THE MINUTES OF THE MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON MONDAY 30th JANUARY 2023.

Present: Councillor L Cox (Chair)
AW Bright, G Bright, J Bright, M Cooper, R Hardy, S Maitland, H Mountain, MA Mountain, M Parker, KT Wood

County Councillor C Hood

Apologies: I Cochrane, LA Hill, A Kelly and RB Lacey

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

There were no matters raised by the Public

1665 **TO ACCEPT APOLOGIES FOR ABSENCE**

RESOLVED that the apologies for absence received on behalf of Councillors M Cooper, LA Hill, RB Lacey and K T Wood be received and noted

1666. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

RESOLVED that, the information given be noted.

1667. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 28th NOVEMBER 2022**

RESOLVED that the Minutes of the meeting held on 28th November 2022, a copy of which had been circulated to each Member, be approved, and signed by the Chairman as a correct record.

1668 **GROUNDSMANS REPORT**

Apologies were offered on behalf of the Groundsman, who had to leave the meeting early due to some Youth issues at the Community Park.

The Clerk confirmed all maintenance works were on track and that the new play equipment was proving popular.

The Clerk outlined some current issues and delays surrounding progress with the Kiosk. There appeared to be a need for all football teams to be aware of the costs associated with providing the football facilities and that their expectations needed to be properly managed. With this in mind the Clerk proposed setting up a future regular meeting with a representative from each Football Team to share experiences and to ensure there was clarity around expectations. In the meantime a meeting was to be arranged with Shotton Colliery FC to progress the issues and delays with the Kiosk.

RESOLVED that the information given be noted.

1669. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

As there had been no attendance at meetings no reports were received.

RESOLVED that the information given be noted.

1670. **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.

County Councillor IC Cochrane had put forward apologies for not being able to attend.

Following a question from Cllr R Hardy, County Councillor Hood clarified the position regarding the recent levelling up funding applications, it being noted that it had been very disappointing for DCC that all 5 bids that had been submitted had not been considered by Government as they had changed the rules after submission.

The Clerk advised Members of the current consultation on the North East devolution deal that was ongoing.

In response to a question from Cllr M Parker regarding provision of grit bins, it was noted that they could be provided by DCC but the cost of filling and maintenance would remain with the community. It was noted that a full review of DCC grit bin provision throughout Shotton had been undertaken 3 years ago.

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

1671. **SHOTTON PARTNERSHIP AND AAP UPDATE**

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

AAP

- As there had been no AAP meeting in January the next AAP meeting would be in February.

Partnership

- Provision of food hampers and donations from Aldi had been collected and made available on Christmas Eve
- Fun & Food programme ran over Christmas for 3 days benefitting 97 children.
- ESF training available at the Community Hub
- Funding from Virgin had been awarded £30k over 2 years with additional £6k.
- Other Funding awarded included:
    - County Durham Foundation (£20k over 2 years)
    - Cooperative (£2.5k)
    - "Powering Up" Fund - Staff Development (£5k)
    - Warm Places Top Up Grant from East Durham Trust
- Application to Ballinger Trust towards youth work and training of youth worker
- Youth Investment Fund development grant had been awarded towards Outreach Community Youth Hub at Community Park. The

Clerk would report further on this subject under the finance & budget report.

- Coronation celebrations planned for Saturday 6th May at the Community Hub
- All other projects proceeding well.

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

1672. **FINANCIAL MATTERS**

i. Schedule of Payments

RESOLVED that the cheques and payments read out and detailed by the Clerk for December 2022 and January 2023 be endorsed and approved for payment and the copy cashbook detailing all income and expenditure up to 31 October 2022 be received and noted.

ii. Electronic Banking Update

RESOLVED that arrangements be made for all authorised signatory Members to attend a session on a Thursday afternoon on a future date to be confirmed so this could be finalised.

iii. Internal Audit Provision 2023/24

Following the withdrawal by DCC Audit of their services to Parish & Town Councils with effect from next financial year, the Clerk had held early discussions with Mr David Moore who was interested in undertaking the Internal Audit work on behalf of the Parish Council.

The swift and prompt action was undertaken as many Parish & Town Councils in County Durham would be looking to find a replacement Internal Auditor .

RESOLVED that the action taken by the Clerk be endorsed and further developments awaited once he had the opportunity to discuss the role and arrangements in detail with Mr D Moore.

iv. Bank Balances @31.12.22

RESOLVED that the current Bank balances as follows be noted:

Community Directplus A/C(Current):	£66,640.88
Business Select Instant Access A/C 56:	£9,551.17
Business Select Instant Access A/C 50:	£0.00

v. 2022/23 & 2023/24 Budget, Summary of Requirements & Precept Arrangements

The Clerk circulated to all Members a detailed budget summary across all areas of expenditure and income both for the projected end of the current financial year 2022/23 and for the next financial year 2023/24.

Taking into account the current cost of living crisis and following consultation with the Chairman he had revised and based the budgets and summary of requirements on a proposed standstill Precept for 2023/24 so as to minimise any impact on Council Tax payers in the Parish. This would not however reduce the impact from other precepting Authorities which was outside the control of the Parish Council.

Summary of Requirements & Precept 2023/24
(SPC 30 January 2023)

	Revised Estimate 2022/23	Estimate 2023/24
Total Expenditure	**£ 345,260**	**£1,000,125**
Total Income (Excluding Precept & Balances)	**£ 137,340**	**£802,340**

Balance @ 31.3.2022	£ 169,040
Precept 2022/23	£ 139,999
LCTSS Grant	£ 30
Estimated Income 2022/23	£ 137,340
	£ 446,409
Less Expenditure 2022/23	£ 345,260
Estimated balances @ 31.3.2023	**£ 101,149**

2023/24 Precept	
Estimated Expenditure 2023/24	£1,000,125
Less Estimated Income 2023/24	£ 802,340
Less use of balances	£ 57,786
Budget Requirement	**£ 139,999**
Estimated balance @ 31.3.2024	£ 43,363

Local Council Tax Scheme Adjustment
Tax Base 2023/24 1156.8 *(2022/23: 1153.9)*
Current 2022/23 Band D Charge £121.33 *(2023/24 Band D Charge £121.02 > -0.25%)*
2023/24 DCC LCTSS Grant £0 *(2022/23 £30)*
(to date: £30,140)

Shotton PC Budget Requirement £139,999.00
Less LCTSS Grant £ 0

TOTAL PRECEPT £139,999.00
Equivalent to £ Zero (0.00%) increase from £139,999 in 2022/23

Detailed discussion on each project and area of significant budget spend was undertaken by Members and all questions answered by the Clerk.
A significant area of expenditure had been allocated towards the Department for Culture Media & Sport Youth Investment Fund (YIF) Outreach Community Youth Hub Project together with an equivalent income to reflect grant funding that could be received. To bring

Members up to date, the Clerk outlined that with a very tight deadline in the run up to Christmas YIF had requested further information following the expression of interest submitted by Shotton Partnership towards this major project. Due to the deadlines D3A Architects had been requested to provide costs to take the project to RIBA Stage 4 as Stage 2 of the funding application.

In summary, work on the project was ongoing however just prior to Christmas YIF had confirmed that Shotton Partnership 2000 Ltd working in partnership with the Parish Council had been successful in obtaining funding towards completing the pre-construction stage of the project.

The project involved the demolition of the former log cabin changing rooms at the Community Park and the building of a new Outreach Community Youth Hub to be owned by the Parish Council but operated as a dedicated Youth Hub for 11-18 year olds by Shotton Partnership working with other stakeholders. The project would include an upgrade to the car park, roads, footpaths, lighting and security in the Community Park, which would help address many of the priorities identified in the community and which were confirmed in the recent community consultation around Youth.

The initial projected capital application was for £850,000 with revenue costs still to be determined. The current funding approval would enable detailed costing for the overall project to be determined in readiness for a detailed full application.

The Clerk wanted to acknowledge and thank Cllr Rona Hardy for her hard work on behalf of Shotton Partnership and working in partnership with the Parish Council on this project. It illustrated once again the strong value of successfully working in partnership and the recognition from DCMS of such value.

Members were asked to note that the information provided was still confidential at this stage and that a press release would be made at the appropriate time when approved by YIF.

Accordingly, Members were asked to note and be aware that the budget as presented was based heavily on the YIF funding and would need to be kept under review as matters progressed and developed.

RESOLVED that:

a) The information given be noted and the Councils thanks be recorded for the work done by both Cllr R Hardy and the Clerk with regard to the YIF Outreach Community Youth Hub project.
b) the reviewed priorities identified in the 2023/24 budget be the Councils agreed priorities for 2023/24, it being noted that the outcomes and priorities from the community consultation would inform and support the development of a 3–5-year Medium Term Financial Plan.
c) based on the above and the projected budget for 2023/24, the Councils budget requirement for 2023/24 would be £139,999.00. Taking account of there being no LCTRS Grant would mean a Precept of £139,999.00

d) based on the above, the Band D Council Tax would be £121.02 from £121.33 (decrease of 0.25%)
e) the Clerk be authorised to notify Durham County Council of the above requirements and have delegated authority to take whatever action was required in the best interests of the Council to progress the YIF Funding Bid

1673. **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.

1674. **COUNCILLOR WORKING GROUPS – PROGRESS REPORTS**

i. **Play Equipment Community Park**

The Clerk confirmed that the new play area opened just before Christmas. The play area signage and one outstanding swing was still awaited from HAGs.

Subject to the above, the contract works were now complete subject to grounds maintenance and any additional drainage requirement.

RESOLVED that the information given be noted.

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

Progressing well (currently+370 followers)

RESOLVED that the information given be noted.

iii. **Shotton Community Consultation**

RESOLVED that the Clerk prepare a summary of the outcomes and priorities arising from the community consultation to be circulated to all Members.

iv. **Community Garden Group**

M Parker reported that the Group had now successfully opened a bank account and that the balance held by the Parish Council could now be transferred to Shotton Community Garden

RESOLVED that the information given be noted.

v. **Jubilee Poetry Competition Working Group**

Councillor L Cox reported that the poetry plaques were still awaited and provision of Jubilee Tree still to be determined.

RESOLVED that the information given be noted and the Clerk be authorised to purchase an appropriate tree.

vi. **Proposed Coronation & New Play Area Opening Event Working Group**

The draft terms of reference for the group had been circulated to each Member and were agreed by the Council with a budget allocation of £500 towards the Play Area opening.

Sunday 2nd April 2023 had been agreed as the date for the official opening of the Play Area and would incorporate an Easter Egg Hunt.

Work on the coronation planning continued and it was noted that both events may require applications to DCC Safety Advisory Group.

It was suggested by the Clerk that perhaps the working group should liaise with Shotton Partnership as they already had plans in place for the coronation and seemed duplication would not be in the community's best interests.

RESOLVED that the information given be noted, further developments be awaited and the terms of reference for the working group as circulated be agreed.

1675. PROGRESS REPORT OF THE CLERK

The Clerk reported that all items within his progress report had been addressed under previous items on the agenda.

30 additional hours over December & January had been worked and further hours would be required to deal with the additional work being undertaken with regard to YIF.

RESOLVED that the information given be noted.

1676. **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.

1677. **DATE AND TIME OF NEXT MEETING**

RESOLVED that the next meeting of the Parish Council be held at the Community Hub on Monday 27th February 2023 at 6.00pm

CERTIFIED AS A TRUE RECORD
CHAIRMAN .....
Date: 27th February 2023