

FRAMWELLGATE MOOR PARISH COUNCIL

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

framwellgatemoorparishcouncil@yahoo.co.uk



27 January 2022

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

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

Dear Sir / Madam

You are hereby summoned to attend a meeting of the **FRAMWELLGATE MOOR PARISH COUNCIL** which will be held at the Pavilion, Front Street, Framwellgate Moor on **Wednesday 2 March 2022 at 6.00pm.**

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. Vacancies – To note only one application received for the first vacancy. If successful, that applicant will sign their declaration of acceptance and take their seat on the council. To note notice of second vacancy has been advertised. If no call for election, then this vacancy will go to co-option for April meeting.
3. To receive and accept any Disclosable Pecuniary Interests or any other interests from members in any item to be discussed. To remind members, if any changes in circumstances, that new forms need to be submitted
4. Questions and comments from members of the public – maximum 5 minutes per item / per individual (15 minutes in total)
5. To receive Police report (for information only)
6. To receive and approve the minutes of the meeting held on 2 February 2022 (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) **Planning Applications**

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

See below full details in appendix 1

- Rowan Drive
- Oswald Square
- Iceland x 2
- Finchale Abbey Farm
- Augustine Close
- Framwellgate School

Decision needed - What recommendations to give

b) **Proposed Base Station Installation**

To note site meeting took place and discuss suggested locations out forward. To note if any update received from the agent.

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) **CCTV issues** – Following the recent break in and damage to the CCTV system, the Clerk consulted the Insurance Company and will give feedback.

f) **Allotments** - To note any update from Cllr Wilkes.

g) **Queens Platinum Jubilee celebrations** – To discuss update from recent joint meeting with Framwellgate Youth Association. Costs of pens/mugs/medals to be discussed, ranging from £1 to £8.

Decision needed – To agree to being involved in a joint event. To agree to purchase either pens, medals or mugs. To agree working group to take this project forward. Dates to be arranged.

h) **Tree planting** – To agree to purchasing and planting a tree at the War Memorial Garden. To Note WI wish to plant a tree.

Decision needed – To agree to planting a tree, to agree where the WI can plant a tree.

i) **Projects 2022 –**

- Coal tub - To agree the working group to discuss locations and bring back to full council for decision.
- Forest School – To discuss asking them to hold event in Easter Holidays at a cost of £150

Decision needed To agree to holding and paying for the event

j) **War Memorial Garden –** To discuss if it should be an inclusive memorial garden

Decision needed - To agree to its use

k) **Monthly bank reconciliation -** The Clerk distributed the reconciliation and bank statement for approval.

Decision needed – A non-signatory to sign the documents

l) **Making Vat Digital –** To note the way the Clerk submits the VAT return is changing from 1st April 2022 – A software package will need to be put in place. The Clerk has held an online tutorial with a company and suggests the Parish to take up the subscription.

Decision needed To agree to applying for the subscription at a cost of £645 for first year and £183 annually

m) **Newsletter –** To discuss items for next edition to go out end of March

Decision needed To agree to go with previous distribution / printing companies

n) **Tree roots on MUGA –** To discuss the damage being caused by tree root. To remove the tree a cost of £650 was received.

Decision needed To agree to either wait or remove the tree

o) **Grass cutting**

Quote received from Batsons. To have 19 cuts at King George V and 14 cuts for other areas. Same price as last year.

Decision needed – To agree to remaining with Batsons.

p) **Internal Audit**

Mr Fletcher has agreed to carry out the audit for 2021/22.

Decision needed - To agree to invite Mr Fletcher to carry out the internal audit.

q) **Waste removal** – SLA received for new contract with DCC

Decision needed To agree to sign the SLA from Durham County Council to commence 1 April 2022 – cost

r) **Annual Parish Meeting** - To discuss dates to hold the meeting between 1 March and 1 June

s) **Sign for Pavilion** – To discuss installing a metal sign at the entrance to King George stating home of Parish Council. One quote received at £140 + vat

Decision needed To agree to getting sign or getting further quotes. If agreed the Clerk to arrange payment.

t) **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 – (Complaints, Review of Effectiveness of Internal Audit and Internal Controls).

All approve Annual Risk Assessment as per audit requirements.

u) **Report from Groundsman** – The notice board at Newcastle Terrace has blown down in the storms. The Clerk used delegated powers to purchase wooden posts and cement.

