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

Mrs. P. Drew; Mr P. Metcalfe; Mrs M. Walker; Mr R. Poole; Mrs M. Poole; Mr R Vaughan;

Mrs A. Wilson; Mr T. Hall; Mrs E. Peeke (Also County Councillor)

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

**PART 1 – ANNUAL MEETING**

**01\_23/24 ELECTION OF CHAIRMAN for the Municipal Year 2023/2024**

Councillors Mr R. Poole and Mrs M. Poole proposed and seconded Councillor Mrs P. Crathorne.

Councillors Mrs A. Wilson and Mrs M. Walker proposed and seconded Councillor Mrs E. Peeke.

Following a vote Councillor Mrs P. Crathorne was elected as the Chairman of Cornforth Parish Council for the Municipal Year 2023/2024.

**Councillor Mrs 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\_23/24 ELECTION OF VICE CHAIRMAN for the Municipal Year 2023/2024**

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mrs M. Poole that Councillor Dr. S. Drew be elected as Vice Chairman of Cornforth Parish Council. The proposal was unanimously agreed.

***RESOLVED:***

That Councillor Dr. S. Drew be elected as the Vice Chairman of Cornforth Parish Council for the Municipal Year 2023/2024.

**03\_23/24 APOLOGIES**

Apologies were received from Councillor Mr P. Mayew.

*and council noted and accepted the apologies.*

*Councillor Mrs J. Grafton was not present.*

**04\_23/24**  **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\_23/24 MEMBERS DISPENSATION**

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

*It was noted that there were no dispensations.*

**06\_23/24 MINUTES**

1. Ordinary Meeting of Council held on Monday 13th April 2023

It was proposed by Councillor Mr T. Hall and seconded by Councillor Mrs A. Wilson and

***RESOLVED:***

That the minutes of the Ordinary Meeting of Council held on Monday 13th April 2023 be approved as a correct record and signed by the Chairman at this meeting.

1. Allotment Subcommittee held on Monday 17th April 2023.

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 Mr P. Metcalfe and seconded by Councillor Mrs P. Crathorne and

***RESOLVED***

To receive the minutes of meeting of the Allotment Subcommittee held on Monday 17th April 2023.

**07\_23/24 MEMBERSHIP OF THE PARISH COUNCIL’S COMMITTEES AND WORKING GROUPS**

The Clerk provided details of the current membership and requested that members consider the appointments for the new municipal year 2023/2024.

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

***RESOLVED:***

That the membership is as follows: -

**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. T. Hall

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\_23/24 REPRESENTATION TO OUTSIDE BODIES**

The Clerk provided details of the current membership and requested that members consider the appointments for the new municipal year 2023/2024.

It was proposed by Councillor Mr P Metcalfe and seconded by Councillor Mr T Hall and it was;

***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)

 Mr T. Hall reserve for when councillor Drew is unavailable.

1. **THRISLINGTON LIAISON**

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

 Mr T. Hall

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. It was noted that CORNFORTH IN BLOOM no longer exists.

**09\_23/24** **MEMBERS ATTENDANCES**

The Parish Clerk submitted a list of members’ attendances for the Municipal Year 2022/23.

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

**RESOLVED**

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

**10\_23/24 SCHEDULE OF COUNCIL MEETINGS**

The Clerk submitted a proposed schedule of Council meeting dates for the Municipal Year 2023/2024.

It was proposed by Councillor Mrs M Poole and seconded by Councillor Mr T. Hall and it was;

***RESOLVED:***

That the scheduled meeting dates be approved for the Municipal Year 2023/2024.

**11\_23/24** **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 Mrs P. Drew and seconded by Councillor Dr S. Drew and it was.

***RESOLVED:***

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

**12\_23/24 ANNUAL REVIEW OF THE COUNCIL’S INSURANCE COVER.**

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

It was proposed by Councillor Mr T. Hall seconded by Councillor Mrs P. Drew and it was;

***RESOLVED:***

That the insurance cover is noted and agreed.

**13\_23/24 ANNUAL REVIEW OF THE COUNCIL’S ASSETS AND BUILDINGS AND LAND INVENTORIES.**

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

It was proposed by Councillor Mr R. Poole and seconded by Councillor Mr T. Hall and it was;

***RESOLVED:***

That the members receive the annual review of the council’s assets, land, and buildings.

**14\_23/24** **ANNUAL 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 Mr T. Hall and seconded by Councillor Mrs A. Wilson and it was;

***RESOLVED:***

That the report and recommendations be received and agreed.

**15\_23/24** **ANNUAL 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 Mrs M. Poole and seconded by Councillor Dr S. Drew and it was;

***RESOLVED:***

That the report and recommendations be received and agreed.

**16\_23/24** **ANNUAL REVIEW OF THE COUNCIL’S BANK MANDATE**

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

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Mrs M. Poole and it was;

***RESOLVED:***

That the report and recommendations be received and agreed.

**PART 2 – ORDINARY**

**17\_23/24** **\* Emergency Item**

The Chairman informed the meeting that following discussion with the clerk that the following item required consideration as an emergency item.

Following many residents contacting councillors in connection with concerns on works that are being carried out and the arrival of static caravans on the Old Scrap Yard located in Station Road, the chairman and Clerk agreed for this to be placed as an emergency item on the council agenda to enable the council to consider what actions to take to be able to answer residents’ concerns. Quick responses are required to help maintain current community cohesion.

and it was;

***RESOLVED:***

That the clerk writes to the planning officer at Durham County council raising the concerns and requests a written response.

