

CORNFORTH PARISH COUNCIL MEETING: MAY 2021

Notice is hereby given that upon the arising of The Annual General Meeting an ordinary meeting of Cornforth Parish Council will be held at 7pm. on Friday 21st May 2021 and your attendance is requested. The agenda for the meeting is attached.

PLEASE NOTE

UNDER THE PROVISIONS OF THE OPENNESS OF LOCAL GOVERNMENT REGULATIONS 2014 MEMBERS ATTENDING THE MEETING NEED TO BE AWARE THAT THE PROCEEDINGS MAY BE THE SUBJECT OF RECORDING BY MEMBERS OF THE PUBLIC OR PRESS.

AGENDA

MEMBERS ARE REFERRED TO THE NOTE ATTACHED TO THE AGM AGENDA WITH REGARD TO COVID ISSUES.

1. INTRODUCTIONS AND APOLOGIES

2. DECLARATIONS OF INTEREST

To consider declarations of a personal or prejudicial interest with regard to any item to be transacted.

3. MINUTES

To confirm as a true record the Minutes of the remote meeting held on 22nd March 2021. (Copy herewith)

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ON THE AGENDA

To discuss any items arising from the previous minutes that are not included on this agenda.

5. POLICE LIAISON

To receive a report on any PACT meetings held in the interim from the Vice Chairman.

6. PUBLIC PARTICIPATION

The Chairman will adjourn the meeting to facilitate public participation on any item on the agenda and resume it following public participation.

7. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE.

At the time of the despatch of this agenda, no correspondence had been received.

8. AAP ISSUES

The Chairman will give a report of any matters which have arisen.

9. COUNTY COUNCIL ISSUES

The membership of Durham County Council has been established. The new County Council representative for Bishop Middleham and Cornforth will be invited to attend future meetings and asked to report on Durham County Council issues.

10. PLANNING MATTERS AND APPLICATIONS FROM DURHAM COUNTY'S WEEKLY LISTS.

At the time of the despatch of this agenda, which includes applications lodged up to and including 12th May 2021, the following applications had been received by Durham County Council, which were of interest to the Parish Council:

- i) DM/21/01233/FPA – Mr. P Wells – 54 Garmondsway Road – Dormer window to the front.
- ii) DM/21/01435/FPA – Mr. and Mrs. Ward – 2 The Green – Single storey rear extension.
- iii) DM/21/00091/WAS – Tarmac – Thrislington Quarry – Change of use from extraction area for working remaining limestone reserves and basal Permian sand to an aggregate recycling facility.

No recent decisions by the County Council have been made on applications of interest to the Parish Council.

11. WEBSITE ACCESSIBILITY AND MONITORING

The web site has been amended to comply with the Government's criteria. The GDS staff have been advised and asked if they would confirm its compliance.

12. GROUND MAINTENANCE CONTRACT.

The current ground maintenance contract, which was due to expire on 31st March 2021 has been extended by a further year, in order to give the new Council time to revise its terms. The Council will need to consider the impact of the closure of the cemetery within the life of this Council and structure its ground maintenance contract around that eventuality.

13. CORNFORTH MEMORIAL PARK.

A meeting has been held with Kompan, the contractors for the project. The company expect to start work on the park before the end of this month and have the work complete before the school summer holidays. The Clerk will advise our funders of progress and make claims for grant. The contractor has given assurances that the work will be done in phases and that there will always be some equipment available for children's play.

14. FINANCIAL ISSUES

i) DATA TRANSFER AND PAYROLL MANAGEMENT.

The appointment of an interim Parish Clerk is working well in terms of a hand over of responsibilities. Mr. Sunman will formally leave the Council from 1st June 2021. The information he holds on computer needed to be backed up and made available to Mr. Snowball for his current and future use. The lack of a suitable meeting to approve any expenditure associated with this task, necessitated the use of the Clerk's emergency financial measures and a portable hard drive has been acquired.

The current Clerk runs the payroll system using HMR&C's PAYE software. That system requires to be closed for the financial year 2020/21 and HMR&C advised of the end of Mr. Sunman's appointment. Mr. Snowball needs to be added to the system and the payroll managed. However, the post is initially for only six months. The need for a smooth transition was recognised by the previous Council and a decision was taken to appoint our internal auditor to do the work and pay his costs. Subsequently, Mr. Fletcher declined to accept the role and instead referred us to JACS, an accountancy company that has payroll expertise. The out-going Clerk has met with the staff of the company and will advise Members of the outcome and the costs involved.

ii) BANK RECONCILIATION STATEMENT – POSITION AT 30th APRIL 2021.

The bank reconciliation statement for the above period will be circulated at the meeting.

iii) RECEIPTS AND PAYMENTS FOR APRIL 2021.

Receipts		£	Cheque No.
Durham County Council	Precept and LCTRS	102,952.00	
Durham County Council	Additional precept support	539.49	
	Income	103,491.49	
Payments			
Cornforth Partnership	Contribution to refurbishment	6,000.00	102104
Cornforth Partnership	Photocopying	33.15	102105
Lumalite	Instalment 1 of 3	807.02	102106
SE Landscaping	Ground maintenance (March)	2,060.00	102107
R. A. Sunman	Allowances and expenses	128.38	102108
Anglian Water	Allotment water	141.66	102109
Cornforth Partnership	Web site renewal	250.00	102110
	Total expenditure	9,420.21	
	Net expenditure	94,071.28	

Recommendation: That the schedule be approved.

NOTE: At the close of the meeting Members will be asked if they have any items for inclusion on a future agenda.

To all Members of the Parish Council.

Yours Sincerely, Ray Sunman, Parish Clerk: 14th May 2021.