

**The Council of the Parish of Esh DRAFT Minutes of the Ordinary Meeting of the Council held on Tuesday 11<sup>th</sup> of August 2020 at the Miners Institute, Church Street, Langley Park at Meeting commenced at 19:02**

## **Ordinary Meeting of the Council**

### **1. Record of Attendance**

Cllr. Linda Bushell, Cllr. Ryan Drion, Cllr. Donna Smailes, Cllr. Stuart Wilkinson (attended via conflag), Cllr. Olwyn Moat, Cllr. Ruth Hughes, Cllr. Stephan Aal, Cllr. Robert Smedley

Clerk, Ms Patricia Embleton

### **2. Apologies of absence**

Cllr. Edwin Simpson – Holiday commitments (meeting held during usual council annual recess) – Apologies accepted by Council

### **3. Declarations of Interest**

### **4. Minutes from the previous meeting of the Tuesday 10<sup>th</sup> March 2020**

**Resolved** to accept the minutes of the meeting as a true record, signed by the Chair.

### **5. County Councillors Report**

Firstly, Arnie and I would just like to offer our sincere thanks to everyone within the Parish for their amazing support, help and generosity over what has been a very challenging time for us all. It has been wonderful to see how many people have gone out of their way to help others, Community Spirit has certainly been rejuvenated and it is a priority to try and retain this moving forward.

We wish to thank the Parish for allowing the food hub to be based within the building and also for permitting funding via dog bag sales to be spent on items for the residents of the Parish.

We would particularly like to thank the Parish Clerk who has been instrumental throughout this time, giving constant help and support to many residents and also Langley Park Community Spirit. Also, to Ollie Moat for all that she has done to assist, making deliveries, producing craft packs etc.

Detailed below are some bullet points of actions which have been carried out at local level since March.

- Coordinated 200 VE afternoon tea recipients and also 400 Ploughman's lunches
- Coordinated process to deliver shopping to residents, this has included collecting prescriptions – Approx. 300 shopping and 50 prescriptions
- Delivered supplies to all local schools for staff and children
- Assisted with 14 weeks of preparing and delivering food parcels to those who needed help (recommendations via schools and Police)
- Distributing PPE to 15 local businesses
- Prepared over 150 thank you packs for key workers

Moving forward it is vital to retain the Community Spirit which has been demonstrated throughout these testing times. Many areas of concern have been identified, including how many lonely and isolated people we have living in the village. As a Community we must work together to support them moving

forward. At the appropriate time, it would be beneficial to host a social event open to all residents as a way of thanking them for their help

With regards to County Councillor role, we have been attending Teams meetings for Planning and group meetings.

There are many ongoing issues with regards to a multitude of areas such as drainage, grass cutting, litter, speeding, problems with local buses and their drivers. ASB is a big problem at the minute and we are working with the local PCSO's and Police to try and address these.

Working with PCSO and Private Landlord Officer to tackle issues with regards to issues of properties let to tenants who may not have been vetted correctly. We have committed £15,000 to have part time 20mph speed restrictions in Esh village and hope to have these installed asap.

The work on the chicane in Langley Park is almost completed, once it is finalised a further speed survey will be done to compare to previous without chicane in place. We also have another survey to be done in Quebec.

Funding, we have signed off over £5000 to many community groups to help secure their future, some examples are Brownies and WI groups

DCC – Have awarded £98.93 million to 8,843 organisations via Small Business and Retail, Hospitality and Leisure Grants

£2.86 million to 444 business through Local Discretionary Grants

Working closely with adult social care to support care providers.

Many council leisure facilities / buildings are open now operating within COVID19 guidelines.

## **6. Correspondence received from a local resident**

The Council received 2 letters from local residents requesting information regarding the Langley Park Sports & Social Club. Council understand there are many misconceptions in the community regarding the Parish Councils involvement in the potential closure of the facility. The Council resolve to make enquires into the history and ownership of the site and produce a factual statement to inform the community.

