



*The Council of the
Parish of Esh*

The Miners Institute, Church Street, Langley Park, Durham, DH7 9TZ
0191 3736687

Clerk : Leeanne Owens
Chairman : Cllr Joseph Thompson

**The Council of the Parish of Esh Minutes of the Ordinary Meeting of the Council held on
Wednesday the 14th December 2022 at The Miners Hall, Langley Park.**

Meeting commenced at 6:00pm

Ordinary Meeting of the Council

1. Record of attendance

Chair Cllr. Joe Thompson, Cllr. George Hawxwell, Cllr. Karenza Passmore, Cllr. Kathryn Thompson, Cllr. Louise Dudden, Cllr. Allison Wardman, Cllr Mike Quinn

1 member of the public was present at the meeting

Clerk: Leeanne Owens

2. Apologies for Absence

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| Councillor Linda Bushell | Personal Commitments |
| Councillor Ruth Hughes | Personal Commitments |
| Councillor Edwin Simpson | Personal Commitments |
| Councillor Ollie Moat | Work Commitments |
| Councillor John Duddy | Personal Commitments |
| Councillor Jillian Crumbie | Personal Commitments |
| Councillor Ross Lardner | Work Commitments |

3. Declarations of Interest

No declarations of interest were declared at the meeting.

4. Minutes from the Ordinary Meeting on the 9th November 2022

Cllr. Wardman advised that her name is spelt incorrectly on the minutes from the meeting on the 9th November 2022. After this amendment all Councillors present at the meeting agreed that the minutes of the meeting be agreed as a true record.

Resolved That the minutes from the meeting held on the 9th November 2022, be agreed as a true record.

5. County Councillors Report

County Councillor Coult was absent from the meeting, however Councillors present at the meeting were in receipt of the report and were happy with its content.

Cllr. Quinn did query the reference County Councillor Coult made in respect of the planning application for the Coop Buildings where there is a proposal for a conversion of upper floor of building to provide 8no. two bedroom apartments and 2no. one bedroom apartments. This planning was not referenced on the agenda for this meeting. The Clerk explained that this was because it was not received in time for the meeting and therefore it would have been scheduled for the January 2023 agenda.

Councillors at the meeting raised various concerns on this planning application and asked questions of what kind of apartments are proposed, who will be renting them, they discussed the implications for parking and how this will affect the local shops in the area as people will not be able to park outside of the shops directly if they are taken up by new residents therefore this will affect trade for the local shops as residents may go elsewhere.

Cllr. Passmore advised that if the Parish Council cannot respond to this planning application within the timeframe given then as a Parish Council, Councillors need to give the Chair the opportunity to action the Parish Council's queries as an objection.

Resolved That the report from County Councillor Coult be noted;

Resolved That the Clerk passes the Parish Council's objections over the planning application to the Planning Team and feeds back any updates to the Council as appropriate.

6. Opportunity for the public to raise matters of interest

The member of the public present at the meeting did not wish to raise anything with the Parish Council.

The Clerk did receive a letter from Langley Park Bowling Club who are no longer operating to advise that they would like to offer the Parish Council their assets which include seats. The Chair Cllr. Joe Thompson offered to make contact with the Bowling Club to see which items they no longer want and at this point he will let Cllr. Wardman, who is a member of the bowls club at Witton Gilbert know so she can see if the bowls club can make use of any surplus items.

Following a discussion, it was;

Resolved That the Parish Council offer their gratitude for the items offered and the Chair will contact the bowls club in relation to the items that are available;

Resolved That Cllr. Wardman will contact the bowls club in relation to the other items available.

7. Clerks work in progress

The Clerk read out a verbal report to the Parish Council and discussed that she has been on some training on Managing Meetings which was really informative.

During her update the Clerk also discussed the ongoing struggles she is having in relation to sourcing an IT provider to enable the Parish Council's email system to be changed. The Clerk also mentioned that at present the Parish Council do not have any IT support for the Clerk's PC and Laptop and the Clerk said she is concerned that if the PC and Laptop do crash this will have serious implications for the Parish Council.

