THE MINUTES OF THE MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON MONDAY 25th SEPTEMBER 2023.

Present: Councillor L Cox (Chair)
AW Bright, G Bright, J Bright, I Cochrane, R Hardy, LA Hill, A Kelly, H Mountain, M Mountain & K Wood

Apologies: M Cooper, RB Lacey, S Maitland, M Parker & County Councillor C Hood

TIME SET ASIDE FOR QUESTIONS/ISSUES RAISED BY MEMBERS OF THE PUBLIC

No issues raised.

1764. **TO ACCEPT APOLOGIES FOR ABSENCE**

RESOLVED that the apologies for absence received on behalf of Councillors M Cooper, RB Lacey, S Maitland, M Parker & County Councillor C Hood be received and noted.

1765. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Rona Hardy declared an interest in the request for permission to install additional solar panels at the Community Hub on behalf of Shotton Partnership 200 Ltd (Agenda Item 11)

RESOLVED that, the information given be noted and the declaration be received and noted.

1766. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 31st JULY 2023**

RESOLVED that the Minutes of the Meeting held on 31st July 2023, a copy of which had been circulated to each Member, be approved, and signed by the Chairman as a correct record.

1767. **GROUNDSMANS REPORT**

The Groundsman provided a progress report on current work and activities with all progressing well. The Outreach Youth Hub works had started on site with demolition of the former log cabin being progressed and the appropriate site management and safety seemed to be working well.

RESOLVED that the information given be noted.

1768. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

As there had been no meetings attended there were no matters to report.

RESOLVED that the information given be noted.

1769. **COUNTY COUNCILLORS REPORT**

County Councillor C Hood had submitted apologies and County Councillor Cochrane had no matters to report.

RESOLVED that, the information given be noted.

1770. **SHOTTON PARTNERSHIP AND AAP UPDATE**

Councillor R Hardy provided a progress report on recent matters and covered the following items:

AAP

- DCC Budget review and consultation
- AAP Annual report released and available through AAP website.
- 5 Neighbourhood Grants had been approved.

Partnership

- There were no matters to report awaiting the ordinary meeting of the Partnership to be held the following evening.

RESOLVED that, the information given be noted and the report be received.

1771. **FINANCIAL MATTERS**

i. Schedule of Payments

RESOLVED that the cheques and payments read out and detailed by the Clerk for August & September 2023 be endorsed and approved for payment.

ii. Notice of Conclusion of Audit Year Ended 31 March 2023

RESOLVED that the notice of conclusion of audit received from Mazars dated 21 September 2023 be received and the appropriate notice published on notice boards and website.

FURTHER RESOLVED that the minor scopes for improvement as set out by Mazars be noted, the Clerk confirmed that the matters were simply his administrative errors:

- Box 11a Section 2 of AGAR left blank.
- 30 day notice requirements exceeded by one day.
- Council Tax support grant erroneously included in precept and interest from account of £10 not allocated.

iii. Budget Update

The Clerk outlined the implications and current difficulties being experienced with YIF legal due diligence in relation to the Councils land Title which would hopefully be resolved in the next few days.

RESOLVED that this be deferred to a future meeting pending the clarification and resolution of the due diligence issues and funding cashflow confirmation from YIF and the finalisation of project costs for the new overflow car park.

1772. **PLANNING MATTERS**

RESOLVED that the planning matters (applications, approvals, appeals and withdrawals) details of which had been circulated electronically when notified to all Members be received and noted.

1773. **COUNCILLOR WORKING GROUPS – PROGRESS REPORTS**

i. **Facebook Page for Shotton Parish Council**

Cllr K Wood – increasing interest and followers now +450

RESOLVED that the information given be noted.

ii. **Jubilee Poetry Competition Working Group**

Cllr L Cox – Tree to be planted in the spring and plaques to be located at the same time.

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

iii. D- Day Commemoration Working Group

RESOLVED that the notes of the Working Group meeting held on 13 September 2023 a copy of which had been circulated to each member be received and noted.

1774. PROGRESS REPORT OF THE CLERK

The Clerk reported on the following items:

a) YIF Community Outreach Youth Hub

A huge amount of work had been undertaken with real progress being made on site with the capital works commencing on 18th September. The Clerk gave a brief overview of the contract works programme.

