THE MINUTES OF THE ANNUAL MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON MONDAY 30th MAY, 2022

Present: Councillors
AWJ Bright, G Bright, JWA Bright, I Cochrane, M Cooper, L Cox, R Hardy, LA Hill, A Kelly, S Maitland, H Mountain, M Mountain, M Parker.

Apologies: RB Lacey, KT Wood

Public Participation

No issues were raised by Members of the Public

1572. **ELECTION OF CHAIRMAN OF THE COUNCIL**

Nominations for Chairman, duly proposed and seconded were received for Cllr Lorraine Cox (JB/GB) and Councillor Rona Hardy (HM/MC).
Following a vote 7:6 it was **RESOLVED** that Councillor Lorraine Cox be elected as Chairman of the Shotton Parish Council for the ensuing year.
Councillor Cochrane thanked the Council for the honour and privilege of being Chairman of Shotton Parish Council for the previous year.
Councillor Cox took the Chair and thanked members for their support and confirmed she would fulfil the duties placed upon her to the best of her ability .

1573. **TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

RESOLVED that the declaration of acceptance for the office of Chairman as signed by Councillor Lorraine Cox, be received.

1574. **APPOINTMENT OF VICE CHAIRMAN OF THE COUNCIL**

Nominations for Vice-Chairman, duly proposed and seconded were received for
Cllr Jamie Bright (GB/LH) and Councillor R Hardy (MC/MM).
Following a vote 7:6 it was
RESOLVED that Councillor Jamie Bright be appointed Vice Chairman of the Shotton Parish Council for the ensuing year.
Councillor Bright accepted the position and thanked Members for their support.

1575. **TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

RESOLVED that the declaration of acceptance for the office of Vice-Chairman as signed by Councillor Jamie Bright, be received.

Councillor I Cochrane left the meeting due to being unwell and Members wished him a speedy recovery

1576. **TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS**

The Clerk outlined and gave details of the different outside bodies and groups for the benefit of Councillors

RESOLVED that the Council's appointed representatives on outside bodies be:
Easington Area Association of Parish and Town Councils (3 Reps): Councillor M Parker.
CDALC Small & Medium Councils Forum (2 Reps): Councillor L Hill
In appointing the above, it was noted that other Members or the Clerk could deputise as and when required

1577. **TO APPOINT MEMBERS TO SERVE ON THE PARISH COUNCILS COMMITTEES OR SUB COMMITTEES**

The Clerk outlined and gave details of the work of the different Committees and Groups for the benefit of Councillors

RESOLVED that the following Members be appointed to the Council's Committees and Working Groups and that such meetings be convened as and when required:
Committees
Health & Safety Committee - Councillors I Cochrane, H Mountain, MA Mountain and J Bright.
Finance Committee – Councillors I Cochrane, M Cooper, G Bright, M Parker and K Wood.
Sports Committee - Councillors I Cochrane, R Lacey, K Wood, J Bright, L Cox and A Bright
Working Groups
Shotton Banner Working Group - Councillors I Cochrane, R Hardy and J Bright.
Recreation Working Group – Cllrs G Bright, K J Bright & L Cox
Community Garden Working Group – Cllrs M Parker, A Bright & L Hill
Youth Council Working Group – Cllrs M Cooper, K Wood, M Parker & J Bright (with Miss E Crawford co-opted)
Car Park Working Group – Cllrs J Bright, A Bright & I Cochrane (Mr TD Blakey co-opted).
Shotton Colliery Closure 50th Anniversary Working Group - Cllrs M Cooper, A Bright, K Wood, S Maitland, R Hardy
Community Consultation Working Group – Cllrs G Bright, J Bright, L Cox, M Parker, M Cooper & R Hardy
In appointing the above, it was noted that other Members could deputise as and when required.

1578. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.
RESOLVED that, the information given be noted

1579. **TO FIX THE AMOUNT OF THE CHAIRMANS ALLOWANCE 2022/2023**

Pursuant of Section 15(5) of the Local Government Act 1972, it was **RESOLVED** that the Chairman's Allowance remain at £500

1580. **TO FIX THE DATES AND TIMES OF ORDINARY MEETINGS AND ANY COMMITTEE MEETINGS FOR THE ENSUING YEAR**

RESOLVED that the ordinary meetings of the Parish Council be fixed as the last Monday of each month with the exception of August (no meeting due to recess) and December (due to Christmas and New Year holidays) and that Committee meetings and Working Groups be convened only as necessary or required. If required, the dates of meetings could be amended should circumstances dictate.

1581. **TO ACCEPT APOLOGIES FOR ABSENCE**

RESOLVED that, apologies for absence be received on behalf of Councillors RB Lacey and KT Wood.

1582. **TO CONFIRM THE MINUTES OF THE LAST MEETING HELD ON 25th APRIL 2022**

RESOLVED that the Minutes of the last Meeting held on 25th April 2022, a copy of which had been circulated to each Member, be approved, and signed by the Chairman as a correct record.

1583. **COUNTY COUNCILLORS' REPORTS**

RESOLVED that the information given in County Councillor Hood's written report, a copy of which had been circulated to each Member be noted and received.

1584. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

No meetings had been attended

RESOLVED that the information given be noted

1585. **SHOTTON PARTNERSHIP, COMMUNITY CENTRE AND AAP UPDATE**

Councillor Rona Hardy provided a progress report on initiatives undertaken since the last meeting:

AAP

- Determination of AAP priorities for 2022
- Covid recovery plan
- Presentations to Board on issues regarding domestic violence and poverty action plan

- 12 Neighbourhood budget applications approved
- DCC Town & Villages programme £124k allocated across 4 villages and Shotton had not been included but was now

Shotton Partnership

- 200 children engaged during half term
- £30k funding awarded from Virgin money towards employing a gardener
- £8k grant received towards Community Hub play area
- 2nd June Queen's Jubilee Celebration Day

RESOLVED that, the information given be noted.

1586. **COUNCILLOR WORKING GROUPS – PROGRESS REPORTS**

i. Shotton Colliery Closure Anniversary- 1st September 2022

Good progress being made with arrangements for brass band, bugle player, Rev Muriel Peters for the service and funding application for additional coal hutch planters. The Clerk had confirmed the order for the coal hutch planter with David Ogilvie Engineering Ltd to be delivered prior to 1 September.

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

ii. Facebook Page for Shotton Parish Council

No update provided.

RESOLVED that the information given be noted.

iii. Play Equipment Community Park

The Clerk confirmed there had been a lot of interest from suppliers since publication of the tender on the Governments Contracts Finder website portal. The deadline for receipt of tenders was 7 June and the Clerk circulated the published tender timetable, it being noted that they would be opened by Members of the Recreation Working Group on 8th June 2022

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

iv. Shotton Community Garden Group

Councillor M Parker outlined that she was still awaiting the licence/contract from Believe Housing and that a further site had been identified in conjunction with the Groundsman at the Community Park.

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

v. Platinum Jubilee Poetry Competition

Councillor L Cox confirmed that promotional posters had been circulated and promoted on social media. Both schools were very enthusiastic and drop off boxes had been placed in both the Co-op and The Community Hub. The deadline for submissions was 3 July 2022

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

1587. FINANCIAL MATTERS

(a) Payments

RESOLVED that the cheques and payments read out and detailed by the Clerk for May 2022 be endorsed and approved for payment

(b) Electronic Banking Update

The Clerk reminded Members to contact the bank and implement their security keys so that E-banking could be implemented. Once done he could then arrange to add Cllr M Parker who for some unknown reason had been missed off the E-banking authorised signatory list by the Co-op bank.

RESOLVED that the information given be noted

(c) Annual Accounts and Annual Governance & Accountability Return 2020/2021

The Clerk outlined that the Final report from the Internal Auditor (DCC) was currently awaited however still circulated to each member, a copy of the completed Annual Accounts and Annual Governance & Accountability Return (AGAR) for 2021/22 under the Accounts & Audit Regulations 2015 which included:

- Income & Expenditure and Balance Sheet for Year Ended 31 March 2022
- Bank Reconciliation at 31 March 2022
- the Annual Governance Statement 2021/2022.
- the Statement of Annual Accounts 2021/2022.

together with a draft notice of public rights to be published in accordance with the statutory deadline.

The Clerk confirmed that the report of the Internal Auditor was imminently awaited, and they had indicated that a substantial assurance would be provided. The Clerk asked that the Council convene a Special meeting of the Council to consider and receive the report of the Internal Auditor report when received as this was necessary to complete the AGAR

RESOLVED that that the Annual Governance & Accountability Return be approved and signed with the following confirmed, it being clearly noted that this was subject to the receipt of the signed off pending Internal Audit report to be presented to a future Special Meeting of the Council

i. The Council had in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
ii. The Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
iii. The Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper

practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

iv. The Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
v. The Council carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
vi. The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
vii. The Council took appropriate action on all matters raised in reports from internal and external audit.
viii. The Council considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

FURTHER RESOLVED that the Shotton Parish Council Annual Accounts and Annual Governance & Accountability Return for the year ending 31st March 2022 be approved and signed by the Chairman and Clerk & RFO it being noted that the approval was subject to the receipt and consideration of a satisfactory annual report of the Councils Internal Auditor at a Special Meeting of the Parish Council to be convened when received, to ensure full compliance with the Annual Governance & Accountability Return (AGAR for year ended 31 March 2022)

1588. **PLANNING MATTERS**

RESOLVED that the planning matters (applications, approvals, appeals and withdrawals) which had previously been circulated to members be received and noted.

FURTHER RESOLVED that Cllr M Parker be a point of liaison on behalf of the Parish Council in relation to the proposed new woodland at Edder Acres Farm consultation and stakeholder engagement being dealt with by Pryor & Rickett Silviculture

1589. **PROGRESS REPORT OF THE CLERK**

The Clerk outlined that his progress report on the majority of matters had been previously dealt with under previous items on the agenda.

Progress with Shotton Colliery FC with regard to the replacement of the former ticket office as a kiosk and ticket office was progressing. Shotton Colliery FC were providing the labour and the Council would supply the materials. Final sketches for the works were awaited however it was anticipated that the cost of materials would be approximately £8,500. Ducting was to be provided so that in the future if a permanent electricity and water supply was required it could be added at a later date. It was

considered that a portable generator and water bottles would suffice and would be a cost effective solution.
The Clerk outlined that in view of the financial year end and dealing with the substantial work associated with the tender for play equipment at the Community Park, he had worked an additional 20 hrs in May and that further additional hours would be required in June.
In addition, it was usual practice for the Groundsman to be paid for additional hours of 20 hours per month from May to September to take account of the increased workload during the growing season.
Repairs had been completed to the electric feed for the lighting at the cenotaph. The Clerk asked that his thanks to Cllr S Maitland be recorded in view of his direct help and contacts in getting this outstanding matter resolved. The final account was awaited but expected to be approximately £800
Cllr M Cooper asked what arrangements were in place for grass cutting and bins at St Saviours Church. The Clerk provided details of the arrangements put in place by the Parish Council with DCC as the Parish Councils contribution in support of St Saviours and the equivalent arrangements for Our Lady of Lourdes. The Clerk asked Cllr Cooper if the meeting with the Parochial Church Council could be actioned in order to progress the previously raised matters regarding St Saviours churchyard.

RESOLVED that the information given be noted and further developments be awaited.
FURTHER RESOLVED that the Clerk be paid 20 additional hours for May and a further report on additional hours for June be awaited and that he arranges for the Groundsman to be paid an additional 20 hours per month for 5 months with effect from 1 May to 30 September 2022

1590. **CORRESPONDENCE, BULLETINS & CIRCULARS**

RESOLVED that the correspondence, bulletins, and circulars received by the Clerk since the last meeting be received and noted.

1591. **DATE AND TIME OF NEXT MEETING**

RESOLVED that the next meeting, be held on Monday, 27 June 2022 at 6.00 p.m. at Shotton Community Hub and that a Special Meeting of the Council be convened upon receipt of the Annual Internal Audit Report for 2021/22

CERTIFIED AS A TRUE RECORD

CHAIRMAN .....
Date: 27th June 2022