

WINSTON PARISH COUNCIL

**MINUTES OF ORDINARY MEETING OF WINSTON PARISH COUNCIL
THURSDAY 12th APRIL 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, Pattison, Smith and Clark.

1. Apologies for Absence

None.

2. Declarations of Interest

Cllr Fenwick declared an interest in item 4 as one of the planning applications to be considered is next to her property. No other declarations of interest were made.

3. Minutes of the Previous Meeting

The minutes of the previous meeting held on 8th March 2018 were proposed by Cllr Pattison as being a true record and seconded by Cllr Fenwick. They were then duly signed by the Chair.

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

Road surface deterioration at Highcliffe Edge – Cllr Cook had informed the Clerk that the potholes in Highcliffe Edge have been patched up and the ones by the junction have now also been filled in.

Future Banking Arrangements – The Clerk reported that the Council's reserves account had now been closed and monies transferred into the current account.

Village Hall Committee – Cllr Clark reported that he had attended his first Village Hall Committee meeting as a member representing the Parish Council. The Clerk confirmed that the Council's website had been duly updated.

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 was discussed as follows:

- DM/18/00868/VOC – variation of condition 3 of 6/1988/0458/DM(A) relating to the occupancy, Holiday Lodges, Highcliffe Waters, Winston – **Cllrs AGREED they did not have any objections to this planning application.**

Cllr Taylor reported that he had been contacted by the Teesdale Mercury to find out why the Parish Council had not submitted any comments regarding planning application DM/17/03751/OUT, outline 16 no. dwellings all matters reserved, land to the West of Bridgewater Arms, Winston (published week commencing 12th February 2018). Cllr Taylor

had reported that comments had been submitted to DCC and the Clerk was asked to liaise with Planning Officer Mr Tim Burnham. Mr Burnham apologised and reported the Parish Council's documentation had been placed by his support team on the incorrect part of the planning portal and therefore not viewable by the public. DCC have now corrected this error. Cllrs noted that an article had appeared in the Teesdale Mercury on Wednesday 11th April 2018 in which it was incorrectly stated that the Parish Council had not objected to this proposed development.

ACTION: Cllr Taylor to inform the Teesdale Mercury of his inaccuracy and the Parish Council's wish for this to be corrected.

5. Teesdale Residents' and Travellers' Forum Update:

Cllr Taylor reported due to illness he had not been able to attend the South West Durham Forum meeting on Monday 12th March 2018 but did intend to attend the next meeting on Monday 16th April 2018. Cllr Taylor reported that he and Cllr Smith would be attending the next Teesdale Residents' and Travellers' Forum meeting on Tuesday 17th April 2018 at which updates would be given regarding the preparations and protocols for this year's Appleby Horse Fair.

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

6. Consideration of General Data Protection Regulations (GDPR):

The Clerk reported that no further information had been received from CDALC regarding the service discussed at the last meeting offered by the Local Council Public Advisory Service. CDALC have circulated details of GDPR training which is being delivered specifically for Smaller Councils. The Clerk reported that she is unable to attend, however, had circulated to all full details of the training. CDALC have confirmed that they are currently in discussions with another possible provider for the role of Data Protection Officer and will circulate further information when available. In the meantime the Clerk had obtained potential costings for this role from CyberTek Consultancy. These costings were discussed but are not financially viable for the Council at this time. **It was AGREED to await the outcome of the next training session and further information from CDALC.**

ACTION: Cllrs to contact Steve Ragg of CDALC directly if they wish to attend the forthcoming GDPR training.

ACTION: The Clerk to start to prepare a Data Risk Register and GDPR Action Plan for consideration at a future meeting.

7. Public Attendance:

Ms Wilson and Mr Dick reported that since their attendance at the Parish Council's March 2018 meeting they had undertaken a very successful sponsored litter pick with proceeds raised being divided between Ovington Parish Council and the Winston parking area near to the bridge, a regular space used by the paddling community. Liaison has now taken place with the Police and surveillance signage is to be purchased. The Police had suggested that the large hedge in this locality should be cut back to be a further deterrent. Ms Wilson asked if the Parish Council knew who owned this hedge. Suggestions were made and Ms Wilson will take this matter

further with the land owner. Cllr Taylor reported that he had spoken to Sgt Rogers and made him aware of issues and discussion at the last Parish Council meeting. Cllr Taylor had noted that on Saturday 7th April 2018 there had been a Police presence in the village and several cars had been redirected from the layby area into the village to park. Cllr Clark reported that a number of vehicles in Gainford and Winston had been broken into on Friday 6th/Saturday 7th and there had been a large Police presence in both villages. As a result of this he understood that two people had been apprehended. Ms Wilson reported that she is also hoping to generate a national campaign amongst the paddling community urging them to ensure that no valuables are left in their unattended vehicles. Cllr Clark suggested that as part of any such campaign a request be made for vehicles to be parked considerately as he had noted several instances whereby such vehicles had been parked over the footpath stopping anyone from using them with a mobility scooter or pushchair etc. Ms Wilson agreed to incorporate this request into her work. Ms Wilson said that she would continue to keep the Parish Council updated.

8. Approval of 2017/18 Year End Accounts:

The Clerk circulated to Cllrs copies of the Parish Council's Bank and Books Reconciliation Statement for the period 1st January 2018 to 31st March 2019 for information. From this the Clerk then presented to all Cllrs the Council's Annual Accounts for 2017/18 which were shown as follows:

- Receipts and Payments
- Balance Sheet
- Completed Annual Governance and Accountability Return 2017/18 (with comparison to 2016/17 including explanations for significant variances of +/- 15%)
- The Council's Annual Governance Statement for 2017/18

The Annual Accounts for 2017/18 were AGREED and Cllr Taylor, as Chair, and the Clerk signed the Parish Council's Annual Governance and Accountability Return paperwork.

9. Consideration of 2017/18 Internal and External Audit Arrangements:

The Clerk reported that she had met with the Council's Internal Auditor, Mr Andrew Thompson, on Saturday 7th April 2018 and he had performed an audit of the Council's 2017/18 accounts. He had been fully satisfied with all aspects of the Council's financial procedures and account and therefore signed off the Internal Audit on the 2017/18 Annual Governance and Accountability Return.

The Clerk made Cllrs aware of the new External Audit arrangements for 2017/18 onwards following the appointment of Mazars. The Clerk had attended External Audit training with Mazars at County Hall on 28th March

2018. As the Parish Council has an income and expenditure of less than £25,000 it legally has to ensure that it meets the requirements of the Transparency Code by publishing a wide range of information on its website. In addition, as part of its Foundation Quality Award status it has further requirements to publish policies and procedures. Whilst Councils with an income and expenditure of less than £25,000 can apply to Mazars to have a full external audit undertaken this would be at a cost of £200. Councils under this income and expenditure threshold can apply to have an exception whilst still ensuring that all financial records are openly and transparently available to the public. **It was AGREED that Winston Parish Council would apply for an exemption from Mazars.**

ACTION: The Clerk to submit to Mazars the requirement paperwork duly signed by herself and the Chair.

ACTION: The Clerk to ensure the Council complies with the full requirements of the Transparency Code.

10. VAT Reclaim 2017/18:

The Clerk reported to Cllrs that on 1st April 2018 she had submitted to HMRC the Parish Council's VAT Reclaim for the financial year 2017/18 which came to a total of £647.66.

ACTION: The Clerk to keep Cllrs updated on this matter.

11. Approval of Payment of Accounts:

The Clerk reported that the following accounts required payment:

- Winston Village Hall (room hire) £24.00
- Design365 (website updates) £31.52
- TP Jones & Co (payroll service 2017/18) £57.60
- T J Ayre (Clerk's Q4 salary) £478.98
- Durham County Council Pension Fund (Clerk's pension) £124.64
- T J Ayre (Clerk's Q4 office expenses) £37.74

AGREED: Cllr Taylor and Cllr Pattison signed the cheques.

ACTION: The Clerk to post cheques.

12. Date and Time of Next Two Meetings:

AGREED as Thursday 10th May 2018 and Thursday 14th June 2018.

The May 2018 meeting will also be the Annual Parish Meeting, followed by AGM and then Ordinary Parish Council meeting.

Meeting closed at 7.55p.m.

Dr Jane Ayre (Parish Clerk)