A discussion ensued in relation to IT and it was resolved that the Parish Council should source an IT contractor to create a new, secure, website and email system as soon as possible for the Parish Council. This was agreed by all present.

The Clerk asked if anyone present at the meeting was aware of any IT providers as her previous contacts have not progressed. Alvit Solutions was suggested as an IT company for the Clerk to approach. It was agreed that the Clerk would make enquiries (through the Clerks network) as to any other website design companies other Parish councils could recommend and that, if possible, Alvit and at least two other companies be contacted as possible providers.

During the Clerks update Cllr. Kathryn Thompson mentioned the internal audit the Clerk has organised when the accounts are due and it was suggested that the Clerk speak with the internal auditor and ask about the possibility of them looking at not only the current years accounts, but also the previous years when the new Councillors become part of the Parish Council.

The Clerk also discussed PAT Testing and Legionella Testing and advised that these are not being conducted at present and do need to be completed. Cllr. Passmore advised that without both of these essential checks the Parish Council's insurance would not be valid as the Miners Hall is a public building. It was noted that CDS are due to check the fire alarms, therefore the Clerk asked if Cllr. Hawxwell could speak to CDS to ask if they would also do PAT Testing, in addition the Clerk advised that she liaise with other companies in relation to this. The Clerk also advised that she has made some queries about the Legionella Testing in the past and will keep following this up.

Following the Clerks report, it was;

Resolved That the Clerks report be noted;

Resolved That the Clerk liaise with Alvit Solutions as a point of reference to progress with the IT support and Email system for the Parish Council;

Resolved That the Clerk speaks with the Internal Auditor about the possibility of also checking previous years accounts;

Resolved That the Clerk makes contact with companies who offer PAT Testing and Legionella Testing and reports back to the Council.

8. Planning Applications

The queries raised over the planning application for the Old Co-Operative Building was discussed under the County Councillors report.

Resolved That the Clerk passes the Parish Council's objections over the planning application to the Planning Team and feeds back any updates to the Council as appropriate.

9. Email Correspondence Received

The Clerk presented Councillors with a range of different emails received for Councillors information.

Resolved That the email correspondence be noted.

10. Review of the Cleaners Hours

A discussion took place around the Cleaners hours as the Cleaner is now having to work 1 extra hour per week, due to the Miners Hall now been used as a Warm Hubs base. Councillors present at the meeting were in agreement to the increase, however it was confirmed that the cleaners' hours do need to be reviewed in the future and any permanent changes to the cleaners' hours would need to be reflected in the cleaner's contract by the HR Committee.

Resolved That the increase to the cleaners' hours be approved, however the cleaners' hours are to be reviewed in the future and any permanent changes would need to be reflected in the cleaners contract by the HR Committee.

11. Tree Survey

The Clerk presented quotations received from both OJM and LME Contracting Ltd for an annual tree survey of all trees in the Parish Council's boundaries. The Quotation from LME Contracting Ltd was for a cost of £920.00 per annum, plus VAT and the quotation from OJM was for an annual cost of £500.00. Cllr. Kathryn Thompson prosed that we accept the quotation from OJM and Cllr. Dudden seconded this.

The Council have used OJM to clear the Laurels in the Old Recreation Ground and it was noted from Cllr. Passmore that OJM have done a fantastic job and that the Old Recreation Ground is looking lovely following this work.

Resolved That the Parish Council accepts the quotation from OJM for the annual tree survey and that the Clerk liaises with OJM to initiate this work.

12. Parish Noticeboards

Discussions took place around the notice boards outside the Miners Hall. The Chair is proposing that these are replaced as they are really old and quite damaged now.

Following a discussion Parish Councillors in attendance all agreed by a show of hands that these notice boards be replaced.

Resolved That the Clerk is to source providers of Notice Boards and bring back the prices to a future Parish Council Meeting.

13. Payments made and bank reconciliation

The Clerk presented a list of payments to Councillors that are due for payment which are shown on a separate sheet.

Following a discussion all Councillors in attendance accepted the payments that are due.

Resolved That the payments due are authorised by the Council.

14. **Date of next ordinary meeting** – Wednesday the 11th January 2023, 6pm at The Miners Hall

Meeting closed at 7pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE