



Minutes of the meeting of the council held on Monday 7 July 2025.

Present: Councillors J Snowball (Chair), P Metcalfe, (Vice Chair), M Cunningham, H Gibson, J Grafton, S Metcalfe, V Parnaby, R Vaughan.

In attendance: Mr D Snowball (Acting Clerk)

County Councillors: G Hutchinson, J Blakey

1	Apologies Were received from Councillors N Coombs, P Drew, J Beetham – Yelland & P Crathorne Resolved: To receive and accept the apologies.
2	Declarations of interest The Chair 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 and recorded that there were no declarations of interest.
3	Members' dispensation The Clerk informed the meeting that there were no dispensations for this meeting. It was noted and recorded that there were no dispensations.
4	Public participation: Two members of public attended this meeting. Resident 'A' asked what the position was with the current maintenance issues within The Holy Trinity churchyard. The chair explained that this was the responsibility of the church and ultimately the diocese of Durham. The resident informed the meeting that she had contacted the diocese and been informed that it was the responsibility of the vicar to resolve. Councillor P Metcalfe informed the resident that Durham County Council would not look at adopting the closed churchyard until the diocese had brought the churchyard up to a good condition. He also informed the resident that it had been brought to the attention of the Parish Council that they should not have been cutting the grass in the churchyard. This was originally a council decision many years previously. Resident 'A' asked where the money from the sale of the church hall had gone, and the chair directed her to the diocese who were responsible for this for an answer. Resident 'B' asked if the church had regular meetings that the public can attend. The chair explained that the vicar was looking to set up a committee to progress the work for the churchyard and that a monetary donation has been made to the church recently to help with improvements to the churchyard.

5	<p>Minutes</p> <p>Ordinary Meeting of the Council held on 9th June 2025</p> <p>It was proposed by Cllr V Parnaby and seconded by Cllr M Cunningham, and it was</p> <p>Resolved: That the minutes of the Meeting of the Council held on 9th June 2025 be agreed as a correct record and signed by the Chair at this meeting.</p>
6	<p>Chairs Announcements</p> <p>The Chair informed the meeting:</p> <ul style="list-style-type: none"> a) on the issue with travellers' encampment on Laburnum Road. She had met with the Durham County Council warden, Livin and police representatives. The land is owned by Livin, and they are looking at the issue of a legal trespass notice. No specific date is available for this at the time of the meeting. b) She also informed the meeting that the boundary of the Bill Wilson Memorial Park that belonged to the parish council was still being considered for fencing in locations that do not currently have this. A report will be brought to the September meeting of council on this project. c) The funeral for Dr S Drew is going to be held on Friday 11th Jul 2025 and will come through the village to the community centre for the service. d) The coming weekend is the Durham Miners Gala, and she will attend this to represent Cornforth. e) A shed in the rear yard of the property used by the Cornforth Partnership (66 High Street) has been demolished and will be replaced by a summerhouse. f) Livin are carrying out the annual development of open spaces with wildflowers – the Chair is working with Livin to identify a suitable location.
7	<p>County Councillors report</p> <p>G. Hutchinson informed the meeting;</p> <ul style="list-style-type: none"> a) that he had held a meeting with Durham County Council's clean and green team and is planning a walk about around Cornforth. b) Councillor Blakey had attended Cornforth in connection with a resident's concern of a sink hole and had been unable to locate this. Cllr P Metcalfe explained that it was on land owned by the Parish Council on Middleham Road at the back near two flower beds and the boundary hedge and a drain manhole. Chair will investigate this for action to be taken.
8	<p>Police and Communities Together (PACT)</p> <p>Cllr J Grafton informed the meeting that a speed check had been carried out near Garmondsway with 2 vehicles caught speeding. Dolomite had also been stolen from a vehicle in Tarmac's yard. The traveller issue on Laburnum Road had also been raised, there had been issues with anti-social behaviour around Maughan Close and she had called to see residents in this area to listen to their concerns.</p>
9	<p>Local Networks</p> <p>Nothing to report.</p>
10	<p>Clerk's Updates</p> <p>The clerk on sick leave had prepared an update that explained his current health position and that he was currently completing what work he could from home.</p> <p>He reminded members that they all have read only access to the council online accounts system provided by Scribe and that they are to contact him if they want to be signed up for any training that he notifies them of via email.</p>
11	<p>Planning</p>

	No issues raised
12	<p>Financial matters</p> <p>a) Members had received the Receipts and Payments Analysis for April to May 2025, the bank reconciliation on 31st May 2025, and the list of pending payments</p> <p>It was proposed by Councillor M Cunningham and seconded by Councillor V Parnaby, and it was;</p> <p>Resolved: To receive and approve the Receipts and Payments Analysis for April to May 2025.</p> <p>b) Members had received the bank reconciliation statement for 31st May 2025.</p> <p>It was proposed by Councillor H Gibson and seconded by Councillor V Parnaby, and it was;</p> <p>Resolved: To receive and approve the bank reconciliation as of 31st May 2025 and for it to be signed by Cllr J Snowball</p> <p>c) List of transactions 1st April to 31st May 2025.</p> <p>It was proposed by Councillor V Parnaby and seconded by Councillor J Grafton, and it was;</p> <p>Resolved: To receive and approve the list of transactions 1st April – 31st May 2025.</p> <p>d) Pending Payments</p> <p>It was proposed by Councillor P Metcalfe and seconded by Councillor V Parnaby, and it was;</p> <p>Resolved: To receive and approve the pending payments</p>
13	<p>Review of the Grants Policy</p> <p>Due to a recent issue with a grant provided the following was proposed to improve safeguarding of future grants to the application form contained in the current policy: -</p> <p>Possible amendment;</p> <p>Box 9 – <i>PLEASE NOTE THAT YOU WILL BE EXPECTED TO SUBMIT THE RELEVANT INVOICE(s) TO THE PARISH COUNCIL WITHIN 3 MONTHS OF THE GRANT BEING AWARDED.</i></p> <p>During discussions Councillor P Metcalfe also suggested that wording could be added to clarify how recovery of a grant incorrectly used could be inserted. After further discussion it was also proposed that legal advice is sought on the policy and that it can be updated in a full and correct manner.</p> <p>It was proposed by Councillor P Metcalfe and seconded by Councillor J Grafton, and it was;</p> <p>Resolved: That the above amendment is made to the policy and that the clerk seeks legal advice on the policy for recovery and/or other amendments to improve the policy and that the clerk submits an amended policy back to council for further discussion and approval.</p>
14	<p>Council Newsletter</p> <p>The chair informed the meeting that she had met with the lead councillor involved in the production of the newsletter, Cllr Mrs J Beetham – Yelland, and the draft was agreed and presented to this meeting for consideration.</p> <p>During discussions it was suggested that the full contact details for the County Councillors who were responsible for the Cornforth area are added to the newsletter if there was space for this. It was also pointed out that the date for the annual village show was missing from that section of the newsletter.</p>

	<p>The chair also explained to the meeting that she had lost several helpers to deliver the newsletter, and several councillors expressed their willingness to help with the delivery of the newsletter when it was ready. The chair said she was grateful for this.</p> <p>Following the discussions it was proposed by Cllr S Metcalfe and seconded by Cllr V Parnaby, and it was;</p> <p>Resolved:</p> <p>a) If space is available to include the contact details of the County Councillors responsible for the Cornforth Area to be added to the newsletter.</p> <p>b) Add the date of the village show to the relevant section.</p>																		
15	<p>Christmas Lights</p> <p>Members considered the report of the Clerk containing a detailed analysis of the two quotations receive for the supply of Christmas Motifs and Tree over a three or five - year period. During discussions it was agreed that a three-year contract was the most viable for the provision of the Christmas Motifs and Tree.</p> <p>The costs of the three-year contract follow: -</p> <table><tr><td></td><td><u>Year 1</u></td><td><u>Year 2</u></td><td><u>Year 3</u></td><td><u>Total</u></td><td><u>Gross</u></td></tr><tr><td>Contractor 'A'</td><td>6,485</td><td>6,485</td><td>6,485</td><td>19,455</td><td>(22,373)</td></tr><tr><td>Contractor 'B'</td><td>6,811</td><td>6,811</td><td>6,811</td><td>20,433</td><td>(23,497)</td></tr></table> <p>A vote was carried out on the two quotations received and Contractor 'A' was selected as the most suitable option on this occasion.</p> <p>It was proposed by Cllr M Cunningham and seconded by V Parnaby, and it was;</p> <p>RESOLVED:</p> <p>That a three-year contract for the provision of Christmas Motifs and the Christmas Tree is entered into with contractor 'A' and that the Clerk confirms this with the contractor.</p>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>	<u>Gross</u>	Contractor 'A'	6,485	6,485	6,485	19,455	(22,373)	Contractor 'B'	6,811	6,811	6,811	20,433	(23,497)
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16	<p>Memorial to former Councillor Dr Stephen Drew</p> <p>The chair informed the meeting that she had been in contact with Councillor P Drew prior to this meeting for her thoughts on a memorial and Cllr V Parnaby had met with Councillor Drew's daughter and had discussed this.</p> <p>Several ideas were discussed and it was proposed by Cllr V Parnaby and seconded by Cllr P Metcalfe, and it was;</p> <p>RESOLVED:</p> <p>That contact would be made with the medical centre in Reading Street to discuss the possibility of naming the surgery in memory of Dr Drew, and to seek to have a bench/flower tubs installed near the centre. Also, to approach Durham County Council to consider having a part of the woodland area dedicated to Dr. Drew.</p>																		
17	<p>Cornforth Partnership Family Fun Day – Friday 15th August 2025</p> <p>The chair informed the meeting that she had been approached to see if the council would be interested in renting a stall at the upcoming Family Fun Day being provided by the Cornforth Partnership.</p> <p>After discussion it was proposed by Cllr J Grafton and seconded by Cllr P Metcalfe, and it was:</p>																		

	RESOLVED That the council would not be able to take up the offer of renting a stall at the Family Fun Day.
18	Motions on Notice It was noted and recorded that there were no motions on notice.

Signed

Date