**Chair of the Council:**
Graeme
Blenkiron

FRAMWELLGATE MOOR PARISH COUNCIL

www.framwellgatemoorparishcouncil.co.uk

Clerk:
Craig Eddon

The Pavilion Building, Front Street
Framwellgate Moor
Durham
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**Minutes of the Ordinary Meeting of Framwellgate Moor Parish Council held on Wednesday 4th ~~February~~ March 2026 at 6:00 pm at The Pavilion Building, Front Street, Framwellgate Moor, Durham, DH1 5BL.**

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| 1 | **Attendance:**<br>**Councillors**<br>**Chair** G Blenkiron<br>R Dodds, M Charlton, D Wheeler, R Perry, E Clarkson, E Pears, G Tidbury, M Wilkes<br>**Clerk**<br>C Eddon<br>**Apologies**<br>A Hopgood, E Clarkson, V Aymard |
| 2 | **Declarations of interest and dispensation requests**<br>M Wilkes – DCC planning |
| 3 | **Public participation (please notify the Chairman or Clerk in advance)**<br>No public participation |
| 4 | **Review minutes from 4th February 2026 and actions agreed.**<br>The draft minutes of the February 2026 meeting were accepted as a true record. No matters arising were noted for reflection. |
| 5 | **Correspondence**<br>• **5a/040326 – St Cuthbert's Hospice donation request.**<br>○ The hospice requested financial support due to funding reductions, proposing a £10/month lottery subscription or an equivalent annual donation of £120.<br>○ Discussion: The council discussed the legality of entering a lottery and preferred a one-off donation. It was noted that £300 had already been donated this financial year.<br>○ Resolution: To make a one-off donation of £100 from the next financial year's budget.<br>○ Action: Clerk to inform St. Cuthbert's Hospice of the £100 donation to be made in the next financial year.<br>• **5b/040326 – Net Power annual renewal.**<br>○ NetPower requested renewal of the annual website management package at £209.00 per year.<br>○ Discussion: The clerk recommended renewal for the current year to allow time to learn the Content Management System (CMS) and ensure website compliance with Assertion 10 requirements.<br>○ Resolution: To renew the annual website management package with NetPower for £209.00 for the forthcoming year.<br>○ Action: Clerk to renew the NetPower annual website management package. |

Signed: G Blenkiron Dated: 01 APR 2026.

- **5c/040326 – Playground inspection report.**
  - DCC provided an annual playground inspection report identifying no new risks but noting 8 outstanding low-level issues from 2020-2021.
  - Discussion: Particular concern was raised regarding the self-closing gate mechanism on both the inner and outer gates, which presents a finger-trap risk. The cost of previous quotes for repair was deemed too high.
  - Resolution: The groundsman will be asked to inspect the gate mechanisms and rower handle and propose potential fixes or obtain quotes.
  - Action: Clerk to speak with the groundsman regarding inspection and potential repairs for the playground issues, focusing on the gate mechanisms and rower handle, and report back to the council.
- **5d/040326 – ILCA (Introduction to Local Council Administration training for clerk).**
  - CDALC offered CILCA qualification training, with the ILCA (Introduction to Local Council Administration) course being a prerequisite (£140 + VAT = £168 total).
  - Discussion: The council had budgeted £525 for training, with no funds spent. The ILCA course is essential for the clerk's professional development and for achieving the required CILCA qualification.
  - Resolution: To approve funding for the clerk to undertake the ILCA training course at a cost of £168.00. The CILCA course will be considered for approval in the next financial year.
  - Action: Clerk to register for the ILCA training course.
- **5e/040326 – DCC SLA (HR Advice and Support Services) renewal.**
  - Renewal requested for the HR advice and support SLA at £280 + VAT (£336 total) for the year from 1 April.
  - Discussion: The service was deemed invaluable during past HR issues, providing cost-effective expert support.
  - Resolution: To renew the HR advice and support service level agreement with Durham County Council for £336.00 for the forthcoming tax year.
  - Action: Clerk to renew the HR advice and support SLA.
- **5f/040326 – Fathom.AI (annual subscription).**
  - The clerk proposed an annual subscription for Fathom.ai (£113.57) following a trial period.
  - Discussion: The software records meetings, generates draft minutes, and saves clerk time, improving accuracy. The clerk confirmed that the data is not used for AI training models.
  - Resolution: To approve the annual subscription for Fathom.ai at £113.57.
  - Action: Clerk to subscribe to Fathom.ai and ensure the Data Protection Policy is updated to reflect its use and data retention practices.

**6 Action Log**

- **6a/040326 - Monitor the effect of car parking charges on Durham Chambers -**
  - Noted: No negative feedback from residents. Car parking at Marcos of Granbury car park has increased.
  - Resolution: To close this action item.
- **6b/040326 - Circulate notes from planning meeting**
  - Noted: Vice Chair not present.
  - Resolution: To move this item to the next meeting.

