

FRAMWELLGATE MOOR PARISH COUNCIL

The Pavilion Building, Front Street - Framwellgate Moor, Durham DH1 5BL

framwellgatemoorparishcouncil@yahoo.co.uk



02 October 2020

To: The Chairman and members of the **FRAMWELLGATE MOOR PARISH COUNCIL**

(Councillors K Willis (Chair) G Blenkiron, P Dawson, C Hillary, A Hopgood, P Johnston, N Martin, T Moderate, JG Holland, FM Simmons and M Wilkes)

Dear Sir / Madam

You are hereby summoned to attend a virtual meeting of the **FRAMWELLGATE MOOR PARISH COUNCIL** which will be held via Zoom on **Wednesday 7 October 2020 at 1.00pm**. An invitation to join the group will be sent prior to the meeting.

BUSINESS

1. To receive apologies for absence - to note all apologies and reason must be given in writing to the Clerk prior to the meeting
2. To receive and accept any Disclosable Pecuniary Interests from members in any item to be discussed. To remind members, if any changes in circumstances, that new forms need to be submitted
3. Questions and comments from members of the public – maximum 5 minutes per item / per individual (15 minutes in total)
4. To receive Police report (for information only).
5. To receive and approve the minutes of the meeting held on 2 September 2020 (copy attached)
6. Clerks report – Clerk to update the Parish Council on progress from previous meeting on any subject not on agenda
7. Parish Matters and ongoing items (below)

a) **Planning Applications**

These have previously been sent via e-mail – view online for location/details (if any)

See attached sheet - (appendix 1)

Decision needed - - What recommendations to give

b) **Banking update**

To note the bank account at Natwest can now be closed. A letter to transfer the £2.54 from the 2 accounts into the main account, once that has been transferred a cheque to be raised for £4,958.74 to be paid to Lloyds bank, then a letter with 3 signatures to be sent asking to close the account. The Clerk to arrange a cheque and the letters asap.

Decision needed – To agree to cancelling the bank and signing the letters

c) **County Councillors report** - For discussion only (decision / action to be placed on next agenda unless prior notice received)

d) **Members report** - For discussion only (decision / action to be placed on next agenda, unless items are submitted prior to published agenda)

e) **Notes from working groups – previously circulated** - To receive update from building and grounds / finance and governance joint meeting - *To note or agree to any suggestion's / ideas brought forward (if so it will be a separate agenda item*

f) **Charities**

The working group suggested dissolving the 2 charities (Abbey Road and Newcastle Terrace). To discuss what benefits it would give to dissolve. To note what is required.

Decision needed - To agree to dissolving or continuing registering with Charity Commission.

g) Allotments

Cllr Wilkes requests that the Parish Council agree to taking on an allotment site at Lilac Terrace, an allotment association to be formed and funding to be sourced to enable the land to be suitable. To discuss what costs would be incurred by the Parish going forward.

Decision needed – To agree to taking on the allotments in the future if funding is secured. To agree to the additional costs.

h) Football club working group

To note any update

i) Quarterly accounts (attached)

Decision needed – To agree accounts and a non-signatory to sign bank statement, bank reconciliation and budget at the next opportunity.

j) Clerks salary

To note National Joint Council for Local Government Services (NJC) has agreed the new pay scales. The Clerks pay increase will increase to £12.98 per hour and should be backdated to April 2020

Decision needed – To agree to increase salary and to pay backdated from April 2020

k) AGAR

To note the AGAR is back from Mazars and the Council have received an unqualified audit. The Clerk to advertise the notice of completion.

l) Water heaters in changing room toilets

To discuss what is the next steps to repairing the water heaters. No further quotes received. (Quotes received last month - £512.27, if new taps required an extra £350.28. Or to remove and install new at £772. No information received as to why these have been removed originally.

Decision needed - *To agree to which quote to go with to get them repaired.*

m) **Report from Greenkeeper** – To note report

n) **Policy Review** - To accept policies that have been reviewed/adopted by Finance working group (remotely) - all policies to be uploaded onto website. To discuss if any other councillors wish to carry out the monthly review on policies.

Decision needed – The Chair to sign off the following policies - (Grants, Fraud and Corruption, Gift and Hospitality and Recruitment/Appraisal) at the next opportunity. To agree to which councillors to carry out the monthly review.

o) **Training** (*regular agenda item*) - To note any training sessions coming up. To agree to any members/staff attending

Budget / Vat / Finance training - £30 each session – The Clerk requests to attend Budget and VAT

Decision needed – To agree to clerk attending and if any other members wish to attend

p) **Correspondence received** (for discussion / decision / action or to be placed on next agenda)

- Nothing received

q) **Correspondence received after agenda published** (to note only)

r) **Urgent issues for noting** (Clerk to use delegated powers) **and any items Councillors wish to agenda for next meeting**

8. FINANCIAL MATTERS - To approve payments below to be paid by BACS

Payments - The following to be approved and paid by BACS following the meeting

- a) That the sum of £1,261.26 be paid to Mr B Quinn Greenkeeper (October 2020 wage)
- b) That the sum of £762.64 be paid to Mrs A Foster - Parish Clerk (October 2020 wage) this includes the sum of £107.28 – backdated (upon approval above)
- c) That the sum of £373.34 be paid to Durham County Council Pension Fund
- d) That the sum of £487.79 be paid to HMRC
- e) That the sum of £1152.81 be paid to Batsons (August/September)
- f) That the sum of £8,101.68 be paid to CIA – gate installation

Receipts – that the following amounts be noted:

- a) That the sum of £647.66 was received from N Power – solar panels

9. DATE AND TIME OF NEXT MEETING

4 November 2020 to commence at 1.00pm virtual meeting

Yours faithfully



Angela Foster - Parish Clerk / RFO

Appendix 1

w/c 21 September 2020

DM/20/02652/AD	17 Front Street Framwellgate Moor Durham DH1 5EJ	Attach individual white lettering to existing grey roller shutter housing
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w/c 29 September 2020

DM/20/02678/FPA	52 Hutton Way Framwellgate Moor Durham DH1 5BW	Partial conversion of original integral double garage to habitable accommodation
DM/20/02716/FPA	9 Dryburn Road Framwellgate Moor Durham DH1 5AJ	Two storey side and single storey rear extensions