

**THE MINUTES OF THE ANNUAL MEETING OF THE
CASTLE EDEN PARISH COUNCIL
HELD ON THURSDAY 21 MAY 2015**

Present:

Councillors M Colborn, D Martin, B Nutter and B Turnbull

Also Present:

Mrs A Moon – ACE, PCSO Burr and Edson

1. **APOLOGIES FOR ABSENCE**

Apologies for absence was submitted on behalf of Councillors Mrs Wilmer, Mrs V Robertson and B Robertson.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **ELECTION OF CHAIR**

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

4. **APPOINTMENT OF VICE CHAIR**

RESOLVED that Councillor B Turnbull be appointed Vice Chair for the ensuing year.

COUNCILLOR B TURNBULL IN THE CHAIR

5. **REPRESENTATIVES ON OUTSIDE BODIES**

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

Easington Area Association of Town and Parish Councils

Councillor M Wilmer

6. **APPOINTMENT OF INTERNAL AUDITOR**

RESOLVED that Mr R Heywood be appointed Internal Auditor for the ensuing year.

7. **POLICE REPORT**

PCSO Edson advised there had been 30 incidents since the last meeting. 2 anti social behaviour neighbour disputes, 1 damage to a vehicle, 1 burglary from a garage, 1 theft of heating oil, 16 calls A19 related, 1 poaching call. Incidents were down 11%, burglary down 14% and ASB down 14%.

The misuse of the bus turning circle had been reported via the Parish Council. The Police had agreed a letter be drafted and sent to drivers making the manoeuvre. It was suggested that members of the community could help taking registrations to pass onto the Police.

The Clerk advised that an email had been received from a concerned resident that vehicles were using Burdon Walk to make u turns.

PCSO advised that there would be a Farm Watch patrol on the following Tuesday. There was a briefing at Peterlee Police Station at 8pm and it would run til 2am.

Councillor Turnbull advised that he had reported that the stone blocks onto the old A19 had been moved. A local farmer had moved the blocks back and advised the Police that this had been done.

Mrs Moon explained that a resident was setting up a Neighbourhood Watch group and queried if the Police would be part of it. PCSO Edson explained that Neighbourhood Watch worked best with a co-ordinator.

RESOLVED that the information given be noted.

8. **THE MINUTES OF THE LAST MEETING** held on **16 APRIL 2015**, a copy of which had been circulated to each Member were approved and signed by the Chair.

9. **COUNTY COUNCILLOR'S REPORT**

There were no County Councillors in attendance.

Councillor Mrs Robertson had forwarded an email the The Village Residents Association had sent to DCC regarding activities at The Castle.

RESOLVED that the legal position regarding the use of The Castle without planning permission be queried.

10. **CORRESPONDENCE**

Hartlepool Rural Neighbourhood Plan

The Clerk explained that the Hartlepool Rural Plan was at the stage of consulting on draft policies and would welcome any comments.

RESOLVED that the information given, be noted.

11. **PLANNING PROPOSALS**

Consideration was given to the following planning applications:

a) DM/15/01214/FPA Proposed Replacement roof structure to existing porch at Copper Beeches, Stockton Road Castle Eden for Mr Sanderson

RESOLVED that no objection be made.

b) DM/15/01456/TCA Felling of three poplar trees (retrospectively) and 1 sorbus tree protected by a conservation area (Section 211 notice) at Broxholme Stockton Road Castle Eden for Mr Johnson

RESOLVED that the application be noted.

12. **FINANCE REPORT**

Balance at Bank as at 19 April 2015	£7,452.59
Alphagraphics	120.00
Precept	<u>9,047.00</u>
Balance at Bank	<u>£16,379.59</u>

13. **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 2014/2015 be accepted.

14. **STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2015**

Consideration was given to the Statement of Accounts for the Year Ended 31 March 2015, a copy of which had been circulated.

RESOLVED that the Statement of Accounts be approved.

15. **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2015**

RESOLVED that the annual governance statement be approved and the following confirmed:

- 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

- 5 We assessed the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and 1154 effective system of internal audit of the council's accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate, included them in the accounting statements.
- 9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

16. VILLAGE MATTERS

(i) **ACE Report**

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

(ii) **St James Church**

Councillor Colborn advised that he had received an email from Dr McKenzie making reference to discrepancies in the way in which the church had conducted their meetings regarding the closure. He had stated that the church should have consulted parishioners prior to making the decision to recommend closure.

Mrs Moon advised that at the public meeting it was explained to parishioners present that they were only proposals at that stage.

The Parish Council had received a letter from the Diocese of Durham formally asking their views as an interested party. The draft proposals had been displayed on all noticeboards and no comments had been received by the Clerk.

Following discussion, it was **RESOLVED** that the Parish Council comment on the consultation as follows "The Parish Council regret to hear of the proposal and would like to give support to alternatives for worship. They wished to be consulted regarding the use of the building and graveyard and seek assurances that the graveyard would be maintained".

(iii) **Trees**

Councillor Mrs Robertson had queried if the damaged tree at Broxholme would be replaced and when planting would take place in the graveyard.

Discussion ensued regarding the land around the War Memorial and it was agreed that this should be placed on the agenda for discussion at the next meeting.

RESOLVED that

- (a) the Tree Officer be asked if the tree would be replaced
- (b) query with the Church when planting would commence.

(iv) **Satellite Dishes**

It was reported that a resident had erected a satellite dish on a grade II listed building.

RESOLVED that Planning Enforcement be approached to ascertain if this was allowed.

(v) **Entrance to Old A19**

This was covered earlier in the agenda.