

**Minutes of the Annual Parish Meeting held on Thursday 3<sup>rd</sup> May at 6.00 pm**  
**in Belmont Community Centre.**

Present: Chairman, Councillor D.J. Southwell, Vice-Chair Councillor R. Murphy, Councillors J. Appleby, E.B. Finlay, P.T. Finley, B. Howarth, S. Inglis, S. Lowes, E.S. Mavin, L. Mavin, J.E. Hedges and J.J. Wildheart.

Also Present: Mrs. S. Overton (Parish Clerk)

Members of the Public: 3 (Belmont Allotments Club)

18.01 Notice Of Annual Parish Meeting

The Notices have been displayed for public inspection in the three Parish Ward notice boards.

18.02 Welcome By The Chairman; Councillor D.J. Southwell

The Chairman welcomed all Councillors to the meeting.

18.03 To Receive Apologies For Absence

Apologies for Absence were received from Councillors M.M. Leggott and T.A. Lemmon.

18.04 To Receive The Chairman's Report For 2017/2018 - see attached \*

The Chairman gave a full report of the year to Councillors. The Chairman's Report will be given as a supplement with the next issue of the Parish Newsletter.

**Received and Agreed.**

**The Chairman suspended Standing Orders.**

18.05 Open Forum

The Chair of the Christmas Tree Working Party reported that preparations for this year's annual event were underway and the date has been confirmed for Friday 30<sup>th</sup> November.

The Chairman explained to Councillors that a recent concern raised regarding potholes in the area, the criteria is they have to be more than 40mm deep to be put right.

The Chairman spoke to Councillors about the new Data Protection Regulations which will come into effect on 25<sup>th</sup> May 2018.

The Vice- Chair thanked the Chairman on behalf of all Councillors for his support and leadership throughout the year. The Parish Clerk and Administration/IT Support Assistant were also thanked for their support throughout the year.

18.06 Election of Chairman for 2018/2019 and signature of Declaration of Acceptance of Office.

The Parish Clerk asked Councillors if there were any nominations for the position of Chairman. Councillor D.J. Southwell's name was put forward.

There were no other nominations.

**Proposer:** Councillor S. Inglis

**Seconder:** Councillor J. Corrigan

**Unanimous**

Councillor D. J. Southwell signed the Chairman's Declaration of Acceptance.

Councillor D.J. Southwell took the Chair.

18.07 Election of Vice-Chairman for 2018/2019 and signature of Declaration of Acceptance of Office

Councillor R. Murphy's name was put forward for the position of Vice-Chair  
There were no other nominations.

**Proposer:** Chairman, Councillor D.J. Southwell.

**Seconder:** Councillor E.S. Mavin.

**Unanimous.**

Councillor R. Murphy signed the Vice Chairman's Declaration of Acceptance.

18.08 To Receive Declarations of Interest on items on the Agenda

Members Please Note: - this is a standard item. If Members are aware of a personal or prejudicial interest in relation to any item on the Agenda this should be disclosed at this stage or when the interest becomes apparent during the consideration of an item in accordance with the Code of Conduct for Members. This item is linked to your Declaration of Members Interest forms please consult these forms when reading these Notes on agenda items to ensure compliance with this item

**Received.**

**The Chairman suspended Standing Orders.**

18.09 To Receive Miscellaneous Reports

(a) Police

There were no Police present at the meeting, a report to be forwarded to all Councillors when received.

(b) Warden

There were no Wardens present at the meeting, a report to be forwarded to all Councillors when received.

(c) Public

The three representatives from Belmont Allotments Club informed Councillors that the land is to be sold and the club has been given first choice to buy it. The club asked if the Parish Council would consider buying the land in question and leasing it to the Allotment Club for a period of 99 years.

Councillor Hedges arrived at 6.20 pm

**The Chairman re-imposed Standing Orders.**

18.10 Belmont Allotments

There was total support within the meeting for the Parish Council to purchase the Allotments for £15,000 and issue a 99 year lease at peppercorn rent of £1 per year, if we were successful with our 106 Application to Durham County Council. This cost would include the Legal Transfer from the current owner to Belmont Parish Council.

**Proposer:** Chairman, Councillor D.J. Southwell

**Seconded:** Councillor E. S. Mavin

**Unanimous.**

The Chairman to arrange a meeting with the appropriate Officer to discuss valuation of land.  
**Agreed.**

Councillor J. Appleby left the meeting at 6.35 pm.