Signed: GBL Dated: 01 APRIL 2026

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| | • **6c/040326 - inform resident RE police action on pavement parking**<br>  ○ **Noted: Action completed by the Chair.**<br>  ○ **Resolution: To close this action item.**<br>• **6d/040326 - Update report on parish council internal controls to state no December meeting and precept to be completed in January**<br>  ○ Noted: Action completed by the Clerk.<br>  ○ Resolution: To close this action item. |
| **7** | **Financial Report**<br><br>Clerk presented Invoices and receipts for previous month, reconciliation and current budget which were agreed by G Blenkiron. |

Signed: GBLL Dated: 01 APR 2026

**Clerk Update** on the following.

- **8a/040326 – Tennis coach update.**
  - Stephen Harden Gilbert thanked the council for allowing two free junior tennis taster sessions (23 & 30 March) and confirmed he would provide promotional graphics. He offered cross-promotion for private bookings.
  - He requested a flat rate of £5 per hour for junior sessions, down from the proposed £6.00 per hour.
  - Discussion: Council members noted the coach's earnings compared to his current monthly payment to the council. The council reiterated that the "free" session offered to the coach is a slot the council absorbs payment for, not a public free slot.
  - Resolution: To hold on the previously agreed fee of £6.00 per hour for Stephen Harden Gilbert's junior tennis sessions.
  - Action: Clerk to communicate the council's decision to Stephen Harden Gilbert, clarifying the nature of the "free" session and reiterating that the £6/hr offer is already preferential.

- **8b/040326 - Tennis access code.**
  - The clerk reported difficulty in changing the master access code for the tennis court lock (Act365 system) as no management portal access details were available.
  - Discussion: It was noted that the LTA was involved in the original installation and funding of the gate.
  - Action: Clerk to contact the LTA to obtain access to the Act365 online management portal to change the master code.

- **8c/040326 – Keycode Pavillion access.**
  - All key fobs for pavilion access have been changed and updated to a new code.
  - Noted: This action is complete.

- **8d/040326 – Hospital radio donation.**
  - The previously approved donation to Hospital Radio has been made, and the parish received thanks for its support.
  - Noted: This action is complete.

- **8e/040326 – Assertion 10 resources.**
  - The clerk reported on the new Assertion 10 requirement for GDPR and Data Protection Act compliance. The Breakthrough Communications toolkit (£695) was explored.
  - Discussion: The clerk suggested attending CDALC Data Protection training (3 sessions x £35 = £105 total) as a more cost-effective alternative, coupled with self-study from Scribe.
  - Resolution: To approve the clerk attending the three CDALC Data Protection training sessions at a total cost of £105.00.
  - Action: Clerk to register for CDALC Data Protection training sessions and add necessary policy updates to future agendas to ensure compliance.

- **8f/040326 – Unsafe cycle lanes in Parish.**
  - The clerk has contacted Mark Jackson regarding unsafe cycle lanes.
  - Action: Awaiting response; to be discussed further upon receipt of information from Durham County Council.

Signed: G Bell Dated: 01 APR 2026

- **9a/040326 – Social Media Policy Review**
  - The social media policy was reviewed and noted as out of date.
  - Discussion: The policy needs to remove named individuals and establish clear guidelines for content and management. Concerns were raised about potential political comments by council members and administrative burden of managing feedback.
  - Resolution: The social media policy will be updated to remove named individuals and designate the clerk as the official manager of the council's social media. Posts will be official information only, decided by the full council, and not for soliciting public feedback on contentious issues.
  - Action: Clerk to update the social media policy.
- **9b/040326 – Extending repairs and improvements to the footpaths and kerbs along Front Street**
  - A resident reported issues with the footpaths and kerbs along Front Street, specifically near the old Paxton's.
  - Discussion: The issue was acknowledged as widespread in the parish.
  - Resolution: To report the footpath issue to Durham County Council for investigation and repair.
  - Action: M. Wilkes to report the footpath issue on Front Street to Durham County Council.

**10 County Councillors Report**

- **10a/040326 – Front Street Cycle Lane Project**
  - Noted: A new, funded cycle lane and footpath project will proceed along Front Street, from the Abbey roundabout up towards Framwellgate Moor.
  - Noted: The section from the mini roundabout a down to the A167 roundabout is excluded from the current plans due to not meeting Active Travel England funding requirements, which would necessitate signalising the A167 roundabout.
  - Concerns: Potential impact on trees, loss of grass verges, and visual impact of the design were raised.
- **10b/040326 – Arnison Centre (trees and bushes)**
  - Noted: Ongoing issues with uncut trees and bushes affecting visibility and pedestrian access (e.g., for wheelchairs). A letter has been sent to the new management company, with DCC threatening action if work is not completed within two weeks.
- **10c/040326 – Brasside Path**
  - Noted: Following previous cleaning that damaged the path, DCC made basic repairs, but the path remains in poor condition. Further basic repairs are planned, and the cost of a full resurfacing is being investigated.
- **10d/040326 – Rotary Way Bollards**
  - Noted: Plans to remove the thin, spindly bollards on Rotary Way and replace them with more appropriate, spaced bollards/reflectors. This is part of a larger, paused cycle lane project that has not secured funding.
- **10e/040326 – Sniperley Development**
  - Noted: Feedback on the 45-house development on the triangle recommends mitigation for cycling and pedestrians. An interim proposal for Sniperley Roundabout suggests pedestrians

Signed: Dated:

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| | walk through the middle of the roundabout, but this is contingent on the development of 400 houses and is not a final design. |
| | **The meeting ended at 8:02pm on the 4th March 2026** |

Signed: [signature] Dated: 01 APR 2026