MINUTES



**ANNUAL COUNCIL MEETING** held on Friday 21st May 2021,

Meeting opened at 7.00p.m.

**Present:** Councillor: Mrs P. Crathorne **(Chairman)** and

Councillors: Mrs. P. Drew, Dr. S. Drew, Mrs J. Grafton, Mr P. Metcalf, Mrs. M. Poole,

Mr R. Poole, Mrs M. Walker, Mrs A. Wilson.

In attendance: Mr R. Sunman (Parish Clerk)

Mr D. Snowball (Interim Parish Clerk)

Minutes of the proceedings of the ANNUAL MEETING of the COUNCIL held in Cornforth Community Centre, on FRIDAY, 21st MAY 2021 at 7.00 p.m. **(Part 1)**

And of the ORDINARY MEETING of the COUNCIL that followed straight after the Annual Meeting. **(Part 2)**

**PART 1 – ANNUAL**

The outgoing chairman thanked Councillor P. Metcalfe for his work and support on implementing the Microsoft team’s remote meetings due to the pandemic situation and thanked the retiring clerk Mr R. Sunman for his support over the years. He wished Mr D. Snowball all the best as Interim Clerk. Nominations were then sought for the municipal year 2021/22 for a new chairman.

**01\_21/22 ELECTION OF CHAIRMAN**

It was proposed by Councillor Mrs. M. Poole and seconded by Councillor Mrs. J. Grafton that Councillor Mrs P. Crathorne be elected as Chairman of Cornforth Parish Council. The proposal was unanimously agreed.

***RESOLVED:***

That Councillor Mrs. P. Crathorne be elected as the Chairman of Cornforth Parish Council for the Municipal Year 2021/2022.

**Councillor P. Crathorne took the chair for the meeting.**

The Chairman thereupon declared her Acceptance of Office and signed the Chairman’s Declaration of Acceptance of Office Document.

The Chairman thanked members for the election to the position of chairman and then proceeded to thank the outgoing Chairman Mr Alan Hodgson for his work and efforts during his time as a Parish Councillor and all wished him well for the future.

The chairman thanked the retiring parish clerk Mr R. Sunman for his work and efforts during his time with the council and all wished him well for the future.

**02\_21/22 ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor Mrs M. Poole and seconded by Councillor Mrs J. Grafton that Councillor Dr S. Drew be elected as Vice Chairman of Cornforth Parish Council. The proposal was agreed unanimously.

***RESOLVED:***

That Councillor Dr. S. Drew be elected as the Vice Chairman of Cornforth Parish Council for the Municipal Year 2021/2022.

**03\_21/22 INTRODUCTIONS and APOLOGIES**

The Chairman introduced and welcomed the:

1. Interim Clerk Mr D Snowball who will formally take responsibility of the Clerk position as from Tuesday 1st June 2021.
2. Two newly elected Parish Councillors, Mrs Marie Walker and Mrs Anne Wilson.

There were no apologies received by the Clerk for this meeting and Councillors Mr R. Vaughan and Mr P. Mayew were absent from the meeting.

**04\_21/22 AUTHORISED SIGNATORIES**

The Clerk explained the position and requirement to reaffirm signatories and remove him from this list and agree for the new Interim Clerk to be added to the agreed list of signatories for the purpose of signing cheques.

All agreed signatories would be required to complete the relevant documents, and these would be sourced from the bank.

The Clerk, Mr R. Sunman explained that he would let members have the details required by the Unity Trust Bank and would put them on computer and send this to the bank, and this should be completed by the end of this month.

***RESOLVED:***

That:

1. Councillors Dr. S. C. Drew, Mr. R. Poole Mrs. P. Crathorne Mrs J. Grafton be approved as signatories for signing council cheques.
2. Mr R. Sunman be removed from the list of authorised signatories.
3. Mr D. Snowball be approved as signatory for signing council cheques.
4. The clerk contacts the bank and the necessary documents obtained for completion by the end of the month.

**05\_21/22 COMMITTEES**

The Clerk had provided details of the current membership and requested that members consider the appointments for the new municipal year 2021/2022.

***RESOLVED:***

That the following members be nominated to the undermentioned Committees:

1. Allotment Committee:

Councillors: Mrs. P. Crathorne (Chairman of Council)

Dr. S Drew (Vice Chairman of Council)

Mrs. J. Grafton

Mr. P. Metcalf

Mr. R. Vaughan

Mrs. M. Walker

1. **RECREATION AND AMENITIES COMMITTEE**

Councillors: Dr. R. Drew (Vice Chairman of the Council)

Mrs P Drew

Mrs. J. Grafton

Mrs. A. Wilson

Mrs. M. Walker

Mr. P. Metcalfe

Mr. R. Poole

1. **PLANNING COMMITTEE**

Councillors: Mrs. P. Crathorne (Chairman of the Council)

Dr. S. Drew (Vice Chairman of the Council)

Mrs. J. Grafton

Mr. R. Poole

Mrs. M. Walker

**06\_21/22 REPRESENTATION TO OUTSIDE BODIES**

The Clerk had provided details of the current membership and requested that members consider the appointments for the new municipal year 2021/2022.

***RESOLVED:***

That the following members be nominated to the undermentioned Outside Bodies:

1. **CORNFORTH VILLAGE SHOW**

Councillors: Dr S Drew (Vice Chairman of the Council)

Mrs. J. Grafton

Mrs. M. Poole

1. **TARMAC LIAISON COMMITTEE**

Councillors: Mrs. P. Crathorne (Chairman of the Council)

Dr S Drew

1. **CORNFORTH IN BLOOM**

Councillor: Mr. R. Vaughan

1. **THE FOUR TOGETHER PARTNERSHIPS (AAP)**

Councillor: Mrs. P. Crathorne (Chairman of the Council)

1. **POLICE AND COMMUNITES TOGETHER (PACT)**

Councillor Dr. S. Drew (Vice Chairman of the Council)

**07\_21/22 SCHEDULE OF COUNCIL MEETINGS**

The Clerk submitted a suggested schedule of Council meeting dates for the Municipal Year 2021/2022.

It was proposed by Councillor Mrs. J. Grafton and seconded by Councillor Mrs P. Drew to approve the schedule.

|  |  |
| --- | --- |
| DATE | MEETING |
| Friday 28th May 2021 | Parish Meeting |
| Friday 25th June 2021 | Meeting and Annual Return |
| Beyond this point the relaxation of Council to meet in the Community  on the second Monday of the month. | the Covid Regulations may permit the  Centre Lounge and revert to meeting |
| Monday 12th July 2021 | Ordinary |
| **AUGUST** | **RECESS** |
| Monday 13th September 2021 | Ordinary |
| Monday 11th October 2021 | Ordinary |
| Monday 8th November 2021 | Ordinary |
| Monday 13th December 2021 | Ordinary |
| Monday 10th January 2022 |  |
| Monday 24th January 2022 | Ordinary (budget setting and precept) |
| Monday 14th February 2022 | Ordinary |
| Monday 14th March 2022 | Ordinary |
| Monday 11th April 2022 | Ordinary |
| Friday 20th May 2022 | Annual Parish (provisional) |

***RESOLVED:***

That the scheduled dates be approved for the Municipal Year 2021/2022

**08\_21/22 REVIEW AND ADOPTION OF POLICIES, PROCEDURES AND PROCESSES**

The Clerk explained to the meeting the requirement to review and

re-adopt the following:

1. Standing Orders
2. Financial Regulations
3. Risk Management and Assessment Policy
4. Process for dealing with Freedom of Information requests.
5. Data Protection Act Policies
6. Council’s Inventory of Land and Assets
7. Insurance cover

The Clerk explained that the annual insurance was due for renewal on 2nd June 2021 and the renewal price received from the Council’s insurers was £3,007 and advised council that this should be renewed.

It was proposed by Councillor Dr. S. Drew and seconded by Councillor Mrs M. Poole for the insurance to be renewed.

1. Subscriptions to other bodies, including data controller fee, C.D.A.L.C. and S.L.C.C.
2. Parish Poll Policy
3. Members Code of Conduct
4. General Powers of Competence

It was proposed by Councillors Dr. S. Drew and Mrs M. Poole for the

re-adoption of the items listed.

***RESOLVED:***

That the:

1. Annual insurance is renewed with Zurich.

And

1. details as identified in the list above be approved and adopted.

**09\_21/22 CO-OPTED MEMBERSHIP**

The Clerk had submitted details in connection with the current number of Councillors elected and the shortfall of 4 members and for Council to consider co-option to fulfil the vacant councillor positions on the council.

Following discussion in connection with possibly delaying the process for three months the meeting was informed by Councillor A. Walker that the process that was required to be undertaken had to be completed within 35 days of the election.

It was proposed by Councillor Mrs. M. Wilson and seconded by Councillor Mrs. M. Poole to commence the co-option process. Councillor Dr S. Drew abstained from voting.

***RESOLVED:***

To advertise now to co-opt four onto the council if we get enough people to come forward and we will do a short interview with them to see how they will fit into the council and how they will help us to proceed forward.

**10\_21/22 DECLARATION OF INTEREST**

The Chairman informed members that they must complete the declaration of interest form for pecuniary and other interests within 28 days of being elected. The form had been circulated and members were requested to return the completed forms to the Interim Clerk Mr. D. Snowball as soon as possible. Mr D Snowball will be available on a Monday and Thursday between 10.00a.m. and 12.00noon at Cornforth House.

The meeting was closed.

Signed (Chairman):

Date:

 MINUTES

**ORDINARY COUNCIL MEETING** held on Friday 21st May 2021,

Meeting opened at 8.30p.m. Meeting closed at: 9.15p.m.

**Present:** Councillor: Mrs P. Crathorne **(Chairman)** and

Councillors: Mrs. P. Drew, Dr. S. Drew, Mrs J. Grafton, Mr P. Metcalf, Mrs. M. Poole,

Mr R. Poole, Mrs M. Walker, Mrs A. Wilson.

In attendance: Mr R. Sunman (Parish Clerk)

Mr D. Snowball (Interim Parish Clerk)

Minutes of the proceedings of the ORDINARY MEETING of the COUNCIL held in Cornforth Community Centre, on FRIDAY, 21st MAY 2021 following the Annual Meeting.

**PART 2 – ORDINARY**

**11\_21/22** **INTRODUCTIONS AND APOLOGIES**

The Chairman apologised for not introducing the newly elected County Councillor Mrs E. Peeke and welcomed her to the Council meeting and hoped that we can all work together and achieve great things together.

The Chairman then requested all councillors present at the meeting to introduce themselves to County Councillor Mrs E. Peeke. This was completed.

There were no apologies received by the Clerk for this meeting.

**12\_21/22 DECLARATION OF INTEREST**

The Chairman invited members who wished to do so to make declarations of interest in respect of items on the agenda for this meeting.

No declarations of interest were made.

**13\_21/22 MINUTES**

Ordinary meeting: Monday 22nd March 2021

It was proposed by Councillor Dr. S. Drew and seconded by Councillor Mr. R. Poole to agree the minutes.

**RESOLVED:**

That the minutes of the Ordinary Council meeting held on Monday 22nd March 2021 be approved as a correct record and signed by the Chairman.

**14\_21/22 MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE AGENDA**

There were no matters arising.

**15\_21/22 POLICE LIAISON**

The Vice Chairman Dr S. Drew informed the meeting that due to the current situation with Covid\_19 there has been no meetings held.

**RESOLVED:**

That the position be noted.

**16\_21/22 PUBLIC PARTICIPATION**

There were no questions from members of the public.

**17\_21/22 CHAIRMAN’S ANNOUNCEMENTS AND CORRESPONDENCE**

There were no announcements and correspondence.

**18\_21/22 A.A.P. ISSUES**

There have been no meetings held and there was no information for this meeting.

***RESOLVED:***

That the position be noted.

**19\_21/22 COUNTY COUNCIL ISSUES**

County Councillor Mrs E. Peeke informed the meeting that due to the recent elections, there was nothing to report to the meeting on this occasion.

**20\_21/22 PLANNING MATTERS AND APPLICATIONS FROM DURHAM COUNTY’S WEEKLY LIST**

Members considered the undermentioned planning applications:

1. DM/21/01233/FPA

54 Garmondsway Road – Dormer window to the front.

**RESOLVED:**

That the council has no comments to make.

1. DM/21/01435/FPA

2 The Green – Single storey, rear extension.

**RESOLVED:**

That the council has no comments to make.

1. 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.

Councillor Mr P. Metcalfe requested that Tarmac are contacted and asked the following:

*"With Cement manufacturing process being one of the highest CO2 emitters globally, the council would like Tarmac to outline the activities that they are undertaking on and around this process to make this proposed activity carbon neutral, whilst also minimising any other emissions into the environment of any other nature that can impact on the wellbeing of the local community, whether during construction, operation or decommissioning."*

**RESOLVED:**

That the Interim Clerk writes to Tarmac asking the question as provided by Councillor P. Metcalfe.

**21\_21/22 WEBSITE AND ACCESSIBILITY MONITORING**

Members were informed that the website is in the process of being amended to comply with the government’s criteria and the G.D.S. staff have been advised and asked if they would confirm it’s compliance.

Councillor Mrs A Walker asked if this was the new website and the Clerk confirmed that it was. Councillor Walker also informed the meeting that the website does not fit the rules properly and the Clerk responded that he could do two things, he could go back to the new website designer and put the issue right and he has also passed this over to the G.D.S. and asked if they will come back and tell us where it does not comply.

Councillor S. Drew asked if the new members could be updated on current position of the website and problems and the clerk said yes.

**RESOLVED:**

That the information be received.

**22\_21/22 GROUND MAINTENANCE CONTRACT**

Members were informed that the current grounds maintenance contract has been extended for a further year as agreed by Council.

The Council will need to consider the impact of the closure of the cemetery and structure its ground maintenance contract around this during the renewal process of this contract in 2022.

**RESOLVED:**

That the information be received.

**23\_21/22 CORNFORTH MEMORIAL PARK**

The Chairman informed members that the project is due to start this month and progressed through phases and the work will be completed before the summer holidays. The Clerk will advise funders of progress and submit claims for grants.

The Clerk explained that the plans of the project are at the back of the room and the project cost in the region of £150,000, with grants being obtained from Tarmac, Neighbourhood Fund, and S106 monies. The contract is due to start this month.

It was proposed by Councillor Dr S Drew and seconded by Councillor Mr R Poole to receive the information.

**RESOLVED:**

That the information be received.

**24\_21/22 FINANCIAL ISSUES**

An external hard drive has been purchased for data transfer and backup and that the emergency powers had been used for the purchase to enable the transfer of all data that is on the Clerk’s computer to the Interim Clerks device.

The Clerk informed members of progress being made with the payroll and the Internal Auditor had been approached to progress the changes and inclusion of the Interim Clerk to the payroll but had declined the offer. An alternative accountant to be approached was provided to the Clerk, a company named JACS based at Easington.

The Clerk has met with the company and has received a proposal to complete the payroll and the costs involved.

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Mr.

R. Poole to appoint JACS and accept the purchase of the hard drive.

**RESOLVED:**

That JACS are appointed to provide payroll management for six months and that the purchase of the external hard drive was noted.

**25\_21/22 BANK RECONCILLIATION STATEMENT – POSITION AT 30th April 2021**

The bank reconciliation details included in the agenda were considered.

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Dr S Drew.

**RESOLVED:**

That the bank reconciliation statement was approved.

The Chairman signed the reconciliation statement.

**26\_21/22 RECEIPTS AND PAYMENTS FOR APRIL 2021**

The receipts and payment schedule were considered.

It was proposed by Councillor Mr R Poole and seconded by Councillor Dr S Drew to approve the schedule.

The Chairman signed the copy of the receipts and payments.

**RESOLVED:**

That the schedule was approved.

***Meeting closed at 9.15pm***

Signed (Chairman):

Date: