

CORNSAY PARISH COUNCIL

At a meeting of Cornsay Parish Council held on Wednesday, 28th September, 2016, at 7.00pm, in Hamsteels Community Centre, Western Avenue, Esh Winning.

Present: Councillor B Armstrong (in the Chair)
and Councillors J Armstrong, K Duggan, L McKendrick and R Makepeace
and County Councillor A Bonner

68. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Robb and County Councillors D Bell and J Chaplow.

69. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

Councillor B Armstrong declared an interest in Minute No. 75 and took no part in the discussion or decision thereon.

70. REPORTS FROM COUNTY COUNCILLORS

County Councillors reported on the following items:

- The County Council had to achieve savings of £29.1m during the next year.
- The Household Waste Recycling Centre opening hours would revert to the winter programme from October.
- Durham City, Chester-le-Street and Stanley had all won awards in Northumbrian in Bloom. Peter Lee from the County Council had received a special award from outstanding contribution by an employee.
- New enforcement powers had been introduced in relation to irresponsible dog owners.
- The Youth Offending Services had won 3 national awards for its work.

Items brought to the attention of County Councillors included:

- Flytipping previously reported in Briardene and Newhouse Road had not been removed as yet.

Resolved: *That the report be noted.*

71. MINUTES

The minutes of the meetings of the Council held on 27th July, and 5th September, 2016, were confirmed as a correct record and signed by the Chairman.

72. MATTERS ARISING

Minute 54(d) - The broadband and wifi had now been installed by the County Council.
Minute 56 - The Banks Funding Committee were meeting on 29th September. It was expected that the outcome of the application would be notified shortly thereafter.

73. FINANCIAL REPORT

(a) Agreement was given for the payment of:

- (i) £461.28 to Mr D Walker in respect of Clerk's wages for September.
- (ii) £281.14 to HMRC in respect of PAYE for September.
- (iii) £719.43 to the Clerk in respect of reimbursement for fixtures and fittings, printer cartridges and the telephone bill.
- (iv) £227.00 to Makepeace Landscapes in respect of grounds maintenance.

- (v) £7.37 to Northumbrian Water in respect of water rates.
- (vi) £660.00 to BDO LLP in respect of audit fees.

(b) Cheques issued:

(i)	27 th Jul 2016	£	317.24	Clerk's wages	No. 015
(ii)	27 th Jul 2016	£	79.20	HMRC	No. 016
(iii)	27 th Jul 2016	£	35.00	ICO	No. 018
(iv)	27 th Jul 2016	£	86.00	Makepeace Landscapes	No. 021
(v)	27 th Jul 2016	£	12.50	Durham City Homes	No. 022
(vi)	27 th Jul 2016	£	84.16	Petty Cash	No. 025
(vii)	29 th Jul 2016	£	1,680.00	Blake Hopkinson LLP	No. 020
(viii)	1 st Aug 2016	£	660.00	Kyoob Ltd	No. 878
(ix)	18 th Aug 2016	£	12.50	Durham City Homes	No. 879
(x)	18 th Aug 2016	£	1,152.00	WJM Quigley	No. 880
(xi)	18 th Aug 2016	£	545.09	Clerk (fixtures/fittings)	No. 881
(xii)	18 th Aug 2016	£	1,200.00	Durham County Council (HR advice)	No. 882
(xiii)	18 th Aug 2016	£	30,000.00	WJM Quigley	No. 883
(xiv)	18 th Aug 2016	£	30,000.00	WJM Quigley	No. 011
(xv)	18 th Aug 2016	£	100.00	Red Hot Oven Cleaning	No. 884
(xvi)	18 th Aug 2016	£	1,257.60	Authentic Blinds	No. 885
(xvii)	23 rd Aug 2016	£	222.23	Zurich Municipal	No. 886
(xviii)	30 th Aug 2016	£	49.00	HMRC	No. 024
(xix)	31 st Aug 2016	£	195.86	Clerk's wages	No. 017
(xx)	5 th Sep 2016	£	97.13	Petty Cash	No. 887
(xxi)	5 th Sep 2016	£	312.88	Clerk (fixtures/phone/cartridges)	No. 888
(xxii)	5 th Sep 2016	£	52,277.24	WJM Quigley	No. 026
(xxiii)	14 th Sep 2016	£	600.00	C James Associates	No. 889
(xxiv)	23 rd Sep 2016	£	72.00	Traditional Builders Hardware	No. 890

(c) Cash at Bank:

Northern Rock	£46,173.83
Barclays	£4,413.66
Barclays (Savings)	£8,248.07

(d) VAT Reclaims

The VAT reclaim for June 2016 in the sum of £16,058.59 had now been received from HMRC. The claim for July in the sum of £32,464.98 and also been received and the claim for August in the sum of £454.43 had been submitted to HMRC for payment.

