



www.cornforthparishcouncil.org

Minutes of the Ordinary Council Meeting held Monday 10 March 2025 at 7pm in West Cornforth Community Centre, Station Road, Cornforth, DL17 9LA.

Present: Councillors P Metcalfe (in the Chair), J Beetham-Yelland, N Coombs, M Cunningham, P Drew, S Drew, S Metcalfe, V Parnaby, J Ratcliff, J Snowball & R Vaughan.

In attendance: Mr R Ormerod (Parish Clerk) and seven members of the public.

1	<p>Apologies</p> <p>Apologies were received from Councillor M Walker.</p> <p><i>Resolved: To receive and accept the apologies.</i></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><i>It was noted that Cllr P Drew declared an interest in item 23 as a member of the board of the Cornforth Partnership.</i></p>
3	<p>Members' dispensation</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>
4	<p>Public participation: A member of the public requested updates on plans for the Big Spring Clean and the ownership of the former petrol station site.</p> <p><i>The Clerk gave an update and agreed to provide a follow-up report on the former petrol station site at the April meeting.</i></p> <p>Members of Cornforth Miners FC were in attendance.</p> <p><i>In view of this the Chairman agreed that Item 15 be brought forward.</i></p>
15	<p>West Cornforth Miners FC</p> <p>A request had been received from the new West Cornforth Miners FC for funding towards football training equipment. The club's constitution and proof of bank account had been provided.</p> <p>A discussion took place. It was proposed by Cllr S Drew and seconded by Cllr M Cunningham, and it was</p> <p><i>Resolved: To donate £400 to West Cornforth Miners FC.</i></p>
5	<p>Minutes</p> <p>Ordinary Meeting of the Council held on 10 February 2025</p> <p>It was proposed by Cllr J Snowball and seconded by Cllr J Beetham-Yelland, and it was</p> <p><i>Resolved: That the minutes of the meeting of the council held on 10 February 2025</i></p>

Signed

Date

	<i>be agreed as a correct record and signed by the Chairman at this meeting, subject to the correction that only Cllr J Snowball had declared an interest in respect of the Thrislington Banner Group.</i>
6	County Councillor's report None received.
7	Chairman's announcements The Chairman had attended the recent public meeting regarding the future of Holy Trinity Church and urged members to put forward ideas to help keep the church open. The Chairman said that all members would receive an invitation to the Ferryhill Town Council Mayor's Ball if he received one.
8	Police And Communities Together (PACT) Councillor N Coombs reported on a recent meeting of PACT. The new PCSO was undertaking foot patrols of the area in order to familiarise themselves with the area. Problems identified included the theft of a vehicle in St Cuthbert's Way, a vehicle with no registration plates on George Street, criminal damage on Hawthorn Terrace and a vehicle abandoned in Poplar Terrace. A suspicious package by the cenotaph had turned out to be a hot food delivery. Concern was expressed about Amazon delivery notes being dumped in the parish. It was noted that Durham Constabulary was still investigating problems with off-road bikes. It was proposed by Cllr J Beetham-Yelland and seconded by Cllr P Drew, and it was <i>Resolved: That the council receive the report.</i>
9	Area Action Partnership Cllr J Snowball informed members that the February meeting of the AAP its last, in advance of its replacement by the Local Network in April (though its first meeting was likely to be in September 2025). The meeting had included a review of achievements since 2009. It was proposed by Cllr R Vaughan and seconded by Cllr J Beetham-Yelland, and it was <i>Resolved: That the council receive the report.</i>
10	Clerk's update The Clerk had circulated a written report. It was noted that the Clerk had attained the Certificate in Local Council Administration. It was noted that nomination forms for election to the parish council were available from the Clerk. It was proposed by Cllr V Parnaby and seconded by Cllr M Cunningham, and it was <i>Resolved: That the council receive the report.</i> <i>Resolved: That the Clerk obtain the current electoral register for the parish to assist members with completing nomination forms.</i> <i>Resolved: That the Clerk follow up council email addresses with Cornforth House.</i>
11	Planning

Signed

Date

	No issues were raised.
12	<p>Financial matters</p> <p>Members had received the Receipts and Payments Analysis for February 2025, the bank reconciliation at 28 February 2025, the expenditure against budget analysis from 1 April 2024 to 28 February 2025 and the list of pending payments. It was noted that the council had £96,031.22 in its current account and £187,490.64 in the reserve account.</p> <p>It was proposed by Councillor J Snowball and seconded by Councillor S Drew and it was; Resolved: To receive and approve the Receipts and Payments Analysis for February 2025.</p> <p>It was proposed by Councillor S Drew and seconded by Councillor V Parnaby and it was; Resolved: To receive and approve the bank reconciliation at 28 February 2025 and for it to be signed by Cllr P Drew.</p> <p>It was proposed by Councillor S Drew and seconded by Councillor M Cunningham and it was; Resolved: To receive and approve the expenditure against budget analysis for the period 1 April to 28 February 2025.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor V Parnaby and it was; Resolved: To receive and approve the pending payments.</p>
13	<p>Tree Survey 2025</p> <p>Members had received the report from Batson Groundcare on all trees on parish council land. The report showed one tree requiring medium priority action and three requiring low priority action.</p> <p>A discussion took place.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor R Vaughan and it was; Resolved: That the council re-assess the tree given medium priority in the late summer of 2025 and that the trees given low priority be replaced like-for-like.</p>
14	<p>Financial Regulations</p> <p>Members had received a draft created by the Clerk that was based on the model version supplied by the National Association of Local Councils.</p> <p>It was proposed by Councillor P Metcalfe and seconded by Councillor S Drew and it was; Resolved: To defer the matter until the new council has the chance to consider the matter in May 2025.</p>
16	<p>Barber shop, High Street</p> <p>It was noted that the Cornforth Partnership had requested that the council object to the change of use from hot food takeaway to barber shop, if such a proposed change was to occur.</p> <p>The Clerk had sought advice from the planning department at Durham County Council and was advised that there are permitted development rights under Class A of Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order that allow a hot food take away unit to change a class E commercial unit. The only requirement on the developer is to notify the planning authority in writing of the date the</p>

Signed

Date

	<p>use of the building will change prior to the change taking place.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor P Drew, and it was;</p> <p><i>Resolved: That no action be taken.</i></p>
17	<p>Fencing at former bus shelter</p> <p>It was noted that the several firms had been invited to tender for the work of providing permanent fencing but that none had, thus far, provided quotes.</p> <p>It was proposed by Councillor J Beetham-Yelland and seconded by Councillor J Snowball, and it was;</p> <p><i>Resolved: That the Clerk contact alternative suppliers, including the current grounds maintenance contractor, to invite quotes.</i></p> <p><i>Resolved: That the council defer the issue to its April meeting.</i></p>
18	<p>Council newsletter for March 2025</p> <p>Members had received a draft version of the newsletter compiled by Councillor J Beetham-Yelland, to be incorporated into the newsletter of the Cornforth Partnership in order to avoid duplication of work.</p> <p>It was proposed by Councillor J Ratcliff and seconded by Councillor J Snowball, and it was;</p> <p><i>Resolved: That the completion of the newsletter be delegated to Councillor J Beetham-Yelland.</i></p>
19	<p>Recommendation from Recreation & Amenities Committee – goal posts at Stobbs Cross Park and new play equipment for the toddler play area at Bill Wilson Memorial Park</p> <p>At its meeting on 13 February 2025 the council's Recreation & Amenities Committee took the view that an appropriate use of funds would be to replace the goal posts at Stobbs Cross field and add an additional piece of play equipment for younger children in the memorial park, and that the Ashcourt Durham and Tees Valley Community Fund was offering grants to community organisations for capital improvements.</p> <p>A discussion took place.</p> <p>It was proposed by Councillor J Snowball and seconded by Councillor J Beetham-Yelland, and it was;</p> <p><i>Resolved: That the Clerk liaise with Councillor J Beetham-Yelland to put together the application to the Ashcourt Durham and Tees Valley Community Fund for £25,000 towards goal posts and a "sensory" item of children's play equipment.</i></p>
20	<p>Motions on notice</p> <p>None received.</p>
21	<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>
23	<p>Cornforth Partnership</p> <p>An application had been received from the Cornforth Partnership for £6,000 towards its Hot Meal service (£2,000), Cornforth Hub (£2,000) and amenity bills (£2,000). It was noted that there was provision in the council's budget for this.</p> <p>Cllr M Cunningham raised the possibility of the council donating a higher figure to the</p>

Signed

Date

	<p>partnership in view of the high-quality work it does for residents. Cllr N Coombs said that whilst he was in favour of the funding, it should be noted that the work of the partnership benefits residents from outside the parish as well.</p> <p>It was proposed by Councillor P Metcalfe and seconded by Councillor J Beetham-Yelland, and it was;</p> <p><i>Resolved: That the council donate £6,000 to the Cornforth Partnership.</i></p> <p><i>Resolved: That the Clerk contact the Cornforth Partnership to inform them that further funding may be available for individual projects throughout the year.</i></p> <p><i>Resolved: That the Clerk attempt to have the lease for 66 High Street ready for the April meeting of the council.</i></p>
	<i>The Clerk left the meeting.</i>
22	<p>Clerk's contract and remuneration</p> <p>It was noted that the Clerk had completed the Certificate in Local Council Administration (CiLCA).</p> <p><i>Resolved: That the Clerk be remunerated at the National Joint Council for Local Government Services (NJC) scale point 31 from 1 April 2025.</i></p>

Signed

Date