

CORNSAY PARISH COUNCIL

At a meeting of Cornsay Parish Council held on Wednesday, 27th July, 2016, at 7.00pm, in Woodland Hall, Woodland Road, Esh Winning.

Present: Councillor B Armstrong (in the Chair)
and Councillors J Armstrong, L McKendrick, R Makepeace and D Robb
and County Councillor J Chaplow

40. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K Duggan and County Councillors D Bell and A Bonner.

41. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

Councillor R Makepeace declared an interest in Minute No. 50 and took no part in the discussion or decision thereon.

42. REPORTS FROM COUNTY COUNCILLORS

County Councillors reported on the following items:

- John Hewitt had been appointed as Director of Corporate Resources following the retirement of Don McLure.
- Work on proposals for the redevelopment of Aykley Heads was ongoing. The Council's headquarters would remain in Durham City Centre.

Resolved: *That the report be noted.*

43. MINUTES

The minutes of the meeting of the Council held on 29th June, 2016, were confirmed as a correct record and signed by the Chairman.

44. MATTERS ARISING

There were no matters arising.

45. COMMITTEE MINUTES

The minutes of the meeting of the Personnel Committee held on 28th June, 2016, were confirmed as a correct record and signed by the Chairman.

46. FINANCIAL REPORT

(a) Agreement was given for the payment of:

- (i) £317.24 to Mr D Walker in respect of Clerk's wages for July.
- (ii) £79.20 to HMRC in respect of PAYE for July.
- (iii) £35.00 to the Information Commissioner in respect of Data Protection Registration.
- (iv) £195.86 to Mr D Walker in respect of Clerk's wages for August.
- (v) HMRC in respect of PAYE for August.
- (vi) £545.09 to the Clerk in respect of reimbursement for fixtures and fittings for the new community centre.
- (vii) £86.00 to Makepeace Landscapes in respect of grounds maintenance and play areas.
- (viii) Artis Consulting in respect of quantity surveyor services.
- (ix) £1680.00 to Blake Hopkinson LLP in respect of payment for design works.
- (x) Durham City Homes in respect of hire of Woodland Hall.
- (xi) WJM Quigley Ltd in respect of building works.

(xii) Kyooob Ltd in respect of mechanical and electrical design services

(b) Cheques issued:

(i)	24 th Jun 2016	£ 78,475.54	WJM Quigley Ltd	No. 009
(ii)	29 th Jun 2016	£ 313.89	Clerk's wages	No. 870
(iii)	29 th Jun 2016	£ 78.60	HMRC	No. 871
(iv)	29 th Jun 2016	£ 243.00	Makepeace Landscapes	No. 872
(v)	4 th Jul 2016	£ 840.00	Artis Consulting	No. 873
(vi)	5 th Jul 2016	£ 840.00	Blake Hopkinson LLP	No. 874
(vii)	29 th Jun 2016	£ 44.34	JRB Enterprises	No. 875
(viii)	6 th Jul 2016	£ 600.00	Kyooob Ltd	No. 876
(ix)	17 th Jul 2016	£ 94,867.78	WJM Quigley Ltd	No. 010

(c) Cash at Bank:

Northern Rock	£31,881.06
Barclays	£50,216.96
Barclays (Savings)	£12,237.67

(d) Quarterly Budget Report

The Quarterly Budget Report for the period April to June 2016, copies of which had been circulated, was noted

(e) VAT Reclaims

The VAT reclaim for May 2016 in the sum of £12,951.79 had now been received from HMRC. The claim for June in the sum of £16,058.69 had been submitted to HMRC for payment.

(f) Petty Cash

The petty cash balance was £15.84. The sum of £84.16 was therefore required to return the balance to £100.00

47. CORRESPONDENCE

- (a) Durham County Council - Reply to correspondence in relation to the footbridge opposite Rose Court.
The County Council advised that the bridge did not form part of the adopted highway and repairs were estimated to cost £12,000. They were seeking funding for repairs but the bridge would remain closed until repair works had been undertaken.
Resolved: *That the matter be referred to the County Councillors for the area to progress.*

48. PLANNING APPLICATIONS

There were no planning applications for consideration.

49. YOUTH SHELTER

Further damage to the youth shelter roof had recently been reported. Arrangement had been made for the damaged panels to be removed from site.

The Council had previously resolved to cover the cost of repairs to the remaining missing panels following the repairs undertaken by the insurance company. These repairs were to be undertaken when the supplier was next working in the area so as to reduce costs.

Following recent damage, the greater part of the roof was now missing. The cost of replacing 3 panels was in the region of £1,200.00 and it was estimated that to replace the missing portion of the

roof would cost £4,000.00 - 5,000.00. In view of the fact that this was the third incident of damage in 12 months, it was questioned whether this was an appropriate course of action.