## **7. Opportunity for the public to raise matters of interest**

DUE TO COVID-19 SOCIAL DISTANCING RESTRICTIONS MEMBERS OF THE PUBLIC WILL BE UNABLE TO ATTEND THE MEETING IN PERSON. PLEASE DO NOT ATTEND THE MINERS INSTITUTE.

Interested parties may listen to the full meeting on 'Conflab' by dialling 0843 289 0000 from a landline or 0333 335 0335 from a mobile phone and enter listen pin 281130.

Please see our 'Joining Instructions' on the website for further details.

Questions and comments pertaining to items on the agenda only; must be submitted in writing to the Clerk, either by email or post by no later than 14:00 on Monday the 10<sup>th</sup> of August 2020. Issues raised which are not in relation to the items listed on the agenda will be carried forward to the next meeting as correspondence only.

**No public comments were received for the meeting.**

## **8. Planning Applications Received**

No outstanding planning for Council comment.

## 9. Clerks Work in Progress & Covid-19 update report

22 weeks have passed since the last Council meeting and during this time I have been working and discharging the functions of Council under our emergency terms of delegation. This allowed me to continue and instruct existing functions of Council. It was an exhausting and scary time for the whole community, and I pleased to say we made it through the first peak very well. Reality is, not only locally, but globally there is a long way to go.

My admiration and thanks go to the team which rallied around and worked tirelessly to bridge the gap during the lock-down, they know who they are. I also must extend my heartfelt thanks to Cllr Moat and County Councillor Bev Coult who were great aids and support. Special thanks to the local businesses who worked their socks off to keep up with demand, their kind donations and to their quick turnaround on adapting to covid-19 secure to enable a safe shopping experience. In addition, huge thanks to Karen and Alan Dobbin for their amazing response, shopping delivering, loading, helping, collecting. You name it, they did it.

In light of the bombardment of preparatory statements for the encroaching lockdown, we closed our 2 open play areas and currently they remain closed, alongside Esh with is closed due to refurbishment. RoSPA will attend 14<sup>th</sup> August for the annual safety check for all 3 play areas. Hopefully Council can reassess and look to open these in the near future.

Lock down begins 23<sup>rd</sup> March 2020

Working with Bev Coult, the Defib group and Ollie Moat. Chairman Ryan Drion allocates the revenue from dog bag sales of 19/20 of £1030, and an additional £289.08 from 20/21 sales to the project.

We flyer the whole village with a leaflet advertising our essential shops & Businesses, where if you were isolating or shielding the team could shop and contactless deliver to your door for free. I was the volunteer driver for Fresh & Fruity, with many other superstars who stood up and made the difference.

I apply to the MD AAP for £4000 funding to enable activities, events and food hub, an emergency annex is made to the defib constitution for the project, The Community Spirit Covid-19 Team. I register with FairShare North East. We covid - secure the building and dedicate the snooker room as the hub, we put in place precautions and PPE for safe use. We collect make and donate care packs to Key Workers, we put colouring sheets and activity packs into shops. We hold a socially distanced Afternoon Tea for VE75 to ensure this did not pass without celebration and we successfully deliver 200 afternoon teas to local residents and then 400 ploughman's lunches later in the month! We traded jigsaws and furniture, helped new incomers into the village and tried our best to keep people connected and spirits high. We took in over £600 worth of donations from the public and funds raised by making and selling VE day Baking kits.

I claim the Business Continuity Grant for the Miners Institute of £10000, reclaim section 106 monies by monitoring off a project from 2018/19 and claim £3700.00, recover outstanding Small Holding & Garage rents and successfully apply for a Summer Holiday Activity and Healthy Food Grant from the MD AAP to be delivered by St Michaels School in Esh over the summer totalling £400.00.

