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Our ref: PDH/SG
Ask for: Peter Hughes
Date: 21st June, 2021

Dear Councillor,

Your attendance is invited at the meeting of **BURNHOPE PARISH COUNCIL** for consideration of the undernoted agenda. The meeting will be held in Burnhope Community Centre, on Thursday 1st July, 2021 at 6.00 p.m.

Yours faithfully,

PETER HUGHES
Clerk

A G E N D A

1. **APOLOGIES FOR ABSENCE**
2. **POLICE REPORT**
3. **PARTNERSHIP REPORT**
4. **COMMUNITY CENTRE REPORT**
5. **MINUTES**

To consider the minutes of the following meetings.

Annual Meeting of the Council held 10th June, 2021
Ordinary Meeting of the Council held on 10th June, 2021
6. **FINANCE REPORT**
7. **PLANNING MATTERS**
8. **CORRESPONDENCE**

Minutes of the Annual Meeting of Burnhope Parish Council held on Thursday 10th June 2021
in Burnhope Community Centre at 6:00 pm

Present

Councillors J. Box, L. Clarke, T. Clarke, D. Coates, B. Henderson, S.J. McCormick,
C.J. McCulloch, I. McKeag, T. Metcalf and G. Smith.

In Attendance

County Councillors D. Oliver and M. McGaun.

Apologies for Absence

Apologies for absence were submitted on behalf of Councillor P. Luther.

Notice of Uncontested Election

The Clerk reported upon the Notice of an Uncontested Election in respect of the Parish Council. Nine nominations were received, and the Council may now proceed with co-option to fill the two remaining vacancies.

L. Clarke and T. Clarke had indicated their willingness to be co-opted and it was unanimously **RESOLVED** to co-opt L. Clarke and T. Clarke to Burnhope Parish Council with immediate effect.

Appointment of Chair

The Clerk invited nominations for the position of Chair.

It was unanimously **RESOLVED that** Councillor D. Coates be appointed Chair for the ensuing year

Chair's Remarks

Councillor Coates began his remarks by welcoming everyone to the first meeting of the new Council. A special welcome was given to the new Parish Councillors and to the new County Councillors.

Councillor Coates said that the previous Municipal Year had, because of Covid, been exceedingly difficult. Organisations throughout the area had found it difficult to operate and had struggled financially.

The Parish Council had managed to meet using "Zoom / Remote" meetings. Despite the difficulties the Council had provided a new seat and planter at Holmside and, thanks to the efforts of Members of The Council, lots of Spring and Summer planting had been carried out.

In concluding his remarks, Councillor Coates thanked all Parish and County Councillors, and the Parish Clerk for their work during the last year. Councillor Coates then offered special thanks to former Parish Councillor Alan Gibson for his hard work over many years and, in particular, for his continued commitment to planting and litter picking etc. The meeting **AGREED that** a letter of thanks should be sent to former Councillor Gibson.

Appointment of Vice-Chair

It was **RESOLVED that** Councillor J. Box be appointed Vice-Chair for the ensuing year

Parish Precept

The Clerk reported that the Parish Precept for 2021/2022 was £7,200 plus £525 Local Council Tax Reduction Scheme payment.

Cheque Signatories

RESOLVED that all members of the Parish Council be appointed cheque signatories.

Dates of Meetings

RESOLVED that, wherever possible, all meetings of the Parish Council will be held on the first Thursday of each month with the exception of the recess months of August and January.

Appointments to Outside Bodies

RESOLVED that the following appointments be made to outside bodies: -

Organisation	Parish Council Representative
Burnhope Partnership	Councillor B. Henderson
Burnhope Community Centre	Councillor J. Box
Smaller Councils' Committee	No nominations
HAGGRID	Councillor B. Henderson
Mid Durham Area Action Partnership	Councillor J. Box
Friends of Burnhope War Memorial	Councillors J. Box, D. Coates S, J. McCormick, C. J. McCulloch and G. Smith. Members agreed to place on record their appreciation of the work over many years of Councillor H. Barron in connection with the Burnhope War Memorial.

Minutes of a meeting of Burnhope Parish Council held on Thursday 10th June 2021 in Burnhope Community Centre at 6:15 pm.

Present:

Councillors J. Box, L. Clarke, T. Clarke, D. Coates, B. Henderson, S.J. McCormick, C.J. McCulloch, I. McKeag, T. Metcalf and G. Smith.

In Attendance

County Councillors Mike McGaun and Douglas Oliver

Apologies for Absence

Apologies for absence were submitted on behalf of Councillor P. Luther.

Annual Accountancy and Governance Statement

The Clerk presented a detailed report on the Statement of Accounts and the Council's Internal Audit controls for the financial year ended 31st March 2021, together with the Accountancy Statement for the same period.

RESOLVED that the Parish Council approve the Annual Governance Statement as detailed by the Clerk, together with the Accountancy Statement. The Statement to be forwarded to the Council's External Auditor for approval.

Police Report

The Clerk reported that there was no report. The County Councillors reported that PCSO A. Tonge had recently been appointed PCSO for Lanchester and Burnhope.

Partnership Report

Councillor Henderson reported the receipt of a grant in the sum of £400 towards the cost of the Burnhope Wheel and the Fun Day.

All allotments had been taken and fencing repairs had been undertaken.

Community Centre Report

Councillor Box informed the meeting that the Community Centre was now operating again, albeit with Covid restrictions in place.

The Centre Coordinator, Sarah Gray, was back to work from furlough and was working on grant applications. A number of summer activities were being arranged.

Councillor Box referred to the grants which had been received from Durham County Council during lockdown which enabled the Centre to pay utility bills during this difficult time.

Minutes

Resolved that the Minutes of the meeting of Burnhope Parish Council held on 1st April 2021 be approved as a correct record.

Finance Report

The Clerk reported that the following payments had been made since the last meeting of the Council:

Description	Amount
	£
T. P. Jones – Payroll preparation	76.80
British Gas – Electricity supply for Christmas tree standing charge	12.25
Zurich Municipal – Insurance	1478.81
T. Kernahan – Web duties	46.10
County Durham Association of Local Councils – Subscription	265.83
DAC Beachcroft Vat re insurance claim	3.46
British Gas – Electricity supply for Christmas tree standing charge	13.44
T. A. Cartmell Internal Audit	65.00
Four Seasons – Grass cutting etc.	2369.48
T. Kernahan – Web duties	46.10
P. D. Hughes – Reimbursement in respect of payments to British Gas for standing charge for electricity supply for Christmas tree, Fence Posts and caps for entrance features.	159.95
Burnhope Community Centre – Hire Fee and Membership	205.00
Total	4742.22

Planning Matters

The Clerk reported on the following Planning Application received by Durham County Council:

- 5 Fellside View, Burnhope – Demolition of existing conservatory and construction of a rear sun lounge extension with bedroom over. – No objection.

Correspondence

The Clerk reported the receipt of the following items of correspondence:

- Parish Councils' Committee – Nominations for this Committee. There were no nominations.
- County Durham Association of Local Councils – Register of Interest Forms for Members of the new Parish Council. The Clerk provided forms to all members of the Parish Council for completion and return to Durham County Council at the earliest opportunity.
- Durham County Council – Traffic Assets – Vehicle Activated Sign works have now been ordered and passed to Highways Operations for the works to be programmed. Members discussed the long running saga regarding various safety options for traffic calming at the Pit Wheel crossroads etc.

Defibrillator

The Clerk advised the meeting that the ordering of the defibrillator had been delayed because of lack of nominations for the Parish Council. The issue can now be progressed. In addition signage is to be provided. The defibrillator is to be placed on the side of the Garage Bar and Grille.

Pit Wheel

The Clerk reported that H. Barron had asked the Council to consider the situation regarding the banners being placed on the Pit Wheel to celebrate birthdays / anniversaries etc **AGREED** that the situation be monitored.

Declaration of Acceptance of Office

Each Member present signed a Declaration of Acceptance of Office

Date of next meeting

The next meeting of Burnhope Parish Council will be held on Thursday 1st July 2021 at 6:00 p.m. in Burnhope Community Centre.