

**MINUTES OF THORNLEY PARISH COUNCIL**  
**ANNUAL AND MONTHLY MEETINGS**  
**THORNLEY VILLAGE CENTRE**  
**20 MAY 2025**

**Present:** Councillors Mrs. J. Unsworth (Chair), Mrs. P. Maddison (Vice Chair), Ms. E. Bramfitt, Mrs. A. Galley, Mr. G. MacPherson, Mr. D. Smith, Mr. T. Unsworth.

**In attendance:** County Councillor N. Craggs; C. Llewelyn, Parish Clerk.

**Public:** two members of the public were present.

**Meeting Commenced: 6:20pm**

**380 To elect a Chairperson and receive their Declaration of Office**

**Resolved (1):** Councillor Mrs. J. Unsworth is elected Chairperson for the ensuing year.

**Resolved (2):** the signed Chairperson's Declaration of Office was received from Councillor Mrs. J. Unsworth.

**381 To elect a Vice Chairperson and receive their Declaration of Office**

**Resolved (1):** Councillor Mrs. P. Maddison is elected Vice Chairperson for the ensuing year.

**Resolved (2):** the signed Vice Chairperson's Declaration of Office was received from Councillor Mrs. P. Maddison.

**382 To receive Councillors' Declarations of Acceptance of Office**

**Resolved:** to note that all Declarations of Acceptance of Office have been received.

**383 To receive apologies for absence**

No apologies had been received.

**Resolved:** to note the information.

**384 To receive declarations of interest in items on the agenda**

No interests were declared.

**Resolved:** to note the information.

**385 To confirm the Minutes of the Meeting held on 4 March 2025**

The draft minutes of the meeting held on 4 March had been circulated.

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

**386 Public question and answer session**

The members of the public explained the reasons for requesting Parish Council support to register Thornley Catholic Club as an Asset of Community Value. They said they are developing a business plan, and there is time to consider the request and find out more about the registration process.

**Resolved: (1)** to note the information.

**Further Resolved: (2)** that agenda item 15 be brought forward and considered at this point in the meeting.

**387 Consider a request to support Thornley Catholic Club Committee's intention to register as an Asset of Community Value**

**Resolved:** that the Parish Council will seek more information, and will consider the request when the Catholic Club has more information about the process and local community support.

**388 Unitary County Councillor's Report**

County Councillor Craggs gave an update including the following:

- Durham County Council Annual Meeting
- Parking outside Thornley Primary School
- Safety on the A181
- Anti-social behaviour

Parish Councillors raised the County Councillor grant. Discussion took place about encouraging people to report issues to the Police.

**Resolved:** to note the information.

**389 Police Report**

The Police have said they are keen to attend a meeting.

**Resolved:** to note the information.

**390 Finance and Annual Governance**

**a) Approve the finance report and schedule**

The Clerk advised that the Council's bank balances at 31st March 2025 were **£244,302.60**.

February

No.	Payee	Description	Amount
1.	Occasions by Diane	Event Catering	£372.00
2.	North East Ceilidh Band	Ceilidh Dance	£400.00
3.	Tesco Mobile	Mobile Phones x2	£15.18
4.	Mark Allon	Window Cleaning Thornley Village Centre (TVC)	£15.00
5.	Temu	Ceilidh Resources	£39.13
6.	Home Bargains	Ceilidh Resources	£7.74
7.	The Range	Craft Resources	£4.00
8.	Isle of Boogie	SEN Session (grant funded)	£60.00
9.	Halls of Durham	Janitorial Supplies	£89.16
10.	Great North Air Ambulance	Great North Air Ambulance Donation (Section 137)	£350.00
11.	Durham County Council (DCC)	Plumbing Repair TVC	£115.80
12.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£3,805.62
13.	Document Solutions	IT Maintenance	£166.20
14.	Asda	Stationery	£4.75
15.	Post Office	Recorded Postage	£3.35

16.	Post Office	Recorded Postage	£3.35
17.	Amazon Promart	Dust Face Masks	£7.99
18.	Baker Ross	Event Resources (grant funded)	£50.85
19.	ADT	Access Control System TVC	£325.10
20.	British Gas	Electric TVC (monthly)	£201.63
21.	ITC Services Ltd	Printing & Photocopying	£32.74
22.	ITC Services Ltd	Website Domain & Hosting	£32.40
23.	Staff	Wages (February)	£7,896.66
24.	Staff	Mileage x2	£28.80
25.	British Gas	Gas TVC (monthly)	£677.97
26.	BT	Landline & Broadband	£415.84

### March

No.	Payee	Description	Amount
1.	Tesco Mobile	Mobile Phones x2	£15.18
2.	Asda	Event Refreshments (grant funded)	£5.46
3.	Aldi	Event Refreshments (grant funded)	£31.27
4.	Document Solutions	IT Maintenance	£199.44
5.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£3,840.93
6.	Hartz Entertainment	Barbie & Ken Event (grant funded)	£420.00
7.	Spennymoor Learning Library	Sensory Equipment Hire (grant funded)	£274.00
8.	Clear Insurance	Vehicle Insurance Policy	£1,021.48
9.	Datacenta (Kimcell)	Domain Name Hosting	£150.00
10.	British Gas	Electric TVC (monthly)	£221.29
11.	ITC Service Ltd	Website Domain & Hosting	£32.40
12.	ITC Service Ltd	Printing & Photocopying	£11.93
13.	Wave	Water Library Allotments (quarterly)	£39.85
14.	Wave	Water Welfare Park (quarterly)	£72.82
15.	Wave	Water TVC (quarterly)	£315.66
16.	Wave	Water Coopers Close Allotments (quarterly)	£247.50
17.	Ebay Seal Supplies	Roll Pins for Play Equipment	£6.20
18.	Post Office	Registered Post & Stamps	£22.20
19.	Staff	Mileage x2	£18.00
20.	Staff	Wages (March)	£8,230.61
21.	British Gas	Gas TVC (monthly)	£615.37
22.	Halls of Durham	Janitorial Supplies	£59.58
23.	Lily Arnold	Quilting Workshop (grant funded)	£232.66
24.	Meghan Darby	Quilting Workshop (grant funded)	£260.61
25.	Document Solutions	2x Laptops, Monitor, Accessories	£1,692.00
26.	DCC	Replacement of Electrical Timer (TVC)	£127.08
27.	Thornley Banner Group	Banner Group Grant (Section 137)	£500.00

Future Dated Purchases for consideration

No.	Payee	Description	Amount
1.	DCC	Dog Bin Servicing Annual Fee (rear of Church View)	£271.76 (net)
2.	Parish Council Chair	Chair's Annual Allowance	£1,000.00

*Costs include any VAT unless otherwise indicated.*

Monies received over £100.00

No.	Payer	Description	Amount
1.	Durham Community Association	Smoking Cessation Grant Funding	£624.00
2.	The Coal Authority	Licence Payment	£1,800.00
3.	East Durham Trust/No More Nowt	Grant Funding	£493.00
4.	Unity Trust Bank	Interest	£562.71
5.	Nationwide	Interest	£1,843.60

**Resolved:**

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

**(2) to approve the payments in the schedule and the future dated payments.**

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

**(4) to note the report including interest rate decreases and the end of year reserves position.**

**b) Note the detailed income and expenditure**

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

**c) Review effectiveness of internal control including banking facilities and mandates**

The Annual Governance Statement had been circulated to Councillors:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We have an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

**Resolved:**

**(1) the internal control measures were noted and agreed.**

**(2) the Clerk is the Responsible Finance Officer for the financial year 2025 to 26.**

(3) to note and approve the current and savings accounts and the banking mandates detailed in the report.

**d) Receive the year end Internal Audit Report 2024 to 25**

The Clerk was thanked for her hard work.

**Resolved: to receive the year end Internal Audit Report for 2024 to 25.**

**e) Approve Section 1 (Annual Governance Statement 2024 to 25) of the Annual Governance and Accountability Return**

**Resolved: to approve Section 1 of the Annual Governance and Accountability Return 2024 to 25.**

**f) Approve Section 2 (Accounting Statement 2024 to 25) of the Annual Governance and Accountability Return**

**Resolved: to approve Section 2 of the Annual Governance and Accountability Return 2024 to 25.**

**391. Annual Review of Parish Council Governance**

Documents were circulated to Councillors in advance of the meeting.

a) Terms of Reference for Personnel and Appeals Committees

**Resolved: to approve the Terms of Reference for both the Personnel and Appeals Committees.**

b) Review Committees Membership and consider establishing any new Committees

**Resolved: Committees membership will continue to be decided by Councillors as needed and no new Committees were recommended.**

c) Election of Delegates to External Bodies and reporting arrangements

**Resolved: as before any Councillor available will be welcome to attend and report back to the Council as appropriate.**

d) Confirm Assets, Insurance Cover and review of Risk Assessments

**Resolved: to note the Asset Register, confirmation of insurance cover and approve the review of risk assessments which are kept updated and implemented by the Clerk.**

e) Standing Orders

**Resolved: to approve the updated Standing Orders.**

f) Financial Regulations

**Resolved: to approve the updated Financial Regulations.**

g) Delegation Scheme

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

h) Complaints Procedure

**Resolved: to approve the Complaints Procedure.**

i) Data Protection Policies: Application for CCTV Footage Policy and Form and Guidance for Submitting a Request for Access to Information

**Resolved: to approve the Application for CCTV Footage Policy and Form, and the Guidance for Submitting a Request for Access to Information.**

j) Policy for Dealing with the Press and Media

Resolved: to approve the Policy for Dealing with the Press and Media.

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

**a) Parish Clerk's Report**

**i) Thornley Village Centre Freehold Update**

Durham County Council had requested information which was provided by the Clerk.

Resolved: to note the update.

**ii) Co-option**

Resolved: the Clerk to advertise the vacancies.

**iii) Consultations and Correspondence Report**

Resolved:

(1) to note the Consultations and Correspondence Report.

(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.

**393. Consider any response to Durham County Council regarding Planning Matters**

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

1) [DM/25/00760/RM](#) Plot 41 Dunelm Stables, Thornley DH6 3BN

Resolved: that the planning application [DM/25/00760/RM](#) is noted.

1) [DM/25/00640/FPA](#) Plots 30-33 Dunelm Stables, Thornley DH6 3BN

Resolved: that the planning application [DM/25/00640/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**

The Clerk said an application had been received for Dunelm Stables (Plot 42).

Resolved: to note the planning application for Dunelm Stables (Plot 42).

**394. Consider expenditure and planning for the pump track and a launch event**

The pump track is due to be completed by 30 June.

Resolved: to approve up to £1,000.00 to be spent on a launch event.

**395. Approve a response to Thornley Banner Group's request to display a banner at Thornley Village Centre**

Resolved: to approve the action already taken and the decisions communicated to the Banner Group, and to continue discussions with the Group.

**396. Consider a request from Thornley FC to use Welfare Park free of charge**

Resolved: to agree the request from Thornley FC to use the Welfare Park facilities free of charge for a charity football match in aid of Thornley Banner.

**397. Members' issues, suggestions and items for future agendas**

Resolved: to place an article on the Parish Council website in memory of Billy Middleton.

**398 Date and time of the next meeting of the Parish Council and full Council Meetings for the next year**

**a) To confirm the date and time of the next meeting as 6.30pm on Tuesday 1 July 2025**

Resolved: to confirm the date and time of the next meeting as 6.30pm on Tuesday 1 July 2025.

**b) To confirm the times and place of Council Meetings for the next year**

The Clerk had circulated a list of meeting times and dates.

Resolved: to approve the list of times and place of meetings with the addition of a meeting in April 2026 and the May meetings to take place on 5 May 2026.

**399 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.

**400 Consider staffing matters and recruitment**

Resolved: the Clerk and Chair to draw up draft recruitment documents and a timeline for approval at a special meeting of the Parish Council.

**401 Agree action regarding horses on Parish Council land**

Councillors discussed liability and potential action.

Resolved: to issue notices and social media posts, and further action may be considered.

**Meeting closed: 7.35pm.**