	First Aid Course	£330.00
52.	M&M Theatricals	Pantomime (grant funded)	£1,198.80
53.	Asda	Refreshments	£12.50
54.	Durham County Council	Dog Bin Servicing Annual Charge	£108.48

#### February

No.	Payee	Description	Amount
1.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£3,317.75
2.	Hydraulic Technical Services	Hose	£42.36
3.	ITC Service Ltd	IT Services	£221.24
4.	Thandi News & Wine	Post-it Notes	£1.99
5.	Boots	Blue Elastoplasts	£4.00
6.	Asda	Batteries	£24.00
7.	Post Office	Postage	£2.85
8.	Parish Council Officers	Mileage	£3.24
9.	Jittabugs	Half Term Toddler Group	£40.00
10.	North East Dance	Circuit Taster Session	£40.00
11.	Viking (Office Depot Ltd)	Stationery & Cleaning Supplies	£132.06
12.	Durham County Council	Lamppost Power and Maintenance Charge	£91.91
13.	ADT	Access Control System Maintenance Charge Feb 23 to Jan 24	£342.12
14.	ARCO Ltd	First Aid Items, Worker Clothing and WD40	£15.29
15.	Parish Council Officers	Mileage	£32.40
16.	Amazon	First Aid Items	£13.79
17.	Amazon	Damp Meter	£19.99
18.	British Gas	Gas The Village Centre	£567.49
19.	Durham County Council	Planning Advice Fee	£100.00
20.	Parish Council Officers	Wages (Feb)	£7,089.07
21.	BT	Landlines, Mobiles & Broadband (quarterly)	£409.95

#### March

No.	Payee	Description	Amount
1.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£3,377.96
2.	Jittabugs	Easter Move and Groove	£40.00

3.	D Moore	Consultancy Fee	£559.94
4.	M Allon	Window Cleaning	£15.00
5.	CDALC	Cemeteries Training	£50.00
6.	ADT	Keyholding Thornley Village Centre	£608.76
7.	Ebay	Pins for Playground Equipment	£2.96
8.	Ebay	Pins for Playground Equipment (Second purchase)	£2.96
9.	B&M	Storage Boxes	£16.50
10.	Baker Ross	Easter & Coronation Crafts	£76.09
11.	Baker Ross	Easter & Coronation Crafts	£121.72
12.	Party Time Inflatables	Inflatables Hire Easter Event	£300.00

Costs include any VAT unless otherwise indicated.

Monies received over £100

No	Payer	Description	Amount
1.	Durham County Council	Grant Funding (Fun & Food)	£260.00

**Resolved:**

- (1) to approve the payments.**
- (2) to check the call out agreement and log with ADT.**
- (3) to check the services provided by ADT are as expected.**

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

**Resolved: the income and expenditure presented was noted.**

***c) To consider the Parish Council's budget***

**Resolved:**

- (1) to note the budget.**
- (2) that any funds remaining at year end in the Village Centre budget be ringfenced for future activity.**

***d) To approve amendments to banking arrangements***

**Resolved:**

- (1) to note the Clerk has transferred £85,000 to the Unity account.**
- (2) to note the Clerk has begun the process to open a Nationwide savings account.**

***e) To approve the Internal Auditor for 2023 to 24***

**Resolved: to approve the Clerk to make arrangements to engage G Fletcher as Internal Auditor for 2023 to 24, undertaking an interim audit and the year end audit.**

**96. To note and consider Progress Reports from Officers and Councillors**

***a) Parish Clerk's Report***

1. Matters raised by residents

**Resolved: to note the matters raised by residents.**

2. Section 106 funding for Welfare Park Pitch

**Resolved: to note the further application for Section 106 made.**

3. Update regarding the request for freehold of Thornley Village Centre

**Resolved: to note that the County Council is completing its next steps.**

4. Update on telephone and broadband provision for Thornley Village Centre

**Resolved: to note the update.**

5. Clerk's Work Undertaken and Priorities

**Resolved: to note the work undertaken and the Clerk's priorities.**

b) Reports from Parish Councillors

None discussed.

c) Facilities & Community Officer Report

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

d) Grounds' Officers Report

**Resolved: to note the Grounds' Officers Report.**

**97. To approve Parish Council Policies**

***a) Delegation Scheme***

**Resolved: to approve the draft Delegation Scheme.**

***b) Policy on Use of Parish Council land***

**Resolved: to defer to the next meeting.**

***c) Lone Working Policy***

**Resolved: to defer to the next meeting.**

**98. To approve the Parish Council's risk assessment including financial risk assessment until March 2024**

***a) to approve the full risk assessment including financial risk assessment until March 2024***

**Resolved:**

**(1) the Clerk to begin implementation with staff.**

**(2) Councillors to receive the full risk assessment, with the costs highlighted, for consultation and review at the next meeting.**

***b) to approve action and expenditure on measures identified in the risk assessment***

**Resolved: the Clerk to begin implementation with staff.**

Councillor T Unsworth left the meeting at this point.