It was extremely disappointing that this damage continued to occur. The shelter had been requested by many young people who had also been involved in sourcing funding to cover the cost. While the damage was being caused by a minority, it was considered that the Council's resources were not such that expenditure could be incurred on a regular basis on repairs.

Resolved: *That the roof will not be repaired and, in the event of further damage, the remaining sections be removed as soon as possible.*

50. TENANCY AT WILL – HAMSTEELS COMMUNITY HALL ASSOCIATION

The Council had previously resolved to instruct Durham County Council's Legal Services Department to act in the matter of a new lease to the Hamsteels Community Hall Association in respect of Hamsteels Community Centre.

The Association was currently a registered charity and had been working with Durham Community Action and Mid Durham AAP to update its governance arrangements. As a result, the Association had resolved to become a Charitable Incorporated Organisation.

The solicitor had advised that in view of this, it would be advisable to delay entering into a new lease until such time as the Association's governance arrangements had been amended. In the meantime, however, it was possible to grant occupation of the building to the Association under the terms of a Tenancy at Will. This could be determined without notice by either side at such time as the Council and Association were ready to enter into a Lease.

The Tenancy at Will had been drafted on similar terms to the former lease. The Association were agreeable to the terms and the document had been signed on behalf of the Association.

Resolved: *That the Council enters into a Tenancy at Will with the Hamsteels Community Hall Association and the document be signed on behalf of the Council.*

51. HEALTH & SAFETY POLICY

Following work undertaken with the HR Department at Durham County Council in relation to the recruitment process, it had been recommended that the Council had in place an appropriate Health & Safety Policy. A template document had been circulated.

Resolved: *That the Council adopt a Health and Safety Policy as circulated.*

52. MEMBER/OFFICER PROTOCOL

Following the recent recruitment process, the Council would shortly have additional staff. In order to formalise how members and officers dealt with each other, it was appropriate to adopt a formal protocol. A template document had been circulated.

Resolved: *That the Member/Officer Protocol as circulated be adopted.*

53. IT POLICY

To ensure that the new IT provision in the community centre was used appropriately and that users knew what was expected and permitted, it was recommended that an IT Policy be adopted. A template policy had been circulated.

Resolved: *That the IT Policy as circulated be adopted.*

54. HAMSTEELS COMMUNITY CENTRE

(a) Councillor FS Duggan

As Councillor Syd Duggan had recently passed away, Members wished to recognise his tireless work for the community and involvement in Hamsteels Community Centre over many years. It was suggested that naming a room for Syd would be a fitting tribute and it was therefore agreed unanimously that the IT room be named the 'Syd Duggan IT Suite'.

(b) Update

The Chairman reported that work was progressing with only a few areas left to be completed. It was anticipated that the keys would be handed over around the 15th August.

The architect was about ready to issue the certificate of practical completion which would enable the Lottery funding to be drawn down. The retention monies would be retained by the Council until due to the contractor.

(c) Fittings & Furnishings

It would be necessary to provide various fittings and furnishings to prepare the building for opening. A quotation for blinds had been sought and it was suggested these be installed as soon as possible so that the building appeared occupied following handover.

(d) IT Room

Durham County Council had installed the wireless internet in the building and provision had been made in the IT Room for wired connections.

55. BUSINESS DURING AUGUST

The Council would be in recess during the month of August. In view of ongoing projects and events, it was likely that there would be some matters requiring the Council's attention.

Resolved: That a special meeting be arranged if necessary.

56. BANKS COMMUNITY FUND

The Chairman advised that the Banks Community Fund had been identified as a source of funding for new furniture and equipment for the new building.

The Council's permission was therefore sought for an application to be made to the fund over the summer.

Resolved: *That an application be made to the Banks Community Fund.*

57. EXCLUSION OF THE PRESS AND PUBLIC

Resolved: *That in view of the confidential nature of the following item of business, and in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be temporarily excluded and they be instructed to withdraw from the meeting.*

58. MARKETING & DEVELOPMENT OFFICERS - TERMS AND CONDITIONS

The Clerk had been working with the HR advisor at Durham County Council on terms and conditions for the employment of the two marketing and development officers.

The Council's agreement on what is wished to offer in terms of annual leave, sick pay and pension was required to finalise the contracts.

The Clerk advised on the options and recommendations.

It was also necessary to agree commencement dates with both candidates to align with the handover of the new building and the initial work which had been identified for them.

Resolved: (i) That the HR advisor be informed of the Council's wishes in relation to annual leave entitlement, sick pay and pension provision and that this be incorporated into the contract of employment accordingly.

(ii) That both employees be offered a start date in mid-August.

The Meeting closed at 8.05 pm

Signed as a correct record:

Chairperson Date

Clerk Date