Both the Clerk and Cllr Hardy had attended a YIF grantee meeting in Sheffield and had been invited to give a presentation on the Shotton Outreach Youth Hub to the meeting which had been well received. A copy of the presentation was circulated to Members.

In addition to the capital works, another vast large area of work was being undertaken by Shotton Partnership with regard to the revenue element and getting all systems, processes, agreements, and SLAs etc in place to ensure the Youth Services were in place in advance of the completion of the new Youth Hub. Additional funding to SP2000Ltd had been confirmed from Ballinger Trust to appoint and train a Youth Apprentice to "grow our own" youth workers for the future to ensure sustainability of the services after Groundwork.

The Clerk was developing a Service Level Agreement between the Parish Council and SP2000Ltd to set out the revenue requirements and outcomes due to the Council being the lead funder.

A significant difficulty had arisen as part of the legal due diligence due to title queries from SIB /YIF legal team with regard to the Community Park land title. The Clerk had appointed Longden Walker & Renney to act on the Councils behalf to deal with the land title issues and future lease of the Outreach Youth Hub to Shotton Partnership 2000 Ltd.

The matters were being urgently progressed by each parties' Solicitors however any delay could mean the Council were unable to drawdown the grant allocation until the due diligence is resolved. The significant risk being that the Council are committed to pay for the contract works and may not be able to receive grant advances which would have a major impact on cashflow, if not resolved quickly.

Talks between SIB and the legal teams were ongoing, and the Clerk considered the issues to be relatively minor and should be able to be resolved if both sides are pragmatic. The Clerk confirmed he would keep members updated on developments.

RESOLVED that the information given be noted, the actions taken be endorsed further developments be awaited and the Councils continued appreciation to the Clerk and Rona Hardy (Shotton Partnership) be recorded for their work to date on this project.

b) Clerk Additional Hours

In August and September 76 & 88 additional hours respectively had been worked by the Clerk and quite significant further hours would be required to deal with the additional work being undertaken with regard to the YIF submission and now the overflow car park. Some of the additional hours may be able to be reclaimed under the revenue grant provision.

RESOLVED that the information given be noted.

c) Community Park Overflow Car Park Extension

The application for funding to the Towns & Villages Programme Improving Community Resilience had been successful and a grant award of £170k had been confirmed by DCC Community Economic Development Team, details of the applicable grant conditions were outlined by the Clerk.

The Clerk was developing the project with D3A to finalise the works specification and going to tender through Contracts Finder before the end of October with a view to a contractor being appointed and the works being completed by 18th March 2024.

RESOLVED that the information given be noted, further developments be awaited, and the Clerk be granted full Delegated Authority to deal with all aspects of the project.

d) Request for Permission to Install Additional Solar Panels – Shotton Community Hub from Shotton Partnership 2000 Ltd

Councillor Rona Hardy declared an interest in this item and left the meeting while the matter was under consideration.

RESOLVED that permission be granted subject to details of the installation to be sent to the Clerk and a requirement that the installation meets all current requirements and any planning or building regulations approvals would be the responsibility of the Partnership. It was noted that the improvements were grant funded and there would be no cost to the Parish Council.

e) Remembrance Day

Cllrs J Bright, A Bright and G Bright would be co-ordinating the installation of lamp post poppies in advance of Remembrance Day

RESOLVED that the information given be noted and the Parish Council agree to contribute £100 towards a bugler for Remembrance Sunday to be held on 12 November 2023.

f) Shotton Haswell & South Hetton Heritage 100 Route Update

RESOLVED that the progress being made be noted.

1775. **CORRESPONDENCE, BULLETINS & CIRCULARS**

RESOLVED that the correspondence, bulletins and circulars, details of which were read out by the Clerk be received, and the information contained therein, be noted.

1776. **DATE AND TIME OF NEXT MEETING**

RESOLVED that due to August Recess the next meeting will be held at the Community Hub on Monday 30th October 2023 at 6.00pm.

CERTIFIED AS A TRUE RECORD
CHAIRMAN .....
Date: 30th October 2023