

WALDRIDGE PARISH COUNCIL

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08 March 2018

To: The Chairman and members of the **WALDRIDGE PARISH COUNCIL**
(Councillors Cork, Davies, Foster, Harding, Howie, Martin, Sexton and Warren)

Dear Sir / Madam

You are hereby summoned to attend a meeting of the **WALDRIDGE PARISH COUNCIL** which will be held at 1 Poplar Street, Waldridge Village on **TUESDAY 13 MARCH 2018 at 700pm**

BUSINESS

1. Welcome
2. To receive apologies for absence - to note all apologies and reason must be given in writing to the Clerk prior to the meeting

To note Cllr Moody has submitted her resignation, the Clerk contacted electoral services to inform and received relevant notices

To note no election was called for Judith Bakers resignation, the council are therefore able to co-opt. The deadline for applications will be 9 April.
3. 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
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). To receive speed watch details.
6. To receive and approve the minutes of the meeting held on 13 February 2018 (copy attached)
7. Clerks report – Clerk to update the Parish Council on progress from previous meeting on any subject not on agenda (attached)
8. Parish matters and on-going items (attached)
9. To accept financial matters (attached)
10. To note date of next meeting

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Foster'.

**Angela Foster, PSLCC
Parish Clerk**

8. PARISH MATTERS AND ON-GOING ITEMS:

a. Planning Applications (2)

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

- No applications received

Decisions Needed:- (none needed)

b. To consider any planning applications received after the agenda was published, this information is available on Durham County Council website – to give Clerk delegated powers to proceed, unless it is a major / controversial application, whereby a special meeting will be called: (1)

Decisions Needed:- What recommendation to give

c. Lights on C11 - Waldrige Link Road (10)

After recent flyer was delivered to all residents informing of Parish Council decision to fund, to note any comments, concerns received and make final decision

Decisions Needed:- To agree to signing SLA and pay annually for lights for 10 years.

d. County Councillors report - for discussion only (decision / action to be placed on next agenda) (10)

To receive report from County Councillors

- Update on Birch View
- Winter weather and lessons learnt

Decisions Needed:- To note update, if any decision to be made, to be placed on next agenda

e. Working Group (15)

To discuss any new activities / suggestions / update. To discuss if any licences / permits are required

Decisions Needed: To note / agree to any suggestion and budget

f. Updates from Facebook (5)

To discuss any requests / suggestions received via Facebook

Decisions Needed: To agree to any requests

g. Grants / fundraising (5)

To discuss any new grants / fundraising opportunities

Decisions Needed: To agree to apply

- h. **Easter event** (5)
- To discuss final arrangements for the event. To discuss if St Johns is required
- Decisions Needed:* To agree to which prizes to purchase, to agree/disagree to St Johns Ambulance.
- i. **Children's play area** (5)
- To discuss any further information received re planning. To note had to pay £30 to check to see if planning was required.
- Decisions Needed:* To agree to next steps
- j. **Lights for Halloween / other events** (defer)
- Costs were sought to purchase lights/jump pack of approx £200
- Decisions Needed:* To agree to next steps
- k. **Broadband** (10)
- To get an understanding of how good / bad broadband is in the village and whether it would be fit for the needs of the parish rooms. To discuss applying for Awards for All, could apply for up to £10,000 which could include purchasing laptops. To discuss questionnaire produced by Cllr Martin
- Decisions Needed:* To discuss findings. To agree / disagree to apply for grant. To discuss next steps
- l. **Seating on Millennium Green** (5)
- Costs to be brought for discussion and discuss location
- Decisions Needed:* To agree to which seat and location
- m. **Budget** (5)
- After changes were made to the annual budget during last months meeting, this budget to replace
- Decisions Needed:* To agree and sign
- n. **Fitness equipment / goal posts / fun hoop monthly inspection** (3)
- Caretaker to update the council on monthly inspection.
- Decisions Needed:* To note update.
- o. **General Data Protection Regulations - (To note this to remain a permanent agenda item until the new regulations come into force)** (2)
- To note any further update. The Clerk requests encrypted hard drive and shredder costs approx £150 to keep documents safe

Decisions Needed:

To note any update, to agree to purchasing hard drive and shredder

- p. **Timetable of training events** *(to note this to be a regular agenda item)* (0)

To note any forthcoming events:-

- Bullying and Harassment - one day free course - Clerk requests to attend

Decisions Needed:-

None needed

- q. **Light at car park** (defer)

To discuss findings re installing light at the car park

Decisions Needed:-

To discuss further

- r. **Risk Assessment** (5)

To review and accept policy

Decisions Needed:-

To agree, accept and adopt, to agree to being place on website

- s. **Audit arrangements** (5)

To accept quote of £400.00 + VAT received from Shaun Lowery re internal audit, to review process. Budget and Tendering will be main areas.

