

# WINSTON PARISH COUNCIL

**MINUTES OF ORDINARY MEETING OF WINSTON PARISH COUNCIL  
THURSDAY 11<sup>th</sup> JANUARY 2018 AT 7PM IN THE VILLAGE HALL  
Notice of the meeting had been given in accordance with the Local  
Government Act 1972**

**Present: Cllrs Taylor, Race, Fenwick, Cook, Pattison, Smith and Clark.**

**1. Apologies for Absence**

None.

**2. Declarations of Interest**

None.

**3. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 14<sup>th</sup> December 2017 were proposed by Cllr Fenwick as being a true record and seconded by Cllr Race. They were then duly signed by the Chair.

From the minutes of the previous meeting the following matters arising were reported:

Grass damage outside The Bridgewater Arms – Cllr Fenwick reported that she had spoken to the Landlord of the pub who has confirmed that he has spoken directly to the brewery regarding the dray wagon being driven over the grass. The brewery had issued appropriate instructions to their drivers. To try to avoid this situation in the future the Landlord is going to install a post on the pub's land with a reflective sign indicating no left turn. This sign will not be legally binding so drivers could choose to ignore it. **It was AGREED to monitor this situation and if necessary Cllr Taylor to write a letter to the brewery.**

White lines and bridge repair – The Clerk reported that before the suggestion could be made to DCC that new white lines be painted on the approaches to and from Winston Bridge be made at the same time as the bridge closure for repairs, the white lines had already been painted.

Teesdale Way Winston to Gainford – The Clerk to liaise further with Mr Mike Murden of DCC regarding Cllr Pattison's report that a tree branch has damaged some of the boardwalk between Winston and Gainford at Primrose Hill.

Cllr Smith asked whether it was known if the planning application for DM/17/03414/FPA for the conversion of a barn to dwelling and associated works at barn and land to the South of Winston had been approved. The Clerk reported that no further information had been received from Mr Adam Williamson, DCC Planning Officer.

**ACTION: The Clerk to liaise with Mr Williamson and keep Cllrs updated on this matter.**

**4. Consideration of Current Planning Applications**

The Clerk reported that since the Council's last meeting DCC had published one planning application within the Parish of Winston. This application (DM/17/03918/FPA the resubmission of application for refurbishment and alterations to existing dwellings at Vicarage Farm, Gainford) had been published the week commencing 18<sup>th</sup> December 2017. **It was AGREED that Cllrs did not have any objections to this planning application.**

**5. Hill Top Farm Update:**

Cllr Taylor reported that no further official information had been provided to the Parish Council regarding Hill Top Farm and had not been made aware of any complaints from residents. **It was AGREED to that this issue no longer remain a standing agenda item and would only be discussed if any issues arose.**

**6. Teesdale Residents' and Travellers' Forum Update:**

Cllr Taylor reported that the next Teesdale Residents' and Travellers' Forum meeting will be held in February 2018. He also reported that the next South West Durham Forum is due to take place at the end of January 2018 and will include site visits to view potential temporary stop over sites.

**ACTION: Cllr Taylor to keep Cllrs updated on this matter.**

**7. Smaller Councils Forum Update:**

Cllr Taylor reported that the next Smaller Local Councils Forum meeting will take place on 22<sup>nd</sup> February 2018 in Murton. It is anticipated that the General Data Protection Regulations will be one of the main topics of discussion.

**ACTION: Cllr Taylor to keep Cllrs updated on this matter.**

**8. Consideration of General Data Protection Regulations:**

Prior to the meeting the Clerk had circulated to all several emails from Mr Steve Ragg of CDALC relating to the General Data Protection Regulations. Cllrs expressed their disappointment that NALC did not appear to be taking a national lead on this matter and the options which were being suggested were neither economically viable for a small Parish Council nor provided a satisfactory solution. **It was AGREED that Cllr Taylor raise this matter at the next Smaller Local Councils Forum. In the meantime, Cllr Clark had received some draft templates from his role with a local PTA and he kindly AGREED to forward these to the Clerk for consideration.**

**ACTION: Cllr Taylor to raise concerns at the next Smaller Local Councils Forum meeting.**

**ACTION: The Clerk to consider the templates received from Cllr Clark and report back at the next meeting.**

**9. Consideration of Royal Garden Party Nominations:**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 28<sup>th</sup> November 2017 in which he was seeking

nominations for Cllrs to attend a Royal Garden Party in May 2018. No Cllrs expressed a wish to be entered into this ballot.

**ACTION: The Clerk to inform Mr Steve Ragg of CDALC.**

**10. Public Attendance:**

No members of the public were present.

Cllr Fenwick reported that the edging around Northumbrian Water's spring loaded metal doors located on the pavement on the corner opposite the Village Hall are posing a trip hazard.

**ACTION: Cllr Pattison to forward to the Clerk photographs of this item in order that the Clerk can report this concern directly to Northumbrian Water.**

Cllr Fenwick reminded Cllrs that the local resident who had previously maintained the flower bed at the entrance to the village had now retired from this role.

**ACTION: Cllr Taylor to take on this role.**

Cllr Pattison reported that street light number 16 at Highcliffe Edge was not working.

**ACTION: The Clerk to report this matter to DCC.**

**11. Approval of Payment of Accounts:**

The Clerk reported that the following accounts required payment:

- Design365 (website updates) £15.00
- Dr T J Ayre (Q3 office expenses) £13.69
- Dr T J Ayre (Q3 Clerk's salary) £478.98
- Durham County Council Pension Fund (Q3 pension) £124.64
- Design365 (website updates) £15.76

**AGREED: Cllr Taylor and Cllr Pattison signed the cheques.**

**ACTION: The Clerk to post cheques.**

The Clerk circulated to Cllrs copies of the Parish Council's Bank and Books **Reconciliation Statement for the period 1<sup>st</sup> October 2017 – 31<sup>st</sup> December 2017. Cllrs AGREED the reconciliation.**

The Clerk proposed that £2000 be transferred from the Parish Council's Reserve Account to Current Account in order to oversee expenditure to the end of the current financial year and into the early part of the coming financial year. **Cllrs AGREED to this proposal.**

**ACTION: Cllr Taylor and the Clerk signed the transfer paperwork.**

**ACTION: The Clerk to oversee this transfer.**

**12. Consideration of 2018/19 Precept Request:**

The Clerk reminded Cllrs that the Parish Council must submit to DCC by no later than Friday 26<sup>th</sup> January 2018 its precept request for 2018/19. At the last meeting, to assist the Parish Council in considering this request the Clerk circulated to all for information a spreadsheet which she had

produced which detailed the Parish Council's actual expenditure for 2014/15 – 2016/17 and then costs to date for 2017/18 and potential costs for 2018/19. It had been agreed at the last Parish Council meeting to discuss this matter further when potential costings for the implications of the forthcoming General Data Protection Regulations were known. It was now acknowledged that no definitive costs were available.

Cllrs considered this matter at length and the difficulties of trying to keep the precept to a minimum whilst still ensuring that the Council was able to deal with rising costs as well as the external pressures of statutory implications of the pensions auto-enrolment and General Data Protection Regulations. Cllr Taylor proposed that a precept be requested for £6000, i.e. an increase of £1000, with careful consideration of the use of reserve monies being used for any unforeseen capital projects in the village during 2018/19. All Cllrs were in agreement with this proposal with the exception of Cllr Clark who believed that a higher precept needed to be set to cover running costs and had concerns regarding potential future capping restrictions being imposed. **It was AGREED to set a precept of £6000 for 2018/19.**

**ACTION: The Clerk and Chair to complete DCC's precept request paperwork and then submit to Ms Joanne Smart at DCC prior to 26<sup>th</sup> January 2018.**

**ACTION: The Clerk to draft a letter for inclusion in the Parish Magazine explaining the reasons for the rise in precept and once drafted to circulate in the first instance with the Chair and then other Cllrs prior to submission to the Magazine Editors. This letter is to include a summary of the work undertaken by the Council in 2017/18.**

(Cllr Smith gave his apologies and left the meeting at this point).

**13. External Audit 2017/18 Update:**

The Clerk reminded all that at the last meeting she had reported receipt of an email received from the Smaller Authorities Audit Appointments (SAAA) on 20<sup>th</sup> November 2017 informing the Parish Council that it's External Auditor for 2017/18 will be Mazars LLP based in Durham City. Extensive documentation had accompanied this email. The Clerk has now read this documentation and circulated to all Cllrs a summary of this information for their reference. The Clerk also reported that she was going to be attending a training session with Mazars on 28<sup>th</sup> March 2018 at County Hall, Durham and would keep Cllrs updated on this matter. Just prior to the meeting the Clerk had received via Mr Steve Ragg of CDALC a copy of the finalised Governance and Accountability Return for 2017/18 which will replace the former Annual Return form. **It was AGREED the Clerk will keep Cllrs updated on this matter following her training in March 2018.**

**14. Date and Time of Next Two Meetings**

**AGREED as Thursday 8<sup>th</sup> February 2018 and Thursday 8<sup>th</sup> March 2018.**

Meeting closed at 8.15p.m.

Jane Ayre (Parish Clerk)