

NORTH LODGE PARISH COUNCIL

Minutes of the Meeting of North Lodge Parish Council held at Park View Community School, Lombard Drive, Chester-le-Street on Tuesday 19th June 2012.

PRESENT: Chairman: Cllr. Mrs. E. Forrester
Councillors: Mrs. S. Brown, Mrs. M. Caygill, Mrs. L. LeDune,
Mrs. M. May, Mrs. C. Walton, Mr. N. Alderson,
Mr. C. Jukes.

County Councillors: Mr. J. Cordon, Mr. P. May.

Clerk: Mr. D. Murrell.

Two Residents

The meeting commenced at 6.30pm with the Chairman welcoming everyone. Councillors Mrs. S. Brown, Mrs. L. LeDune and Mr. C. Jukes were not present at the commencement of the meeting.

Item 1. 12/62 Apologies for Absence

Apologies for Absence were received from Councillors Mrs. D. Prest and Mr. C. Noble-Nesbitt.

Item 2. 12/63 Declarations of Interest

There were no declarations made.

Before the next item, the Chairman invited the two residents to speak. On behalf of North Lodge Residents' Association, the residents advised of a proposed change to the constitution of the Association due to a grant funding application for a new play area at Camperdown Avenue.

The Chairman advised Councillors of the recent death of the Clerk's father. Condolences were offered to the Clerk and to his mother and family. The Clerk expressed appreciation for this message of support.

Item 3. 12/64 Report of the Police

PCSO Lesley Hunter had sent apologies for absence and had provided a written report (Appendix 1, attached) which was read out by the Clerk.

Item 4. 12/65 Reports of the County Councillors

The Chairman welcomed County Councillor J. Cordon to the meeting and invited him to give his report. County Cllr. Cordon advised that he was pleased to be back but as he had been away from Council business for some time he had nothing to report at present.

The Chairman thanked County Councillor Cordon and welcomed County Councillor P. May to the meeting.

The Chairman invited County Cllr. May to give his report which included the matters contained in his written report attached (Appendix 2). In addition, County Cllr. May advised that problems had delayed the installation of the new artwork for Drum Industrial Estate. The County Council was currently working to resolve these problems.

The Chairman thanked County Councillor May for his report.

At this point, County Councillor J. Cordon left the meeting, and Councillors Mrs. L. LeDune and Mr. C. Jukes arrived at the meeting.

Item 5. 12/66 Adoption of Minutes of Meeting

The Minutes of the Annual Meeting of the Parish Council held on Tuesday 15th May 2012, draft copies of which had been previously circulated, were adopted as a true and accurate record of the Meeting and were duly signed by the Chairman.

Item 6. 12/67 Chairman's Report

The Chairman advised that Councillor Mrs. S. Brown had kindly agreed to be the Publicity portfolio holder for 2012 / 2013.

Councillors thanked the Chairman for her report.

Item 7. 12/68 Portfolio Holders' Reports

The Chairman invited Cllr. Mrs. M. Caygill to give her report which included the following matters.

a) Play Areas 1) At Low Flatts, the County Council had kindly cut the grass but due to the wet weather several clumps of cut grass were left on the field. 2) At Merlin Drive, two new trees had now been planted. 3) Re the forthcoming celebration event on 11th July for the new artwork at Merlin Drive, Councillors discussed the provision of light refreshments. Cllr. Mrs. Caygill is to confer on this with the County Council and Park View School, and Cllr. Mrs. Caygill and County Cllr. P. May are then to take the matter forwards.

At this point, Councillor Mrs. S. Brown arrived at the meeting.

The Chairman thanked Cllr. Mrs. Caygill for her report and invited Cllr. Mrs. Walton to give her report.

b) Horticulture Cllr. Mrs. Walton's report included the matters contained in her written report attached (Appendix 3). 1) Re the use of the tree guard, Councillors discussed this matter and it was decided to take guidance from the County Council. 2) Re the maintenance of the circular bed at Picktree Lodge, Cllr. Alderson advised that complaints had been made at the recent Residents' Association meeting. Cllr. Alderson had advised the Association meeting that the bed was now the responsibility of the County Council.