Decisions Needed:-

Agree costs and accept Shaun as Auditor. To note areas being reviewed this year, to approve the review process and to consider the outcome of the review of the effectiveness of Internal Audit

- t. **Statement of internal control** (5)

To discuss and accept policy

Decisions Needed:-

To agree and sign

- u. **Friends of Congburn Woods** - *(note this to be a regular agenda item)* (2)

To receive update from Cllr Davies

Decisions Needed:-

To note update

- v. **Policy review** *(to note this to be a regular agenda item)* (5)

To review policies on regular basis

- Facebook
- Health and Safety
- Hall letting

Decisions Needed:-

To agree to adopt

- w. **Constitution / minutes and action timelines** (3)

- A request made by Cllr Sexton

Decisions Needed:-

To decide what next steps are

- x. **Correspondence received** (for discussion / decision / action or to be placed on next agenda) (0)

- Nothing received

Decisions Needed:-

- y. **Correspondence received after agenda published** (to note only) (2)

For information only

No decision to be made

- z. **Sign at Waldrige** (5)

Due to the owner of Inn on the Green needing the sign removing urgently, the Clerk used delegated powers to get price and agree removal. The cost is £200 + VAT. This price to include storage and re locating. To agree to new location and Clerk to apply for planning permission

Decisions Needed:-

To note that the sign needed to be removed. To agree to new location and apply for planning

- aa. **Waldrige in bloom working group update** (5)

To discuss update. To discuss request for more flower beds

Decisions Needed:-

To note update. To agree / disagree to more flowerbeds

- bb. **Notice board** (5)

To discuss costs sought, to discuss if required and if so how many and note locations

Decisions Needed:-

To agree / disagree to installing notice boards

- cc. **Website and email addresses** (5)

To discuss the website and discuss using new email addresses for both the Council and Councillors. £2.50 per month to use the website host emails for up to 20 emails.

Decisions Needed:-

To agree to using new emails

- dd. **Funday** (5)

To discuss any new activities, to confirm which are booked. To discuss cost of medals and hiring of toilet.

Decisions Needed:-

To agree / disagree to medals and toilet.

- ee. **World War 1 event** (2)

To discuss any other activities / update re event for 2018 - this to remain a regular item on agenda until event. To discuss if St Johns Ambulance is required

- ff. **AAP forum updates** (for information only) (2)

To report from recently attended AAP working groups / forum to be given.

Decisions Needed:-

None needed

- gg. **Nomination forms**

The Clerk to distribute nomination forms for Chair/Vice Chair to be handed back in April meeting

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

9. FINANCIAL MATTERS - To approve and sign the list of cheques drawn below:

(a) Payments

Recommended – that the following payments be agreed:

1. That the sum of £650.26 be paid to Mrs A Foster (February 2018 wage)
2. That the sum of £211.30 be paid to Mr B Laidler (February 2018 wage)
3. That the sum of £36.00 be paid to Mrs A Foster - allowance
4. That the sum of £180.00 be paid to Snowball Printers - clippings
5. That the sum of £63.98 be paid to Mrs A Foster - tables
6. That the sum of £30.00 be paid to Mrs A Foster - planning
7. That the sum of £60.00 be paid to Mr P Sexton - printing
8. That the sum of £5,000 be paid to Durham County Council - car park
9. That the sum of £52.00 be paid to Mrs K Harding - kindness cards
10. That the sum of £105.00 be paid to TFS - boiler repair and service
11. That the sum of £50.00 be paid to Ms C Gibson - Facepainter

(b) Receipts

Recommended – that the following amounts be noted:

1. That the sum of £42.00 received

10. DATE AND TIME OF NEXT MEETING

10 April 2018 to commence at 7.00pm the Annual Parish Meeting will take place at 6pm.