MINUTES



**ANNUAL COUNCIL MEETING** held on Monday 9th May 2022,

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. Walker

In attendance: Mr D. Snowball (Parish Clerk)

Mrs E. Peeke (Durham County Councillor)

Minutes of the proceedings of the ANNUAL MEETING of the COUNCIL held in Cornforth Community Centre, on MONDAY 9th May 2022 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**

**01\_22/23 ELECTION OF CHAIRMAN**

It was proposed by Councillor Dr. S. Drew and seconded by Councillor Mr. R. Vaughan 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 2022/2023.

**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.

**02\_22/23 ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor Mr P. Metcalfe and seconded by Councillor Mr. R. Vaughan 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 2022/2023.

**03\_22/23 APOLOGIES**

Apologies were received from Councillors; Mr R. Poole and Mrs M. Poole.

**04\_22/23**  **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.

It was noted that there were no declarations of interest.

**05\_22/23 MEMBERS DISPENSATION**

The Clerk informed the meeting that there were no dispensations for this meeting.

It was noted that there were no dispensations.

**06\_22/23 MINUTES**

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

***RESOLVED:***

That the minutes of the Ordinary Meeting of Council held on Monday 11th April 2022 be approved as a correct record and signed by the Chairman at this meeting.

**07\_22/23 MEMBERSHIP OF THE PARISH COUNCIL’S COMMITTEES AND WORKING GROUPS**

The Clerk had provided details of the current membership and requested that members consider the appointments for the new municipal year 2022/2023.

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

***RESOLVED:***

That the membership is the same as the previous year.

The Clerk informed the meeting that the vacant position on the Allotment Sub Committee required filling.

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

***RESOLVED:***

That Councillor Mr. P. Mayew is appointed to the Allotment Sub Committee.

**RECREATION AND AMENITIES COMMITTEE:**

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

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

Mrs P Drew

Mrs. J. Grafton

Mrs. M. Walker

Mr. P. Metcalfe

Mr. R. Poole

**ALLOTMENT SUB COMMITTEE:**

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

Mrs. J. Grafton

Mr. P. Metcalf

Mr. R. Vaughan

Mrs. M. Walker

Mr P. Mayew

**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

Mr. P. Mayew

**CORNFORTH COMMUNITY IMPROVEMENT WORKING GROUP:**

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

Mrs. J. Grafton

Mr. R. Vaughan

Mrs M. Walker

**08\_22/23 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 2022/2023.

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

***RESOLVED:***

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

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

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

1. **THRISLINGTON LIAISON**

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

Dr S Drew

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

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

1. **CORNFORTH VILLAGE SHOW**

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

Mrs. J. Grafton

Mrs. M. Poole

1. **CORNFORTH IN BLOOM**

Councillor: Mr. R. Vaughan

**09\_22/23** **MEMBERS ATTENDANCES**

The Parish Clerk submitted a list of members’ attendances for the Municipal Year 2021/22.

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

**RESOLVED**

That the list of members attendances for the Municipal Year 2022/2023 be received.

**10\_22/23 SCHEDULE OF COUNCIL MEETINGS**

The Clerk submitted a proposed schedule of Council meeting dates for the Municipal Year 2022/2023.

It was requested for the January meeting to be held on the third Monday of the month due to the Christmas and New Year closure period.

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

***RESOLVED:***

That the scheduled dates be approved for the Municipal Year 2022/2023 and to include the January meeting being held on the third Monday of the month.

**11\_22/23** **REVIEW OF THE TERMS OF REFERENCE, STANDING ORDERS, FINANCIAL REGULATIONS, POLICIES AND MEMBERS CODE OF CONDUCT.**

The clerk presented the report and recommendations for consideration and approval.

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

***RESOLVED:***

That the Terms of Reference, Standing Orders, Financial Regulations, Members Code of Conduct and policies are readopted as is.

**12\_22/23**  **REVIEW OF THE INVENTORY OF LAND AND OTHER ASSETS.**

The clerk presented the report and recommendations for consideration and approval.

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

***RESOLVED:***

That the revised Asset Register is agreed and adopted.

**13\_22/23** **TO CONSIDER THE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSUARABLE ASSETS.**

The clerk presented the report and recommendations for consideration and approval.

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

***RESOLVED:***

That ;

1. The Clerk is delegated the authority to consult with the Chairman and Vice Chairman to consider the quotes received and confirm the company for the council insurance for 2022/23 to ensure that the insurance is in place for 2nd June 2022.
2. The Clerk presents an update report to Council meeting due to be held on 13th June 2022 on the agreed insurer.

**14\_22/23** **REVIEW OF EXPENDITURE UNDER THE GENERAL POWER OF COMPETENCE**

The clerk presented the report and recommendations for consideration and approval.

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

***RESOLVED:***

That the report be received.

**15\_22/23** **REVIEW OF COUNCIL AND STAFF SUBSCRIPTIONS TO OTHER BODIES**

The clerk presented the report and recommendations for consideration and approval.

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

***RESOLVED:***

That the report be received.

**16\_22/23** **REVIEW OF THE COUNCIL’S RISK REGISTER**

The clerk presented the report and recommendations for consideration and approval.

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

***RESOLVED:***

That the report be received.

**17\_22/23** **REVIEW OF THE COUNCIL’S BANK MANDATE**

The clerk presented the report and recommendations for consideration and approval.