The Chairman thanked Cllr. Mrs. Walton for her report.

c) Highways and Website In the absence of Cllr. Noble-Nesbitt, he had advised the Clerk that an updated Transit 15 drawing was awaited, resurfacing of the motorway roundabout was ongoing and that the website was up to date.

d) Publicity As Cllr. Mrs. Brown had only recently taken the portfolio, there were no matters to report.

e) Planning In the absence of Cllr. Tones, no report was made.

f) Finance As finance matters were to follow on the Agenda, no report was made.

Item 8. 12/69 Correspondence

1) From Park View School

Letter re use of North Lodge site outside of school hours.

2) From North Lodge Residents Association

Agenda for meeting held on 29th May 2012.

3) From Mrs. L. Nicholson

Request for information.

- 4) From the Campaign to Protect Rural England
Newsletter, Summer 2012.
- 5) From Durham Constabulary
email re youth nuisance.
- 6) From Chester-le-Street & District Council for Voluntary Service and Volunteer Bureau
Invitation to AGM to be held on Tuesday 10th July 2012.
- 7) From County Durham Association of Local Councils
 - a) email re access to Durham County Council's advertising contract.
 - b) email re Durham County Council's licensing web page.
 - c) email re new parish council in London.
 - d) email re participatory budgeting.
 - e) email re Durham Rural Community Council's bulk oil buying scheme.
- 8) From Durham County Council
 - a) email re payment for survey of bus shelters.
 - b) email re Neighbourhood Wardens.
 - c) emails re Portas Pilots outcome.
 - d) Board papers for the AAP Board meeting held on Monday 28th May 2012.
 - e) Notification of the AAP Summer Public Forum to be held on Monday 25th June 2012.
- 9) Various planning applications, approvals and refusals from Durham County Council, of which the following were within North Lodge Parish:-
 - a) Application to erect 2 storey side extension and single storey mono pitch rear extension, at 16 Merlin Drive.
 - b) Application for alterations to existing vehicular access and new front boundary wall, at 4 North Lodge.
 - c) Approval for proposed single storey garden room extension to the rear, at 121 Picktree Lodge.
 - d) Approval for erection of rear extension to create new bedroom and garden room, at 11 Picktree Lodge.
 - e) Approval for renewal of 2/09/00083/FL for erection of single storey extension, at 48 Longdean Park.

Item 9. 12/70 Funding for Park View School Outside Hours Activities

The Chairman of the School Governing Body had written to seek the support of the Parish Council towards overcoming some of the problems inherited from the County Council on conversion to Academy status. The Clerk read out the letter. Councillors discussed the request, which contained the implication of the possibility of the Council having to find a different venue for meetings, and agreed that the Council Chairman and County Councillor P. May should meet representatives of the Governing Body to discuss the way forward.

Item 10. 12/71 Approval of the Accounting Statements

The Clerk had previously circulated copies of the Accounting Statements. Councillors discussed these and agreed that they should be approved as circulated. The Statements were then signed by the Chairman and the Clerk (Appendix 4, attached).

(Resolved - to approve the Accounting Statements for 2011 / 2012).

Item 11. 12/72 Review of the Effectiveness of the System of Internal Audit

Councillors discussed the system of internal audit and were satisfied that it was effective and robust.

(Resolved - that the system of internal audit is effective).

Item 12. 12/73 Approval of the Annual Governance Statement

The Clerk had previously circulated copies of the Annual Governance Statement. Councillors discussed this and agreed that it should be approved as circulated. The Statement was then signed by the Chairman and the Clerk (Appendix 5, attached).

(Resolved - to approve the Annual Governance Statement for 2011 / 2012).

Item 13. 12/74 Re-appointment of the External Auditor

The Audit Commission was consulting on the re-appointment of BDO LLP as auditor for the next 5 years. Councillors agreed that there were no reasons why BDO should not be re-appointed. Under the terms of the consultation there was, therefore, no requirement to reply to the Audit Commission.

Item 14. 12/75 An Overall Amount for Donations

Councillors agreed to make available a total amount of £500 for donations during 2012 / 2013.

(Resolved - to make available a total of five hundred pounds for donations during the year 2012 / 2013).

Item 15. 12/76 Requests for Donations

The Clerk advised Councillors of the outstanding requests for donations. Councillors agreed to make donations as follows - the DERIC Youth Bus £50, Finchale Training College £50, Great North Air Ambulance £100.

Item 16. 12/77 Review of Allowances, Salaries, Wages and Expenses

Firstly, Councillors agreed to discuss the Chairman's Allowance. The Chairman therefore left the meeting and the Vice-Chairman took the Chair. Councillors agreed that the allowance should remain at its current level of £600pa pending a further review in June 2013.

(Resolved - that the Chairman's Allowance is to remain at six hundred pounds per annum pending a further review in June 2013).

The Chairman returned to the meeting and was advised of the Council's decision. The Chairman thanked Councillors for their consideration of this matter.

Councillors next discussed the Clerk's remuneration and therefore the Clerk left the room.

Councillors agreed that the Clerk's working hours were to be extended by 10 hours per calendar month.

(Resolved - that the Clerk's working hours are to be extended to 55 hours per calendar month with immediate effect).

The Clerk returned to the room and was advised of the decision of the Council. The Clerk thanked Councillors for their consideration of this matter.

Councillors agreed that all other scales of remuneration were to remain at current levels. The Gardener's remuneration is to be reviewed after he has completed 12 months service.

Item 17. 12/78 Payment of Accounts

The following payments were submitted for approval.

TO	AMOUNT	REASON	VAT
D. Murrell		Salary/Exps. June 2012	
Durham County Pension Fund		Clerk's Pension June 2012	
HM Revenue & Customs		PAYE	
D. Murrell (via Post Office Ltd)	£36.00	Postage Stamps	
D. Murrell (via PC World)	£19.99	Printer Cartridge	£ 3.33
D. Murrell (via printerinks.com)	£13.94	Printer Cartridge	£ 2.32
Durham County Council	£210.00	Bus Shelters Survey	£35.00
I. Herberson	£40.00	Internal Audit Fee	
E. Forrester	£150.00	Chair's Quarterly Allowance	
Park View Community Association	£22.00	Room Hire	

(Resolved - the payments be approved as submitted).

Item 18. 12/79 Other Matters for Consideration

The Chairman circulated a draft copy of this year's Newsletter.

The Chairman closed the meeting at 8.35pm.

North Lodge Parish Council

Accounts for the month as submitted to the Meeting of North Lodge Parish Council held on Tuesday 19th June 2012.

TO	AMOUNT	REASON	VAT
D. Murrell		Salary/Exps. June 2012	
Durham County Pension Fund		Clerk's Pension June 2012	
HM Revenue & Customs		PAYE	
Pot-It-On		Horticulture	
Durham County Council	£210.00	Bus Shelters Survey	£35.00
I. Herberson	£40.00	Internal Audit Fee	
E. Forrester	£150.00	Chair's Quarterly Allowance	
Park View Community Association	£22.00	Room Hire	

Balance to 31st May 2012

Balance b/f	£37905.45	Balances at Bank:-	
Deduct Payments - May 2012	<u>£ 1655.10</u>	Current	£10595.56
	£36250.35	30 Day	<u>£35129.86</u>
Add Bank Interest Received	<u>£ 2.18</u>	Total	£45725.42
	£36252.53		
		Deduct cheques not yet presented	<u>£ 9472.89</u>
Balance c/f	£36252.53		£36252.53