**Present:** Councillors: Mrs P. Crathorne **(Chairman)** Dr. S. Drew **(Vice Chairman)**

Mrs. P. Drew; Mr P. Mayhew; Mr P. Metcalfe; Mr R. Poole

*In attendance: Parish Clerk: Mr D. Snowball*

 *County Councillor: Mrs E. Peeke.*

100\_22/23 **APOLOGIES**

Apologies were received from Councillors: -

Mrs M. Poole, Mrs A. Wilson, Mrs J. Grafton, Mr R. Vaughan, Mrs M. Wilson.

*and council noted and accepted the apologies.*

101\_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.

Councillors Mr P. Metcalfe and Mrs P. Crathorne declared an interest in agenda item 16 Allotment Strategy and this was not a pecuniary interest and did not preclude these councillors from debating or voting on this item.

Councillor Mr R. Poole declared an interest in Item 26 and this was a pecuniary interest and precluded Councillor Poole from debating or voting on this item and he would leave the room for discussions on this item only.

102\_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.*

103\_22/23 **PUBLIC PARTICIPATION**

 There were no applications to address the council.

 There were no questions put to the council.

|  |  |
| --- | --- |
| **SPEAKER** | **QUESTION** |
| None | None |

104\_22/23 **MINUTES**

1. ORDINARY meeting held on; Monday 10th October 2022

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

***RESOLVED:***

That the minutes of the Ordinary Meeting of Council held on Monday 10th October 2022 be approved as a correct record and signed by the Chairman at this meeting.

1. To receive and note the minutes of the meeting of the Allotment Subcommittee and (if applicable) to approve recommendations therein which do not arise elsewhere.

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

***RESOLVED***

To note the minutes of meeting of the Allotment Subcommittee held on 17th October 2022.

105\_22/23 **MOTIONS ON NOTICE**

 1 *Councillor Paul Metcalfe moved the following motion:*

A request has been made for the hedges at the Stobbs Cross Green Space to be cut down to a lesser height. The hedges are overgrown and unsightly. Reports have been made to councillors of drinking taking place inside the area, and the hope is that if the hedge is shortened, this will make the area visible, and less appealing to being used for congregations/drinking. It may also go some way towards seeing it used for playing football once more.

The council may wish to consider a netting/catch fence on the road side hedge to prevent footballs encroaching onto the road, whilst maintaining the area in a more visibly open format.

**RESOLVED:**

That the above motion be approved.

 2 *Councillor Paul Metcalfe moved the following motion:*

A request has been made for consideration be given to having the Tursdale war memorial have its stonework cleaned as much as possible of the rust staining, and then the steelwork be coated with a treatment called Owatrol oil, to prevent further rust runs working down onto stonework causing unsightly staining.

Members debated the motion and Councillor Mrs P. Crathorne suggested that the war memorial in the high street be included in the cleaning programme.

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

**RESOLVED:**

That the above motion be approved and to include the War memorial in the High Street.

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

County Councillor Mrs E. Peeke informed the meeting that chemists had begun administering the flu vaccines and she has been in touch with D.C.C. in connection with the dirt on the road leading from Tarmac quarry. The Oaks area in Cornforth has requested a salt bin but this does not meet the criteria required for the provision of a salt bin. The hedgerow along the old railway line that is now a pathway has hawthorns growing into the path and efforts are being made to contact network rail to rectify this. Councillor Mr P. Mayew is to provide his contact number to further progress the issues with the stiles that require upgrading near the green area and along the old railway.

*Members received and noted the updates.*

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

The Chairman informed the meeting that she had attended the recent liaison meeting of Tarmac and they are reassessing the planning and staying in the east Quarry and not opening the west quarry at this moment in time. The land above Garmondsway is being put back how it was and it may include a walkaround wildlife area. A request was made for a bit of extra land at the rear of the playing field that could possibly have some rustic type play equipment for the older children and is under consideration by Tarmac who will provide a response to this. Updates were provided on the remembrance events that had been attended.

*Members received and noted the updates.*

108\_22/23 **POLICE AND COMMUNITIES TOGETHER (pact)**

Dr S. Drew informed the meeting that there had not been a PACT meeting due to the police being busy on other important issues at that time.

Councillor Mrs P. Drew used this opportunity to update the meeting on the recent junior disco held by the Community Centre that the council had contributed grant funding to. The meeting was informed that 90 children attended the Halloween Disco and it was well received and the council were thanked for the grant provided towards this activity.

*Members received and noted the update.*

109\_22/23 **AREA ACTION PARTNERSHIP**

Councillor Mrs P Crathorne informed the meeting that the budget call out has been completed and the project applications are being processed. A panel is being developed to go through the projects and allocation of funding.

The County Council are maintaining the Local Council Tax Support Grant and the County are asking for views on their budgets and what it should be spent on via public consultation.

Front line services should remain untouched and it is possible the Government may lift the council tax increase restriction.

 *Members received and noted the updates.*

110\_22/23 **REVISED PLANNED MEETING SCHEDULE 2022 / 23**

Council received a report from the Parish Clerk regarding a revision to the current municipal year council meeting schedule, due to the April 2023 Ordinary meeting falling on a bank holiday, as well as adding the pre-set dates for meetings of the allotment subcommittee, that were agreed at the recent allotment subcommittee meeting. This will enable the aligning of the allotment subcommittee meetings with relevant dates for budget setting and the five-year strategy action plan.

It was proposed by councillor Dr S. Drew and seconded by councillor Mr R. Poole and

***RESOLVED:***

To receive and adopt the revised planned meeting schedule.

111\_22/23 **COUNCILLORS - LEAVE OF ABSENCE FROM COUNCIL MEETINGS – POLICY**

Council received a report from the Parish Clerk regarding a proposed policy for Councillors Leave of Absence from Council Meetings.

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

***RESOLVED:***

To receive and adopt the Councillors Leave of Absence from Council meetings policy.

112\_22/23 **2022 / 23 CHRISTMAS and NEW YEAR CLOSURE**

Council received a report from the Parish Clerk regarding the proposed dates for the closure of council for the Christmas 2022 and New Year 2023 period.

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

***RESOLVED:***

To receive and agree the 2022/23 Christmas and New Year Closure period.

113\_22/23 **COUNCIL CONSTITUTION**

Council received a report from the Parish Clerk regarding approval and adoption of the formal Council Constitution.

Following discussion, it was agreed to defer this item to enable further assessment of the details of section three of the report - All councillors must have their main residence within the boundary of the Parish of Cornforth.

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

***RESOLVED:***

That the Clerk researches the relevant information and brings this item back to council at the December meeting for final consideration and decision.

114\_22/23 **CHAIRMAN’S PENDANT**

Council received a report from the Parish Clerk regarding the provision of a Chairman’s Pendant and the cost.

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

***RESOLVED:***

To obtain a quote for a cheaper alternative, if available, and bring this item back to council at the December meeting for final consideration and decision.

115\_22/23 **ALLOTMENT STRATEGY 2023 – 2027**

Council received a report from the Parish Clerk regarding the proposed Allotment Strategy 2023 – 2027 agreed at the Allotment Subcommittee meeting held on Monday 17th October 2022.

It was proposed by councillor Dr S. Drew and seconded by councillor Mr P. Mayew and

***RESOLVED:***

To receive and adopt the Allotment Strategy 2023 – 2027 as presented from the Allotment Subcommittee.

116\_22/23 **SEDGEFIELD CHARITIES – Council Trustee Selection**

Council received a report from the Parish Clerk regarding the re-selection of a councillor to represent the council on the Sedgefield Charities as a trustee.

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

***RESOLVED:***

That Councillor Dr. S. Drew is the council nominated Trustee for the Sedgefield Charities and that the Clerk notifies the organisation of this nomination.

117\_22/23 **PLANNING**

Members of the Planning Subcommittee considered the following application via email and there are no comments to be made on this planning application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DM/22/02832/FPA   | Architectural Design Workshop Ltd  | 9 High StreetWest CornforthDL17 9HN  | Change of use from mixed commercial and residential to residential to create 2 no. one bedroomed flats including fenestration alterations | Bishop Middleham and Cornforth Cornforth | Mark Sandford Delegated |

*It was noted that there were no comments to be made by Cornforth Parish Council in connection with this application*

118\_22/23 **BANK RECONCILIATION STATEMENT (September 2022)**

Council received the Bank Reconciliation Statement for September 2022 as prepared by the Parish Clerk.

Due to a leave of absence request for councillor Mrs M. Poole a replacement councillor is required to counter sign the document when it is agreed.

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

***RESOLVED:***

To receive and approve the Bank Reconciliation statement for September 2022 and for it to be signed by the Chairman Councillor Mrs. P. Crathorne and for Councillor Mrs P. Drew, who it was agreed to be the temporary replacement signatory.

119\_22/23 **INCOME AND EXPENDITURE ANALYSIS (September 2022)**

Council received the Income and Expenditure Analysis for September 2022 as prepared by the Parish Clerk

It was proposed by councillor Mr R Poole and seconded by councillor Mr P Metcalfe and

***RESOLVED:***

To receive and approve the Income and Expenditure Analysis for September 2022 and for it to be signed by the Chairman Councillor Mrs. P. Crathorne.