It was proposed by Councillor Mrs J. Grafton and seconded by Councillor Mr P. Mayew and

***RESOLVED:***

That the report be received.

The ANNUAL meeting was closed.

Signed (Chairman):

Date:

 MINUTES

**ORDINARY COUNCIL MEETING** held on Monday 9th May 2022,

**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 Monday 9th May 2022 following the Annual Meeting.

**PART 2 – ORDINARY**

**18\_22/23** **APOLOGIES**

The apologies are the same as for the Annual meeting.

**19\_22/23 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.

**20\_22/23 MEMBERS DISPENSATION**

The Clerk informed the meeting that there were no dispensations for this meeting.

It was noted that there were no dispensations.

**21\_22/23 PUBLIC PARTICIPATION**

1 member of public was present.

The member of public raised concerns with anti-social behaviour and other issues in the green area and he was informed that the County Councillor would contact him to discuss the issues.

The Clerk would also see him after the meeting to further advise on actions to take.

**22\_22/23 COUNTY COUNCILLOR REPORT**

County Councillor Mrs E. Peeke informed the meeting that a parish councillor and the clerk were working with her on dealing with some quad bike issues, and arrangements are being made with Tarmac for some additional boulders. From her neighbourhood budget funding had been provided to Cornforth Library, Community Centre and the Banner Group.

*Members received and noted the updates*

**23\_22/23 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman informed the meeting that there were no announcements to make.

**24\_22/23 POLICE LIAISON**

Dr S. Drew informed the meeting that he had attended the P.A.C.T. meeting held on 4th May 2022 and there had been incidents of tyre slashing and quad bikes and off-road bikes were becoming a major problem in the area. Thankfully overall Cornforth is a low crime area.

*Members received and noted the updates.*

**25\_22/23 A.A.P.**

Councillor Mrs P Crathorne informed the meeting that the new chair of the group and the public chair had been selected and discussed the budgets that the deadline for expression of interest forms for the Town and Villages funding had to be submitted by the 20th May 2022.

*Members received and noted the updates.*

**26\_22/23 CORNFORTH HIGH STREET AND MEMORIAL PARK IMPROVEMENTS**

Members were informed of some very positive news in connection with the high street improvements following a number of meetings with officers from Durham County Council.

Members were also informed of progress on the Social Value Contribution available to the Council, that was first brought to the attention of members at the Ordinary meeting held on Monday 13th December 2021, that may be used towards a possible Environmentally Friendly Project:

- LARGE ROCKERY in Cornforth Memorial Park surrounded by Swedish Style planting/garden area and to include possible picnic benches and additional bins. An expression of interest was been submitted on the 5th April 2022 to the chief procurement officer at Durham County Council for the above-mentioned type of project and awaiting a response.

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

***RESOLVED:***

That members;

1. receive the high street update and do all possible to inform residents of the progress that is being made to improve their community.
2. Receive the memorial park project update an agree to earmark £10,000 from its reserves towards the Rockery/garden area project.

**27\_22/23 QUEEN’S PLATINUM JUBILEE EVENT 5th June 2022**

Members were provided with an update for the event and it was requested f any members are available on the day to volunteer to attend and help.

It was proposed by Councillor Dr S. Drew and seconded by Councillor Mr R. Vaughan and

***RESOLVED:***

That members;

1. note the update for the QUEEN’S PLATINUM JUBILEE EVENT.
2. Contact the clerk if they are available to volunteer for the day/part day.

**28\_22/23 TOWNS AND VILLAGES FUND**

The clerk informed members of a possible project as part of the improvements to the high street that could be part funded via the Towns and Villages Fund, that will further help to improve the high street and surrounding areas of Cornforth.

It was proposed by Councillor Mrs J. Grafton and seconded by Councillor Mr R. Vaughan and

***RESOLVED:***

That members;

1. Delegate the authority to the Clerk to submit an expression of interest.
2. Earmark £3,000 from its reserves towards the improvement project for the seating area located in station road.

**29\_22/23 PLANNING MATTERS AND APPLICATIONS FROM DURHAM COUNTY’S WEEKLY LIST**

The Clerk informed the meeting that there no planning applications for consideration.

**30\_22/23 BANK RECONCILIATION STATEMENT – March 2022**

Following discussion, it was proposed by Councillor Dr S. Drew and seconded by Councillor Mrs J. Grafton and

***RESOLVED:***

To receive the Bank Reconciliation statement for March 2022 and for it to be signed by the Chairman Councillor Mrs. P. Crathorne and Councillor Mrs P. Drew as Councillor Mrs M. Poole was not present at the meeting.

**31\_22/23 INCOME AND EXPENDITURE ANALYSIS – March 2022**

Following discussion, it was proposed by councillor Dr S. Drew and seconded by councillor Mrs J. Grafton and

***RESOLVED:***

To receive the Income and Expenditure analysis for March 2022.

**32\_22/23 INCOME TO RECEIVE THE YEAR END STATEMENT FOR THE PERIOD April 2021 to March 2022.**

Following discussion, it was proposed by councillor Dr S. Drew and seconded by councillor Mr P. Metcalfe and

***RESOLVED:***

To receive the Year End Statement for April 2021 to March 2022.

***Meeting closed at 9.00p.m.***

Signed (Chairman):

Date: