THE MINUTES OF THE ANNUAL MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON TUESDAY 28th MAY 2024

Present: Councillors L Cox (Chair)
AWJ Bright, G Bright, JWA Bright, I Cochrane, M Cooper, L Cox, R Hardy, LA Hill, A Kelly, RB Lacey, S Maitland, H Mountain, M Mountain, M Parker, KT Wood.

Apologies: County Councillor C Hood

Public Participation

No issues were raised by Members of the Public

1829. **ELECTION OF CHAIRMAN OF THE COUNCIL**

Nominations for Chairman were both duly proposed, seconded and received for Cllr Lorraine Cox and Cllr Rona Hardy.

RESOLVED (Vote of 8:7) that Councillor Rona Hardy be elected as Chairman of the Shotton Parish Council for the ensuing year.

Councillor Cox thanked the Council for the honour and privilege of being Chairman of Shotton Parish Council for the previous year and thanked Members for their support.

Councillor Cox handed over the Chairmans Civic Chain of Office to Councillor Rona Hardy who took the Chair. Cllr R Hardy thanked Cllr Cox for being an excellent Chair and also thanked Members for their support and confirmed she would fulfil the duties placed upon her to the best of her ability .

1830. **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 Rona Hardy, be received.

1831. **APPOINTMENT OF VICE CHAIRMAN OF THE COUNCIL**

Nominations for Vice-Chairman, were duly proposed, seconded and received for Cllr Jamie Bright and Cllr S Maitland .

RESOLVED that Councillor Jamie Bright (8 votes) be appointed Vice Chairman of the Shotton Parish Council for the ensuing year.

Councillor Bright accepted the position and thanked Members for their support.

1832. **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.

1833. **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 KT Wood

In appointing the above, it was noted that other Members or the Clerk could deputise as and when required.

1834. **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 Working 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, J Bright & S Maitland.

In appointing the above, it was noted that other Members could deputise as and when required.

1835. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Councillor R hardy declared an interest in a Request for Financial assistance submitted on behalf of Shotton Festival.

RESOLVED that, the information given be noted.

1836. **TO FIX THE AMOUNT OF THE CHAIRMANS ALLOWANCE 2024/2025**

Pursuant of Section 15(5) of the Local Government Act 1972, it was **RESOLVED** that the Chairman's Allowance remain at £500.00.

1837. **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 all meetings could be amended should circumstances dictate.

1838. **TO ACCEPT APOLOGIES FOR ABSENCE**

No apologies for absence were received.

RESOLVED that, the information given be noted.

1839. **TO CONFIRM THE MINUTES OF THE LAST MEETING HELD ON 29th APRIL 2024**

RESOLVED that the Minutes of the last Meeting held on 29th April 2024, a copy of which had been circulated to each Member, be approved, and signed by the Chairman as a correct record.

1840. COUNTY COUNCILLORS' REPORTS

Apologies from Cllr C Hood had been received and Cllr I Cochrane confirmed that due to Purdah, he had nothing to report.

RESOLVED that, the information given be noted.

1841. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

Cllr S Maitland outlined that arrangements for summer planting of the various planters in the village would commence next week

RESOLVED that the information given be noted.

1842. **SHOTTON PARTNERSHIP, COMMUNITY CENTRE AND AAP UPDATE**

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

AAP

- No matters to report due to purdah.

Shotton Partnership

- The Official opening of the Shotton Youth Centre would take place at 4.00pm on Wednesday 29th May 2024 to which all Members and partners had been invited. An open day had been arranged for Saturday 1st June (12-4.00pm) to which anyone could attend to view the facilities and plans for future youth services provision

RESOLVED that, the information given be noted.

1843. **COUNCILLOR WORKING GROUPS – PROGRESS REPORTS**

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

+500 Followers and continuing growth in interest.(Cllr K Wood)

RESOLVED that the information given be noted.

ii. **D-Day Commemoration Working Group**

Details of the arrangements and timetable from the Working Group for 6th June had been circulated to each Member. It was noted that the bonfire beacon would be lit at 9.15pm on the Tach Centre site and that a service had been planned for the Cenotaph and a history pop in had been arranged at Alcote House.

RESOLVED that the information given be noted.

1844. FINANCIAL MATTERS

(a) Payments

RESOLVED that the cheques and payments read out and detailed by the Clerk for May 2024 be endorsed and approved for payment.

(b) Updated Asset Register

RESOLVED that that the updated Council Asset Register a copy of which had been circulated by the Clerk be received and noted

(c) Annual Accounts and Annual Governance & Accountability Return 2023/2024

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 2023/24 under the Accounts & Audit Regulations 2015 which included:

- Income & Expenditure and Balance Sheet for Year Ended 31 March 2024.
- Bank Reconciliation at 31 March 2024.
- the Annual Governance Statement 2023/2024 (awaiting Internal Audit report).
- the Statement of Annual Accounts 2023/2024.

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 awaited and would be circulated when received for the next meeting as this was necessary to complete the AGAR.

RESOLVED that that information given be noted and the draft final accounts as circulated be received pending the receipt of the report of the Internal Auditor

1845. **PLANNING MATTERS**

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

1846. **PROGRESS REPORT OF THE CLERK**

The Clerk reported on the following items:

i. YIF – Shotton Youth Centre (SYC)

The Clerk outlined that practical completion of the construction works were achieved on 10 May subject to finalisation of some external works which were completed on 17th May and electrical commissioning works which were awaiting following the meter install.

Northern Powergrid had now fitted a new supply box at an additional cost and we were awaiting Energy Assets to fit the meter on behalf of SSE.

At the current time the estimated construction works were between £30-40k over budget however provision had been made in the Councils budget for this. The final costs could only be confirmed once the final account had been agreed between all parties and the successful electricity meter install and commissioning works.

The lease of the Centre to Shotton Partnership had been finalised the Chair & Vice Chair were asked to sign the original copy of the lease.

RESOLVED that the information given be noted, further developments be awaited and that the Chair & Vice Chair of the Council hereby sign the

lease of the Shotton Youth Centre to Shotton Partnership 2000 Ltd on behalf of Shotton Parish Council

ii. Overflow Car Park & Resurfacing Works

The Clerk provided details and progress of the contract to date it being noted the temporary car park closure notices had been issued and publicised prior to the resurfacing works last week.

Replacement signage had been ordered direct for both the Community Park and SYC through Premier Graphics and Signs as a cost saving measure and were due to be installed this week before the official opening.

To maximise the contract benefits, Brambledown had been requested to replace the existing poor condition timber racecourse fencing to the car park entrance with powder coated coloured metal barriers to match those on the overflow car park. These additional works were due to be completed by end of June awaiting manufacture and powder coating and would enhance the site after the car park improvements.

The final account for this contract was due shortly however the Clerk's estimate cost was £2-3k over budget including the additional works which had been included.

iii. Clerks Additional Hours

The Clerk outlined that 121 additional hours had been worked for May 2024 and there would be more due until both contracts had been finalised together with finalising the Annual accounts.

RESOLVED that the information given be noted

iv. New Parish Council Website

RESOLVED that the Clerk obtain a formal detailed proposal from Web & Host for the Councils new website.

1847. **CORRESPONDENCE, BULLETINS & CIRCULARS**

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

1848. **DATE AND TIME OF NEXT MEETING**

RESOLVED that the next meeting, be held on Monday, 24th June 2024 at 6.00 p.m. at Shotton Community Hub

CERTIFIED AS A TRUE RECORD

CHAIRMAN .....

Date: 24th June 2024