 MINUTES

**EXTRAORDINARY COUNCIL MEETING** held on Tuesday 15th June 2021

Meeting opened at 7.00p.m.

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

Councillors: Mrs. H.P. Drew, Dr. S.C. Drew, Mrs. M. Poole, Mr R. Poole, Mrs J. Grafton,

Mr R Vaughan, Mrs M Walker.

In attendance: Mr D. Snowball (Parish Clerk)

**27\_21/22 APOLOGIES**

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

Councillors Mr P. Metcalfe and Mr P. Mayew were not present at the meeting.

**28\_21/22 DECLARATIONS 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.

There were no declarations of interest.

**29\_21/22 MEMBERS DISPENSATION**

There were no dispensations.

**30\_21/22 PUBLIC PARTICIPATION**

There were no members of public present for this meeting.

**31\_21/22 MINUTES**

Annual Meeting: Friday 21st May 2021

Ordinary meeting: Friday 21st May 2021

An amendment to minute 06\_21/22 Representation to Outside Bodies was required to include Councillor Dr S Drew as appointed to the Tarmac Liaison Committee. This will be actioned by the Clerk.

It was proposed by Councillor Mrs J. Grafton and seconded by Councillor Mr R. Poole to agree the minutes with the amendment as identified above.

***RESOLVED:***

That the minutes of the:

1. Annual Meeting of Council held on Friday 21st May 2021, with the amendment of adding Councillor S Drew to the outside Body ‘Tarmac Liaison Committee’ be approved as a correct record and signed by the Chairman.

And

1. The Ordinary Meeting of Council held on Friday 21st May 2021 be approved as a correct record and signed by the Chairman.

**32\_21/22 CHAIRMAN’S ANNOUNCEMENTS**

1 The Chairman informed the meeting that the Council has received the resignation of Councillor Ann Wilson on Saturday 5th June 2021.

The Clerk has notified the Returning Officer at Durham County Council and the Notice of Vacancy has been displayed in the Council noticeboards and on the web site.

It was proposed by Councillor Mr R. Poole and seconded by Councillor Mrs M. Poole to receive the notice of resignation of Councillor Mrs A. Wilson.

2 The Chairman informed the meeting that the Cornforth Partnership have been providing food and activities for the children of West Cornforth throughout the pandemic as part of the national holiday hunger scheme, funded by the government and administered by the Durham County Area Action Partnerships as a fun with food grant.

The Partnership have applied to this grant to provide a programme of activities to children and families within Cornforth over the school summer holidays. This will include: -

* Street Dance
* Tennis Coaching
* Arts and Crafts
* Cookery

The project will provide opportunities for 60 children from the village to participate in healthy activities and have access to food.

During the weekly meeting at Cornforth House between the Clerk and Chairman we were approached to see if Cornforth Parish Council would provide funding of £400 as part of match funding towards the project,

which if successful would lead to funding of £4,395 to provide this very admirable scheme.

Due to tight deadlines, the application had to be submitted by Monday 7th June, therefore it was agreed for the £400 match funding from Cornforth Parish Council towards the scheme if the funding bid is successful.

It was proposed by Councillor Mr R. Poole and seconded by Councillor Mrs M. Poole to receive the notice of funding of £400 towards the summer holiday scheme within Cornforth over the Summer Holiday period.

**RESOLVED:**

That the.

1. Resignation of Councillor Mrs Ann Wilson is received.
2. Notice of Grant Funding of £400 for the Cornforth Partnership to support the provision of a programme of activities over the school holiday summer period is received.

**33\_21/22 MEMORIAL PARK REFURBISHMENT PROJECT, ADDITIONAL FUNDING FORM COUNCIL RESERVES, EXTENDED WET POUR SAFEY SURFACE**

The Clerk informed the meeting that during the current refurbishment of the play equipment in the Memorial Park an issue had arisen with the condition of the safety surface in the junior area and that the whole safety surface area is in a dangerous condition, and it would be prudent to have this rectified while the contractors are on site carrying out current refurbishment work.

A quotation for this work has been received from this contractor, ‘Kompan’, for the sum of £11,313.90 + vat.

Following detailed discussion, it was proposed by Councillor Mrs M Poole and seconded by Councillor Dr S Drew that £11,576 is used from council reserves to carry out the replacement of the worn safety surfacing in the junior play area.

**RESOLVED:**

That the replacement safety surface works to the junior section of the play equipment is agreed and that £11,576 from council reserves is used to fund this works.

**34\_21/22 PARISH COUNCILLOR CO-OPTION POLICY AND PROCEDURE**

The Clerk presented the report and attached policy and procedure for members consideration.

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Mrs M Poole to accept the report recommendations.

**RESOLVED:**

That the Co-option policy including the person specification and application form is received and adopted.

**35\_21/22 COUNCIL CORRESPONDENCE, LETTERHEAD AND COMPLIMENT SLIPS**

The Clerk presented the report and proposed format for the electronic template for Council letterhead.

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Mrs J. Grafton to adopt the electronic template.

The discontinued use of compliment slips was considered, and Councillor Mrs P. Drew explained that it would still be useful if these were also set up in electronic format and used on the rare occasions that they may be required, for example to accompany cheques.

It was proposed by councillor Mrs P. Drew and seconded by Councillor Mrs M. Poole to set up an electronic copy of the compliment slip.

**RESOLVED:**

That the electronic template was adopted and that an electronic template for compliment slips as developed be adopted.

**36\_21/22 EMERGENCY ITEM – CLERK’S CONTRACT**

The Chairman explained that it was important that the new Clerk’s contract and salary were discussed and agreed to enable the appointed accountancy company to commence the payroll for this new employee.

*At this point the Clerk was asked to leave the meeting for the discussions on this matter.*

The Clerk returned to the meeting and was informed that the contract and salary had been discussed and unanimously agreed.

A formal letter notifying the accountancy company of these details was signed by the chairman and is to be forwarded to the accountancy company.

***Meeting closed at 8.00pm***

Signed (Chairman):

Date: