

Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council
Croxdale and Hett Parish Council
Wednesday 13 September 2017, 7.00 pm

Parish Council Members Present:

Councillor L Griffiths (Chair), Councillor R Burton, Councillor J Garner, Councillor M Ord, Councillor K Summerson, Councillor A Watt, I Watt and W Watt.

Also Present:

County Councillor J Blakey and M McKeon.

64/17. Apologies for Absence:

Apologies of absence was received from Councillor J Anderson and County Councillor Dunn.

65/17. Declarations of Interest:

Councillors Garner, Ord and Summerson declared an interest in item 09 (Review of Allotment Holder Tenancy Regulations: Gardens and Small Holdings). However, their dispensation previously granted authorised Members to speak and vote in connection with the Council's allotments and garages.

66/17. Policing:

There was no Police attendance at the meeting and no Police report was received for the period September 2017, however, the Clerk referred Members to an email received on 4 September 2017 regarding attendance at future Parish Meetings and PACT Meetings. Clerk confirmed the Parish Council has signed up to 'Keep in the Know' for the area. Councillors can also sign up if they so wish. Councillor Griffiths queried if there was feedback on the walk around PACT meeting on 19 July 2017.

Resolved: For Members' information. Clerk to seek feedback from PACT Meeting on 19 July 2017.

67/17. Public Participation

Michael Graveling and Linda Burton were in attendance.

68/17. Minutes

The Minutes of the meeting held on the 12 July 2017 were agreed as a true record and signed by the Chairman.

69/17. Matters Arising

i. Fencing at Hett Lane:

County Councillor McKeon gave an update from DCC following site visit with Councillor Griffiths. A further visit with Brian Buckley of Highways is to be arranged to discuss detail on site.

Resolved: County Councillor McKeon to progress further with DCC.

ii. Croxdale Inn Fencing:

Clerk reported works now complete which was subsequently inspected by Councillors Griffiths and Summerson and the Parish Clerk before payment was made.

Resolved: For Members' information.

iii. Road Closure – Thinford Works:

Clerk reported no response has yet been received from DCC regarding the assessment criteria used and costings in relation to the above works. If no response is forthcoming then submitting a Freedom of Information (FOI) request would be considered. A response from DCC regarding the traffic survey at Hett was received, indicating that due to school holidays, it was not suitable to have the surveys undertaken at that time. There is also a backlog of surveys due to the holiday period. DCC will report back once the survey is completed and looked at the results. Councillor I Watt reported that workmen were present on 11 September 2017 and wondered if the survey was carried out then.

Resolved: Chairman to draft FOI request accordingly. Clerk to query with Highways if survey was carried out on 11 September 2017 and report back.

iv. AAP Representation:

Clerk informed Michael Wilkes on 16 July 2017 that Councillor Ord will be the new AAP representative going forward.

Resolved: For Members' information.

v. Councillor & Chairmanship Training CDALC:

Councillor Burton attended training on 25 July 2017 and Councillor Ord on 26 July 2017 and gave positive feedback. Suggestions for the Parish to consider included: Christmas Tree within the Parish, Parish newsletters, neighbourhood speed watch, summer and Christmas festivals.

Resolved: For Members' information.

vi. Parish Council Website:

Additional web pages on hold until exact spend on cemetery fencing is known.

Resolved: For Members' information.

vii. CDALC Proposals 2018/19:

Parish Council response to consultation was responded to by deadline.

Resolved: For Members' information.

viii. Planning Portal:

Clerk queried access problems with Planning Department on 17 July 2017. A response was received stating that there has been a few problems and that the site should be ok now. A reminder was given on that Members know should be accessing the site through DCC website rather than a saved link as the address may have changed.

Resolved: For Members' information.

ix. Bank Signatories:

Clerk confirmed the Council's bank signatories are now complete. Councillor Anderson is to remain as a bank signatory and has signed the necessary form.

Resolved: For Members' information.

x. Village Green, Sunderland Bridge:

Councillor Ord reported he had spoken to the residents concerned and informed them the land in question was not the Parish Councils, nor was the tree itself.

Resolved: For Members' information.

xi. Hett Village Green – Wild Flower Meadow:

A response from DCC was received on 05 September 2017 and unfortunately they cannot undertake the work this autumn, however the scale of the site does appeal and therefore will look at it again for autumn 2018 when DCC hope to have more available time.

Resolved: For Members' information.

70/17. Parish Clerk Update / Correspondence:

i. Free Standards Training for Councillors:

Clerk gave details of a free training session to be held on 3 October 2017, 6pm, County Hall, with regard to Councillors Code of Conduct. Members to feedback to Clerk if anyone is interested in attending.

Resolved: For Members' information and to contact the Parish Clerk if training is of interest.

ii. CDALC AGM:

Clerk gave details of AGM that is to be held on 21 October 2017, 10am, County Hall. Each Parish Council can send up to 2 representatives. Councillor Griffiths has expressed an interest to attend.

Resolved: For Members' Information.

iii. New EU Regulation: General Data Protection Regulation (GDPR)

Clerk advised Members that the above law will come into force on 25 May 2018. The purpose of the GDPR is to increase the obligations on organisations when acting as data controllers and the rights of individuals to ensure that their personal data is respected and used only for legitimate purposes. Information session is to be held in October, facilitated by CDALC, which is yet to be arranged.

Councillor Blakey suggested it was good practice for the Parish to adopt a procedure for Councillors to sign if they have had sight / copy of the register of electors for Croxdale, Hett and Sunderland Bridge.

Resolved: For Members' Information. Clerk to develop form for all Councillors to sign.

iv. Pensions Regulator:

Clerk gave details on the UKs pension regulator of workplace pension schemes which makes sure employers put their staff into a pension scheme and pays money into it. However, this is not applicable to the Parish Council and therefore opted out of the pension scheme.

Resolved: For Members' Information.

v. 'Parkthatbike' Project:

County Councillor Dunn had previously circulated information regarding a cycle parking project that is funded by DCC that is offering various types of cycle stands free of charge to community centres, village halls etc.

Resolved: Clerk and Chairman to seek if this is of interest to Croxdale Community Association and Hett Village Hall Association respectively.

71/17. Financial Matters:

i. Financial Report for the Period 1 April 2017 – 13 September 2017

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 13 September 2017. The current net bank balances totalled £14,964.53.

The following cheque payments were approved:

Cheque Number – 400322 – CDALC - £54.00

Cheque Number – 400323 – JW Smith - £160.00

Cheque Number – 400324 – BDO - £240.00

Cheque Number – 400325 - Miss C Maddison – Clerk's Wages - £257.80

Cheque Number – 400326 – HMRC – Tax & NI Contributions – £64.60

Cheque Number – 400327 – Miss C Maddison – Broadband Subscription - £37.99

Resolved: For Members' Information.

ii. 2016/17 External Audit Report

The Clerk reported that notification of the Council's audits for 2016/17 from BDO (External Auditor) had been received. The Clerk confirmed there were no issues to report and the auditors had drawn the audit to a conclusion.

Resolved: That the Annual Return and Certificate had been received and accepted by Members.

iii. Request for Donation – Learning Library, Spennymoor

Clerk reported the Parish has received a donation request from Learning Library who provides children and adults with special needs a wide choice of toys/specialist equipment. As previously agreed, all donations received will be considered later in the financial year until issues with the cemetery fencing is resolved.

Resolved: Clerk to inform Learning Library accordingly.

72/17. Allotment Holder Tenancy Regulations: Gardens & Small Holdings

The revised draft combined regulations for gardens and small holdings was discussed, in particular around kennelling dogs on site overnight and owning an allotment outside of the Parish.

Resolved: Clerk to amend regulations based on discussion and circulate for final comment before writing to all allotment holders.

73/17. Cemetery Update:

i. Grave Plans:

Clerk highlighted to Members that burial records at Hett had not been kept up to date following a visit to the cemetery with a member of the public. Two plots that were previously arranged in 2005

and 2008 had not been recorded in the burial book or grave plan. Councillor I Watt recalled the plots in question were for scattering of ashes rather than individual graves, hence why the burials were not recorded.

Resolved: For Members' Information. Clerk to investigate further.

ii. Cemetery Fencing Update:

The Clerk along with Councillors Griffiths, Ord and Garner met with Deerness Fencing and Mr Hutchinson on 10 August 2017 at Croxdale cemetery. Fence line C, which was the main fence line that was out of boundary, is to be taken down and re-erected using existing materials where practicable, which resulted in extra cut back (where required) to achieve the correct fence line. This equated to £4,643.06 +VAT = £5,571.67. However, there will be additional materials required but as yet this is dependent on how much of the existing material is reusable. The Parish is currently awaiting timescales from Deerness Fencing for the cut back works to commence. Following this, a further site visit is to be arranged with Mr Hutchison to confirm the exact fencing boundary before works commence.

Resolved: For Members' Information.

74/17. Planning Issues:

No planning matters was discussed.

75/17. County Councillor Reports

County Councillor McKeon gave an update in relation to: County Councillors are currently liaising with Croxdale Community Association for funding for a defibrillator that is to be located at the Community Centre. The Parish Council is fully supportive of this and will also contribute to the costs at a later date once the fencing issues has been resolved. Discussion is also currently ongoing with Croxdale Community Centre in hosting a Christmas Pantomime at the Community Centre, similar to the one that is organised in Quarrington Hill.

County Councillor Blakey gave an update in relation to: fly tipping incidents at Hett, a new seat is to be funded in Sunderland Bridge, working with local children on a centenary war bench, poppy unveiling at Kelloe on 14 October 2017, with residents knitting poppy's. Councillor Blakey met with residents on traffic issues following the implementation of the bus lane in Croxdale. Councillor Blakey collected residents' views / feedback which are to be put forward to DCC.

Councillor I Watt requested for a war badge to be located at a grave in Hett cemetery.

Resolved: For Members' Information. Clerk to contact the Commonwealth War Commission accordingly.

76/17. AOB:

There was no other business.

77/17. Date and Time of Next Meeting:

It was agreed that the next meeting would be held on Wednesday 11 October 2017 at 7.00 pm.