

## FRAMWELLGATE MOOR PARISH COUNCIL

### **Minutes of a Meeting of the Framwellgate Moor Parish Council held at the Pavilion, Framwellgate Moor on 2 March 2022 at 6.00pm**



**Present:** Councillors – K Willis (Chair) P Dawson (Vice Chair),  
G Blenkiron, T Moderate, SD Williams and M Simmons

**Also in attendance** - A Foster - Parish Clerk, Michaela Ferguson

#### 1. **Apologies for Absence:**

Cllrs Wilkes and Wheeler gave their apologies, Cllr Williams will arrive late

2. **New Member** – One application received for the one vacancy. Michaela Ferguson was co-opted onto the Council and signed her declaration of acceptance; she took her seat on the Council with immediate effect.

Noted that the second vacancy notice will be displayed until 8<sup>th</sup> March, if no call for election, then the Council can co-opt, the deadline for applications will be 30 March 2022

#### 3. **Disclosable Pecuniary and any other Interests**

Cllr Moderate declared an interest in agenda item G.

#### 4. **Questions from members of the public:**

No questions submitted

#### 5. **Police Report:**

No police report submitted, the Chair spoke to the PCSO prior to the meeting to discuss speeding cars and parked cars on the Front Street. They will patrol the area. There is some graffiti being sprayed around the area, this has been reported. PACT meetings are now back running face to face.

#### 6. **Minutes of Council meeting (previously circulated)**

**Resolved:** That the minutes of the meeting held on 2 February 2022, were approved, and was signed by the Chairman.

#### 7. **Clerks report – update from previous meeting**

Nothing to report

## 8. Parish Matters and on-going items

### a) Planning Applications

See appendix 1

**Resolved:** To recommend approval

### b) Proposed Base Station

A site meeting was held on 10<sup>th</sup> February, a location was suggested, awaiting to hear back from the agents if that site is acceptable.

### c) County Councillors Report

- Cllr Hopgood gave a report. The budget has now been approved and will start delivering on it. Abbey sports centre decarbonisation work has started.

### d) Members Report

Cllr Willis asked if the white lines will be removed from the road on Rotary Way. Cllr Hopgood will continue to chase this up.

- e) CCTV issues – After the recent break-in, it was noted 2 of the cameras were broken. The insurance company are prepared to pay for the upgrade of a new system and the stolen items. The Clerk to submit the claim. The quote to get the CCTV system upgraded is £1,104.

- f) Allotments – No update

Cllr Moderate declared an interest

- g) Queens Platinum Jubilee celebrations – A joint meeting with the Youth Association took place, they are putting in a funding bid to hold an event. Funding could be requested from the Parish Council if unsuccessful. The Council wishes to purchase mugs for the children. A quote of £2.65 per mug plus 40p per box. The Primary School have also agreed to pay towards this.

**Resolved:** It was agreed to purchase 500 mugs and ask the school if would pay for boxes. It was agreed not to help fund the Youth Association project.

- h) Tree planting – Planting an Oak tree on the Memorial Garden for the Jubilee was discussed. The WI wish to plant a tree also. The Chair purchased a plaque to go in the Memorial Garden to say thanks to Pity Me Nursery for their donations, Cllr Moderate will pay half.

**Resolved:** It was agreed to ask the Pity Me Nursery for prices of the tree and as long as not too expensive to purchase and get planted asap as needs planting in March. It was agreed the location for the WI would be the King George V play area.

i) **Projects 2022**

- Coal tub – locations need to be sought for the coal tub to be situated. Cllr Blenkiron will look at these and report back.
- Forest School – The group would like to hold event in Easter Holidays at a cost of £100. They would like to install a storage container on site.

**Resolved** It was agreed to fund this event and would like to offer them £100 to hold an event one day in each of the school holidays. Further discussions to take place re container.

Cllr Hopgood left the meeting at 7,15pm

j) **War Memorial Garden** – The Chair would like clarified what and how the memorial garden is to be used going forward.

**Resolved:** It was agreed to put in the newsletter a questionnaire to ask the residents of their thoughts.

k) **Monthly Bank reconciliation** - The Clerk distributed the quarterly reconciliation and bank statement

**Resolved:** It was signed by Cllr Simmons

l) **Clerks Salary** - The National Council for Local Government Services (NJC) have agreed a pay increase for the Clerks salary at the at 1.75%. This to be backdated from April 2021. The figures have not been sent from NALC yet, but it was suggested paying the backdated salary in this financial year.

