

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

COUNCIL HELD ON WEDNESDAY 15 MAY 2019

Present: Councillors A Blacklock, 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 D Temple 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, except for 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 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Foots

7 DECLARATIONS OF INTEREST

There were no declarations of interest.

8 POLICE

The Clerk reported that since the last meeting there had been 4 thefts of Lead.

At the last meeting the Police reported that a further operation was planned to target the on-going problem of anti-social riding on the walkway. These days of action aimed to crack down on off-road and quad bikes that were causing a nuisance to the community, particularly those using the walkway.

Members asked for an update on the latest operation and if the SelectaDNA sprays purchased by the Parish Council had been used.

RESOLVED that the Clerk contact the Cleveland and Durham Motorcycle Unit for an update.

9 THE MINUTES OF THE LAST MEETING held on 17 April 2019, a copy of which had been circulated to each Member, were approved and signed by the Chair.

10 CORRESPONDENCE

Letters of Thanks

The Clerk reported the receipt of the following letters of thanks following donations from the Parish Council.

Seaton Community Association
Citizens Advice County Durham

RESOLVED that the information given, be noted.

11 PLANNING

There were no planning matters

12 CLERK'S REPORT

(a) Internal Audit for the Year Ending 31 March 2019

The Clerk reported the receipt of the internal audit report for 2018/2019 undertaken by Mr G Fletcher.

Members were advised that every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less, could certify themselves as exempt from a limited assurance review, and complete part 2 of the Annual Governance and Accountability Return (AGAR) at the end of the financial year. The part 2 AGAR was made up of 2 sections along with an annual internal audit report which was to be completed by the Parish Council's independent internal auditor, who was to give an opinion of the Parish Council's internal controls, details of which were outlined to Members.

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The internal audit concluded that all the key controls contained within the internal audit section of the AGAR were examined and found to be working satisfactory.

RESOLVED that the internal audit report for 2018/2019 be accepted.

(b) Annual Governance and Accountability Return for the Year Ending 31 March 2019

The Clerk reported that at the last meeting Members agreed to certify themselves exempt from a limited assurance review, and complete part 2 of the AGAR. The Certificate of Exemption had been signed by the Clerk and Chair.

Members were advised that a report, which reviewed the effectiveness of the council's internal controls had been prepared to support the Annual Governance Statement, details of which were outlined.

The Clerk proceeded to take Members through Section 1, Annual Governance Statement, which was approved and then Section 2, Statement of Accounts which was also approved.

RESOLVED that Sections 1 and 2 of the Annual Governance and Accountability Return for the year ended 31 March 2019, be approved and signed by the Chair.

(c) Policies and Procedures

The Clerk reported that a review had been undertaken of the Councils Risk Management Policy and Risk Management Strategy.

A review had also been undertaken of the following policies and procedures and where necessary minor amendments were made.

Internal Audit Policy
FOI Publication Scheme
Data Protection Policy
Public Participation Policy
Public Filming, Recording and Reporting at Council Meetings
Grants and Donations Policy
Complaints Policy
Fraud and Corruption Policy
Standing Orders
Financial Regulations
Code of Conduct

RESOLVED that the information given, be noted.

(d) Annual Insurance Premium 2019/20

The Clerk reported that the annual insurance for the Parish Council was due for renewal on 1 June 2019. Zurich Municipal had advised that the annual premium for 2019/20 was £257.60 the same amount as last year.

RESOLVED that the quotation be accepted.

(e) Website Hosting and Support

The Clerk reported that Durham County Council had provided a quotation of £601.73 to host and support the Parish Councils website during 2019/20.

RESOLVED that the quotation from Durham County Council be accepted.

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(f) RBL Poppy Wreaths

The Chair suggested that the Parish Council purchase 2 poppy wreaths to be placed in the village on remembrance Sunday. The Clerk advised that a poppy wreath cost approximately £17.00.

RESOLVED that the Parish Council purchase 2 poppy wreaths.

(g) Grit Bins

The Clerk reported that at the last meeting the Chair referred to the grit bins in the Seaton area and advised that many of them were old and in a poor state of repair. It was suggested that the Parish Council could fund new grit bins that were secure and visually pleasing. Reference was also made to the bin at Hall Close that was missing a lid and needed replacing.

Following the meeting the request for the Parish Council to fund new grit bins throughout the village was referred to Durham County Council.

RESOLVED that the information given, be noted and further developments be awaited.

13 PAYMENTS

RESOLVED that the payments listed be endorsed.

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
100472	G Fletcher	Internal Audit	100.00		100.00
100473	Open Spaces Society	Annual Subscription	45.00		45.00
100474	HMRC	PAYE - May 2019	116.60		116.60
100475	Payroll	Wages - May 2019	466.89		466.89
100476	JACS Accountancy Limited	Payroll Services - May 2019	8.80	1.76	10.56
100477	Zurich Municipal	Annual Insurance Premium	257.60		257.60
100478	J Thompson	Reimbursements	14.64		14.64
		TOTAL	864.53	1.76	866.29

14 ANY OTHER BUSINESS

(i) Walkway - Signs

A Member suggested that educational information signs could be erected on the walkway. These could include signs giving the name and/or information about various trees and plants or anything of interest along the walkway.

RESOLVED that the matter be referred to Durham County Council.

(ii) Walkway – Entrance Barriers

Members referred to the entrances to the walkway, the recent damage to the fencing and the boulders that had been installed. It was once again suggested that the entrances should be protected by something made of metal or more substantial than wood.

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Members all agreed they would be happy to work with Durham County Council and the Police to stop the illegal riding taking place on the walkway. A more robust barrier was needed to protect the entrances and options to fund this could be considered.

RESOLVED that the matter be referred to Durham County Council.

(iii) Speed Signs

The Chair suggested that “Watch Your Speed” or “Slow Down” signs could be supplied to properties on Seaton Lane with a request that they be stuck to their household bins.

When residents put out their bins for collection motorists would see the signs on the bins and be reminded to slow down whilst driving through the village.

RESOLVED that the Clerk investigate the price of the signs.

15 DATE AND TIME OF NEXT MEETING

RESOLVED that the next meeting be held on 19 June 2019 at 6.45pm.

..... **Signed**

..... **Dated**