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**Minutes of the Ordinary Council Meeting held Monday 10 June 2024 at 7pm in West Cornforth Community Centre, Station Road, Cornforth, DL17 9LA.**

**Present: Councillors Mr P Metcalfe (Chair), Mrs J Beetham-Yelland, Mr N Coombs, Mrs V Parnaby, Mr J Ratcliff, Ms J Snowball, Mr R Vaughan & Mrs M Walker.**

**In attendance: Mr R Ormerod (Parish Clerk)**

28	<p><b>Apologies</b></p> <p>Apologies were received from Councillors Dr S Drew and Mrs P Drew.</p> <p><b>Resolved: To receive and accept the apologies.</b></p>
29	<p><b>Declarations of interest</b></p> <p>The Chairman invited members who wished to do so to make declarations of interest in respect of items on the agenda for this meeting.</p> <p>It was noted that there were no declarations of interest.</p>
30	<p><b>Members' dispensation</b></p> <p>The Clerk informed the meeting that there were no dispensations for this meeting.</p> <p>It was noted that there were no dispensations.</p>
31	<p><b>Public participation</b></p> <p>Five members of the public were present.</p> <p>There were no questions put to the council.</p>
32	<p><b>Minutes</b></p> <p><b>a) Annual Meeting of the Council held on 13 May 2024</b></p> <p><b>b) Ordinary Meeting of the Council held on 13 May 2024</b></p> <p>It was proposed by Cllr J Ratcliff and seconded by Cllr Ms J Snowball and it was</p> <p><b>Resolved: That the minutes of the meetings of the council held on 13 May 2024 be agreed as a correct record and signed by the Chairman at this meeting.</b></p>
33	<p><b>County Councillor's report</b></p> <p>It was noted that there was no report from the County Councillor.</p>
34	<p><b>Chairman's announcements</b></p> <p>The Chair thanked Councillor Mrs Beetham-Yelland for attending the recent event to commemorate the anniversary of D-Day.</p> <p>The Chair reminded members to contact the Clerk if they wished to attend any of the forthcoming training sessions offered by CDALC.</p>
35	<p><b>Police And Communities Together (PACT)</b></p>

Signed

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	<p>Councillor Mr N Coombs reported on a recent meeting which County Councillor Peeke had also attended. Topics covered included criminal damage such as broken windows in the village; cannabis growth and Section 59 notices for the illegal use of motorbikes.</p> <p>Councillor Coombs had approached Durham Constabulary for a breakdown of the number of crimes in the parish by type, however this had not been forthcoming.</p> <p>Councillor Coombs was concerned that the police were treating the parish as a low-crime area but that this might be different if all crimes were reported. The Chair stressed the importance of residents reporting all crimes to the police.</p> <p><b>Resolved: That the council receive the report.</b></p>
36	<p><b>Area Action Partnership</b></p> <p>It was noted that no meetings had taken place.</p>
37	<p><b>Clerk's update</b></p> <p>The Clerk thanked members for welcoming him to his new role, also thanking the previous Clerk for the assistance with the staff handover, and thanking Councillor Ms J Snowball for acting as "buddy" whilst settling in.</p> <p>The Clerk had informed members that it was Local Council Clerk Week.</p> <p>It was noted that the Clerk's normal regular times in the office will be Monday afternoons and Wednesday mornings.</p> <p>There had been quite a few IT problems affecting the Clerk's work, but these had largely been addressed.</p> <p>The Clerk had notified members that no election was called to fill the vacancy caused by the resignation of Mr Trevor Hall from the parish council. This means that the council can co-opt up to three new councillors between now and the next scheduled elections.</p> <p>Members had requested copies of the new version of the Good Councillors' Guide, produced by the National Association of Local Councils. Members were advised that a small number of paper copies were available in the meeting and that electronic copies would be sent to members by email.</p> <p><b>Resolved: That the council receive the report.</b></p>
38	<p><b>Approval of the 2023/24 Annual Internal Audit Report</b></p> <p>The previous Clerk had submitted a report to put forward for approval the Annual Internal Audit Report for the 2023/2024 financial year.</p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor Mrs J Beetham-Yelland to approve the Annual Internal Audit Report for 2023/24.</p> <p><b>Resolved: That the Annual Internal Audit Report for the 2023/24 financial year be approved.</b></p>
39	<p><b>Approval of the 2023/24 Annual Governance Statement</b></p> <p>The previous Clerk had submitted a report requesting members' approval of the Annual Governance Statement for the 2023/2024 financial year.</p> <p>It was proposed by Councillor Mrs J Beetham-Yelland and seconded by Councillor Mr J Ratcliff to approve the Annual Governance Statement for 2023/24 and that it be signed off by the Clerk and Chairman of the Council.</p> <p><b>Resolved:</b></p> <p><b>(i) That the Annual Governance Statement in respect of the 2023/2024 financial</b></p>

