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**Minutes of the Ordinary Council Meeting held Monday 8 July 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, Dr S Drew, Mrs P Drew, Mr J Ratcliff, Ms J Snowball, Mr R Vaughan & Mrs M Walker.**

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

48	<p><b>Apologies</b></p> <p>Apologies were received from Councillor Mrs V Parnaby.</p> <p><b>Resolved: To receive and accept the apologies.</b></p>
49	<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><b>It was noted that Cllrs Mrs P Drew and Mr R Vaughan declared a personal interest in item 13 (Application for funding from West Cornforth Football Club).</b></p>
50	<p><b>Members' dispensation</b></p> <p>The Clerk informed the meeting that there were no dispensations for this meeting. It was noted that there were no dispensations.</p>
51	<p><b>Public participation</b></p> <p>Five members of the public were present.</p> <p>Issues raised were the broken bin outside the supermarket and the waste left in the parish by members of the travelling community.</p>
52	<p><b>Minutes</b></p> <p><b>Ordinary Meeting of the Council held on 10 June 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 10 June 2024 be agreed as a correct record and signed by the Chairman at this meeting.</b></p>
53	<p><b>County Councillor's report</b></p> <p>County Councillor Elaine Peake gave a report. Topics included residue left by some members of the travelling community (reported several times), the proposed demolition of garages at Maughan Close and illegal quad bike use (reported to the police).</p> <p>It was noted that Durham County Council was consulting on changes to the provision of Customer Access Points.</p> <p><b>Resolved: To receive the report.</b></p>
54	<p><b>Chairman's announcements</b></p>

Signed

Date

	<p>The Chairman informed the meeting that Mr Bill Woodbridge had resigned from the parish council for personal reasons. The Chairman thanked the former councillor for his service.</p> <p>The Chairman reminded members that Durham County Council was consulting on the boundaries for the new Local Networks (the replacement for Area Action Partnerships) which will come into being in May 2025. Members were encouraged to give their views.</p>
55	<p><b>Police And Communities Together (PACT)</b></p> <p>Councillor Mr N Coombs reported on a recent meeting. Topics covered included removal of vehicle number plates; theft of copper from the quarry and criminal damage at Salisbury Crescent.</p> <p>A discussion took place on the possibility of placing boulders by the railway to deter illegal vehicles.</p> <p><b>Resolved: That the council receive the report.</b></p>
56	<p><b>Area Action Partnership</b></p> <p>Cllr Ms J Snowball informed the meeting that the Cornforth Partnership had received funding for "Fun &amp; Food" from the AAP.</p> <p><b>Resolved: That the council receive the report.</b></p>
57	<p><b>Clerk's update</b></p> <p>The Clerk informed members that that due to the resignation of Bill Woodbridge, a vacancy has arisen in the Office of Councillor for the Parish Council.</p> <p>If by Thursday, 1 August, 2024 a request for an election to fill said vacancy is made to the Returning Officer by ten electors for the said Parish (Ward), an election will be held to fill the vacancy, otherwise the council will be free to fill the vacancy by co-option. If an election is called, a poll will take place not later than Friday, 4 October 2024.</p> <p><b>Resolved: That the council receive the report.</b></p>
58	<p><b>Planning</b></p> <p>A discussion took place on application DM/24/01737/PND (demolition of garage block containing 8 garages at Maughan Close, Cornforth).</p> <p><b>Resolved: That the parish council make no objection to the application.</b></p>
59	<p><b>Financial matters</b></p> <p>Members had received the Income and Expenditure Analysis for May 2024, the bank reconciliation at 31 May 2024 and the list of pending payments. It was noted that the council had £221,566.58 in its current account and</p> <p>It was proposed by Councillor Dr S Drew and seconded by Councillor Mrs J Beetham Yelland and it was;</p> <p><b>Resolved: To receive and approve the Income and Expenditure Analysis for May 2024.</b></p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor and it was;</p> <p><b>Resolved: To receive and approve the bank reconciliation at 31 May 2024 and for it to be signed by the Chairman.</b></p> <p>It was proposed by Councillor Ms J Snowball and seconded by Councillor Dr S Drew and it was;</p> <p><b>Resolved: To pay the outstanding invoices, which were signed by the Vice-Chair (as</b></p>

Signed

Date

	<p><b>bank signatory).</b></p> <p><b>Resolved: That in future the Clerk send members a copy of the previous month's bank statement as part of the agenda pack.</b></p> <p>A discussion took place on the rate of interest received from the parish council's CCLA account and whether more funds should be invested there.</p> <p><b>Resolved: That the Clerk bring a report on the matter to the September meeting of the council.</b></p>
60	<p><b>Application for funding from West Cornforth Football Club</b></p> <p>Members received a presentation from the club.</p> <p>It was proposed by Councillor Ms J Snowball and seconded by Councillor Dr S Drew, and it was;</p> <p><b>Resolved: To donate £1870 to West Cornforth Football Club. A vote took place in which there were seven votes in favour, none against and two abstentions.</b></p>
61	<p><b>Council mobile phone policy</b></p> <p>The Clerk had circulated a draft policy. A discussion took place. Councillor Mrs P Drew said that biometric ID should not be used with the phone.</p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor Mr N Coombs, and it was;</p> <p><b>Resolved: That the council adopt the draft as policy, subject to the additional stipulation that biometric ID never be used by staff.</b></p>
62	<p><b>Obsolete bus shelters</b></p> <p>A discussion took place on the future of two redundant bus shelters in the parish, at Cornforth Lane (leading to Bridge Street on the left-hand side just before the junction) and Bridge Street (on the right-hand side before going under the railway bridge leading to the Poachers Pocket). Councillor Dr S Drew confirmed that the shelters belong to the parish council.</p> <p>It was proposed by Councillor Mr R Vaughan and seconded by Councillor Mr N Coombs, and it was;</p> <p><b>Resolved: That the council invite tenders to carry out demolition of the shelters.</b></p>
63	<p><b>Council newsletters</b></p> <p>It was proposed by Councillor Dr S Drew and seconded by Councillor Mrs J Beetham-Yelland, and it was;</p> <p><b>Resolved: That the issue be deferred to the September meeting of the council.</b></p>
64	<p><b>Financial regulations and General Power of Competence</b></p> <p>The Chairman gave clarifications in relation to the new model financial regulations, the payment of the Clerk and the retention by the council of the General Power of Competence.</p>
65	<p><b>Councillors' email addresses</b></p> <p>Members had received a report from the Clerk on the importance of members having dedicated email addresses for council purposes.</p> <p>It was proposed by Councillor Mrs J Beetham-Yelland and seconded by Councillor Mr J Ratcliff, and it was;</p>

Signed

Date

	<b><i>Resolved: That the council move towards dedicated council email addresses using the current domain, one for each member and additional addresses for the Chair and Vice-Chair.</i></b>
66	<p><b>Policy for online banking</b></p> <p>The Clerk had provided members with a report setting out different levels of security for making online payments.</p> <p>It was proposed by Councillor Mrs P Drew and seconded by Councillor Mrs J Beetham-Yelland and it was;</p> <p><b><i>Resolved: That two signatories be required to authorise each payment made by the Clerk via online banking. That paper copies of all invoices and bank statements be brought to meetings of the council for signing.</i></b></p>
67	<p><b>CDALC AGM</b></p> <p>It was noted that the County Durham Association of Local Council will hold its AGM on Saturday 12 October at 10am in Shildon Civic Hall. The AGM will deal with nominations for the President, Vice Presidents (x3), Honorary Treasurer and Honorary Auditor roles as well as confirming the area committee representatives on its Executive Committee.</p> <p><b><i>Resolved: To make no nominations.</i></b></p>
68	<p><b>Motions on notice</b></p> <p><b>1. Parish survey</b></p> <p>Councillor Ms J Snowball moved the following motion:</p> <p>Cornforth Parish Council shall carry out a survey of all households in the parish in order to better understand the desires and priorities of the local residents.</p> <p>The responsibility for the design of the survey form shall be given to a task and finish group made up of four members which will provide recommendations and a draft survey form for consideration by the council at its meeting on 9 September 2024.</p> <p>The motion was seconded by Cllr Mr R Vaughan and agreed by council.</p> <p><b><i>Resolved: That Cornforth Parish Council shall carry out a survey of all households in the parish in order to better understand the desires and priorities of the local residents.</i></b></p> <p><b><i>The responsibility for the design of the survey form shall be given to a task and finish group made up of four members which will provide recommendations and a draft survey form for consideration by the council at its meeting on 9 September 2024.</i></b></p> <p><b>1. Bank card</b></p> <p>Councillor Mr R Vaughan to move the following motion:</p> <p>Cornforth Parish Council shall, at the earliest opportunity, acquire a bank/purchase card for use by the Clerk for purchases related to the work of the parish council where invoicing is not possible.</p> <p>The motion was seconded by Councillor Mr J Ratcliff and agreed by council.</p> <p><b><i>Resolved: That Cornforth Parish Council shall, at the earliest opportunity, acquire a bank/purchase card for use by the Clerk for purchases related to the work of the parish council where invoicing is not possible.</i></b></p>
69	<b>Exclusion of press and public</b>

Signed

Date

	<b><i>Resolved: That the press and public be excluded from the remainder of the meeting.</i></b>
70	<b>Co-option of Cornforth Parish Councillor</b> It was noted that the applicant for co-option had been invited to the meeting and whilst still interested, was not able to attend. <b><i>Resolved: That the item be deferred to the September meeting of the council.</i></b>

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Signed

Date