**CORNFORTH PARISH COUNCIL MEETING: FEBRUARY 2018**

Notice is hereby given that a meeting of Cornforth Parish Council will be held in the Community Centre, Cornforth, on Monday 12th February 2018 at 7pm, when 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 PHOTOGRAPHY, FILMING, VIDEO AND/OR AUDIO RECORDING BY MEMBERS OF THE PUBLIC OR PRESS.**

**AGENDA**

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 meeting held on 15th and 22nd January 2018. (Copies herewith)

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

To discuss any items arising that are not included on this agenda.

5. POLICE LIAISON

To receive a report on the PACT meeting from the Vice Chairman.

6. PUBLIC PARTICIPATION

The Chairman will adjourn the meeting to facilitate public participation and resume it following public participation.

7. CHAIRMAN’S ANNOUNCEMENTS AND CORRESPONDENCE.

At the time of the despatch of this agenda the Chairman had received a letter from Mr. Walton, who has long had an interest in the replacement of the Tursdale statue, congratulating and thanking the Parish Council for its efforts and success.

8. AAP ISSUES

The Members will receive a report on any matters that have arisen.

9. COUNTY COUNCIL ISSUES

Our County Council representative will report on any Durham County Council issues that have arisen since the last meeting.

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

At the time of the despatch of this agenda, which included applications up to and including 5th February 2018, the following application had been received by Durham County Council which was of interest to Cornforth Parish Council:

1. DM/18/00094/FPA – Mr. P. Mayhew – 42 The Green – Resubmission of previous application to increase the height of a garage roof by 450mm.

 No decisions been made affecting development within the Parish boundaries.

11. TRAINING ON OFFER IN COUNTY DURHAM.

There are three training events being offered for Parish Clerks and others in the next few months:

1. 28th March 2018 in County Hall – Mazars LLP – Accounting and Transparency – a free course to which Parish Clerks are specifically invited, but from which others are not excluded.
2. 11th April 2018 in Shotton Hall – Allotments law and practice – a free course open to all.
3. 2nd May 2018 in Shotton hall – Bullying and Harassment – a free course for Parish Clerks only.

The Clerk seeks Member approval to attend the courses and will prepare a report on each for information and guidance.

12. REQUEST FOR AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL.

At the last meeting Members received a written request from Councillors Mrs. M. Walker and Mrs A. Wilson for an extraordinary meeting of the Parish Council to discuss Finance and Transparency in Local Government. Members agreed to consider the request at this meeting. The Clerk has circulated The Good Councillors Guide on this issue and will be attending training (see above). Since the request was made Mrs. Wilson has resigned from the Parish Council. The Clerk has sought advice on the actions open to the Council in these circumstances.

13. RESIGNATION FROM THE PARISH COUNCIL.

 The Electoral Services Division of the County Council has been advised of Mrs. Wilson’s resignation. The required notice has been posted on the Parish Council web site and notice board, with a deadline of 26th February 2018. Should no election be requested by ten electors of Cornforth Parish by that date, the vacancy could be filled by co-option.

13. TURSDALE WAR MEMORIAL.

The statue was installed on 2nd February 2018 in the presence of a number of the Members of this Council. The Clerk has insured the statue with immediate effect and has been advised by the War Memorial Trust that no grant can be given towards the cleaning and minor restoration work as the statue was not a like-for-like replacement. In view of the date set for the rededication, the Clerk has made arrangements with Allinson’s of Bishop Auckland to carry out the work. The company, which was one of the two tenders returned and submitted for grant purposes, had previously cleaned and restored the High Street memorial. The date for the dedication ceremony has been agreed as 24th March 2018 at 11am. The Reverend Norman has been advised and will be present. A draft invitation list has been prepared and arrangements put in train for a buffet after the ceremony.

14. GROUND MAINTENANCE CONTRACT.

The Clerk has prepared the documents for the above contract. The Parish Council is obliged to use the “Contract Finder” process as required by European law. The process is lengthy, invites tenders from a wide area, requires the electronic response of interested contractors to return the SSQ, a pre contract questionnaire, and gives a response period and appeal period that cannot be met by the end of the contract period. One contributing factor is the amount of work to be undertaken on the memorial rededication. Our present ground maintenance contractor is willing to negotiate a revised price for an extension of the contract, which can exclude the items agreed in October 2017. Members are asked to agree to the extension.

15. PARISH MEETING.

The Parish Council needs to set a date for its Annual Parish Meeting. The Parish AGM is scheduled for Monday 14th May 2018. It is suggested that the Parish Meeting takes place on Friday 4th May, so that any urgent matters that may arise can be put on the agenda for the May Parish Council meeting.

16. REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT.

A request was received for information relating to the company dealing with the treatment of asbestos at the allotments, to which the Clerk replied.

17. REPLACEMENT OF STONE WITH TARMAC ON THE GREEN.

The Clerk has received confirmation from the contractor that work will commence on the above on 26th February 2018.

18. FINANCIAL MATTERS.

1. BANK RECONCILIATION STATEMENT – POSITION AT 31st JANUARY 2018.

At the time of the dispatch of this agenda the January bank statement had not been received. The bank reconciliation statement will therefore be circulated at the meeting.

1. SCHEDULE OF RECEIPTS AND PAYMENTS TO 31ST JANUARY 2018.

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipts** |  | **£** | **Cheque****No.** |
|  |  |  |  |
| Allotment rents |  | 480.00 |  |
|  |  |  |  |
| **Payments** |  |  |  |
|  |  |  |  |
| Blanchere Illumination | Christmas motifs (install) | 3092.88 | 864 |
| Lumalite | Christmas tree hire | 783.29 | 865 |
| Lumalite | Christmas tree hire | 783.29 | 866 |
| Stage and Production House | Pantomime | 660.00 | 867 |
| Altogether Greener | Period 9 | 2,648.60 | 868 |
| C.D.A.L.C. | Subscription | 408.02 | 869 |
| Durham County Council | Inspection of equipment | 319.68 | 870 |
|  |  |  |  |

1. SCHEDULE OF RECEIPTS AND PAYMENTS TO 31ST JANUARY 2018 (CONT’D).

|  |  |  |  |
| --- | --- | --- | --- |
| **Payments (cont’d)** |  |  |  |
|  |  |  |  |
| R. A. Sunman | Allowances | 93.37 | 871 |
| Cornforth Partnership | Room hire - £400.00 | 937.51 | 872 |
|  | Photocopying – £44.50 |  |  |
|  | Poop scoop bags – £231.40 |  |  |
|  | Web hosting - £74.25 |  |  |
|  | Office supplies - £28.56 |  |  |
|  | Web site maintenance - £158.40 |  |  |
| W.C.& D.C.Assoc | 2018/189 affiliation fee | 20.00 | 873 |
| Blanchere Illumination | Christmas motifs (demount) | 815.76 | 874 |
| R.A. Sunman | Salary | 666.10 | S/O |
| W.C.& D.C.Assoc | 2017/18 room hire and fee | 280.00 | 875 |
| Two Red Rubber Things | Tursdale Statue (install) | 6,000.00 | 877 |
| R. B. L. Poppy Appeal | Wreathes | 350.00 | 878 |
| R. B. L. Men’s Section | Contribution | 30.00 | 879 |
| Salvation Army | Contribution | 30.00 | 880 |
| W. C. & D.C. Assoc | Wreath | 36.00 | 881 |
|  |  |  |  |
|  | **Total expenditure** | **17,954.50** |  |
|  | **Net expenditure** | **17,474.50** |  |

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: 5th February 2018.