THE MINUTES OF THE MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON MONDAY 26th JUNE 2023.

Present: Councillor L Cox (Chair)
AW Bright, G Bright, M Cooper, R Hardy, LA Hill, A Kelly, S Maitland, M Parker

County Councillor C Hood

Apologies: J Bright, I Cochrane, RB Lacey, H Mountain, M Mountain & K Wood

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

Heritage 100 Project

Kieron Young addressed the Council explaining the background and proposed plan for this project which was to promote the local heritage and create 100 walks in County Durham. Details had been previously circulated to each Member. It was outlined that a shared walk between Shotton, Haswell and South Hetton had been identified and that a shared contribution commitment of approximately £1500 from each Council would be required with County Councillor Hood contributing £2,500 towards the walk itself and the associated writer to the project David Willem. Both Haswell & South Hetton Parish Councils had already committed to the project.

Following a number of questions from Members it was agreed unanimously to support and contribute to the project as outlined.

1738. **TO ACCEPT APOLOGIES FOR ABSENCE**

RESOLVED that the apologies for absence received on behalf of Councillors J Bright, I Cochrane, RB Lacey, H Mountain, M Mountain & K Wood be received and noted.

1739. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Declarations of interest were received from Councillors R Hardy & S Maitland with regard to Item 8 request for financial assistance towards Durham Miners Gala and Shotton Festival.

RESOLVED that, the information given be noted.

1740. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 31st MAY 2023**

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

1741. **GROUNDSMANS REPORT**

The Groundsman provided a progress report on current work and activities and referencing the following:

- He had received positive feedback from many visitors to the Park on the new play area which was proving to be extremely popular
- Pitch renovation and maintenance work to the football pitches had recently been completed.

.

RESOLVED that the information given be noted.

1742. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

East Durham Association of Parish & Town Councils – Cllr M Parker provided a report from the Annual meeting covering:

- Appointment of new Secretary & AAP Board representative
- 1/4ly meetings schedule had been agreed
- DCC Environment had been asked to support tenants with removal of rubbish from gardens.
- Next meeting to be held on 11.9.23.

RESOLVED that the information given be noted.

1743. **COUNTY COUNCILLORS REPORT**

County Councillor C Hood had circulated a written report of his work since the last meeting, a copy of which had been circulated to each Member.

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

1744. **SHOTTON PARTNERSHIP AND AAP UPDATE**

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

AAP

- DCC Anti-Social Behaviour Plan presentation – Funding of £4m over 2 years with grants being made available to tackle "immediate justice" and "hotspot attention", 3-9 July 2023 would be ASB awareness week.
- Seascape presentation not just promoting the coast but the undersea opportunities on the Durham coast.
- AAP structural review had been delayed.
- 14 Neighbourhood Grants had been approved.

Partnership

- Joint work proceeding on the YIF Outreach Community Youth Hub scheme to be covered under Clerk's progress report.
- Just completed a busy week of activities involving 80 children each day, a disco, entertainer and more.
- Locality funding of £10k had been received towards emergency support provision e.g. blankets, flasks and hot water bottles .
- Shotton Festival was to be held on 22 July 2023
- All other projects proceeding well.

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

1745. **FINANCIAL MATTERS**

i. Schedule of Payments

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

ii. Internal Audit Report and Year End Accounts & AGAR for Year Ended 31 March 2023

Further to Minute 1733 (c) of the last meeting the Clerk had circulated the awaited Final report from the Councils appointed Internal Auditor which had provided a substantial assurance.

The Clerk outlined that an error had occurred when finalising the accounts in that interest to one of the bank accounts had not been properly allocated. A note to the accounts had been included explaining this discrepancy stating:

An incorrect figure of £9,551.17 had been used for the Year End reconciliation regarding the balance of the Parish Council's Business Select Instant Access Account.