**18\_23/24 PUBLIC PARTICIPATION**

 Two members of public were present.

 There were no questions put to the council.

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

**19\_23/24**  **COUNTY COUNCILLOR REPORT**

County Councillor Mrs E. Peeke informed the meeting that the boundary review has been published and is out for consultation.

*Members received and noted the updates*

**20\_23/24**  **CHAIRMAN’S ANNOUNCEMENTS**

The Chairman informed the meeting that on Thursday 4th May she attended Cornforth Primary School for the council funded event in celebration of the coronation of King Charles III that included inflatables, face painting, balloon modelling, sweet stall and free snacks funded by the parish council. On Friday 5th May she attended the Primary School to meet the pupils with the head teacher and with the help of Jill gave each child a free coronation mugs purchased by the parish council that marked the coronation of King Charles. She wanted to thank the head teacher for working with the council and Cornforth Partnership to make these events possible for the children of Cornforth Primary School.

On Friday 5th May she attended a disco for 10- to 16-year-olds and it was very good and the children enjoyed it and had hot dogs and crisps, sweets and one of the staff at the Cornforth Partnership had made a coronation cake and donated this to the event and expressed her thanks to that member of staff. And on Sunday 7th May she attended the disco for the under 10-year-olds and this was well attended with plenty of fun and games. Again, there was free crisps pop and there were hot dogs and another cake that was donated by a member of Cornforth Partnership staff.

She also thanked the staff of Cornforth Partnership, especially Catherine Reed and her two children for their help and the community centre. Working with the community groups and the school has enabled us to give the children of Cornforth something to remember in the future.

**21\_23/24**  **POLICE LIAISON**

Councillor Dr S Drew informed the meeting that he had attended the meeting on the 3rd May and there has been an increase in anti-social behaviour by children along Barrett way and outside the shop that is known as the old co-op. After investigation had been found that the children were mainly from Coxhoe. Did have Photographs of the children and the police are going to liaise with their colleagues in Coxhoe so that the parents are going to be made aware of what the children have been up to. Also, an increase in minor anti-social behaviour throughout the village and the police and community support are aware of this.

Off road bikes are still causing concerns in the bypass/roundabout area with a breach made in a fence and they are accessing land owned by the quarry. They did not have permission of the quarry to be on their land. The county council are also painting double yellow lines outside the primary school to help resolve car parking issues. The date of the next meeting is the 14th of June and is the second Wednesday of the month due to holidays, etc.

 *Members received and noted the updates.*

**22\_23/24** **A.A.P.**

Councillor Mrs P Crathorne informed the meeting that she had attended the AAP meeting and went through the neighbourhood budgets and all the projects are going forward from the Twons and Villages money and it will soon be the area budget call out very soon and if any community groups have any projects they can apply. The police also attended the meeting and she had again brought to their attention the state of the wood and the off-road bikes.

 *Members received and noted the updates.*

**23\_23/24** **CLERK’S UPDATES**

1. The Kings Coronation events were explained and how well received they had been and how enjoyable the events were to be part of.
2. The grant funding application to the Towns and Villages Grant has received formal confirmation that the bid for £10,000 towards further improvements to the memorial park has been successful and the funds are now in the council’s bank account. Work on this project will commence in June.
3. Apologies were made and it was explained that the report on dog mess signage had not been completed in time for this meeting and that it would be submitted to the June meeting of council. This was due to bereavement leave.
4. The Clerk informed members that he is on holiday leave from Monday 15th May to Sunday 28th May 2023. The chair will help if a quick response is required from any councillor, or he will respond as soon as possible upon his return from leave.

 *Members received and noted the updates.*

**24\_23/24**  **RECOGNITION SCHEME**

Following discussion at the April meeting on a motion submitted by Councillor Mr R. Vaughan for the introduction of a recognition scheme members agreed for the Clerk to research and provide a proposed scheme to be adopted and used by Cornforth Parish Council.

Members considered the report and proposed scheme.

It was proposed by Councillor Dr S. Drew and seconded by Councillor Mr T. Hall and it was;

***RESOLVED:***

That council receives and adopts the recognition scheme presented in the report to this meeting.

**25\_23/24** **PLANNING**

There were no planning applications for consideration at this meeting.

 *It was noted that there were no planning applications for consideration.*

**26\_23/24 CORNFORTH LIBRARY, GRANT FUNDING REQUEST**

A grant funding request for Cornforth library was discussed and following discussion, it was proposed by Councillor Mrs A. Wilson and seconded by Councillor Dr S. Drew and

**RESOLVED**

That grant funding of £1,000 is agreed for Cornforth library.

**27\_23/24 INCOME AND EXPENDITURE ANALYSIS (March 2023)**

Members received the Income and Expenditure Analysis for March 2023 as prepared by the Parish Clerk

It was proposed by councillor Mrs M. Poole and seconded by councillor Dr S. Drew and it was;

***RESOLVED***

To receive and approve the Income and Expenditure Analysis for March 2023 and for it to be signed by the Chairman Councillor Mrs. P. Crathorne.

**28\_23/24 BANK RECONCILIATION STATEMENT (March 2023)**

Council received the Bank Reconciliation Statement for March 2023 as prepared by the Parish Clerk.

It was proposed by Councillor Mr P. Metcalfe and seconded by Councillor Mr T. Hall and it was;

***RESOLVED***

To receive and approve the Bank Reconciliation statement for March 2023 and for it to be signed by the Chairman Councillor Mrs. P. Crathorne and Councillor Mrs M. Poole.

***Meeting closed at 8.30p.m.***

Signed (Chairman):

Date: