

THE MINUTES OF THE MEETING OF
THE MONK HESLEDEN PARISH COUNCIL
HELD ON MONDAY 16th May 2011

Councillors Present: W B Underwood (Chair),
B Bates, G M Crute, D Carr, W Cartwright, G Holmes, S McDonald,
W McDonald, S Peacock, K Stanley, J Turnbull, W B Underwood and D Wort.

mh11-1201 **ELECTION OF CHAIRMAN OF THE COUNCIL**

As previously agreed by the Parish Council, the Vice Chairman was given the opportunity of becoming Chairman for the ensuing municipal year.

RESOLVED that Councillor D Carr be elected as Chairman of Monk Hesleden Parish Council for the Municipal Year 2011/2012.

mh11-1202 **TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Carr accepted his election to Chairman. He declared his Acceptance of Office, signed the required form and proceeded to chair the meeting.

RESOLVED the Chairman's Declaration of Acceptance of Office be received.

mh11-1203 **ELECTION OF VICE CHAIRMAN**

The Chairman sought nominations for the position of Vice Chairman and received one proposal: Councillor G Crute.

RESOLVED Councillor G Crute be appointed as Vice Chairman of Monk Hesleden Parish Council for the Municipal Year 2011/12.

mh11-1204 **TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES & ORGANISATIONS**

Details of the Council's current representatives on outside bodies and organisations were distributed with the agenda for consideration by Members. After discussion it was **RESOLVED** that:

- Councillor Crute will no longer represent the Parish Council at East Durham, Association of Parish & Town Councils.
- Cllr Stanley no longer required to represent the Parish Council at youth club meetings due to its closure.

FURTHER RESOLVED all other appointments remain unchanged for the ensuing year.

mh11-1205 **TO APPOINT MEMBERS TO SERVE ON PARISH COUNCIL COMMITTEES**

Details of current committees were distributed to members with the agenda for consideration.

After discussion it was **RESOLVED** that the following amendments be made:

- Councillor Peacock will leave the events committee.

FURTHER RESOLVED all other appointments remain unchanged for the ensuing year.

Due to the change to facilities and events at the Welfare Park over recent months it was suggested to members that a management committee be set up.

It was **RESOLVED** Cllrs Crute, Carr, Underwood and Stanley be appointed to serve on this committee. Name, meeting dates and times are to be agreed at a later date.

mh11-1206

DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest.

mh11-1207

TO FIX THE AMOUNT OF THE CHAIRMANS'S ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT

This matter was discussed by members.

It was **RESOLVED** a Chairman's allowance of £500 be allocated and budgeted under this heading.

mh11-1208

TO FIX THE DATES AND TIMES OF ORDINARY MEETINGS AND COMMITTEE MEETINGS FOR THE ENSUING YEAR

The Clerk had distributed a provisional list of Parish Council meetings for the forthcoming municipal year, for agreement by Council.

RESOLVED all meeting dates be approved.

mh11-1209

TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18th APRIL 2010

Copies of the minutes of the above meetings were circulated to each member before the meeting.

RESOLVED the minutes of the above meetings be approved, confirmed and signed as an accurate record.

mh11-1210

TIME SET ASIDE FOR QUESTIONS/ISSUES RAISED BY MEMBERS OF THE PUBLIC

No members of the public attended the meeting.

mh11-1211

MATTERS ARISING FROM PREVIOUS MEETING

The Clerk gave a verbal report on the following issues:

New fence at Hesleden Cemetery.

Materials for fencing have been purchased in advance and work to replace the fence commenced on 16th May 2011.

Seagull (mh10-1241)

As of 3rd May 2011, Durham County Council's Legal Department appear to be responsible for the delay. Enforcement notice is waiting to be signed.

Proposed development of land adjacent to Coronation Avenue (mh10-1246)

The Clerk confirmed the exact location for the proposed development is to rear of the petrol station.

War Memorial (mh10-1235)

The request from RAFA to erect a memorial stone at the Welfare Park was discussed and proposed alterations considered.

RESOLVED approval given for the new inscription to be added to the war memorial.

mh11-1212

POLICE REPORT

PCSO Goodwin attended the meeting who read out the crime statistics for the Parish during April/May 2011.

Members thanked PCSO Goodwin for his report and **RESOLVED** the information be noted and received.

