

**THE MINUTES OF THE MEETING OF THE
CASTLE EDEN PARISH COUNCIL
HELD ON THURSDAY 16 MAY 2013**

Present:

Councillors P Carter, D Martin, B Nutter and Mrs M Wilmer

Also Present:

Councillor R Crute – Durham County Council, Mrs A Moon – ACE, Mr I Goodrich, Mrs D Carter, Mr R Leonard, Ms H Johnson, Mrs M Burns, Mr B Turnbull and Mrs C Turnbull

1. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor B Robertson and County Councillor Lynn Pounder.

2. ELECTION OF CHAIR

RESOLVED that Councillor M Wilmer be elected Chair for the ensuing year.

COUNCILLOR MRS M WILMER IN THE CHAIR

3. APPOINTMENT OF VICE CHAIR

RESOLVED that Councillor D Martin be appointed Vice Chair for the ensuing year.

4. REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to serve as representatives of the Parish Council on the following external body for the ensuing year.

Easington Area Association of Town and Parish Councils

Councillors M Wilmer and B Nutter.

5. POLICE REPORT

There was no representative from the Police present. The Chair advised that a site meeting had taken place at the flyover on the A19 to discuss the road layout. All options had been considered prior to the roundabouts being installed. Durham County Council had viewed the two roundabouts as the most suitable option as other such available solutions would have created an adverse impact on vehicles queuing on the running carriageway of the A19 which could potentially be fatal.

RESOLVED that the information given be noted.

6. **THE MINUTES OF THE LAST MEETING** held on **18 APRIL 2013**, a copy of which had been circulated to each Member were approved and signed by the Chair.

7. **MATTERS ARISING FROM THE MINUTES**

Minute No 4(b) refers - Councillor Nutter explained that the defibrillators had to be encased and a nominated person be appointed to access them. Councillor Martin explained that he would be willing to do the necessary training.

8. **CORRESPONDENCE**

Hartlepool Local Plan: Gypsy and Traveller Sites Assessment May 2013

The Clerk advised that following the Local Plan Hearing in January 2013, Hartlepool Borough Council had been requested to undertake further work to find an appropriate gypsy and traveller site in Hartlepool. A consultation document had been produced which could be viewed on their website. The consultation period was 2 May to 27 June 2013. Thirteen sites had been shortlisted. All the sites were within Hartlepool Borough Council's boundary.

RESOLVED that the information given, be noted.

9. **COUNTY COUNCILLOR'S REPORT**

Councillor Crute advised that Castle Eden had only recently become part of the Blackhalls Ward following the boundary changes and local elections.

The cost of resurfacing of the footpath between Castle Eden and Station Town had been raised at a previous meeting. He had spoken to the Rights of Way Officer who had advised that the path was not owned by DCC and therefore no costs had been incurred by the Council. Most footpaths were the responsibility of Parish Councils.

Councillor Nutter queried what funding was available for the Haswell to Hart walkway as sections of it were becoming shabby.

Members thanked Councillor Crute for his attendance at the Parish Council meetings.

Members extended their thanks to the previous County Councillor, Len O'Donnell for his services to the community and wished him and wife well.

RESOLVED that

- (i) the information given, be noted
- (ii) enquires be made into the funding available for the Haswell to Hart walkway

10. **PLANNING PROPOSALS**

Consideration was given to the following applications from Durham County Council:

- (i) Garage extension at 2 South View, Castle Eden for Mr R Johnston
- (ii) Integral Double Garage at 3 Parklands Drive, Castle Eden for Mr B Turnbull

Mr Turnbull advised that he had submitted a planning application approximately 3 weeks ago and was surprised that it wasn't on the agenda for discussion. The Clerk apologised and explained that the weekly planning list that had been received had not included his planning application.

Mr Turnbull appraised Members of the planning application and explained that the Tree Officer had responded and had offered no objections.

RESOLVED that no objection or comment be made to Durham County Council.

11. **FINANCE REPORT**

(i) **Balance at Bank**

Balance at Bank as at 1 April 2013	£6,149.83
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<u>Income</u>	
Precept 2013/14	<u>£8,107.00</u>
	£14,256.83

<u>Expenditure</u>	
CDALC Annual Subs	£74.98
AON UK Ltd Annual Insurance Fees	£522.62
Heywoods Accountants Internal Audit Fee	£60.00

Balance at Bank	£13,599.23
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(ii) **Cheque Signatories**

The Clerk advised that cheques or any other order for payment must, by law, be signed by two Members of the Council. In addition to Members signing, the Clerk may also be required to sign cheques or other similar bank instructions.

Due to the size of the Council, it was suggested that all Councillors be required to sign the bank mandate for cheques. This would enable the Parish Council to run smoothly and cheques paid promptly when some Members were unavailable.

RESOLVED that two Councillors plus The Clerk be authorised to sign all cheques.

12. TO RECEIVE THE INTERNAL AUDITORS REPORT

Members were advised that all Local Councils in England were expected to complete an Annual Return which summarised their annual activities at the completion of each financial year.

It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the Annual Return had been completed by the Parish Council's independent internal auditor and in his view the system of internal controls was adequate for the purpose intended and had been operated effectively.

The Report therefore concluded that there were no recommendations concerning the Audit.

RESOLVED that the Internal Audit Report 2012/2013 be accepted.

13. VILLAGE MATTERS

(i) Parish Plan

Amanda Moon circulated the analysis from the Parish Plan questionnaire that had been recently completed by residents together with a draft of the next Parish Plan.

A public consultation event was to be held in the Village Hall on Tuesday 21 May 2013. Sessions were 1pm-3pm and 6pm-8pm. The draft Parish Plan would be on display. A flyer would be distributed to residents advertising the event.

Members commented that a lot of time and effort had been put into new Parish Plan and thanked Amanda Moon and Mary Wilmer for their contribution.

(ii) ACE Report

Amanda Moon circulated the key points from the last ACE meeting and gave an update on progress.

Councillor Nutter commented that the Scarecrow Festival had been very successful the previous year and the village won the shield. It had been a very enjoyable event for all.

(iii) Parish Councillor Vacancies

The Clerk advised that following the Parish Council election in May 2013, there were two vacancies as an insufficient number of candidates had stood for election. The Parish Council did not have to advertise the vacancies, however for openness and transparency it

was recommended. The normal advertising period for a casual vacancy was 14 days and it was suggested that interested parties apply in writing to the Clerk by 31 May 2013.

RESOLVED that the vacancies be advertised on the Parish Council's website and noticeboard. The notice was also to be printed on the reverse of the flyer that was to be distributed to households for the Parish Plan event.

14. **ANY ADDITIONAL URGENT OF ITEMS OF BUSINESS**

The Chair presented Mr Goodrich with a token of appreciation from the Parish Council and thanked him for his 16 years of service and wished him well for the future.

CHAIR _____

DATED _____