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Minutes of the Ordinary Council Meeting held Monday 14 October 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, Mr M Cunningham, Mrs P Drew, Mrs S Metcalfe, Mrs V Parnaby, Mr J Ratcliff, Ms J Snowball, Mr R Vaughan & Mrs M Walker.

In attendance: Mr R Ormerod (Parish Clerk), Mr Andy Denholm and Mr Tony Cutmore.

1	<p>Apologies</p> <p>Apologies were received from Councillors P Mayhew and S Drew.</p> <p>Resolved: To receive and accept the apologies.</p>
2	<p>Declarations of interest</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 Cllr P Drew declared a personal interest in item 21 as a director of Cornforth House. Cllrs P Drew and R Vaughan both declared personal interests in item 13.</p>
3	<p>Members' dispensation</p> <p>The Clerk informed the meeting that there were no dispensations for this meeting. It was noted that there were no dispensations.</p>
4	<p>Public participation</p> <p>Two members of the public were present.</p> <p>Mr Andy Denholm addressed the meeting with information about the Remembrance Sunday events. This was discussed further at item 13.</p>
5	<p>Minutes</p> <p>Ordinary Meeting of the Council held on 9 September 2024</p> <p>It was proposed by Cllr Ms J Snowball and seconded by Cllr V Parnaby, and it was</p> <p>Resolved: That the minutes of the meetings of the council held on 9 September 2024 be agreed as a correct record and signed by the Chairman at this meeting.</p>
6	<p>County Councillor's report</p> <p>County Councillor Elaine Peake had informed the Clerk that she was unable to attend the meeting due to illness.</p>
7	<p>Chairman's announcements</p> <p>The Chairman informed the meeting that he had no announcements.</p>
8	<p>Police And Communities Together (PACT)</p>

Signed

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	<p>Councillor Mr N Coombs reported on a recent meeting in September that had been poorly attended. Topics covered included use of drones by the police to identify illegal off-road vehicles, the throwing of a brick through a window on Laburnum Road and the seizure of four untaxed vehicles on Cedar Terrace.</p> <p>It was noted that the police had been given permission by Network Rail to place boulders by the bridge to deter the use of off-road bikes.</p> <p>Resolved: That the council receive the report.</p>
9	<p>Area Action Partnership</p> <p>Cllr Ms J Snowball informed the meeting that the AAP had not met since the previous meeting of the parish council.</p>
10	<p>Clerk's update</p> <p>The Clerk had circulated a written report. This included the Clerk's wish to join the Durham County Council Pension Scheme as outlined in the contract of employment.</p> <p>It was proposed by Cllr P Drew and seconded by Cllr J Beetham-Yelland, and it was</p> <p>Resolved: That the Clerk join the Durham County Council Pension Scheme.</p> <p>Resolved: That the council receive the report.</p>
11	<p>Planning</p> <p>A discussion took place on the application to return a premises on the High Street to use as a hot food takeaway.</p> <p>Resolved: That the council make no objection.</p>
12	<p>Financial matters</p> <p>Members had received the Income and Expenditure Analysis for August 2024, the bank reconciliation at 31 August 2024 and the list of pending payments. It was noted that the council had £224,512.00 in its current account and £108,442.81 in the reserve account.</p> <p>It was noted that since this point in time £75,000 had been transferred from the current account to reserves.</p> <p>It was proposed by Councillor P Drew and seconded by Councillor J Snowball and it was;</p> <p>Resolved: To receive and approve the Income and Expenditure Analysis for August 2024.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor V Parnaby and it was;</p> <p>Resolved: To receive and approve the bank reconciliation at 31 August 2024 and for it to be signed by the Chairman.</p> <p>Cllr P Drew proposed that members receive information on the council's expenditure against budget headings each month. This was seconded by Cllr M Walker.</p> <p>The Clerk informed the meeting that under the Scribe accounting system it was now possible to provide more up-to-date financial information to meetings of the council (i.e. figures from the most recent full calendar month).</p> <p>Resolved: That the council receive figures on expenditure against budget at each council meeting and receive figures from the most recent full calendar month.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor R Vaughan and it was;</p>

Signed

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	<p>Resolved: To pay the outstanding invoices, which were signed by the Chairman.</p> <p>A discussion took place on the Annual Governance & Accountability Return (AGAR) for 2023-24.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor R Vaughan and it was;</p> <p>Resolved: That the council note the contents, comments and recommendations of the AGAR for 2023-24.</p>
13	<p>Remembrance services and parades in November 2024</p> <p>Members had received information from Mr Andy Denholm (Parade Marshall). Mr Denholm offered to supply a copy of an archive photograph of the parade from 100 years ago which could be used on the website and Facebook page. It was noted that Mr Denholm would be stepping down as Parade Marshall after this year.</p> <p>It was proposed by Councillor M Cunningham and seconded by Councillor J Beetham-Yelland, and it was;</p> <p>Resolved: To publicise the vacancy in the role of Parade Marshall in the council newsletter and other outlets.</p>
14	<p>Tree works and survey</p> <p>A discussion took place. All members believed it was important for a survey of trees to be carried out on parish council land, in particular the Stobbs Cross play area.</p> <p>It was proposed by Councillor P Drew and seconded by Councillor R Vaughan, and it was;</p> <p>Resolved: That the council obtain three quotes for the work of undertaking a tree survey, and for the quotes to be presented to the November meeting of the council.</p>
15	<p>Demolition of redundant bus shelters</p> <p>Three quotes had been presented to the council by the Clerk with identifying information redacted.</p> <p>It was proposed by Councillor J Snowball and seconded by Councillor J Beetham-Yelland, and it was;</p> <p>Resolved: That the council invite the suppliers of quote 2 to carry out the work at a cost of £4,600+VAT.</p>
16	<p>Christmas lights</p> <p>A discussion took place on the format and timing of the Christmas lights.</p> <p>It was proposed by Councillor J Snowball and seconded by Councillor V Parnaby, and it was;</p> <p>Resolved: That the lights be installed on 1 December 2024 or before and removed on 6 January 2025 or before.</p> <p>Resolved: That the lights on the tree be multi-coloured, not just white.</p> <p>Resolved: That the Santa item be sited close to the primary school.</p> <p>Resolved: That a new contract for the supply of Christmas lighting be investigated in March 2025.</p>
17	<p>Council email addresses</p> <p>It was noted that members had been provided with council email addresses and instructions on how to set them up. Any members having difficulty with this task were</p>

Signed

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	<p>urged to contact the Clerk as soon as possible.</p> <p><i>Resolved: That all members set up their council email addresses by the end of December 2024 and that the council cease using members' personal email addresses for council business completely by this date.</i></p>
18	<p>Parish survey</p> <p>Cllr J Snowball informed the meeting that 1287 forms had been delivered and 44 returned. Cllr J Snowball thanked all members who had assisted in their delivery.</p> <p>It was proposed by Councillor P Drew and seconded by Councillor V Parnaby, and it was;</p> <p><i>Resolved: That Cllr Snowball and the Clerk draw up a report on the results of the survey for presentation to the November meeting of the council.</i></p>
19	<p>Motions on notice</p> <p>There were none.</p>
20	<p>Exclusion of press and public</p> <p><i>Resolved: That the press and public be excluded from the remainder of the meeting.</i></p>
21	<p>Leasing of Cornforth House</p> <p>It was noted that the lease by which The Cornforth Partnership rent the building from the parish council expired in March 2023 and that the Cornforth Partnership had expressed a desire for it to be renewed.</p> <p>It was proposed by Councillor Mr J Ratcliff and seconded by Councillor Ms J Snowball, and it was;</p> <p><i>Resolved: That the Clerk contact Meikle's Solicitors to receive advice on drawing up an updated lease for Cornforth House.</i></p> <p><i>Resolved: That Cornforth Partnership also be advised to seek legal advice on the lease.</i></p> <p><i>Resolved: That a draft of an updated lease be presented to the council at the November meeting, or the earliest opportunity thereafter.</i></p>

Signed

Date