

FRAMWELLGATE MOOR PARISH COUNCIL

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

framwellgatemoorparishcouncil@yahoo.co.uk



26 August 2021

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

(Councillors K Willis (Chair) G Blenkiron, P Dawson, C Hillary, A Hopgood, T Moderate, FM Simmons, M Wilkes, D Wheeler, J Thorne and SD Williams)

Dear Sir / Madam

You are hereby summoned to attend a virtual meeting of the **FRAMWELLGATE MOOR PARISH COUNCIL** which will be held at the Pavilion, Front Street, Framwellgate Moor on **Wednesday 1 September 2021 at 6.30pm.**

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 14 July 2021 (copy attached)
6. To receive and approve the minutes of the extraordinary meeting held on 24 August 2021 (copy attached)
7. Clerks report – Clerk to update the Parish Council on progress from previous meeting on any subject not on agenda
8. Parish Matters and ongoing items (below)

- a) **Exit interview of Greenkeeper** – The Chair to discuss the exit interview held with the retiring greenkeeper.
- b) **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
- c) **Planning application** - DM/21/00911/FPA Site Address: Allotments To The West Of 5 To 10 Front Street - To note any update
- d) **Sniperley Park** – To note any update on proposed development.
- e) **Groundsperson / greenkeeper / cleaner** – Update from previously held extraordinary meeting. To note if any cleaner has been found since the meeting.
Decision needed – To agree to proposed contract, application form, job description and job advert. To start the application process.
- f) **County Councillors report** - For discussion only (decision / action to be placed on next agenda unless prior notice received)
- g) **Members report** - For discussion only (decision / action to be placed on next agenda, unless items are submitted prior to published agenda)
- h) **Notes from working groups – previously circulated** - To receive update from finance and governance and building and grounds meetings - To note or agree to any suggestion's / ideas brought forward (if so, it will be a separate agenda item
To note there have been no meetings held
- i) **Desk for Clerk** – To discuss purchasing a desk for the Clerk. Approx costs £160
Decision needed – To agree to purchase a desk and the Clerk to arrange payment
- j) **Annual Governance and Accountability Return** – To note the AGAR is back from Mazars and the Council have received an unqualified audit. The Clerk to advertise the notice of completion and place on the website.

k) **Monthly reconciliation** - The Clerk to distribute the reconciliation on 30 August.

Decision needed – A non-signatory to sign the document

l) **SLA for HR advisory service** - To hire DCC's HR department for any HR queries is £70 + vat for an hourly rate.

Decision needed – To agree / disagree having the SLA. If agreed to sign the document.

m) **CDALC area representation for City of Durham** - Three members are invited to attend the meetings.

Decision needed – To agree to which members wish to attend

n) **Allotments** - To note any update from Cllr Wilkes. To agree to next steps proposed

o) **Tree** – Another tree at the King George was found to be dying. 1 quote received to dispose for £500

Decision needed To agree to remove, agree to keeping the chippings, or to wait until the new grounds person is employed.

p) **Queens Platinum Jubilee** – To discuss what events to hold for the occasion or to form an events working group.

Decision needed To agree to next steps

q) **Policy Review** - To accept policies that have been reviewed by Cllr Simmons - all policies to be uploaded onto website.

Decision needed – To agree the Chair sign off the following policies - (Lone Worker, Health and Safety, Grievance and Discipline and Public Filming

r) **Litter picking on the Front Street**

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

Finance training available - various dates £30 per person

Decision needed – to agree to any members wishing to attend

- t) **Correspondence received** (for discussion / decision / action or to be placed on next agenda)
 - Nothing received
- u) **Correspondence received after agenda published** (to note only)
- v) **Urgent issues for noting** (Clerk to use delegated powers) **and any items Councillors wish to agenda for next meeting.**

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

Payments - The following to be noted as regular payments.