### Miners Institute

- Receive £10000 BCG from DCC for running costs towards the hall during lockdown
- Pest control are contacted to deal with an issue in the building costing £30.00
- Floor has deteriorated in the hall, invitations to local builder and foorer are underway, currently we have 4 interested contractors and are awaiting quotes for works
- Tile Flooring in toilets due to a 'silent' leak behind cistern is failing, wooden fittings are wet and smelling. Daniel Wilkinson kindly attended site free of charge and identified and fixed the issue. Quotes for such repairs are being sought.
- The Gas system at the Miners Institute requires serious work. He boiler has been switched off since May. Bills were too high v our usage and again a gas engineer (Commercial) due to size of the boiler and set up attended; wiring failures with the electrics, valve issues and thermostat and boiler not speaking to each other. Awaiting contact from engineer when he can attend to quote for the repair with an electrician. Two other contractors contacted to quote.

- Kitchen is in a poor state of repair and in need of replacement, as per council meeting 2019, local contractors have been contacted for quotes

#### Play Areas and Open Spaces

- Grass cutting has been slow throughout the Parish and untimely during lockdown, this is because many DCC workers were deployed to other areas, such as cemeteries and recycle centres. Councillor Bev Coult has contacted, as well as myself, the service delivery Managers. Hopefully, as the new normal embeds the grass cutting once again hits target of 10 working days as per SLA
- Seat strimming and upkeep SLA is underway and will run until October this year
- Hanging baskets, Christmas tree surround, tub and pathway planters are now in full bloom

#### Old Rec, Centenary Field

- Locks replaced as these were found to be inoperable when grasscutters did attend site
- Strimming to footpaths and bottom entrance has been carried out by L&S Maintenance and paid at the same rate as park checks whilst parks have been closed as per instruction of the Chairman
- Footpath 26 which runs the length of Old Rec is completely impassable, but still legally exists and managed and maintained by Durham County Council, I am working with Public Rights of Way at County to see what options are available to Council

#### Bobby Robson Park

- Bushes, cut last year around the perimeter of Bobby Robson park need re-cutting
- Grass needs cutting
- Risk assessment carried out, unable to meet the government guidelines onsite at this time, remains closed, review and RoSPA on Friday 14<sup>th</sup> August, hopefully reopen with social distancing rules following deep clean and outcome of both RA and RoSPA report
- Discussion with County Councillors underway regarding substantial funding input to the overhaul and update of the park – these will be developed over the next coming months

#### Quebec Play Area

- Due to the open plan site and low railings, Quebec park has been the most difficult to keep closed. Signage and barriers, we consistently removed, and public ignored and took advantage of its location to continue to use. These users have put not only themselves but others at risk. Thank you to Cllr Moat who has attended site on multiple occasions to resign and tape off the area.
- RoSPA and Risk Assessment to be carried out on Friday 14<sup>th</sup>

#### Esh Play Area

- Closed before lock down due to refurbishment following arson and rebuild. Remains closed.
- Challenged the invoice of contractor B for unfinished works, reduced from £3979.20 to £2400, see attached invoice in payments to make and Credit note.
- Contractor W instructed and carried out remedial works following illegal public access to site and failures of contractor B. Footpath installed, top soiling and seeding completed, cutback of surround completed and seating on order with lead time of 4 weeks to delivery, install by contractor W.
- Request from Allotment owner in Esh asking for far side of football pitch to be cut back as completely overgrown

#### Lock up Rear of Garden Ave

- Lights in the unit have failed, electrician attended and RCD and connection is in poor state.

- Electrician instructed to attend to provide quote for works required
- Request received from Community Garden for electricity supply to be routed to Garden for their use, Security light request for the front door access, which would aid both community garden, lock up and allotment entrance as we enter into the darker months.,

#### Esh Village Green

- Grass cutting has been untimely however this has now been cut
- A section of bird's mouth fence needs repairing

### **10. Policies and Procedures for review**

- Esh Parish Council Code of Conduct 2020
- Esh Parish Council Standing Orders 2020
- Esh Parish Council Financial Regulations 2020
- Recruitment Policy 2020
- Public Participation March 2020
- New Councillor Induction & Application Pack 2020
- Member Officer Protocol 2020
- Equal Opportunity Policy 2020
- Email Protocol 2020
- Disciplinary Procedure 2020
- Dignity at Work- Bullying & Harassment Policy 2020
- Delegation Scheme 2020
- Complaints Policy 2020
- Esh Parish CCTV Policy 2020

Council reviewed and accept existing policies and **resolve** to accept the new CCTV policy

### **11. Funding request from Langley Park Football Club**

Council deferred this item until the September meeting as the pitch and surrounding area at Quebec has been left in a poor state following their practice sessions, the Council will request to see an improvement offering sticks and rubbish bags if needed to clear the area. This will be monitored and reconsidered at the next meeting prior to approving the funding. Clerk to contact applicant to discuss.

