THE MINUTES OF THE MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON MONDAY 30th JUNE 2024.

Present: Councillor R Hardy (Chair)
D Brooks, I Cochrane, J Dale, S Maitland,
H Mountain, M Mountain,

Apologies: Cllr LA Hill
County Cllrs. H Brown & L Taylor

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

Messrs D Blakey and A Bright had hoped to meet the new County Councillors and also raise the issue of continuing traffic congestion on Station Road due to parked school bus

1972. **TO ACCEPT APOLOGIES FOR ABSENCE**

RESOLVED that the apologies for absence received on behalf of L Hill and County Councillors H Brown & L Taylor be received and noted.

1973. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

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

1974. **TO CONFIRM THE MINUTES OF THE ANNUAL MEETING HELD ON 14th MAY 2025**

RESOLVED that the Minutes of the Annual Meeting held on 14th May 2025, a copy of which had been circulated to each Member, be approved, and signed by the Chairman as a correct record. The Chair thanked Members for her nomination as Chairman of the Parish Council.

1975. **GROUNDSMANS REPORT**

Apologies were offered on behalf of the Groundsman who was unable to attend due to being unwell. The Clerk confirmed all matters were proceeding well,
RESOLVED that the information given be noted.

1976. **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.

1977. **COUNTY COUNCILLORS' REPORTS**

No reports were received
RESOLVED that, the information given be noted.

1978. **SHOTTON PARTNERSHIP AND AAP UPDATE**

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

AAP

- The existing AAPs had all concluded prior to the elections and details of the future Area network arrangements and implementation were awaited.

Partnership

- Fun & Food Summer provision would be at the Community Hub and Community Park
- £5k grant had been awarded to set up and establish a SENs Group
- Energise East Durham established to help people save energy. Promotional Week to be held 22-26 September 2025
- Good progress being maintained with youth provision at SYC despite recruitment difficulties
- Village Planters – require a plan to ensure arrangements are in place to manage and maintain the existing planters throughout the village.

Shotton Miners Banner

- Appeal for banner carrier volunteers were ongoing through social media to ensure the banner goes to this year's Durham Miners Gala.

RESOLVED that, the information given be noted.

1979. **FINANCIAL MATTERS**

a) **Schedule of Payments**

RESOLVED that the payments read out and detailed by the Clerk for June 2025 be endorsed and approved for payment via the Clerk through telephone banking pending the completion of a new bank mandate.

b) Annual Internal Audit Report 2024/25

RESOLVED that the report of the Internal Auditor dated 29.6.25 a copy of which had been circulated to each Member be received and it be noted that a substantial assurance opinion had been provided.

FURTHER RESOLVED that the suggestions and recommendation be accepted it being noted that the transparency areas identified would be addressed as part of the Councils new website.

c) Annual Accounts, Internal Audit and Annual Governance & Accountability Return

The Clerk had circulated the completed Annual Accounts and Annual Governance & Accountability Return (AGAR) for 2024/25 under the Accounts & Audit Regulations 2015 which included:

- Income & Expenditure and Balance Sheet for Year Ended 31 March 2025.
- Bank Reconciliation @ 31 March 2025.
- the Annual Governance Statement 2024/2025.
- the Statement of Annual Accounts 2024/2025.

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

RESOLVED that the 2024/25 Annual Accounts and the Annual Governance & Accountability Return be approved and signed with the following confirmed and that the Clerk make the necessary arrangements for the publication notice for the exercise of public rights to be published and announced forthwith (30 June 2025) to commence on 1st July to 11th August 2025:

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 manage 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.

1980. **PLANNING MATTERS**

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

1981. **PROGRESS REPORT OF THE CLERK**

The Clerk reported on the following items:

i. ***Co-Option of Councillors to existing vacancies***

RESOLVED that the draft Notice prepared by the Clerk seeking expressions of interest be published forthwith with a return deadline of 26th July 2025 and that a request be made to Durham County Council asking for a review to reduce the number of Councillors (currently 15) on the Parish Council .

ii. ***YIF Youth Centre***

The outstanding retention monies due to McCarrick's and D3A had been paid in May and all capital works related matters were up to date other

than an issue with connecting the security CCTV situated in the main car park.

The revenue funding from YIF had been extended to December 2025 and matters were proceeding as planned

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

iii. ***Clerk Additional Hours***

In June 35 additional hours had been worked by the Clerk and further additional hours would be required to deal with the ongoing work being undertaken with regard to the YIF grant final account and revenue funding stream IT upgrades and recruitment

RESOLVED that the information given be noted.

iv. ***Floodlights Community Park MUGA***

The Clerk confirmed that all the installation works were now completed by LED Supply & Fit and the total cost of works was £25,700 +vat. The system was connected to SYC to utilise the battery storage facility during darkness.

The Clerk was to obtain costings to get the MUGA surface markings completed.

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

v. ***Football Facilities***

RESOLVED that the information provided by the Clerk in relation to the grant award from the FA Pitch Grant Maintenance Fund and the replacement dugouts on the top pitch arranged by Shotton Colliery FC be noted.

vi. ***IT & PC Systems Review***

In preparation and readiness for Windows 11 upgrade due to withdrawal of support for Windows 10 in October 2025 as well as planning for the future recruitment of a new Clerk, it was **RESOLVED** that the Clerk obtain costings from ITC Services to assist with procurement and the required upgrades, it being noted that all existing software and packages would likely require upgrades.

1982. **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.

1983. **DATE AND TIME OF NEXT MEETING**

RESOLVED that the next meeting will be held at the Bowls Pavilion in the Community Park on Monday 28 July 2025 commencing at 6.00pm.

CERTIFIED AS A TRUE RECORD

CHAIRMAN .....

Date: 28th July 2025