The figure used was the account's opening balance, whilst the account's closing balance per the bank statement was £9,562.09. The difference is + £10.92 and is the interest accrued on the Business Select Instant Access Account and was mistakenly omitted by the Clerk & RFO when completing the year end accounts.

The interest will be allocated and included in the 2023/24 accounts.

In addition, the Internal Auditor had identified the requirement to comply with the Transparency Act 2015 The management action to comply with the recommendation and publish the additional required information on the Councils website had been included within the report as circulated.

Arising from the above, the Council's completed Annual Governance and Accountability Return 2022/23 approved at the last meeting, subject to receipt of the Internal Audit report above, would now be sent to Mazars the Councils external auditor and the required public rights notices would be published on 30th June 2023 a copy of which had been circulated to each Member.

RESOLVED that:

a) the information given be noted.
b) The Internal Audit report for 2022/23 be received and noted.
c) The actions taken by the Clerk be endorsed.

iii. Requests for Financial Assistance – Durham Miners Gala & Shotton Festival

Councillors R Hardy & S Maitland declared an interest in these items in view of their involvement in both the Festival Committee and Banner Group and left the meeting while the matters were under consideration.

RESOLVED that £1000 be granted to Shotton Festival 2023 and that the Council meet the cost of coach hire up to £400 and the

payment to the banner carriers of £50 for Durham Miners Gala being held on Saturday 8th July.

1746. 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.

1747. COUNCILLOR WORKING GROUPS – PROGRESS REPORTS

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

No report however increasing number of followers and interest.

RESOLVED that the information given be noted.

ii. **Jubilee Poetry Competition Working Group**

Locations of the 10 poetry plaques were still to be determined as well as the Jubilee & Kings trees to be planted in late Autumn.

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

1748. PROGRESS REPORT OF THE CLERK

The Clerk reported on the following items:

a) YIF Community Outreach Youth Hub

It had been another very busy month progressing the YIF application and good progress had been made with all additional queries responded to as requested.

The YIF Grants Committee would consider our application later this week.

As confirmed at the last meeting the layby and overflow car park had been removed from the YIF application and a separate funding bid to the Towns & Villages programme would be submitted for the overflow car park. The option of a bus layby on Station Road was too dependent on DCC as Highway Authority but could still be pursued as a completely separate project with DCC being the lead.

Planning consent was still awaited as there had been a 3 week delay due to the application being lost on DCC's planning portal. The overflow carpark had still been included in the overall planning application. The results of a second required bat survey were awaited.

The draft revenue provision for the project had been completed and a substantial additional grant commitment from Ballinger Trust had been secured by Shotton Partnership to directly fund an apprentice Youth worker subject to approval from YIF.

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

b) Clerk Additional Hours

In June 44 additional hours 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.

RESOLVED that the information given be noted.

c) *Village Coal Hutch Planters*
The Planters had been delivered and installed at the three entrances to Shotton Colliery. Feedback had been excellent and the Councils thanks to Cllr S Maitland and Mr T Lovack for helping with the installation and planting be recorded.
RESOLVED that the information given be noted and further developments be awaited.

d) *Chairmans Civic Chain New Inner Row*
RESOLVED that it be noted that the return of the Civic Chain of office from Thomas Fattorini Ltd was still awaited .

e) *Community Park Overflow Car Park Extension*
An application to the Levelling Up Towns & Villages programme was to be submitted once updated project costings had been obtained from D3A.
RESOLVED that the information given be noted and further developments be awaited.

1749. **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.
FURTHER RESOLVED that the thankyou card received from King Charles and Camilla for the Parish Council's support and congratulations following their coronation be received and retained by the Chairman.

1750. **DATE AND TIME OF NEXT MEETING**
RESOLVED that the next meeting be held at the Bowls Pavilion at the Community Park on Monday 31st July 2023 at 6.00pm.

CERTIFIED AS A TRUE RECORD
CHAIRMAN .....
Date: 31st July 2023