- a) That the sum of £787.45 be paid to Mrs A Foster - Parish Clerk (September 2021 wage)
- b) That the sum of £11.99 x 2 be paid to Zoom – paid via Pay Pal monthly
- c) That the sum of £18.21 + 51.00 be paid to Octopus – direct debit
- d) That the sum of £7.00 + £14.70 be paid to Lloyds bank – service charge
- e) That the sum of £40.28 + £38.27 be paid to EE phone – direct debit
- f) That the sum of £50.00 x 2 be paid to Durham City Youth for grant – standing order
- g) That the sum of £258.50 be paid to Anglian Water – standing order

To note the following were paid during the summer recess agreed at the July meeting

- h) That the sum of £1,483.20 be paid to Mr B Quinn Greenkeeper (August 2021 wage) Final salary.
- i) That the sum of £787.45 be paid to Mrs A Foster - Parish Clerk (August 2021 wage)
- j) That the sum of £381.47 be paid to Durham County Council Pension Fund
- k) That the sum of £210.00 was paid to Stewed Apple – newsletter print
- l) That the sum of £290.00 was paid to D Savarino – newsletter delivery
- m) That the sum of £400.00 was paid to S Mole – tree surgeon

The following to be approved and paid by BACS following the meeting.

- n) That the sum of £108.22 be paid to Mrs A Foster – reimbursement cleaning/avast/key cabinet
- o) That the sum of £1,483.20 be paid to Turfcare – weekly maintenance of bowling green
- p) That the sum of £721.68 be paid to CIA – tennis court gate contract
- q) That the sum of £90.00 be paid to CDALC – training
- r) That the sum of £25.50 be paid to Fuel Genie
- s) That the sum of £29.03 be paid to Cartridge save – paid via pay pal

Receipts – that the following amounts be noted

- a) That the sum of £345.61 was received from tennis bookings July/August
- b) That the sum of £124.81 was received from MUGA booking July/August
- c) That the sum of £70.00 was received from Forest group
- d) That the sum of £1,477.39 was received from HMRC – VAT reclaim
- e) That the sum of £200.00 was received from casual bowlers
- f) That the sum of £300.00 was received from Durham City Football – donation

10. DATE AND TIME OF NEXT MEETING

6 October 2021 to commence at 6.30pm at the Pavilion.

Yours faithfully



Angela Foster - Parish Clerk / RFO

Appendix A

w/c 19 July 2021

DM/21/02109/FPA	New College Durham Framwellgate Moor Durham DH1 5ES	Erection of a 4.5m high FA standard football pitch boundary fence
DM/21/02425/FPA	Highway Adjacent to McDonalds Unit L Arnison Retail Centre Pity Me Durham DH1 5GB	Alterations to existing highway, including new filter lane, kerbed island, re-alignment of existing carriageway, and associated works to kerblines, footways and pedestrian crossing

w/c 2 August 2021

DM/21/02664/TPO	19 Rosemount Pity Me Durham DH1 5GA	Crown Reduction, Thinning and Pruning of 1No Oak Tree
DM/21/02683/FPA	Telecommunications Mast Abbey Road Industrial Estate Pity Me DH1 5HB	Removal and replacement of the existing 24 metre high monopole supporting 3 no. antennas, with a 25 metre high monopole supporting 3 no. upgraded antennas, and ancillary development thereto, including the installation of 1 no. GPS module.

w/c 9 August 2021

DM/21/02781/FPA	10 Durham Moor Crescent Durham DH1 5AW	Single storey extension to side and rear
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w/c 16 August 2021

DM/21/02748/FPA	8 Low Moor Cottages Pity Me Durham DH1 5RY	Pitched roof over existing flat roof, first floor rear extension and detached garage (amended proposal)
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DM/21/02756/FPA	Priory Gill Brasside Durham DH1 5SF	Erection of single-storey extension to rear (west elevation), dormer windows to northern elevations and 1.8m high close boarded fence to northern boundary.
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w/c 23 August 2021

DM/21/02929/FPA	17 Witton Grove Framwellgate Moor Durham DH1 5AB	Convert and extend garage into an accessible bedroom and en- suite.
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