

**MINUTES OF THORNLEY PARISH COUNCIL
MONTHLY MEETING
THORNLEY VILLAGE CENTRE
5 SEPTEMBER 2023**

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

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

Public: no members of the public were present.

Meeting Commenced: 6:30pm

169. To receive apologies for absence

Apologies were received from County Councillor C Varty.

Resolved: that the apologies from County Councillor C. Varty be noted.

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

No declarations of interest were made.

Resolved: to note the information.

171. To confirm the minutes of the meeting held on 4 July 2023

A copy of the draft minutes had been circulated.

Resolved: that the minutes of the meeting held on 4 July 2023 be approved, confirmed and signed as an accurate record.

172. Public question and answer session

No members of the public were present.

Resolved: to note the information.

173. To receive the report of the Unitary County Councillor

County Councillor Miller gave an update including:

- Anti-social behaviour concerns passed on to Durham County Council
- Bus shelters reported
- PACT meeting requested
- Coopers Close unauthorised encampment
- Fencing to the land behind Harry's Bar to be improved

- Reported fly tipping including Ludworth Road
- Anti-social behaviour at Gore Hill reported
- Looking at issues of RAAC concrete in four schools across the county; invitation to pass on details if anyone is affected.

Parish Councillors asked about:

- Update on markings at Dunelm Road junctions near Budgens
- Drain covers going missing
- Bikes and quad bikes at speed on public roads
- Trees are blocking signage at the chicane by the Catholic school.

County Councillor Miller said he would address the above as appropriate.

Resolved: to note the information.

174. to receive the Police Report

No update has been received.

Resolved: to note the information.

175. Finance and Budgetary Control Reports

a) Finance and Budgetary Control Reports

The Clerk advised that the Council's bank balances on 31 July 2023 were **£229,913.33**.

Payments for Approval

June

No.	Payee	Description	Amount
1.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£3,402.72
2.	Nisbets	3x Hand dryers, Kitchen Supplies	£269.22
3.	Amazon	Bunting	£7.99
4.	Amazon	Banner	£8.99
5.	Amazon	Cups	£10.34
6.	Amazon	Decorations	£15.99
7.	Amazon	Decorations	£19.98
8.	Amazon	Party Supplies	£19.98
9.	Green Lane Nurseries	Compost	£24.00
10.	Asda & Aldi	Refreshments	£67.16
11.	Society of Local Council Clerks	Annual Membership Fee	£236.00
12.	Soi21 Hawker Kitchen	Pad Thai Party	£378.00

13.	BHIB Councils Insurance	Main Council Insurance Policy	£2,129.02
14.	The Range	Craft Supplies	£7.98
15.	Sarah Cave	PA Workshop	£200.00
16.	Sarah Cave	Six Week PA Programme	£300.00
17.	Sarah Cave	Magic Land Event	£380.00
18.	Savers and B&M	Essential Oils and Vinegar	£3.06
19.	Mark Allon	Window Cleaning Thornley Village Centre (TVC)	£15.00
20.	Durham County Council	Trade Waste Service Cemetery	£677.34
21.	Durham County Council	Trade Waste Service TVC	£538.38
22.	ITC Service Ltd	Photocopier Printing and Lease	£48.89
23.	Staff	Mileage	£13.50
24.	Tesco	Mobile Phones x2	£14.00
25.	Wheatley Hill Garage	Petrol for Mowers	£54.04
26.	Turfcare	Line Marker & Grass Seed	£354.60
27.	Staff	Mileage	£2.70
28.	Staff	Mileage	£19.44
29.	Staff	Wages	£7,073.38
30.	Wave/Anglian Water	Water Welfare Park (March-May)	£76.38
31.	Wave/Anglian Water	Water Coopers Close Allotments (March-May)	£164.42
32.	Wave/Anglian Water	Water Thornley Village Centre (March-May)	£263.51
33.	British Gas	Gas Thornley Village Centre (May)	£186.55
34.	The Lamp Company	Bulbs and Electric Ballast	£27.36
35.	Royal British Legion	Poppy Wreath	£28.98
36.	Viking Direct	Stationery & Kitchen Supplies	£82.01
37.	New Thornley Banner Group	Donation under Section 137	£140.00
38.	Jack Drum Arts	Drumming & Carnival Workshops (grant funded)	£1,000.00
39.	Flooring Shop	Paint & Flooring Strip	£15.25
40.	Village Store	Cordaline Plants x2	£16.00
41.	Yorkshire Trading	Cooking Equipment	£11.53
42.	Aldi	Refreshments	£6.05
43.	Home Bargains	Refreshments & Resources (grant funded)	£18.40
44.	Peterlee Fire Company	Fire Extinguisher Services and Checks	£71.72

July

No.	Payee	Description	Amount
1.	Soi21 Hawker Kitchen	Children's Cookery Course	£320.00
2.	A Telford	Emergency Plan Leaflet Delivery	£330.00
3.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£3,306.84

4.	Durham County Council	Building Compliance Service Level Agreement	£676.20
5.	Co-operative Bank	Sweep Fee	£30.00
6.	Tesco Mobile	Mobile Phones x2	£14.00
7.	CMP Electrics	Installation of Handdryers x3 Thornley Village Centre	£100.00
8.	Origin Amenity Solutions	Weedkiller	£77.32
9.	Currys	Camera (later returned and refunded)	£139.00
10.	Peterlee Fire Company	Fire Extinguisher Checks & Service	£48.00
11.	ADT	CCTV Maintenance Annual Charge	£693.68
12.	ITC Service Ltd	Anti-Virus, Microsoft 365 & Emails (July-Sept)	£340.02
13.	ITC Service Ltd	Maintenance & Exchange Hosting (July-Sept)	£396.00
14.	ITC Service Ltd	Photocopier Lease & Printing	£29.23
15.	Emorsgate Seeds	Wildflower Seeds (Unpaid invoice from August 2022)	£449.28
16.	Eon	Electricity TVC (Quarterly)	£372.08
17.	Staff	Mileage	£2.16
18.	Staff	Wages (July)	£7,024.45
19.	British Gas	Gas TVC (June)	£91.22
20.	Staff	Mileage	£21.60
21.	Jittabugs	Summer Move and Groove Session (grant funded)	£40.00
22.	Soi21 Hawker Kitchen	Kids Can Cook Sessions	£240.00
23.	ROSPA Play Safety	Annual Playground and Outdoor Gym Inspections	£364.20
24.	Scott Bros	Topsoil	£360.00
25.	Your NRG	Derv	£349.99
26.	Durham County Council	Dog Bin Servicing, Church View	£295.80
27.	Mark Allon	Window Cleaning TVC	£15.00
28.	Screwfix	Oil, Nuts, Stops	£19.27
29.	Crazy Creatures North East	Children's Petting Zoo (grant funded)	£150.00
30.	Gamer Entertainer	Mobile Gaming Van (grant funded)	£880.00
31.	Nisbets	Tables x6	£971.92

Costs include any VAT unless otherwise indicated.

Future Dated Purchases for consideration:

No.	Payee	Description	Amount
1.	Parish Council Chair Mrs J Unsworth	Chair's Allowance for 2023 to 24	Budget Amount £1,500.00

Monies received over £100

No.	Payer	Description	Amount
1.	Durham County Council (DCC)	Refund on Business Rates	£600.00
2.	Unity Trust Bank	Interest	£480.44
3.	Youll House	Annual Rent	£5,000.00

4.	DCC	Refund on Building Compliance SLA (Removal of legionella risk assessment already completed)	£168.00
5.	British Gas	Feed in Tariff (March-May)	£203.90
6.	DCC	Fun & Food Grant Funding	£1,176.00
7.	Believe Housing	Grant Funding	£450.00

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 the detailed income and expenditure report.**

b) To receive the completion letter of the External Auditor and the Completed Annual Governance and Accountability Return for the year 2022 to 23

Resolved: to receive the External Auditor Completion Letter and the Completed Annual Governance and Accountability Return for the year 2022 to 23.

176. To consider Progress Reports from Officers and Councillors

a) Parish Clerk's Report

Resolved: to note the Clerk's report.

b) Reports from Parish Councillors

Parish Councillors Mrs. J.Unsworth and Ms. E. Bramfitt, and B. Hodgson, Facilities and Communities Officer, had attended the Celebration Event for Reverend Daniel Hudson at the Little House of Hope.

Resolved: to note the information.

c) Facilities and Community Officer Report

Parish Councillors were pleased with the amount and variety of events over the summer and the hard work that staff had put in. There will be further efforts to tackle the difficulties of people not turning up despite having booked a place.

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

d) Grounds' Officers Report

Parish Councillors passed on thanks and praise to staff for their hard work making the village and floral displays look great.

Resolved: (1) to note the Grounds' Officers Report.

(2) the Clerk to pass on thanks and praise to all Parish Council staff for their hard work.

177. Review of Parish Council Assets

The Clerk had circulated the updated the asset register with information from the Practitioners' Guide (JPAG).

Resolved:

- (1) the current value is either the purchase cost where available, or the best estimate, or £1 for land where no cost is found, or as recommended by JPAG.
- (2) the Clerk to renew the Asset Register as presented, and the current values will be the sum of assets owned by the Parish Council.
- (3) the Clerk to re-state the assets value as at 31 March 2023 in the Annual Return for 2023 to 24 with the current value above, amended as appropriate when new information is found.
- (4) from this point forward the current value will be the cost price of any item.
- (5) the Asset Register includes items with a useful life of over one year and a cost price of over £250.
- (6) the Clerk to complete insurance values not yet completed in the Register.
- (7) note that other items, mainly those handmade or of a lesser value, are recorded in an inventory which is being compiled by the Clerk.

178. Correspondence Report

Resolved: to note the Correspondence Report.

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

Members should visit the [planning portal](#) if further information is required.

a) [DM/23/02308/FPA](#) 59 East Lea, Thornley DH6 3ED

Resolved: that the planning application DM/23/02308/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*

No further planning applications had been received.

Resolved: to note the information.

180. Local Council Tax Reduction Grant

Changes proposed by Durham County Council to the Local Council Tax Reduction Grant were discussed.

Resolved: to note the information.

181. To discuss the Freehold of Thornley Village Centre

The Clerk and Chair had met with Officers of Durham County Council to discuss the process of the Parish Council obtaining freehold for the Centre.

Resolved: the Clerk in consultation with the Chair to complete the expression of interest form and business plan for the County Council.

182. Pump Track

Consultation has been undertaken over the summer with 96 responses received.

Resolved:

- (1) to note that consultation results have been received.**
- (2) a response will be drawn up by the Clerk in consultation with the Chair and made available through Facebook to matters raised in the consultation.**
- (3) the Clerk in consultation with the Chair to continue with the next steps, and Councillors to be kept informed of progress.**

183. Wildflower Meadow

Resolved:

- (1) to approve a cut and collect by Guthries at the end of this season, from the open space maintenance budget.**
- (2) the Clerk to arrange re-drill and re-seeding around April 2024 as recommended by the contractors.**

184. Members' issues and suggestions

Resolved:

- (1) the Clerk to report to Durham County Council that the tree area next to the fish/pizza shop is overgrown, pushing the fence onto the footpath and making pedestrian access difficult.**
- (2) the Clerk to advise County Councillor Miller that there are issues with cars blocking pavements in estates around Thornley.**
- (3) to note Councillor D. Smith will attend the East Durham Parish and Town Councils meeting.**

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

Resolved: the freehold of Thornley Village Centre, proposed pump track and Welfare Park will be on future agendas for updates and discussion.

186. 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 on Tuesday 7 November 2023.

Meeting closed: 7.15pm.