### **12. Internal Audit report – Heywoods Accountants**

Council **resolve** to accept the Internal Auditors report

### **13. Approval of the Annual Governance Statement**

Council **resolve** to accept. Signed by Chair and Clerk

### **14. Approval of the Accountancy Statement for audit 2019/2020**

Council **resolve** to accept. Signed by the Chair

### **15. Quotes received for Miners Institute Hall flooring, Interior decorations and repairs. Kitchen refurbishment.**

Deferred

Commission	£ 7.27		£ 7.27
Service Charge	£ 10.00		£ 10.00
Gas charges Miners institute	£ 599.99	£ 120.00	£ 719.99
Feeder Pillar Xmas Tree Langley Park	£ 106.66	£ 5.33	£ 111.99
Electricity Charges Garage Lockup Garden Ave	£ 71.77	£ 3.59	£ 75.36
Membership to SLCC	£ 202.50		£ 202.50
PAYE & NIC	£ 1,026.33		£ 1,026.33
Deposit for installation of CCTV	£ 1,236.50	£ 247.30	£ 1,483.80
Annual Rent	£ 3,931.14		£ 3,931.14
Printing Charges	£ 5.69	£ 1.14	£ 6.83
Petty Cash Draw Down 20/21	£ 200.00		£ 200.00
Donation to Food HUB Covid19 from Dog Bag Rev 19/20	£ 200.00		£ 200.00
Stationary and Paper	£ 192.76	£ 38.55	£ 231.31
Salary April 2020	£ 1,545.45		£ 1,545.45
Expenses April 2020	£ 27.50		£ 27.50
Salary April 2020	£ 174.40		£ 174.40
50000 Dog bag Pallet	£ 484.50	£ 96.90	£ 581.40
Donation to Food HUB Covid19 from Dog Bag Rev 19/20	£ 250.00		£ 250.00
Annual Membership Fee	£ 65.00		£ 65.00
Water Rates and Changes Jan -April 10th 2020	£ 137.71		£ 137.71
Commission	£ 2.10		£ 2.10
Service Charge	£ 10.00		£ 10.00
Donation to Food HUB Covid19 from Dog Bag Rev 19/20	£ 250.00		£ 250.00
Printing Charges	£ 124.20	£ 24.84	£ 149.04
Gas charges Miners institute	£ 248.24	£ 12.41	£ 260.65
PAYE works and Payroll services 19/20	£ 150.00	£ 30.00	£ 180.00
Telephone charges for the Miners institute	£ 57.65	£ 11.53	£ 69.18
Electricity Charges Miners institute	£ 291.35	£ 14.57	£ 305.92
SLA for seats and Litter picking rec & sites March, April &	£ 795.00		£ 795.00
Salary May 2020	£ 1,530.79		£ 1,530.79
Expenses May 2020	£ 27.50		£ 27.50
Salary May 2020	£ 139.52		£ 139.52
Printer for home working covid19	£ 94.99		£ 94.99
NEST Pention Contribution May	£ 101.66		£ 101.66
Photocopier Leasing charges	£ 255.00	£ 51.00	£ 306.00
NEST Pention Contribution April	£ 103.62		£ 103.62
Donation to Food HUB Covid19 from Dog Bag Rev 19/20	£ 250.00		£ 250.00
Window Cleaning services	£ 50.00		£ 50.00
Final Payment from Dog Bag Rev 19/20	£ 80.00		£ 80.00
Recharge to Food HUB Covid19 AAP Fund	£ 250.00		£ 250.00
Commission	£ 1.50		£ 1.50
Service Charge	£ 10.00		£ 10.00
Recharge to Food HUB Covid19 AAP Fund	£ 250.00		£ 250.00
Gas charges Miners institute	£ -	£ -	£ -
Printing Charges ( Last Year)	£ 0.94	£ 0.19	£ 1.13
Final Payment installation of CCTV Miners institute	£ 1,236.50	£ 247.30	£ 1,483.80
Salary June 2020	£ 1,561.74		£ 1,561.74
Expenses June 2020	£ 27.50		£ 27.50
Salary June 2020	£ 139.52		£ 139.52
Pension Contribution May 2020	£ 101.66		£ 101.66
Pension Contribution June 2020	£ 99.13		£ 99.13
Window Cleaning services	£ 50.00		£ 50.00
SLA for seats and Litter picking rec & sites June	£ 345.00		£ 345.00
REcharge to Food HUB Covid19 AAP Fund	£ 250.00		£ 250.00
Printing Charges	£ 142.88	£ 28.57	£ 171.45
Website Hosting fees and costs	£ 613.76	£ 122.75	£ 736.51
PAYE & NIC	£ 1,080.99		£ 1,080.99
Commission	£ 3.06		£ 3.06
Service Charge	£ 10.00		£ 10.00
PPE Covid19 (AAP Community Spirit Fund)	£ 547.36	£ 29.94	£ 547.36
Salary July 2020	£ 1,596.17		£ 1,596.17
Expenses July 2020	£ 27.50		£ 27.50
Salary July 2020	£ 174.40		£ 174.40
Biannual Service of Fire Alarm and Emergenct Lighting	£ 85.00	£ 17.00	£ 102.00
Electricity Charges Garage Lockup Garden Ave	£ 71.03	£ 3.55	£ 74.58
Printing Costs	£ 18.85	£ 3.77	£ 22.62
Conferencing set and accessories ( refund LKJ Bushell)	£ 640.98	£ 128.20	£ 769.18
Esh Play Area - Footpath install and topsoiling cut backs	£ 3,044.00	£ 608.80	£ 3,652.80
PPE Covid19 (AAP Community Spirit Fund) Aprons	£ 39.95		£ 39.95
Feeder Pillar Xmas Tree Langley Park	£ 105.12	£ 5.26	£ 110.38
Gas charges Miners institute	£ -	£ -	£ -
Commission	£ 4.65		£ 4.65
Service Charge	£ 10.00		£ 10.00
Seat project SLA and Strim/litter/clearance Old Rec	£ 345.00		£ 345.00
Hanging Baskets and Tubs 20/21	£ 1,229.00		£ 1,229.00
Large Picnic Tables x3 and fixings - Esh Play Area	£ 1,524.00	£ 304.80	£ 1,828.80
Window Cleaning Miners Institute	£ 50.00		£ 50.00
Internal Audit and statement of Accounts 19/20	£ 400.00	£ 80.00	£ 480.00
Phone in for phone Monthly costs	£ 10.00		£ 10.00
Gas charges Miners institute	£ 0.67	£ 0.03	£ 0.70
Reinstated invoice from 3979.20	£ 2,000.00		£ 2,400.00

## 16. Payments to make and Bank Reconciliation

The Council noted the bank statements, approved payments as listed and resolved to arrange payments.

## 17. Date of the Next Meeting – Tuesday 7<sup>th</sup> September 2020