

## **ESH PARISH COUNCIL**

Minutes of the Esh Parish Council meeting held in The Harry Guildford Centre, Thomas Street, Langley Park on **Tuesday 11<sup>th</sup> September 2012** commencing at **7.00pm**

**Present:** Councillors A. Mollon (Chair), B. Armstrong, J. Carr, M. Gordon, K. Heartfield, S. Maddison, P. Mollon and M. Renneberg.

**Also Present:** County Councillor J. Armstrong and G.F. Smith (Clerk)

**Apologies:** Councillors: A. Harling, R. Partridge, S. Rothwell, M. Sands and M L Rowland (Deputy Clerk).

### **137/12 Declaration of Interest**

Councillors M. Gordon and K. Heartfield – agenda item 6 – Allotments.

### **138/12 Police Report**

PACT report (4<sup>th</sup> September) were circulated at the meeting. Members noted that PC Kevin Hall will be leaving the beat office to work at Police Headquarters. Next Pact Meeting 2<sup>nd</sup> October (6pm) at Wood View Community Centre.

### **139/12 Minutes of the ordinary meeting held 10<sup>th</sup> July 2012**

Agreed as a true record and signed by the Chairman.

### **140/12 Matters Arising**

**None**

### **141/12 Allotments**

Members agreed the Management Agreement (copy circulated by e-mail) between the Parish Council and Langley Park Allotment Association.

Clerk to send a copy to the Committee of the Allotment Association and arrange a meeting to progress the transfer.

### **142/12 Reports**

#### **A) Parish**

i) Matters from the Personnel Working Party held 11<sup>th</sup> September 2012:-

Appraisal Policy and Procedure (copy available from the Clerk)

Disciplinary, Dismissal and Grievance Policy (copy available from the Clerk)

Guidelines for Working Party meeting (copies circulated at the meeting) Staff contract of employment and job descriptions (to be reported to October meeting).

ii) Letter of resignation from Councillor M Berry

Members agreed to defer any decision on this matter until the Chairman and Vice Chairman meet with Councillor Berry to discuss the reasons behind the resignation, to be discussed at the next Parish Council meeting.

iii) Purdah Period

Members noted that the Purdah period was from 18<sup>th</sup> March 2013 until the elections being held on the 2<sup>nd</sup> May 2013 (e-mail from CDALC dated 10<sup>th</sup> September 2012)

iv) Licensing variation application for Red Tiles Service Station

Members agreed to object to this application to extend the hours for the sale of alcohol to 24hours per day.

v) Disclosable Pecuniary Interests

Members noted the contents of the letter dated 8<sup>th</sup> August 2012 from Collette Longbottom. DCC.

vi) Composition of DCC Standards Committee/role and functions of the Standards Committee/openness and transparency of Personnel Interests- a guide for Councillors/local procedure for assessment of complaints.

Members noted the contents (e-mail from CDALC dated 9<sup>th</sup> August 2012).

vii) Traffic/speeding problems

Members noted the contents (e-mail from CDALC dated 21<sup>st</sup> August 2012).

viii) County Durham Plan – consultation dates

Members noted the contents (e-mail from CDALC dated 22<sup>nd</sup> August 2012).

ix) Standards Information Session – 11<sup>th</sup> October 2012 Members noted the contents (E-mail from CDALC dated 30<sup>th</sup> August 2012).

x) Langley Park War Memorial

Members agreed to support an application by County Councillor J Armstrong to renovate the War Memorial.

xi) Joint Working – Parish Council (IT Officer) and Mr Chris Thompson to run a “Job Hub for employment pathways” commencing 1<sup>st</sup> October 2012 for a 3 month trial period on advice and cvs online applications and job application forms on Monday and Wednesdays 10am – 2pm at the Harry Guildford Centre.

## **B) County Council**

**County Councillor J. Armstrong** (Reported on):-

- I. Work to bus lay-bys to commence in October
- II. Community Garden at end of Railway Street, Langley Park
- III. Land at Esh Terrace/Park Close
- IV. Garden Furniture for Kingsway Nursing Home
- V. All Saints Youth Centre, Langley Park (DCC Solicitors to provide an update)
- VI. Environment/Neighbourhood Budgets
- VII. Esh Schools provision of Safety Barriers/play area
- VIII. Meeting with new Head Teacher at Langley Park Primary School
- IX. Funding for training area at Langley Park Sports and Social Club to be withdrawn, still to be used on other projects for Langley Park
- X. Outstanding work to the roof at “The Tute”
- XI. Old Fire Station rear of Church Street – ongoing
- XII. Items for the next edition of the Esh Leaves Newsletter

## **C) Members Report**

Outstanding Items: -

- i) Rubbish bin opposite Quebec Play area car park (Councillor B Armstrong)  
Ordered due for delivery next week
- ii) Renew lock at Esh Notice boards (Councillor Sands)  
Awaiting delivery of lock

## **143/12 Code of Conduct for Parish Councils (revised)**

Members were made aware of the changes made to appendix a of the Code of Conduct, it was agreed to adopt the revised edition. Copy to be placed on the Council’s web site and is available for inspection by contacting the Parish Clerk.

Signed by the Chairman.....page 2

**144/12 Annual Return for year ended 31<sup>st</sup> March 2012**

The document has not yet been received from the External Auditors (BDO) and must be approved by 30<sup>th</sup> September 2012.

Members agreed to hold a Special Parish Council meeting on Friday 28<sup>th</sup> September 2012 at the Harry Guildford Centre commencing at 7.00pm.

**145/12 Residents Association for Langley Park**

Defer until October Parish Council meeting

**146/12 Preparation for Christmas 2012**

Councillor Heartfield would be setting up a group of volunteers to look at this and other environment issues, and would report further to next Parish Council meeting.

**147/12 Financial Statement and Report**

Members agreed the details of the Financial Statement and for Vouchers 63 to 90 should be paid, copy of the report attached to these minutes.

**148/12 Correspondence****Items for information:-**

- a) Local Council Review magazine; autumn 2012
- b) Clerks and Councils Direct Magazine, September 2012
- c) Local Council update; August 2012
- d) Local Councils update; September 2012
- e) Parish Paths Partnership Newsletter; issue 28; 2012

**149/12 Finance and General Purposes Working Party**

Minutes of a meeting held on 19<sup>th</sup> July and 4<sup>th</sup> September 2012 were circulated to all Councillors prior to the meeting

Councillor Gordon raised the following recommendations:-

- a) Increase the garage rent to £150 per month as from 1<sup>st</sup> January 2012.  
Members agreed
- b) Use of scan management (scan of old documents) – approximate cost £300.  
Members agreed for the firm to copy one file as a demonstration and arrange for a question and answer session with scan management during the month of October (Date to be agreed).

**150/12 Community Partnership (EQUaL) Working Party**

Minutes of the meeting held 23<sup>rd</sup> July were circulated to all Councillors

**151/12 Environment Working Party**

Minutes of the meeting held 23<sup>rd</sup> July and 6<sup>th</sup> September were circulated to all Councillors

**152/12 Planning Working Party**

No Report

**153/12 Publicity Working Party**

Minutes of the meeting held 31<sup>st</sup> July were circulated to all Councillors. Councillor Carr reported that the deadline for the next Parish Newsletter (EL) was 15<sup>th</sup> September.

**154/12 The Tute Working Party**

Minutes of the meeting held 6<sup>th</sup> August were circulated to all Councillors.

Councillor B Armstrong raised the following recommendations:-

a) Clerk to arrange for a copy of the lease to be completed by the Council's Solicitor for signing at the next Parish Council meeting.

Members agreed

b) Funding applications – Members approved the action of Councillor Armstrong in completing the first stage of funding from Big Lottery

c) Youth taster sessions held in Wood View Community Centre on 13<sup>th</sup> August, youth representative to be involved on the Management Committee. Members agreed.

d) Chair, Councillor Armstrong and the Clerk had met with Ann Suddick of Langley Park memorial Group and had agreed to produce a copy of the groups bank statement and volunteered the use of mining memorabilia to be used in the Tute building

e) Youth sessions (organised by Disc) would be commencing in October at Wood View Community Centre following some outreach work in the village.

f) Transfer of Banking facilities (EQUaL) - ongoing

**155/12 Area Action Partnership / Parish Councils Committee/medium and Small Councils Forum**

Next AAP Board meeting 12<sup>th</sup> September 2012 at Esh Winning (6pm)

Next PCC meeting: - 15<sup>th</sup> September at Lanchester (10am)

Next SMCF meeting 16<sup>th</sup> November 2012 at Spennymoor (2pm)

Next Environment Working Party 20<sup>th</sup> September (2pm)

Next Finance Working Party 4<sup>th</sup> October (6.30pm)

Next Community Partnership (EQUaL) Working Party 3<sup>rd</sup> October (7pm)

Next Publicity Working Party 18<sup>th</sup> September (6.30pm)

**156/12 Date and Time of the Next Meeting**

The next meeting of Esh Parish Council is on Tuesday **9<sup>th</sup> October** 2012 at the Harry Guildford Centre, Thomas Street, Langley Park commencing at 7.00pm

The meeting finished at 8.15 pm

Signed by the Chairman.....Page 4