**Resolved:** All agreed to increase salary in line with NJC and agree to pay backdated from April in this financial year as soon as the figures are known.

m) **Making Tax Digital** – New regulations are coming into force 1<sup>st</sup> April 2022 where VAT has to be paid via an online system. At present the accounts are ran by excel spreadsheet, this will no longer be suitable. A new accounts package to be sought. The Clerk has held online tutorials with a company called Rialtas where they are able to create a new accounts package and allow VAT to be reclaimed legally. The cost for this is £645 the first year and £183 annually.

**Resolved:** It was agreed for the Clerk to set up the new accounts system and arrange payment before April.

n) **Newsletter** – A newsletter to be created and sent to print before April. The Clerk asked for any content or suggestions to be sent asap. The previous printers and distributors were discussed.

**Resolved:** It was agreed to go with the previous companies.

Cllr Williams arrived at 7.30pm

- o) **Tree roots at the MUGA** – The tree roots are lifting the MUGA surface. A cost to either remove the trees for cut them right back, the cost is £650.

**Resolved:** It was agreed to get the trees cut back and keep checking to see no further damage occurs.

- p) **Grass cutting** – Batsons have agreed to keep the costs the same as last year for the same cuts

**Resolved:** It was agreed to go with Batsons who will commence April.

- q) **Internal Audit**

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

**Resolved:** It was agreed to invite Mr Fletcher to be the internal auditor.

- r) **Waste Removal** – The new contract with Durham County Council to commence 1 April 2022

**Resolved** SLA signed by the Clerk

- s) **Annual Parish Meeting** – Date of meeting was discussed to take place before 1 June 2022

**Resolved:** It was agreed to hold before the May meeting.

- t) **Sign for Pavilion** – A metal sign stating ‘Home of the Parish Council’ was suggested for the King George gate. One quote received of £140 + vat to include logo.

**Resolved:** It was agreed to get sign but to make it larger, so the cost will be more expensive.

- u) **Policy review**

All policies have been distributed for approval prior to the meeting and reviewed by Cllr Simmons

**Resolved:** The Chair signed the following policies – (Complaints, Review of Effectiveness of Internal Audit, Internal Controls and the Annual Risk Assessment was reviewed).

- v) **Report from Groundsman**

As per discussion in the February meeting, the costs to purchase his equipment at new the cost comes to £2,309. He will accept £1,300.

**Resolved:** It was agreed to purchase the equipment. 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

w)

**Training**

- AGAR and Managing Council assets – to be held in March. The Clerk requested to attend at a cost of £10 each
- Allotment training courses – 3 courses £165 – Cllr Dawson wishes to attend

**Resolved** It was agreed to the Clerk and Cllr Dawson attend. The Clerk to arrange payment as the courses need to be booked and paid for in advance.

x)

**Correspondence received**

- Request from a resident to scatter ashes on the King George football field was received
- To note date for Joy Allen Police Crime Commissioner to attend is 23 March 2022 at 6pm.

**Resolved:** It was agreed to allow the ashes to be scattered.

y)

**Correspondence received after agenda published**

Nothing received

z)

**Urgent issues for noting** - (The Clerk to use delegated powers). Any items members wish to place on next month's agenda

**8. Financial Matters**

**Payments - The following were approved and will be paid by BACS following the meeting**

- 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 £63.41 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 £14.44 be paid to Mrs A Foster – various items
- p) That the sum of £55.00 be paid to Northern Allotment Association
- q) That the sum of £1,300 be paid to Mr C Elton – equipment
- 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

## **9. Date of Next Meeting**

6 April 2022 to commence at 6.00pm

The meeting terminated at 8.10pm

**Chairman**  
**Date**

## **Appendix 1 – Planning Applications - agenda item A**

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.
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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
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w/c 21 February 2022

DM/22/00396/FPA	14 Augustine Close Framwellgate Moor Durham DH1 5FE	Single-storey side and rear extensions
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DM/22/00429/FPA	Framwellgate School Finchale Road Framwellgate Moor Durham DH1 5BQ	Taxi drop-off pick-up point for disabled students
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