(e) Petty Cash

The petty cash balance was £7.18. The sum of £92.82 was therefore required to return the balance to £100.00

74. CORRESPONDENCE

- (a) CDALC - Invitation to the Annual General Meeting of the County Durham Association of Local Councils to be held on 22nd October, 2016.
Resolved: *That the invitation be noted.*

75. PLANNING APPLICATIONS

- (a) S Peel Greenfield Farm Cornsay Change of use of existing outbuildings to provide dog day care and kennels

(b) G Watson

Wellfield House
Cornsay

Felling of Cupressa Lleylandii hedge,
demolition of stone boundary wall and
erection of a car port and garden storage
compartment

Resolved: *That no objections be raised.*

76. HAMSTEELS COMMUNITY CENTRE

(a) Appointment of Cleaner (Minute 62 refers)

Following discussion at the meeting held on 5th September, 2016, in relation to the provision of cleaning of the Community Centre, the Clerk had contacted a number of companies in order to obtain costs for the provision of this service so that Members could assess whether a contract cleaning approach would be more cost effective than employing an additional member of staff.

Feedback from the domestic cleaning companies that the Clerk had contacted was that it was more along the lines of being a commercial building and was not something they would be particularly keen to take on. One company had suggested a ball park figure of around £15.00 per hour. Enquiries made of commercial cleaning companies had shown none prepared to contract for around 2 hours twice per week; feedback was that these companies would be looking for either daily visits or a greater number of hours, particularly in relation to the travelling distance to Esh Winning.

Durham County Council had quoted £12.40 per hour and felt that 2 hours twice per week was achievable. If Members wished to progress down this route, the Council's cleaning supervisor would be pleased to visit the centre, discuss options and agree a specification for further discussion.

Resolved: *That Durham County Council be requested to provide a cleaning service for the community centre and a specification be agreed.*

(b) Damage to Landscaping

On the night of 23rd/24th September, one of the trees on the Valley Drive boundary had been damaged by being bent over and broken in half. The matter had been reported to the Police who had identified the person responsible.

The matter was to be dealt with by way of a restorative justice approach whereby the person responsible had agreed to meet with representatives to discuss the impact and had also agreed to pay towards the cost of the damage.

In view of the official opening of the centre being the following week, Makepeace Landscapes had been requested to obtain a cost for a replacement tree with a view to it being installed in time for the opening event. The cost was £174.00 plus delivery.

Resolved: *That the tree be replaced at a cost of £174.00 plus delivery on the basis of the quote received and that Standing Orders be waived in relation to obtaining 3 quotes due to the time factor involved.*

(c) Maintenance of Landscaping

The landscaping scheme had been planted by WJM Quigley as part of the capital build works. On hand over of the building, it's maintenance had become the Council's responsibility.

To date, the planting had required watering on an almost daily basis. As the building has a water meter, this would be expensive if it was necessary to continue on a longer term basis. Additionally, there was weed growth taking hold in several areas and although some weeding had been undertaken, it was proving to be a time consuming task when undertaken on a voluntary basis.

Advice had been sought from Makepeace Landscapes who had suggested topping the planted areas with a bark/mulch to assist in retaining water in the ground, reduce the need for constant watering

and suppress weed growth. The cost of the materials and labour for the whole site would be £1,1115.00.

Resolved: *That in view of the forthcoming opening event, Standing Orders in relation to obtaining 3 quotations be waived and the quotation be accepted so that the work could be completed in advance of the official opening.*

(d) Signage

The external signage for the building had originally been included within the capital build contract. In order to allow sufficient time for decisions to be made on the options, it had been omitted from the contract to be dealt with separately.

The Architect had provided a range of options for consideration, details of which were circulated.

Resolved: *That the signage be located on both Valley Drive and Western Avenue elevations to read 'Hamsteels Community Centre', the font to be option A and the colour red.*

(e) Main Hall Acoustics

To date, the feedback on the new building had been extremely positive. One aspect that had, however, been raised by various people and groups was that the main hall was extremely echoey, particularly when the hall was empty of furniture which was necessary when exercise classes were taking place.

It was possible to obtain acoustic panels and details received as the result of some initial enquiries were circulated together with costs. It was also suggested that the provision of curtains could assist.

As the building had only been open for a matter of weeks, it was suggested that the matter be held in abeyance for the time being and reviewed in 3 months.

Resolved: *That this matter be reviewed in 3 months, at which time feedback be sought from user groups.*

(f) Audio Visual Equipment

Connections had been provided in each room for the provision of audio visual equipment and the idea of providing televisions in each room had previously been discussed.

The Council held monies from Derwentside District Council for play/leisure and it had previously been resolved to use this for equipping the community centre.

Resolved: *That televisions, projectors, screens and associated equipment and connections be purchased by the Clerk in consultation with the Chairman and members provided the cost did not exceed the amount remaining in the ringfenced fund.*

The Meeting closed at 8.00 pm

Signed as a correct record:

Chairperson Date

Clerk Date