As per discussion in February meeting, the costs to purchase his equipment to be agreed. At new the cost comes to £2,309. He will accept £1,300. These items to be placed on the asset register and a signed receipt from him, the Clerk and the Chair to be kept on file.

Decision needed To agree to purchase the equipment, if so, the Clerk to arrange payment.

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

- AGAR and Managing Council assets – to be held in March. The Clerk requested to attend at a cost of £10 each

Decision needed To agree to the Clerk attending

- w) **Correspondence received** (for discussion / decision / action or to be placed on next agenda)
- Request from a resident to scatter ashes on the King George football field
 - To note date for Joy Allen Police Crime Commissioner to attend is 23 March 2022 at 6pm.

Decision needed To agree or disagree to this request

- x) **Correspondence received after agenda published** (to note only)
- y) **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 £783.45 be paid to Mrs A Foster - Parish Clerk (March 2022 wage)
- b) That the sum of £1,352.41 be paid to Mr C Elton – Groundsman (March 2022 wage)
- c) That the sum of £412.08 be paid to DCC pensions
- d) That the sum of £11.99 be paid to Zoom – paid via Pay Pal monthly
- e) That the sum of £5.00 be paid to Smarty – paid via Pay Pal monthly
- f) That the sum of £245.20 be paid to Octopus – direct debit
- g) That the sum of £7.00 be paid to Lloyds bank – service charge
- h) That the sum of £10.00 be paid to EE phone – direct debit
- i) That the sum of £50.00 be paid to Durham City Youth for grant – standing order
- j) That the sum of £54.77 be paid to Fuel Genie

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

- k) That the sum of £349.31 be paid to Paxtons – repair to JCB and various items
- l) That the sum of £120.00 be paid to CDALC – training
- m) That the sum of £60.00 be paid to Max recycle – end of contract charge
- n) That the sum of £30.00 be paid to Peterlee Fire Company.
- o) That the sum of £10.44 be paid to Mrs A Foster – various items
- p) That the sum of £66.40 be paid to National Allotment Association
- q) That the sum of £1,300 be paid to Mr C Elton – equipment if agreed
- r) That the sum of £397.92 be paid to MKM – post for notice board\w materials

Receipts – that the following amounts be noted

- a) That the sum of £20.00 was received from WI – room hire
- b) That the sum of £40.00 was received from Durham Deaf

10. DATE AND TIME OF NEXT MEETING

6 April 2022 to commence at 6.00pm at the Pavilion

Yours faithfully



Angela Foster - Parish Clerk / RFO

Appendix 1

w/c 7 February 2022

DM/21/03843/FPA	7 Rowan Drive Brasside Durham DH1 5YE	Erection of part two storey/part single-storey extension at rear of dwelling (amended application form).
DM/22/00148/FPA	Land To Rear Of 9 St Oswalds Square Pity Me Durham DH1 5ET	Change of use of open space to private garden area including relocation of greenhouse and erection of fencing.
DM/22/00218/AD	Iceland Foods Ltd Elddis Business Park Finchale Road Framwellgate Moor DH1 5HE	Various illuminated and non-illuminated advertisements in relation to Unit 1 comprising high level sign to front elevation, signs over entrance and exit doors, loading bay sign to rear elevation and vinyl graphics/manifestation to internal face of windows/doors

w/c 14 February 2022

DM/22/00211/LB	E B & C A Welsh Limited Finchale Abbey Farm Brasside Durham DH1 5SH	Listed Building Consent to install 2 x 2m posts on an existing barrier plinth to mount ANPR cameras for the use of secure access to and from the site.
DM/22/00263/FPA	Iceland Unit 1 North Durham Retail Park Pit Lane Newton Hall	Construction of a flow forge plant cage/compound, installation of air conditioning/refrigeration plant, a flow forge bin store and 2 no. openings in external wall/cladding associated AC with pipework/ducting

w/c 21 February 2022

DM/22/00396/FPA

14 Augustine Close
Framwellgate Moor
Durham
DH1 5FE

Single-storey side and rear
extensions

DM/22/00429/FPA

Framwellgate School
Finchale Road
Framwellgate Moor
Durham
DH1 5BQ

Taxi drop-off pick-up point for
disabled students