

THE MINUTES OF THE ANNUAL MEETING OF THE SEATON WITH SLINGLEY PARISH

COUNCIL HELD ON WEDNESDAY 23 MAY 2018

Present: Councillors A Blacklock, A Foots, S Haddick,
S McAuliffe, H Middlemiss, A Slater, A Taylor,
D Temple, J Theobald, A Vila and S Williams

1 ELECTION OF CHAIR

RESOLVED that Councillor A Slater be elected Chair of Seaton with Slingley Parish Council for the ensuing year.

COUNCILLOR A SLATER TOOK THE CHAIR

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor A Foots be appointed Vice-Chair of Seaton with Slingley Parish Council for the ensuing year.

3 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Mr G Fletcher be appointed Internal Auditor to Seaton with Slingley Parish Council for the ensuing year.

4 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to serve as representatives of the Parish Council on the external bodies listed for the forthcoming year:-

Area Action Partnership
Councillors S Haddick and A Slater

Council for Protection of Rural England (Co Durham)
As required

County Durham Association of Local Councils
Councillor D Temple

County Durham Foundation Trust (South Sharpley Community Fund)
Mr A Teasdale - Resident

East Durham Association of Parish and Town Councils
Councillors A Foots, S Haddick and D Temple

Seaton Community Association Management Committee
Councillors H Middlemiss and A Slater

5 DATE AND TIME OF ORDINARY MEETINGS OF SEATON WITH SLINGLEY PARISH COUNCIL

RESOLVED that meetings of Seaton with Slingley Parish Council be held on the third Wednesday of each month commencing at 6.45pm, with the exception of August where no council meeting would be held due to recess. Meeting dates were subject to change with the consent of the Chair of the Parish Council.

6 DECLARATIONS OF INTEREST

There were no declarations of interest.

7 POLICE

The Clerk reported that since the last meeting there had been 3 incidents which included 1 car accident leaving the A19, 1 report of youths drinking on the path outside the Seaton Lane Inn and 1 incident involving 4 males on the cycle path at Seaham Grange Industrial Estate hunting with hawks.

RESOLVED that the information given, be noted.

8 THE MINUTES OF THE LAST MEETING held on 18 April 2018, a copy of which had been circulated to each Member, were approved and signed by the Chair.

9 CORRESPONDENCE

There was no correspondence.

10 PLANNING

APPLICATION - DM/18/01353/VOC - Variation of condition no 2 (25 year consent) to extend consent for a further 5 years pursuant to appeal reference APP/X1355/A/10/2127599 (DCC ref. PLAN/2008/0355) for 3 wind turbines and associated cabin and access road at South Sharpley Farm, Salters Lane, Seaton, Seaham SR7 0NJ for REG Windpower Ltd

The Clerk reported the receipt of correspondence from Mr S Morgan, Development Manager for REG Windpower Ltd who represented the owner of South Sharpley Wind Farm.

Mr Morgan had advised that the owner was seeking planning permission to extend the operational lifetime of the wind farm from 25 to 30 years. REG had confirmed that if the application was successful the Community Benefit Fund would remain in place for the additional 5 years of operation.

Members queried if local residents had been consulted on the application and following discussion it was suggested that Mr Morgan be invited to attend the next meeting of the Parish Council.

RESOLVED that Mr Morgan, Development Manager for REG Windpower Ltd be invited to attend the next meeting of the Parish Council.

11 CLERK'S REPORT

(a) Internal Audit for the Year Ending 31 March 2018

The Clerk reported the receipt of the internal audit report for 2017/2018 undertaken by Mr G Fletcher.

Members were advised that local councils were required to complete an annual return which summarised their annual activities at the end 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 was to be completed by an independent internal auditor who gave an opinion of the Parish Council's internal controls, details of which were outlined to Members. All the key controls contained within the annual return were examined and found to be working satisfactory.

Seaton with Slingley Parish Council – 23 May 2018

The auditor had recommended that governance of the Parish Council would be improved if Financial Regulations, Standing Orders and the Risk Assessment document were reviewed annually. It was also recommended that a review of the Council's internal controls be undertaken to support the Annual Governance Statement.

RESOLVED that the internal audit report for 2017/2018 be accepted.

(b) Review of Policies

The Clerk reported that Standing Orders had been reviewed to take into account the changes related to the General Data Protection Regulations.

In line with the recommendation of the internal auditor a report reviewing the effectiveness of the Council's internal controls had been undertaken. A review of Financial Regulations and the Risk Management document had also been undertaken.

RESOLVED that the reviewed policies be adopted.

(c) Annual Governance and Accountability Return for the Year Ending 31 March 2018

The Clerk reported that the Annual Governance and Accountability Return had been set for 6 July 2018.

Members had previously been advised that a report reviewing the effectiveness of the council's internal controls had been prepared to support the Annual Governance Statement.

The Clerk proceeded to take Members through Section 1, Annual Governance Statement and Section 2, Statement of Accounts.

RESOLVED that Sections 1 and 2 of the Annual Governance and Accountability Return for the year ended 31 March 2018, be approved and signed by the Chair.

(d) Grass Cutting Contract – Durham County Council

The Clerk reported the receipt of a quotation from Durham County Council for grass cutting during the 2018 season.