The three representatives from Belmont Allotments left at 6.35 pm.

18.11 To Confirm the Chairman's Discretionary Fund for 2018/2019

**Agreed:** £50.00

18.12 To Consider and Make Comment on Planning Matters.

Second list of Planning Applications for April 2018 received from Durham County Council Planning Department had been circulated to all members.

The Chairman of the Parish Council Planning Committee drew attention to the following applications which were discussed:

**DM/18/01055/FPA:** Land East of Durham City Football Club, Belmont Industrial Estate. Complete car parking area from 4/07/01243/RM and extend spaces to 203 from 66.

**Agreed** – no Parish Council response required.

**DM/18/00298/FPA:** Damson House site, Dragon Lane, Gilesgate Moor.

To go to Durham County Council Planning Committee on Tuesday, 8th May with recommendation for Approval.

There was considerable discussion of officer's report in which the Parish Council submission was well covered.

**Agreed** – in view of the reference in the report to the PC comments there was no need for further representation at the Durham County Council Planning Committee and no request to attend to be made.

**DM/18/00608/FPA:** Mandale Investments Ltd, Belmont Industrial Estate – erection of three storey office and training centre.

To go to Durham County Council Planning Committee on Tuesday, 8th May with recommendation for Approval.

**Agreed** – as the Parish Council had previously discussed and agreed no response was required, there was no need for further representation at the Durham County Council Planning Committee and no request to attend to be made.

**4/13/00395/FPA and 4/1300305.NMA:** Lamorna, Belmont Road – change of use to private garden with fence and wall. Member enquiry made.

**Agreed** - to report at June meeting as information is awaited from planning officer.

The Chairman thanked the Chair of Planning for her report.

**Received and Agreed.**

Councillor L. Mavin joined the meeting at 6.50 pm.

18.13 To Confirm and Sign As A Correct Record of Minutes of The Parish Meeting Held on 5<sup>th</sup> April 2018 - see attached \*  
**Agreed.**

18.14 To Receive Matters Arising from the Minutes not on the Agenda.  
17.228 – The identity badges have all been handed out to Councillors, a letter of thanks to be sent to the school for their assistance - **Resolved.**

17.234 – It was reported that although feedback has been very positive regarding repair works to pot-holes in the area, there were still several roads needing attention. The Chairman asked Councillors to report pot-hole concerns to the Parish Office who will pass their concerns onto the appropriate department.  
**Received and Agreed.**

18.15 To Receive and note the Asset Register of Council Property- see attached \*  
**Received and Agreed.**

18.16 To Consider Financial Matters - see attached \*

(1) National Audit Return – The inspection period commences on Monday 4<sup>h</sup> June 2018 and ends on Friday 13<sup>th</sup> July 2018.  
**Received.**

(2) Appointment of Internal Auditor  
Mr. G. Fletcher (C.M.I.I.A.)  
**Agreed.**

(3) Internal Audit Report -  
Item 4.3.1 Governance, Risk Management, the last Risk Assessment Review was carried out on the 24<sup>th</sup> January 2018.  
**Received and Agreed.**

Item 4.4.5 Fees and Charges – see attached Cemetery Fees\*

It was agreed that the current Cemetery Fees and Charges were to remain as they are for the next twelve months.  
**Received and Agreed.**

(4) To Receive Receipts and Payments during the Month of April 2018  
**Received and Agreed.**

(5) To Receive Bank Reconciliation Statement for April 2018.  
**Received and Agreed.**

(6) To Consider donation requests during the Month of April 2018  
County of Durham School Benevolent Fund Registered Charity No 223108  
**Agreed: £50.00**

(7) To Receive Fees and Subscriptions during the month of April 2018

County Durham Association of Local Councils.

New Data Protection Fee.

**Received and Agreed.**

18.17 Standing Orders, Governance Statement and Risk Management Received and Agreed at Full Parish Council meeting held on 1<sup>st</sup> February 2018

**Agreed.**

18.18 Calendar of Meetings for 2018/2019 - see attached \*

**Received and Agreed.**

18.19 To Receive Matters of Information, Clerk's Report, Correspondence Tabled Items – For Information.

1. Beautiful Durham Entry Form has been posted.
2. Thank you letter from the Great North Air Ambulance for our recent donation.
3. The five schools taking part in the Childrens Art Competition have confirmed date and times of the judging days which will take place between 6<sup>th</sup> June and 8<sup>th</sup> June.
4. Thank you letter from Durham City Football Association regarding our recent donation.

