

**CORNFORTH PARISH COUNCIL**

Extraordinary Meeting

**MINUTES**Monday 26<sup>th</sup> February 2024 7.00pm at Cornforth Community Centre in the meeting room

Present: **Councillors:** **Mr. P Metcalfe (Chair)** **Dr. S. Drew (Vice Chair)**  
Mr. P. Mayhew Mrs. P. Drew Mr. R. Vaughan Mr. T. Hall Mrs. M. Walker  
Mrs. V. Parnaby Ms. J. Snowball Mrs. J. Beetham – Yelland Mr. N. Coombs  
Mr B. Woodbridge

*In attendance: Mr D. Snowball (Parish Clerk)*

195\_23/24

**ELECTION OF CHAIRMAN for the remainder of the Municipal Year 2023/2024**

The vice chairman Dr S. Drew took the chair due to the recent resignation of the current chair, Councillor Mrs P Crathorne, and commenced the appointment of a replacement chair.

Councillor Mr R. Vaughan proposed Councillor Mr P. Metcalfe to be the chairman, and this was seconded by councillor Mr T. Hall, and it was agreed unanimously for Councillor Mr P. Metcalfe to be elected as the Chairman of Cornforth Parish Council for the remainder of the Municipal Year 2023/2024.

**Councillor Mr P. Metcalfe took the chair for the meeting.**

The Chairman thereupon declared his/her Acceptance of Office and signed the Chairman's Declaration of Acceptance of Office Document.

196\_23/24

**APOLOGIES**

There were no apologies for this meeting.  
***and members noted this.***

197\_23/24

**DECLARATION OF INTEREST**

The Chairman invited members who wished to do so to make declarations of interest in respect of items on the agenda for this meeting.  
There were no declarations of interest for this meeting.  
***and members noted to this.***

198\_23/24

**MEMBERS DISPENSATION**

The Clerk informed the meeting that there were no dispensations for this meeting.  
***and members noted this.***

199\_23/24

**PUBLIC PARTICIPATION**

A member of public asked a repeated question on the mess on the roads by lorries from the quarry. Councillor Ms J. Snowball explained that this was being monitored by Durham County Council and the quarry could be issued with a warning if improvements are not made.

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200\_23/24

**EXTERNAL NOTICEBOARD LICENCE, FROM DURHAM COUNTY COUNCIL, HIGH STREET LOCATION**

Members considered a report of the Parish Clerk that contained the proposed licence for the external noticeboard that is in the high street on Durham County Council land. The cost of the licence and the requirement to approve the draft licence was discussed and it was proposed by Councillor Dr S. Drew and seconded by Councillor Mrs J. Beetham - Yelland, and it was;

**RESOLVED:**

***To note the cost of the licence and approve the draft licence and for the clerk to notify the relevant officer at Durham County Council that the council had no objections with the draft licence.***

201\_23/24

**CHEQUE SIGNATORY AMENDMENT**

Members were informed that due to the resignation of Mrs P. Crathorne as a Parish Councillor there was a requirement to have her removed as a signatory for signing council cheques and for a replacement councillor to be identified at this meeting.

It was proposed by Councillor Dr S. Drew and seconded by Councillor Mr P. Metcalfe, and it was;

**RESOLVED:**

***That Councillor Mrs V. Parnaby be appointed as the replacement signatory for council cheques and Mrs P Crathorne is removed from this list.***

202\_23/24

**POLL CARDS**

Members were informed that due to a possible election for a Parish Councillor the Council had to decide if it wanted poll cards to be used and that the County Council wanted a decision by 1<sup>st</sup> March 2024.

It was proposed by Councillor Dr S. Drew and seconded by Councillor Mr T. Hall, and it was;

**RESOLVED:**

***That Councillor Mrs V. Parnaby be appointed as the replacement signatory for council cheques and Mrs P Crathorne is removed from this list.***

203\_23/24

**EXCLUSION OF PRESS AND PUBLIC**

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified.

It was proposed by Councillor Mr S. Drew and seconded by Councillor Ms J. Snowball,

and it was;

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204\_23/24

**PARISH CLERK APPOINTMENT**

The Parish clerk presented the report explaining that he had submitted his resignation to take effect from 4.00pm on Tuesday 30<sup>th</sup> April 2024. This was longer than the four weeks required but would allow for the completion of: -

- a) financial year end accounts as well as the new financial year documents, etc to be prepared and in place.
- b) Collection and banking of allotment rents.
- c) Hosting of the Annual Parish meeting on April 12th and preparation of the draft minutes and action plan if required.
- d) Preparation, printing and posting of the annual meeting agenda and documents ready for the meeting on 13th May.

The report also contained the proposed timeline for advertising and appointing, the proposed job description, person specification and application form to prepare the application packs. It also identified the current salary range and information on the model contract of employment that is provided by NALC that is currently under review and should be ready in April 2024 to use for all new employees of the council. It was also necessary to appoint 3 – 5 members for the shortlisting and interview process who are available during the day and for the dates and times identified in the report.

Councillor Mrs M. Walker expressed concerns on the level of salary and Councillor Dr S. Drew explained how this had been set in the past.

The clerk expressed his concern that Councillor Walker was misinforming members with inaccurate information in connection with the salary of the previous clerk and that he had tried to get Councillor Walker to understand this without any success and care must be taken to not be libellous and/or defamatory.

A vote was taken on the salary level to be advertised: -

For	11
Against	0
Abstain	1 Councillor M. Walker
Absent	0

It was proposed by Councillor Mr T. Hall and seconded by Councillor Dr S. Drew, and it was;

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- **Appointment timeline**
- **Post advertising**
- **Job description**
- **Person Specification**
- **Application Form**
- **Salary Level**

**Councillor's Ms J. Snowball, Mr R. Vaughan, Mrs V. Parnaby, Mr T. Hall, Mr B. Woodbridge and Mrs J. Beetham Yelland were appointed for the shortlisting and interview process.**

*Meeting closed at 8.30pm*

Signed (Chairman): \_\_\_\_\_

Date: \_\_\_\_\_