**99. To approve membership and Terms of Reference for Personnel Committee and Appeals Committee**

***a) Terms of Reference for Personnel Committee***

**Resolved: to be sent to Councillors for consideration and agreement at the next meeting (after the risk assessment is sent).**

***b) Terms of Reference for Appeals Committee***

**Resolved: to be sent to Councillors for consideration and agreement at the next meeting (after the risk assessment is sent).**

***c) Membership of Personnel Committee***

**Resolved: membership of the Personnel Committee will be ad hoc with Councillors to be asked and to join if they can.**

***d) Membership of Appeals Committee***

**Resolved: membership of the Appeals Committee will be ad hoc with Councillors to be asked and to join if they can, noting that membership must be different to that of the Personnel Committee.**

**100. Consultations' and Correspondence Report**

***a) To consider any response to consultations***

***1. Durham County Council consultations - further consultation on NE Devolution Deal and Public Space Protection Orders***

**Resolved: to note the consultation.**

***b) To note bulletins***

**Resolved: to note the bulletins.**

**101. 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/23/00476/FPA](#) Whitehouse Farm, Wheatley Hill, DH6 3LX***

**Resolved: to note the planning application DM/23/00476/FPA.**

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

None received.

***c) To note approved, withdrawn and refused decisions***

**Resolved: to note the approved, withdrawn and refused decisions.**

**102. To agree a provider of advice on Human Resources**

**Resolved:**

- (1) Durham County Council to be the provider of Human Resources advice if advice is needed.
- (2) to defer to the next meeting, any agenda items not covered in this meeting.

Councillor J Grant left the meeting at this point.

**103. To discuss Parish Council Cemetery internal management and processes**

**Resolved:**

- (1) to approve payment of the invoice of £559.94 for fixing issues with the database.
- (2) to approve the Clerk to view a demonstration and if appropriate, to buy the Edge software.

**104. To note and agree activity on the Pump Track development**

**Resolved:**

- (1) to note the Clerk expects pre-planning advice at a cost of £100.00.
- (2) to note the cost increase from the contractor.

**105. To discuss Parish Council vehicle insurance**

**Resolved:** to delegate to the Clerk to arrange the Parish Council vehicle insurance for the renewal date.

**106. To agree action on Parish Council land**

The Clerk had sent a report.

***a) To consider trees on Parish Council land***

**Resolved:** to approve the Clerk to get costs for inspections on Parish Council trees which are near to any property and bring back to Council.

Councillor G Ismail left the meeting at this point.

***b) To consider floral displays***

**Resolved:** to approve the Clerk and Grounds Officers in consultation with the Chair to approve any agreements on floral displays with DCC.

**107. To agree action and expenditure on Youll House**

The Clerk had sent a report.

**Resolved:**

- (1) The Parish Council defines responsibility for the three main issues in the report provided to the Parish Council, unless it comes to believe that any other person has been responsible.
- (2) Follow the course of action proposed on the bathroom floor, the damp patches and the outside render.
- (3) Clerk to report back to next Parish Council meeting.

**108. To approve meeting dates for the year 2023 to 24**

The Clerk had sent revised proposed meeting dates which match the Standing Orders:



Annual Parish Meeting Tuesday 2 May at 6.15pm, followed by the Annual Meeting of the Parish Council followed by the Monthly Meeting of the Parish Council at 6.30pm  
Tuesday 4 July 6.30pm  
Tuesday 5 September 6.30pm  
Tuesday 7 November 6.30pm  
Tuesday 9 January 2024 6.30pm  
Tuesday 5 March 6.30pm

**Resolved: to approve the meeting dates above for the year 2023 to 24.**

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

No further items were raised.

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

**Resolved: to confirm the date and time of the next meeting as the Annual Parish Meeting at 6.15pm, directly followed by the Annual Meeting and the Monthly Meeting at 6.30pm on Tuesday 2 May 2023.**

**111. To consider a resolution that the following item is 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 of the agenda, if agreed, all members of the press and public would be asked to leave the meeting**

**Resolved: to defer to a Special Meeting of the Parish Council.**

**112. To discuss staffing matters including training**

**Resolved: to defer to a Special Meeting of the Parish Council.**

**Meeting closed: 8.20pm.**