

CORNFORTH PARISH COUNCIL

MINUTES

ANNUAL and ORDINARY COUNCIL MEETING held on Monday 13th May 2024

Present: Councillors: Mr P. Metcalfe (**Chair**)
Mrs. P. Drew Mrs M. Walker Mr R Vaughan Ms J. Snowball Mrs V Parnaby
Mr N Coombs Mr Bill Woodbridge Mr J Ratcliffe Mrs J Beetham - Yelland

*In attendance: Parish Clerk: Mr D. Snowball
County councillor: Mrs E Peeke*

The chairman introduced the new clerk, Mr Richard Daniel Ormerod to members and explained that he was commencing as the new parish clerk on Monday 20th May 2024. Richard was given a warm welcome from members.

PART 1 – ANNUAL MEETING

01_24/25

ELECTION OF CHAIRMAN for the Municipal Year 2024/2025

Councillor Mr R Vaughan proposed, and it was seconded by Councillor Ms J Snowball for councillor Mr P Metcalfe to be elected as the chair of the parish council.

This was unanimously agreed.

RESOLVED:

That Councillor Mr P Metcalfe be elected as the Chair of Cornforth Parish Council for the Municipal Year 2024/2025.

Councillor Mr P. Metcalfe took the chair for the meeting and declared his Acceptance of Office and signed the Chair's Declaration of Acceptance of Office Document.

02_24/25

ELECTION OF VICE CHAIR for the Municipal Year 2024/2025

Councillor Mr P Metcalfe proposed, and it was seconded by Councillor Mr R Vaughan for that Councillor Ms J Snowball to be elected as the Vice Chair of Cornforth Parish Council.

This was unanimously agreed.

RESOLVED:

That Councillor Ms J Snowball be elected as the Vice Chair of Cornforth Parish Council for the Municipal Year 2024/2025.

03_24/25

APOLOGIES

Apologies were received from Councillors Mr P. Mayhew. Dr. S. Drew

and council noted and accepted the apologies.

04_24/25

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.

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05_24/25

MEMBERS DISPENSATION

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

It was noted that there were no dispensations.

06_24/25

MINUTES

a) Ordinary Meeting of Council held on Monday 8th April 2024

It was proposed by Councillor Mrs P Drew and seconded by Councillor Mr J Ratcliffe, and it was

RESOLVED:

That the minutes of the Ordinary Meeting of Council held on Monday 8th April 2024 be approved as a correct record and signed by the Chairman at this meeting.

07_24/25

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 2024/2025.

RESOLVED:

That the membership is as follows: -

PLANNING SUBCOMMITTEE:

Councillors: Mr. P. Metcalfe (Chair of the Council)
Ms J. Snowball (Vice Chair of the Council)
Mrs M. Walker
Mr P. Mayhew
Mrs J. Beetham - Yelland
Mrs Victoria Parnaby

ALLOTMENT SUBCOMMITTEE:

Councillors: Mr. P. Metcalfe (Chair of Council)
Ms J. Snowball (Vice chair of Council)
Mr R. Vaughan
Mrs M. Walker
Mrs J. Betham - Yelland
Vacant

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RECREATION AND AMENITIES COMMITTEE:

Councillors: Mr P. Metcalfe (Chair of Council)
Ms J. Snowball (Vice Chair of the Council)
Mrs P. Drew
Mrs M. Walker
Mr J. Ratcliffe
Mrs V .Parnaby

CORNFORTH COMMUNITY IMPROVEMENT WORKING GROUP:

Councillors: Mr. R Vaughan
Mr N. Coombs
Mrs V. Parnaby
Mrs M. Walker

08_24/25

REPRESENTATION TO OUTSIDE BODIES

The Clerk provided details of the current membership and requested that members consider the appointments for the new municipal year 2024/2025.

RESOLVED:

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

POLICE AND COMMUNITIES TOGETHER (PACT)

Councillors; Mr J. Beetham - Yelland
Reserves Ms J. Snowball
Mr N. Coombs

THRISLINGTON LIAISON

Councillors; Ms J. Snowball
Reserve Mrs J. Beetham - Yelland

CORNFORTH VILLAGE SHOW

Councillors; Mr R. Vaughan
Mrs J. Beetham - Yelland

THE FOUR TOGETHER PARTNERSHIP (AAP)

Councillor; Ms Janet Snowball as elected by the AAP

COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS (CDALC)

Smaller Council's Forum.

Councillors; Ms J. Snowball
Mrs V. Parnaby

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09_24/25

MEMBERS ATTENDANCES

The Parish Clerk submitted a list of members' attendances for the Municipal Year 2023/24.