**Received and Agreed.**

18.20 To Consider Risk Management in Relations to Items on the Agenda.

Members please note:- this is a standard item. Risk Management has been considered when compiling these notes for May 2018 meeting and has been incorporated into reports and presented to Members.

**Agreed.**

18.21 To Appoint Committees and Working Parties - as attached \*

Councillors were asked to contact the Parish Clerk if they would like to be on a specific sub-committee.

**Agreed.**

18.22 To Appoint Representatives of Outside Bodies and Organisations.

Councillor P.T. Finley - Area Action Partnership.

Belmont Community Association - Councillors E.B. Finlay and B. Howarth.

**Agreed.**

18.23 To Consider and make comment on Cemetery Reports

(a) To Receive the report of burials during the month of April 2018.

(0)

(b) To Receive the report of Grave & Ashes Purchases during the month of during the month of April 2018

(0)

(c) To Consider Memorial Erection and Additional Inscription Applications during the month of April 2018

(0)

(d) Ashes Interred in Burial Plots during the Month of April 2018

(0)

**Agreed.**

18.24 Insurance

To agree Zurich Municipal Insurance quote commencing 1<sup>st</sup> June 2018 to 31<sup>st</sup> May 2019.

**Received and Agreed.**

18.25 Robing Room.

A meeting to be arranged with the appropriate officer, the Chair of Parish Council and Chair of the Cemetery Working Party and the Parish Clerk to discuss future plans for updating the Cemetery Robing Room.

**Agreed.**

18.26 To Receive Working Party Reports

(a) Appeals Committee

No meeting was held this month.

(b) Asset Task Group

No meeting was held this month.

(c) Cemetery Working Party

No meeting was held this month.

(d) Christmas Tree Working Party.

A meeting was held on Wednesday 18<sup>th</sup> April 2018 - see attached

(e) Complaints Procedure Committee

No meeting was held this month

(f) Finance Working Party

A meeting was held on Wednesday 18<sup>th</sup> April 2018 - see attached\*

(g) Friends of Belmont Scrambles

A report has been received and circulated to all Councillors.

(h) Parish Newsletter Working Party

A meeting was held on Monday 30<sup>th</sup> April 2018.

(i) Personnel and Training Advisory Panel

No meeting was held this month

(j) Planning Committee

No meeting was held this month

(k) Planting Scheme Working Party

A meeting was held on Friday 6<sup>th</sup> April 2018 - see attached\*

(l) Playground Development Committee

No meeting was held this month

The Chairman informed Councillors that an updated list of 106 monies will be made available shortly and suggested that a Public Arts Working Party Group be formed to discuss possible options. Previous suggestions have included the updating and replacing of seats in the Parish area and repainting of the Skate Bowl Park which would all come under criteria for Public Art.

(m) Area Action Partnership (AAP)

There was no report received.

(n) National Association of Local Councils) NALC

There was no report received.

18.27 To Receive reports from Ward Councillors

Belmont

It was reported that yellow lines would be in place shortly outside a local school after a concern had been raised by a resident regarding cars parking on the grass verge causing safety issues.

A request for a disabled ramp at Cheveley Park shops has been raised, the matter to be looked into by the Management Company of the shops.

A concern was raised of children jumping on top of the green containers behind Cheveley Park shops, the matter to be reported to the Neighbourhood Warden.

A proposal to take out the grass verge near the paper shop at Cheveley Park shops to create more car parking space was raised. The matter would have to be taken up with the Management Agent as the land is not owned by Durham County Council. Durham County Council would need to be consulted with regard to Highways issues.

Carrville

Councillors were informed that several concerns which had been raised regarding fly tipping, untidy areas etc had now been resolved.

A request for a pedestrian crossing on Carrville High Street was made by a resident, indications are that this will not be possible.

Gilesgate Moor

Councillors were informed that the Gabion Wall on the Avant Homes Development was going to be part dismantled as it was causing Health and Safety issues.

18.28 Any other Business, Date and time of next meeting Thursday 7<sup>th</sup> June 2018 at 6:30pm in Belmont Community Centre.

The Chairman informed Councillors that Councillor M.M Leggott was resigning as Councillor for Gilesgate Moor Ward and that Electoral Services would be informed that no poll cards were being issued if an Election was to take place.

**Agreed.**