120\_22/23 **QUARTERLY BUDGET MONITORING REPORT Quarter 2**

**April to September 2022**

Council received the Quarterly Budget Monitoring Report for quarter 2 as prepared by the Parish Clerk

It was proposed by councillor Dr S Drew and seconded by councillor Mr R Poole and

***RESOLVED:***

To receive and approve the Quarter 2 budget monitoring report.

121\_22/23 **DRAFT BUDGET 2023 / 24**

Members received the fees and charges information and draft budget 2023/24 as prepared by the Parish Clerk and following discussion it was proposed by councillor Dr S Drew and seconded by councillor Mr P Metcalfe and

***RESOLVED***

That members;

1. Agreed that there is no increase to the allotment rents for the financial year 2024/25 and that the nil charge remains for dog mess bags and that the photocopying costs remain the same as in the current financial year.
2. Receive and agree the draft budget for the financial year 2023/24 and note that the final budget will be prepared to align with the final tax base forecast when received from Durham County Council.

122\_22/23 **CLERK UPDATES – for information only**

The Parish Clerk provided updates as follows;

**CORNFORTH LIBRARY – update on use of grant funding from the Parish Council.**

A representative from the library had provided details explaining that the library had 10 organised activity sessions, including crafts, Big Bang Science Party, and Zoo Lab, as well as usual drop-in activities such as LEGO, Hama beads, card-making, colouring, etc.

Altogether over the summer, they have had a cumulative total of 234 children attend the sessions with their families and many parents saying that coming to the library activities has been so helpful over the six weeks, and the children have loved it.

  The library wishes to thank the parish council for their continued support.

**THRISLINGTON BANNER GROUP**

The Banner Group wished to thank members for the very valuable grant of £500 which was awarded to Thrislington Banner Group in June to help them meet the cost of parading the Thrislington Lodge banner at the Durham Miners Gala which was held on 9 July.

A very well attended Eve of Gala concert was held on Friday 8 July (95 people from the local community attended), and 40 people came to the Miners Gala with us on the Saturday.

Those who attended the events had a wonderful time, and thoroughly enjoyed hearing Ripon City Band play once again. The Banner Group would like to thank the Parish Council for its continued support, and a special thanks to the Chair of the Council for participating in both events and leading the Banner at the Gala.

**CCLA deposit account**

Confirmation has been received of the opening of the new account with CCLA with a deposit of £50,000 into the fund.

**Coronation of King Charles III will take place on Saturday 6 May 2023.**

Confirmation received and it may/may not affect the Annual meeting of council planned for Monday 8th May 2023, further updates will be provided when known.

**Lumalite**

have confirmed that the Christmas motifs and & tree will be installed 24th & 25th November.

**CONFIDENTIAL ITEMS**

123\_22/23 **EXCLUSION OF PRESS AND PUBLIC**

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified

***RESOLVED:***

That the press and public be excluded from the meeting.

124\_22/23 **CO-OPTION OF A COUNCILLOR**

The Chairman welcomed Mr Trevor Hall who had applied for co-option and was in attendance.

Mr Hall made a presentation to members on why he wanted to become a councillor and members requested that Mr Hall left the meeting for consideration of the application.

Following discussion, a vote was held on the co-option of Mr Hall and he returned to the meeting and was informed that he had been successful in his application to be a councillor.

The Chairman welcomed Mr Hall as a Parish Councillor to the Council and the Clerk explained that he would see him after the meeting to complete the relevant documentation and agree a date and time for an induction session.

***RESOLVED:***

That Mr Trevor Hall is co-opted as a Cornforth Parish Councillor and for the relevant documentation to be completed.

*Councillor Mr R. Poole left the meeting for the discussion of this item.*

125\_22/23 **COUNCILLOR LEAVE OF ABSENCE FROM COUNCIL MEETINGS**

Members were advised that a request had been received from Councillor Mrs M. Poole for a six-month rule for non-attendance at Council meetings due to medical reasons.

During discussion Councillor Mr P Metcalfe asked if it was possible to use remote team process if councillors were on leave of absence from meetings if they wished to take part in this way.

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

***RESOLVED:***

That;

1. a six-month leave of absence from council meetings was agreed for Councillor Mrs M. Poole and for the Clerk to confirm this in writing.
2. The Clerk investigates the use of teams in a hybrid way for members on leave of absence.

*Councillor Mr R. Poole returned to the meeting.*

*The Clerk left the meeting for the discussion of this item.*

126\_22/23 **NATIONAL PAY AWARD**

Members received confirmation that the National Pay Award for April 2022 has been agreed.

***RESOLVED:***

To receive the pay negotiation details and that the;

1. National Pay award is applied and backdated to 1st April 2022;
2. annual leave entitlement be increased by one day with effect from 1st April 2023.

*The Clerk returned to the meeting.*

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

Signed (Chairman):

Date: