

**MINUTES OF THORNLEY PARISH COUNCIL**  
**MONTHLY MEETING**  
**THORNLEY VILLAGE CENTRE**  
**1 JULY 2025**

**Present:** Councillors Mrs. J. Unsworth (Chair), Mrs. P. Maddison (Vice Chair), Mrs. A. Galley, Mr. K. Joyce (following co-option), Mr. G. MacPherson, Mr. D. Smith and Mr. T. Unsworth.

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

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

**Meeting Commenced: 6:30pm**

**407. To receive apologies for absence**

Apologies were received from Parish Councillor Ms. E. Bramfitt.

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

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

No declarations of interest were made.

**Resolved:** to note the information.

**409. To confirm the Minutes of the Annual and Monthly Meeting held on 20 May 2025 and Minutes of the Special Meeting held on 3 June 2025**

The draft minutes of the meetings held on 20 May and 3 June 2025 had been circulated.

**Resolved:** that the minutes of the Annual and Monthly Meeting held on 20 May 2025 and the minutes of the Special Meeting held on 3 June 2025 be approved, confirmed and signed as an accurate record.

**410. Public question and answer session**

No members of the public were present.

**Resolved to note the information.**

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

County Councillor Craggs gave an update including:

- A181 and how accidents are logged
- Parking at Thornley Primary School
- Travellers camping
- Anti-social behaviour
- Houses of multiple occupation.

Parish Councillors raised questions about:

- A181 and what reports are available to the public
- Garages near Bow Street
- Rubbish bins
- Fly tipping.

County Councillor Craggs said he would look at matters including the garages.

**Resolved: to note the update.**

**412. To receive the Police Report**

A report with May's crime figures had been received.

**Resolved: the Clerk to thank the Police for the report and ask if incident numbers are recorded and available in relation to population sizes.**

**413. To consider co-option to Parish Council vacancies**

An application to join the Council had been received and was considered by Councillors.

**Resolved: Mr. K. Joyce was co-opted to the role of Councillor with Thornley Parish Council, signed the Declaration of Acceptance of Office and joined the Council with immediate effect.**

**414. Payments, Finance & Budgetary Control Reports**

The Clerk advised that the Council's bank balances at 30th May 2025 were £313,775.23.

April

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	£4,159.57
3.	Co-operative Bank	Account Sweep Fee	£30.00
4.	Isle of Boogie	Easter Mini Boogie Session	£40.00
5.	Wheatley Hill Garage	Petrol for Mowers	£50.00
6.	Party Time Inflatables	Inflatables for Event (grant funded)	£360.00
7.	County Durham Association of Local Councils (CDALC)	CDALC & NALC Membership Fee	£454.66
8.	Document Solutions	IT Maintenance	£122.40
9.	Rialtas	Accounting Software and Support	£243.60
10.	Gabriel Gustard	Craft Group Quilting Workshops (grant funded)	£379.62
11.	Viking Office Depot	Stationery	£65.30
12.	Durham County Council (DCC)	Business Rates Welfare Park	£1,314.79
13.	DCC	Business Rates Cemetery	£636.23
14.	Post Office	Stamps & Postage	£47.10
15.	Crazy Creatures North East	Petting Zoo (grant funded)	£190.00
16.	DCC	Business Rates Thornley Village Centre (TVC)	£1,080.00
17.	Your NRG	Diesel for Machinery	£335.88
18.	British Gas	Electric TVC (monthly)	£183.64
19.	Mark Allon	Window Cleaning TVC	£15.00
20.	ITC Services Ltd	Printing & Photocopying	£16.30

21.	ITC Services Ltd	Website Domain & Hosting	£32.40
22.	Gordon Fletcher	Internal Audit Fee 2024/25	£200.00
23.	E. Egglestone	Payroll Services (six months)	£252.00
24.	Hazel Tree Sounds & Holistics	Sound Bath x2	£150.00
25.	Staff	Wages (April)	£8,079.71
26.	Staff	Mileage x2	£28.80
27.	Post Office	Recorded Postage	£3.60
28.	Max Spielmann	Camera SD Card	£16.49
29.	Aldi	Easter Events Refreshments (grant funded)	£64.25
30.	Aldi	Easter Events Refreshments (grant funded)	£10.30
31.	B&M	VE Day Event Refreshments (grant funded)	£19.98
32.	Temu	VE Day Event Resources (grant funded)	£21.24
33.	British Gas	Gas TVC (monthly)	£442.17

May

No.	Payee	Description	Amount
1.	Tesco Mobile	Mobile Phones x2	£16.20
2.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£4,278.14
3.	Document Solutions	IT Maintenance	£122.40
4.	Ebay	Carburettor for Strimmer	£13.93
5.	Party Packs	VE Day Event Resources (grant funded)	£17.58
6.	ASDA	VE Day Refreshments (grant funded)	£24.61
7.	Isle of Boogie	SEN Session	£60.00
8.	Lily Arnold	Quilting Workshop (grant funded)	£226.31
9.	Hartz Entertainment	Alice in Wonderland Event (grant funded)	£504.00
10.	DCC	Heating Repair TVC	£401.05
11.	British Gas	Electric TVC (monthly)	£147.92
12.	Chris Dakers	Singer for Event (grant funded)	£300.00
13.	DCC	Compliance Annual Fee TVC	£620.74
14.	MTD Trade Ltd	Padlock & 10 Keys Library Gate	£21.99
15.	ITC Service Ltd	Printing & Photocopying	£34.78
16.	ITC Service Ltd	Website Domain & Hosting	£32.40
17.	Temu	Motown Event Resources (grant funded)	£21.24
18.	Meghan Darby	Quilting Workshop (grant funded)	£189.81
19.	CDALC	Elections Training (Clerk)	£20.00
20.	Edge IT Systems	Cemetery Software Package	£115.20
21.	Asbestos Audit	Removal of Cement/Asbestos Sheets from Allotments	£576.00
22.	DCC	Trade Waste Agreement TVC	£571.74
23.	DCC	Trade Waste Agreement Cemetery	£732.68
24.	Origin Amenity	Weedkiller	£55.13
25.	Staff	Mileage x3	£45.90

26.	Staff	Wages (May)	£8,047.67
27.	L&S Engineers	Strimmer Line	£28.45
28.	Aldi	Event Refreshments (grant funded)	£33.18
29.	Parish Council Chair	Chair's Allowance 2025-26	£1,000.00
30.	British Gas	Gas TVC (monthly)	£291.31
31.	BT	Landline & Broadband	£297.80
32.	TMS Autoparts	Swarfega Hand Cleaner	£18.24
33.	Alpha Events & Entertainment	Deposit for Halloween Disco (grant funded)	£40.00
34.	Document Solutions	IT Maintenance	£122.40

Future Dated Purchases:

No.	Payee	Description	Amount
1.	Clear Councils	Council Insurance Policy	£2,698.45
2.	To be confirmed	Allotment Clearance	To be confirmed
3.	Clark & Kent Contractors	Pump Track Balance	£60,040.00

*Costs include any VAT unless otherwise indicated.*

Monies received over £100.00

No.	Payer	Description	Amount
1.	Durham County Council	Precept and Local Council Tax Support Grant (Half)	£91,454.65
2.	Co-operative Bank	Interest	£791.42

**Resolved:**

- (1) to note the bank balances.**
- (2) to approve the payments in the schedule.**
- (3) to approve the future dated purchases.**
- (4) to note the monies received over £100.00.**
- (5) to note the interest rate decreases reported by the Clerk.**

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

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

**415. Progress Reports from Officers and Councillors**

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

i) Update on request to take the freehold of Thornley Village Centre

**Resolved: to note that matters are being progressed by Durham County Council.**

ii) Alice House Hospice Donation Request

**Resolved: to donate £150 to Alice House Hospice.**

**b) Reports from Parish Councillors**

Resolved: no reports to note.

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

Resolved:

(1) to note the Facilities & Community Officer's Report.

(2) that thanks be passed on to Village Centre staff.

**d) Grounds Officers' Report**

Resolved:

(1) to note the Grounds Officers' report.

(2) that thanks be passed on to the grounds staff.

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

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

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

1. [DM/25/01172/FPA](#) Southview, Hartlepool Street North, Thornley DH6 3AB

Resolved: to object to application [DM/25/01172/FPA](#) on the following grounds: the children's home is already in operation before any decision on planning permission; the extra vehicles cause disruption for local people and reduce available residential parking; the property is next to a social club, which is not considered a suitable environment for a children's home; and concerns about anti-social behaviour near the property.

2. [DM/25/01378/RM](#) Plot 47 Land to the West of Dunelm Stables, Thornley, DH6 3BN

Resolved: planning application [DM/25/01378/RM](#) 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.

**417. Parish Council Policies**

**a) Health and Safety Statement**

Resolved: to approve the Health and Safety Statement.

**b) IT Policy**

Resolved: to approve the IT Policy.

**418. To approve gov.uk email addresses for all Parish Councillors**

Resolved: the Clerk to arrange gov.uk email addresses for all Parish Councillors.

**419. Pump track**

Resolved:

(1) to note that work has begun.

(2) to approve up to £5,000 further expenditure for the path.

**420. Members' issues and suggestions**

No matters were raised.

Resolved: to note the information.

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

Resolved: to note that Parish Councillors may send agenda items to the Clerk.

**422. 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 2 September 2025.

Councillor Mrs. A. Galley declared a conflict of interest in the next item and left the meeting at this point.

**423. 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.

**424. Staffing and recruitment matters**

The Councillors present undertook shortlisting of completed applications for the Community Development Worker role.

Resolved: that the six candidates with the highest scores be invited to interview on 8 July 2025 and the Councillors interviewing will make decisions on appointment to the Community Development Worker position.

**Meeting closed: 9.15pm.**