Signed

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	<p><i>year, as set out in Section 1 of the 2023/2024 Annual Governance and Accountability Return, be approved.</i></p> <p><i>(ii) That the Annual Governance Statement for the 2023/2024 financial year be signed off by the Clerk and the Chairman of the Council</i></p> <p><b><i>Resolved: That the Clerk approach Mazars to attempt to obtain historic AGAR information for inclusion on the council's website.</i></b></p>
40	<p><b>Approval of the 2023/24 Annual Accounting Statements</b></p> <p>The previous Clerk had submitted a report requesting Members' approval of the Annual Accounting Statement for the 2023/2024 financial year.</p> <p>It was proposed by Councillor Mrs J Beetham-Yelland and seconded by Councillor Mrs V Parnaby to approve the Annual Accounting Statement for 2023/24 and recommendations of the report.</p> <p><b><i>Resolved:</i></b></p> <p><b><i>a) That the 2023/2024 Accounting Statements be approved.</i></b></p> <p><b><i>b) That the Annual Return and supporting documents be sent to the external auditor on 12 June 2024.</i></b></p> <p><b><i>c) That the unaudited Annual Governance and Accountability Return is published on the Council website on 12 June 2024.</i></b></p> <p><b><i>d) That the Clerk take appropriate actions with regard to the Annual Governance and Accountability Return in accordance with the statutory framework.</i></b></p>
41	<p><b>Council mobile phone</b></p> <p>The Clerk presented the report to members containing options. It was proposed by Councillor Mrs J Beetham-Yelland and seconded by Councillor Ms J Snowball, and it was;</p> <p><b><i>Resolved: That the council purchase a mobile phone for use by the Clerk for his work for the parish council.</i></b></p> <p>It was proposed by Councillor Mrs M Walker and seconded by Councillor Mr N Coombs, and it was;</p> <p><b><i>Resolved: That the phone purchased be an as-new Iphone 12 and that the GiffGaff 3GB package be used.</i></b></p> <p>It was proposed by Councillor Mrs V Parnaby and seconded by Councillor Ms J Snowball, and it was;</p> <p><b><i>Resolved: That the Clerk draw up a draft policy for use of the council mobile phone in time for the next meeting of the council.</i></b></p>
42	<p><b>Accounting software</b></p> <p>The Clerk presented the report to members containing options. It was proposed by Councillor Mrs J Beetham-Yelland and seconded by Councillor Mrs V Parnaby, and it was;</p> <p><b><i>Resolved: That the council use software tailored to parish and town councils for its accounting and financial record keeping (seven votes for, one against).</i></b></p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor Ms J Snowball, and it was;</p> <p><b><i>Resolved: That the council use Scribe Accounts (produced by Starboard Systems) for its accounting and financial record keeping.</i></b></p>

Signed

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43	<p><b>Planning</b></p> <p>It was noted that there were no planning applications for consideration.</p>
44	<p><b>Income and expenditure analysis (April 2024)</b></p> <p>Members had received the Income and Expenditure Analysis for April 2024 as prepared by the previous Clerk.</p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor Ms J Snowball, and it was;</p> <p><b><i>Resolved: To receive and approve the Income and Expenditure Analysis for April 2024 and for it to be signed by the Chairman.</i></b></p>
45	<p><b>Bank reconciliation statement (April 2024)</b></p> <p>Members had received the bank reconciliation statement for April 2024 as prepared by the previous Clerk.</p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor Mrs V Parnaby, and it was;</p> <p><b><i>Resolved: To receive and approve the bank reconciliation statement for April 2024 and for this to be signed by the Chairman and Councillor Ms J Snowball.</i></b></p>
46	<p><b>Exclusion of press and public</b></p> <p><b><i>Resolved: That the press and public be excluded from the remainder of the meeting.</i></b></p>
47	<p><b>Co-option of Cornforth Parish Councillor</b></p> <p>It was noted that the applicant for co-option had been invited to the meeting but was not able to attend.</p> <p><b><i>Resolved: That the item be deferred to the July meeting of the council.</i></b></p>

Signed

Date