PCSO Goodwin left the meeting.

mh11-1213

COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS/EVENTS ON BEHALF OF THE PARISH COUNCIL

Councillors Underwood and Crute visited the Youth Project at the Tea Pavilion in the Welfare Park.

Cllr Underwood attended the Larger Councils Forum.

Cllrs Underwood, Carr and The Clerk attended a meeting with Blackhall Rocks Residents Association.

Cllrs Underwood and Carr attended a meeting at East Durham Trust.

RESOLVED the information be noted and received.

mh11-1214

FINANCIAL MATTERS

SCHEDULE OF PAYMENTS

A schedule of payments to be made between 19th April 2011 to 16th May 2011 was distributed with the agenda.

RESOLVED the list of payments be received and approved.

APPROVAL OF ANNUAL RETURN & STATEMENT OF ACCOUNTS

A copy of the Annual Return and Statement of Accounts were distributed to members before the meeting

RESOLVED the statement of accounts for the year ending 31st March 2011 be received and approved. **FURTHER RESOLVED** the Annual governance statement be approved and the following be confirmed:

1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have significant effect on the ability of the council to conduct its business or on its finances.
4. We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Annual and Audit Regulations.
5. We have carried out an assessment of the risks facing the council **and** take appropriate steps to manage those risks, including the introduction of internal control and/or external insurance where required
6. We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems **and** carried out a review of its effectiveness.
7. We have taken appropriate action on all matters raised in reports from internal and external audit.
8. We have 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 have included them in the statement of accounts.

The Clerk advised the completion of the Annual Return had highlighted a variance in the salaries paid in the financial year ending 31st March 2011 to the previous year. After a full review it has become apparent, due to an administration error by Durham County Council no payments were collected from the Parish Council towards the Clerk's superannuation scheme for the year ended 31st March 2010. An invoice of payment of £4314.14 is therefore due and will be paid from this year's budget.

RESOLVED information be received and payment be approved.

Internal Audit Report

A copy of the internal auditors report was forwarded with the agenda for consideration by members, the Clerk highlighted a number of recommendations:

- 1) Cemetery income should be banked on a more regular basis
- 2) Payroll- system to be put in place authorising any additional hours paid to the Clerk.

The Clerk confirmed systems had been put in place to ensure the cemetery income is banked monthly and Financial Regulations are to be amended with regard to the authorisation of the Clerk's additional hours (see below)

The Auditor confirmed he had completed and signed Section 4 of the Annual Return.

RESOLVED the information be received and noted

REVIEW COUNCIL'S FINANCIAL REGULATIONS

Following the recommendation of the internal audit to put in place a clear audit trail re the payment of additional hours to the Clerk, it was proposed the following amendment be made to the Council's Financial Regulations:

Financial Regulation 7.3

Additional hours paid to the Clerk should be approved by the Chairman and the relevant documentation signed to a maximum of 20 hours per month.

RESOLVED Financial Regulation 7 (7.3) be amended and approved as detailed above.

mh11-1215

PLANNING MATTERS

PLANNING APPLICATIONS RECEIVED BY DURHAM COUNTY COUNCIL

PL/5/2011/0181 Side conservatory at Rockhaven, Coast Road, Blackhall for Mr B Ward.

PL/5/2011/0184 Two storey rear and single storey rear extensions at 2 Welfare Crescent, Blackhall, TS27 4LU for Mrs C Harrison.

PLANNING APPLICATIONS APPROVED BY DURHAM COUNTY COUNCIL

PL/5/2010/0222 Permanent retention of mobile residential unit, associated conservatory, glazed porch and decking at Tweddle Farm, Fillpoke Lane, Blackhall, TS27 4BT for Mr & Mrs P Wayman.

RESOLVED the information be received and noted and **FURTHER RESOLVED** the County Council be advised that members have no comments to make regarding the above.

mh11-1216

CORRESPONDENCE

Correspondence received from Durham County Council regarding Budget Announcement - Further one-year increase in small business rate relief.

Letter of thanks for donation from Butterwick Children's Hospice. (mh10-1232)

Invitation to attend open day at Butterwick Hospice on 15th June 2011.

Email from Durham County Council regarding disposal of Blackhall Youth Club.

Circulars and Bulletins

None

RESOLVED the information be received and noted

mh11-1217

DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Monday 21st June 2011 at 7.00 pm at the Resource Centre, Blackhall.

CERTIFIED AS A TRUE RECORD

CHAIRMAN.....

DATE.....