It was unanimously agreed, and it was;

RESOLVED

That the list of members attendances for the Municipal Year 2023/2024 be received.

10_24/25

SCHEDULE OF COUNCIL MEETINGS

The Clerk submitted a proposed schedule of Council meeting dates for the Municipal Year 2024/2025.

Councillor Mr J Ratcliffe pointed out the incorrect date for the annual parish meeting 2025 and the clerk amended this.

It was proposed by Councillor Mrs P. Drew and seconded by Councillor Ms J. Snowball, and it was;

RESOLVED:

That the amended scheduled meeting dates be approved for the Municipal Year 2024/2025.

11_24/25

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 Mrs J. Beetham-Yelland, and it was.

RESOLVED:

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

12_24/25

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 R. Vaughan and seconded by Councillor Mrs V. Parnaby, and it was;

RESOLVED:

That the insurance cover is noted and agreed.

13_24/25

ANNUAL REVIEW OF THE COUNCIL'S ASSETS AND BUILDINGS AND LAND INVENTORIES.

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

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It was proposed by Councillor Mrs J. Beetham-Yelland and seconded by Councillor Ms J. Snowball, and it was;

RESOLVED:

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

14_24/25

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 Mrs P. Drew and seconded by Councillor Mrs J. Beetham-Yelland, and it was;

RESOLVED:

That the report and recommendations be received and agreed.

15_24/25

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 Ms J. Snowball and seconded by Councillor Mrs P. Drew, and it was;

RESOLVED:

That the report and recommendations be received and agreed.

16_24/25

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 J. Beetham-Yelland and seconded by Councillor Mr R. Vaughan and it was;

RESOLVED:

That the mandated signatories be: -

Clerk Mr R. D. Ormerod

Councillors Dr S. Drew

Ms J. Snowball

Mrs V. Parnaby

Mrs J. Beetham-Yelland

END OF ANNUAL MEETING

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PART 2 – ORDINARY

17_23/24

PUBLIC PARTICIPATION

Four members of public were present.

There were no questions put to the council.

18_23/24

COUNTY COUNCILLOR REPORT

County Councillor Mrs E. Peeke informed the meeting

Members received and noted the updates

19_23/24

CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the meeting

20_23/24

POLICE LIAISON

Councillor Dr S Drew was not present at this meeting and Councillor Mr T Hall had resigned as a Parish councillor therefore there were no updates for this meeting.

Members received and noted the updates.

21_23/24

A.A.P.

Councillor Ms J Snowball had successfully been selected as the Parish Council representative by the AAP and had attended recent training for this role.

Members noted this.

22_23/24

CLERK'S UPDATES

Members received and noted the updates.

23_23/24

ANNUAL REPORT

The clerk presented a brief overview of the Annual report that had been used for the Annual Parish meeting held on Friday 12th April 2024.

It was proposed by Councillor and seconded by Councillor I and it was;

RESOLVED:

That council receives the Annual report for 2023 / 2024.

24_23/24

PLANNING

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There was one planning application to consider.

Bishop Middleham and Cornforth/Cornforth East/South

DM/24/00503/FPA	MPS Housing for Livin	13 Elm Road Cornforth Ferryhill DL17 9PG	Replacement roof	Alan Fenwick Delegated
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Members had no comments to be submitted in connection with this planning application.

26_23/24

INCOME AND EXPENDITURE ANALYSIS (March 2024)

Members received the Income and Expenditure Analysis for March 2024 as prepared by the Parish Clerk

It was proposed by councillor and seconded by councillor and it was;

RESOLVED

To receive and approve the Income and Expenditure Analysis for March 2024 and for it to be signed by the Chair Councillor Mr. P. Metcalfe.

27_23/24

BANK RECONCILIATION STATEMENT (March 2024)

Council received the Bank Reconciliation Statement for March 2024 as prepared by the Parish Clerk.

It was proposed by Councillor and seconded by and it was;

RESOLVED

To receive and approve the Bank Reconciliation statement for March 20234and for it to be signed by the Chair Councillor Mr. P. Metcalfe and Councillor Mrs P. Drew.

203_23/24

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 item 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.

It was proposed by Councillor and seconded by Councillor ,
and it was;

RESOLVED:

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That the press and public be excluded from the meeting for the last item on the agenda.

27_23/24

PARISH CLERK APPOINTMENT

The clerk presented the report

It was proposed by Councillor and seconded by Councillor I and it was;

RESOLVED:

That council

Meeting closed at ???p.m.

Signed (Chairman):

Date:
