MINUTES

**ORDINARY COUNCIL MEETING** held on Friday 25th 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, Mr. P. Mayhew,

Mr. R. Vaughan, Mrs M Wilson.

In attendance: Mr D. Snowball (Parish Clerk)

Mrs E. Peeke (Durham County Councillor)

*Before commencing on the agenda, the Chairman announced that the candidate who was due to be considered for co-option onto the council had retracted his application and agenda items 17 and 18 would not take place.*

**37\_21/22 APOLOGIES**

Apologies were received from Councillor J. Grafton.

Councillor P. Metcalfe was not present at the meeting.

**38\_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.

**39\_21/22 MEMBERS DISPENSATION**

There were no dispensations.

**40\_21/22 PUBLIC PARTICIPATION**

There were no members of public present for this meeting.

**41\_21/22 MINUTES**

Extraordinary meeting: Friday 15th June 2021

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Mrs M Poole to agree the minutes.

***RESOLVED:***

That the minutes of the Extraordinary Meeting of Council held on Friday 15th June 2021 be approved as a correct record and signed by the Chairman.

**42\_21/22 APPROVAL OF THE 2020/2021 ANNUAL INTERNAL AUDIT REPORT**

The Clerk had submitted a report to put forward for approval the Annual Internal Audit Report for the 2020/2021 financial year.

This was presented to members and it was explained that items 6, 7 and 8 of the agenda required approval by the council to be submitted to the external auditor with a number of attachments to comply with relevant legislation. This is to be completed by the 30th June 2021.

It was proposed by Councillor Mrs P Drew and seconded by Councillor Mrs M Poole to approve the Annual Internal Audit Report for 2020/21 and for the Clerk to bring a report to Council, within this financial year, on the splitting of the bank balance across other banks.

**RESOLVED:**

That:

1. the Annual Internal Audit Report for the 2020/21financial year be approved.

and

1. The Clerk investigates and brings a report to Council, in the current financial year, with proposals for the splitting of the balances within the bank between other bank accounts.

**43\_21/22 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT**

The Clerk submitted a report requesting Members’ approval of the Annual Governance Statement for the 2020/2021 financial year.

It was proposed by Councillor Mrs M Poole and seconded by Councillor Dr S Drew to approve the Annual Governance Statement for 2020/21 and be signed off by the Clerk and Chairman of the Council.

**RESOLVED:**

1. That the Annual Governance Statement in respect of the 2020/2021 financial year, as set out in Section 1 of the 2020/2021 Annual Governance and Accountability Return, be approved.
2. That the Annual Governance Statement for the 2020/2021 financial year be signed off by the Clerk and the Chairman of the Council

**44\_21/22 APPROVAL OF THE ANNUAL ACCOUNTING STATEMENT**

The Clerk submitted a report requesting Members’ approval of the Annual Accounting Statement for the 2020/2021 financial year.

The Clerk explained that there was an amendment to be made to recommendation 3.1 (d) – the thirty day public inspection period dates – delete Monday 28th June to Friday 6th August and replace with Tuesday 29th June to Monday 9th August 2021.

It was proposed by Councillor Dr S Drew and seconded by Councillor Mrs M Poole to approve the Annual Accounting Statement for 2020/21 and recommendations of the report with the amendment to recommendation 3.1 (d).

**RESOLVED:**

1. That the 2020/2021 Accounting Statements set out in Section 2 of the Annual Return, and attached as appendix 1, are approved.
2. That the Annual Return and supporting documents be sent to the external auditor on Monday 28th June, following their approval.
3. That the unaudited Annual Governance and Accountability Return is published on the Council website on Monday 28th June.
4. That the 30-day public inspection period in relation to the statement of accounts commences Tuesday 29th June and runs until Monday 9th August.
5. That notice of the publication of the accounts and the public inspection rights and period be advertised on the Council website and noticeboards on Monday 28th June.
6. That following the completion of the external audit by Mazars LLP, and receipt of the signed audit opinion and certificate, the Annual Governance and Accountability Return be published in accordance with the statutory framework.

**45\_21/22 POLICE LIAISON**

No meeting held – Covid 19 restrictions.

**It was noted that there had been no meeting held due to restrictions.**

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

The chairman had no announcements for this meeting.

**It was noted that there were no announcements.**

**47\_21/20 A.A.P. REPORT**

No meeting held – Covid 19 restrictions.

**It was noted that there had been no meeting held due to restrictions.**

**48\_21/22 COUNTY COUNCILLOR REPORT**

County Councillor Mrs E. Peeke provided a written report for members and thanked members for the warm welcome she had received at the Annual meeting of the council that she had met people form the village and they have raised concern on the high street and she will raise awareness of this whenever possible.

She had also visited Cornforth House and met the staff and visited Bishop Middleham Quarry with an officer from the County Council to see the operations and measures in place for monitoring dust.

Contact has also been made with Thrislington Quarry to request a site visit and awaits the site manager to get on contact with a date for this.

It was proposed by councillor Dr S Drew and seconded by councillor Mrs M Poole to receive the report.

**RESOLVED:**

That the report be received.

**49\_21/22 CLERK’S REPORT – Memorial Park Refurbishment Verbal Update**

The Clerk informed the meeting that the additional works on the replacement of the safety surface in the junior area had been confirmed and that there is a short delay in the completion of the new wet pour in this area. It is now anticipated that the project will be completed by the 6th of July 2021.

***RESOLVED:***

That the verbal report be received and that the anticipated completion date of the 6th of July 2021 is noted.

**50\_21/22 PLANNING MATTERS**

None.

**51\_21/22 BANK RECONCILIATION STATEMENT –**

The May bank reconciliation was presented to the meeting.

***RESOLVED:***

That the Bank Reconciliation for May 2021 is received, agreed, and signed by the Chairman and Councillor Mrs M Poole.

**52\_21/22 INCOME/EXPENDITURE ANALYSIS – MAY 2021**

The May income and expenditure analysis was not presented to the meeting due to a changeover in Clerk and waiting for the final hand over of relevant documentation to prepare the figures. These will be presented to the next appropriate meeting of the council.

***RESOLVED:***

That the income and expenditure analysis for May is presented to the next appropriate meeting of council.

***Meeting closed at 7.45p.m.***

Signed (Chairman):

Date: