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

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

In attendance: Mr R Ormerod (Parish Clerk), County Councillors J Blakey, G Hutchinson and one member of the public.

1	<p>Apologies</p> <p>Apologies were received from Councillors P Crathorne, H Gibson & J Grafton.</p> <p><i>Resolved: To receive and accept the apologies.</i></p>
2	<p>Declarations of interest</p> <p>The Chair invited members who wished to do so to make declarations of interest in respect of items on the agenda for this meeting.</p> <p>No declarations of interest were made.</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</p> <p>None.</p>
5	<p>Minutes</p> <p>Ordinary Meeting of the Council held on 13 October 2025</p> <p>It was proposed by Cllr P Metcalfe and seconded by Cllr S Metcalfe, and it was</p> <p><i>Resolved: That the minutes of the Meeting of the Council held on 13 October 2025 be agreed as a correct record and signed by the Chair at this meeting, subject to the correction that Cllr P Drew was in attendance.</i></p>
6	<p>Chair's Announcements</p> <p>The Chair reported on Remembrance events in the parish and thanked Cllrs P Metcalfe and R Vaughan for their help including the laying of wreaths at the Remembrance events on behalf of Cornforth Parish Council.</p> <p>It was noted that a letter of thanks had been received from the MS Society thanking the parish council for its recent donation.</p> <p>It was noted that the problem of the sinkhole on Middleham Road had been rectified by Durham County Council.</p> <p>The Chair reported on a recent meeting with a representative of Sovereign Play at which</p>

Signed

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	<p>concerns had been raised regarding trip hazards on the toddler play surface.</p> <p>It was noted that there had been problems of thefts and killing of animals at the Coxhoe Beck allotments. It was noted that there is no public right of way through the allotment site and that only allotment holders should access it. It was noted that there was likely to be a motion to council on the subject at the December meeting of the council.</p> <p>It was noted that there would be a meeting with the Interim Change Minister from Holy Trinity Church on 24 November regarding closure of the churchyard. It was noted that the Chair would not be able to attend but that the Clerk would.</p> <p>Resolved: That the Clerk contact Durham County Council in regard to repair of the toddler play surface and keep County Councillor G Hutchinson informed.</p> <p>Resolved: That the Clerk attend the meeting on 24 November and request information on assets and liabilities.</p>
7	<p>County Councillor's report</p> <p>County Councillors J Blakey and G Hutchinson gave a verbal report. Topics included an estate walkabout and attendance at Remembrance events.</p> <p>Resolved: To receive the report.</p>
8	<p>Police And Communities Together (PACT)</p> <p>Cllr N Coombs had spoken to the PCSO about the use of the field by the Durham County Council allotments as a dumping ground for stolen cars. It was noted that the police would be carrying out speed awareness work in the parish in the near future. It was noted that Cllr N Coombs was unable to attend the next PACT meeting.</p> <p>Resolved: That Cllr J Beetham-Yelland attend as substitute.</p>
9	<p>Clerk's update</p> <p>The Clerk had circulated a written report. Topics included renovation of war memorials and 64 High Street.</p> <p>It was noted that the Clerk would be attending training later in the week on changes to the Annual Governance & Accountability Return for 2025-26 and would report back. Changes will make it necessary for all members to use a council email address in order to meet best practice requirements.</p> <p>It was proposed by Cllr V Parnaby and seconded by Cllr J Beetham-Yelland, and it was</p> <p>Resolved: That the council receive the report.</p>
10	<p>Planning</p> <p>No issues were raised.</p>
11	<p>Financial matters</p> <p>Members had received the Receipts and Payments Analysis for October 2025, the bank reconciliation at 31 October 2025, the expenditure against budget analysis from 1 April 2025 to 31 October 2025 and the list of pending payments. It was noted that the council had £136,501.71 in its current account and £192,913.11 in the reserve account.</p> <p>It was proposed by Cllr V Parnaby and seconded by Cllr J Beetham-Yelland, and it was</p> <p>Resolved: To receive and approve the Receipts and Payments Analysis for October 2025.</p> <p>It was proposed by Cllr V Parnaby and seconded by Cllr J Beetham-Yelland, and it was</p> <p>Resolved: To receive and approve the bank reconciliation at 31 October 2025 and for</p>

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	<p>it to be signed by Cllr P Drew.</p> <p>It was proposed by Cllr V Parnaby and seconded by Cllr J Beetham-Yelland, and it was</p> <p>Resolved: To receive and approve the expenditure against budget analysis for the period 1 April to 31 October 2025.</p> <p>Resolved: That the council look into the possibility of depositing further funds in the reserve account at the December meeting.</p> <p>It was proposed by Cllr V Parnaby and seconded by Cllr J Beetham-Yelland, and it was</p> <p>Resolved: To receive and approve the pending payments.</p> <p>Members had received the application for a grant from Cornforth United AFC Youth. A discussion took place.</p> <p>Resolved: To go back to the applicant with questions and put on the agenda for the December meeting of the council.</p>
12	<p>Land between Bill Wilson Memorial Park and Laburnum Road</p> <p>It was noted that Livin Housing had not responded to the council's request to rent the land from them.</p> <p>Resolved: To defer the matter until the December meeting of the council.</p>
13	<p>Security fence, Bill Wilson Memorial Park</p> <p>It was noted that several local firms had been invited to tender for the work of installing the fence but that this had only resulted in one quote being received. A discussion took place. It was generally thought that the quote looked professional and reasonably priced.</p> <p>It was proposed by Councillor M Cunningham and seconded by Councillor P Drew and it was;</p> <p>Resolved: That the council accept the quote as long as the firm is able to carry out the work by the end of February 2026.</p>
14	<p>Policy on unadopted roads</p> <p>The Clerk had circulated a draft policy incorporating an objective points-based system for determining when the council will intervene in respect of unadopted roads. A discussion took place. It was generally thought that the draft policy provided a good starting point, though fine-tuning would be needed based on experience.</p> <p>It was proposed by Councillor P Metcalfe and seconded by Councillor M Cunningham and it was;</p> <p>Resolved: That the council adopt the policy with immediate effect, to be reviewed on an ongoing basis.</p>
15	<p>Parish newsletter</p> <p>Cllr J Beetham-Yelland had prepared a draft version of the winter version of the parish newsletter. A discussion took place.</p> <p>It was proposed by Councillor P Metcalfe and seconded by Councillor S Metcalfe, and it was;</p> <p>Resolved: That the Chair and Cllr J Beetham-Yelland finalise content this week, with the final version sent to print on 17 November and delivered during the week commencing 24 November.</p>
16	<p>Representation on the County Durham Association of Local Councils (CDALC)</p>

Signed

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	<p>It was noted that Cllr N Coombs wished to step down as one of the parish council representatives on CDALC for personal reasons.</p> <p>It was proposed by Councillor V Parnaby and seconded by Councillor P Metcalfe, and it was;</p> <p><i>Resolved: That Cllr J Beetham-Yelland replace Cllr N Coombs as representative of the parish council on CDALC, the Clerk to inform CDALC of the change immediately.</i></p>
17	<p>Motions on notice</p> <p>None.</p>

Signed

Date