Members were advised that the quotation of £511.00 plus VAT was based on a 10 day cycle of grass cutting, weather permitting at the Village Green, Hillrise Crescent and land opposite either side of the farm entrance, Seaton Burn.

RESOLVED that the quotation from Durham County Council be accepted.

(e) Litter/Dog Bin Contract – Durham County Council

The Clerk reported that Durham County Council had provided a quotation of £657.12 for the emptying of 3 dog/litter bins.

Members were advised that the contract was based on each bin being serviced once a week at a cost of £4.21 plus VAT per collection per bin.

RESOLVED that the quotation from Durham County Council be accepted.

(f) General Data Protection Regulations

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The Clerk provided Members with an update on preparations made for the introduction of the General Data Protection Regulations which would come into force on 25 May 2018.

Members were advised that confirmation had been received that parish councils were exempt from the requirement to appoint a Data Protection Officer under the new regulations.

The Clerk advised of the work that had been undertaken to ensure the council was compliant on 25 May 2018.

- A data audit had been undertaken to assess the data held by the council, where it came from, how it was used and who it was shared with.
- Privacy Notices had been prepared
- A new Data Protection Policy had been drafted and other relevant policies had been amended to reflect the new requirements
- The councils website had been updated to comply with the new requirements

RESOLVED that the information given, be noted.

(g) Fencing

The Clerk reported that following a request from residents to extend the fencing from the corner at the junction of Hillrise Crescent and the B1404 up to Seaton Grove Durham County Council were asked to provide a quotation.

Members were advised that to supply and install 44m of fencing would cost £1,750.92 plus VAT. The quotation included staining the fence and the grass verges would be reinstated.

RESOLVED that the quotation be accepted.

(h) Layby - Seaton Supply Stores

The Clerk reported that following the last meeting the Police and npower were contacted regarding the npower van that had been parked outside Seaton Supply Stores and was removed on 21 April 2018.

The Clerk advised that the Police were asked to consider the introduction of a waiting restriction on the layby to prevent this happening in the future.

The Police traffic management section had advised that this was not the first time this issue had been raised. Due to previous problems with parking at the junctions either side of Seaton Supply Stores the junction give-way markings were moved forward from the building line and the layby was created. On the Byron Lodge Estate junction a small section of cross hatching prior to the layby was created to discourage vehicles parking right on the corner. On the Clarks Terrace side yellow lines were installed at the junction.

Consideration had been given to parking restrictions outside the shop in the past but the reality was either;

- Vehicles would continue to park there as it was unlikely a council parking warden would be available to enforce the restriction and issue a ticket for short term parking
- Vehicles would park further in to the side road junctions causing greater problems.

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The Police checked the accident records over the past 3 years and there had been 1 accident in May 2017 which was not junction related. Therefore this was not a location where the Police would put forward or support a request for additional restrictions.

RESOLVED that the information given, be noted.

(i) Village Paths

The Clerk reported that a site visit was held with Durham County Council to discuss the resurfacing work to the paths in the village.

The Parish Council had previously been advised that a finishing course was still to be applied to the paths, however the County Council had now advised that the paths were finished.

The County Council agreed to sweep and blow the paths and this was undertaken on 18 May 2018.

RESOLVED that the information given, be noted.

(j) Section 133 Grant - Seaton Community Association

The Clerk reported that the Parish Council had previously supported Seaton Community Association with an annual grant of £1,000.00 from the Section 133 Budget.

RESOLVED that a grant of £1,000.00 be made to Seaton Community Association from the Section 133 Budget.

(k) Seaton Lane Inn - Application for a Variation of Premises Licence

The Clerk reported the receipt of correspondence advising that Durham County Council had received an application for a variation to amend the plan attached to the Premises Licence at the Seaton Lane Inn from Marshall Inns Limited.

RESOLVED that the information given, be noted.

(l) Memorial bench

The Clerk reported that Members had previously been advised of a request from Mr D Punshon to install a bench on the village green in memory of his aunt Mrs J Punshon who had lived at Seaton Crescent.

As there were sufficient benches in the village Mr Punshon had agreed to place a plaque on an existing bench at Seaton Crescent and donate towards the Parish Councils scheme of planting spring bulbs at this location. Members were advised that approval had been obtained from County Durham Housing Group who owned the land the bench was located on.

RESOLVED that the information given, be noted.

12 PAYMENTS

RESOLVED that the payments listed be endorsed.

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CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
100396	County Durham Association of Local Councils	Annual Subscription	197.74		197.74
100397	Mr G Fletcher	Internal Audit	100.00		100.00
100398	A Slater	Reimbursement - Weedkiller	10.00	2.00	12.00
100399	HMRC	PAYE - May 2018	114.00		114.00
100400	Payroll	Wages - May 2018	455.57		455.57
100401	JACS Accountancy Limited	Payroll Services - May 2018	8.00	1.60	9.60
100402	J Thompson	Reimbursements	16.96	2.00	18.96
		TOTAL	902.27	5.60	907.87

13 DATE AND TIME OF NEXT MEETING

RESOLVED that the next meeting be held on 20 June 2018 at 6.45pm.

..... **Signed**

..... **Dated**