

Minutes of the meeting held on Thursday 12th October 6:30pm 2023.
in Belmont Community Centre.

Present: Chair, Councillor L. Mavin, Vice-Chair, Councillor C.A. Fletcher, Councillors, J. Appleby, M.P. Bennett, P.J. Conway, P.S. Conway, V. Hawes, C.A. Lattin, E.S. Mavin, K. Noble and S.C. White.

Also present: Mrs S. Overton (Clerk)

Member of the Public (0)

23.66 Trusteeship of Belmont Community Association, Tracy Emery, Community Development Officer, Durham Community Action in attendance.

Councillor Bennett gave a summary regarding proposed transfer of Trusteeship of Belmont Community Association to Belmont Parish Council - see attached report and balance sheet*

Chair to check with National Association of Local Councils (NALC) and Durham County Council(DCC) that the parish council has the power within our constitution to agree to this.

AGREED.

If the sole trusteeship does go ahead, clerk to inform our insurers of this.

AGREED.

Agreement to be sought from Belmont Community Association (BCA) and report of current financial position, staffing arrangements and outstanding maintenance issues to be made to Belmont Parish Council 9th November meeting.

AGREED.

RECOMMENDATION

A named vote to be taken on whether councillors were minded to agree to become sole trustees of Belmont Community Association (BCA).

Present

Councillor, J. Appleby

Councillor, M.P. Bennett

Councillor, P.J.Conway

Councillor, C.A. Fletcher

Councillor, V. Hawes,

Councillor, C.A. Lattin,

Councillor E.S. Mavin,

Councillor K. Noble
Councillor S.C. White
AGREED: 9

ABSTAINED.

Councillor P.S. Conway (Declarations of Interest) BCA
Councillor L. Mavin (Declarations of Interest) BCA
2

NOT PRESENT

Councillor, A.C. Walker
Councillor M. Watson
Councillor A.P. Watkins
Councillor J. Knight
4

23.67 To Receive Apologies for Absence.

Apologies for Absence were received from Councillors J. Knight,
A.C. Walker A.P. Watkins and M. Watson
RECEIVED.

23.68 To Receive Declarations of Interest.

Apologies for Absence were received from Councillors L.Mavin and
P.S.Conway.
Belmont Community Association (BCA) in relation to agenda item 23.66.
RECEIVED.

23.69 To Receive Miscellaneous Reports.

(a) Police.

No police present, the link regarding future PACT meetings to be
forwarded to all councillors via the parish office.

(b) Community Warden.

No warden present.

(c) Members of the Public.

No members of the public present.

23.70 To Confirm and sign as a correct record of the Minutes of the meeting of
Belmont Parish Council held on 14th September 2023 – Minutes attached*
AGREED.

23.71 To Receive matters of information, Clerk's Report, Correspondence Tabled Items – for information.

1. A VAT Claim for £5,465.93 has been submitted to HMRC.
 2. The six month audit review has been undertaken by the internal auditor with no concerns raised.
 3. The Conclusion of External Audit is now displayed on the Parish Website.
- RECEIVED.

23.72 To Consider Risk Management in relation to items on the Agenda.

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

RECEIVED.

23.73 Conclusion of External Audit 2022 – 2023.

RECEIVED.

23.74 To Discuss arrangements for Remembrance Sunday.

The cost of wreaths has increased to £20, so it was agreed to increase donation to Royal British legion to £10.00. Chair to give cheque to Patrick Holroyd for £30 to pay for wreath and donation

AGREED:£30.00

Refreshments.

To increase the donation for refreshments from £100.00 to £120.00. Chair to give cheque to Patrick Holroyd for £120.00 to pay for refreshments.

AGREED:£120.00 to the Parochial Church Council towards refreshments.

Laying of wreath

Vice-Chair Councillor C.A.Fletcher to lay wreath on behalf of Belmont Parish Council.

AGREED.

23.75 To Discuss arrangements for Senior Citizens Xmas Party 2023.

The date of this years Senior Citizens Xmas Party is Wednesday 13th December at 1:00pm in Belmont Community School, further information can be found in the parish newsletter.

Transport to be arranged.

The Parish Office to keep a record of attendees, dietary requirements, contact details and addresses of those requiring lifts. Once we have an idea of numbers requiring lifts, and their addresses, the Chair to email councillors seeking volunteers to support.

Clerk to send a cheque to Belmont Community School for £100.00 towards cost of refreshments.

AGREED.

Raffle

AGREED: not to hold a raffle this year, Chair to inform school.

23.76 To Discuss Local Heroes Event 2023.

Date of event Saturday 18th November 2:00pm – 3:30pm in Belmont Community Centre, further information can be found via the parish newsletter. The Right Honourable, The Mayor of Durham, Councillor Lesley Mavin has confirmed her attendance.

Councillor C.A.Fletcher has details of all nominees and has organised into categories.

Refreshments

Councillor L.Mavin to organise the afternoon tea.

AGREED.to seat the visitors at tables with afternoon tea platters, and all winners receive a certificate and medal. Details have been shared via the parish newsletter.

Power-Point presentation – Councillor C.A.Fletcher to undertake.

AGREED.

Councillor C.A.Fletcher to organise invites, certificates, programmes and purchase of medals.

AGREED: medals - £70.00 for 35 medals, Councillor C.A.Fletcher to purchase and give proof of receipt to parish office for reimbursement of monies.

A further Local Heroes meeting will be held on Tuesday 24th October 5:00pm – 6:00pm to finalise arrangements, all councillors invited.

AGREED.

Chair to complete blurb on back page of programme to include image of The Right Honourable, The Mayor of Durham, Councillor Lesley Mavin

AGREED.

23.77 To Approve Data Protection, Disciplinary and Grievance Policies.
AGREED.

23.78 To Receive Committee Reports.

(a) Finance – to consider financial matters – see attached*

Councillor M.P.Bennett (Chair) gave a report on the following items.

To Receive Receipts and Payments during the month of September 2023
see attached*

RECEIVED AND AGREED.

To Receive bank reconciliation during the month of September 2023 - see
attached*

RECEIVED AND AGREED.

To Receive Quarterly report for July/August/September

RECEIVED AND AGREED.

To Consider donation request for Belmont Bowling Club

Belmont Bowling Club

AGREED: further discussion needed.

The Chair thanked the Chair of the Finance Committee for his usual diligence and hard work ensuring the reports were clear and easily understood.

(b) Planning – to consider and make comment on Planning matters.

Councillor P.S.Conway gave a report on the following items.

Weekly Planning Applications for September 2023 - see attached*

RECEIVED.

County Wide Delegated for September 2023 - see attached*

RECEIVED.

Planning Report – see attached*

Councillor P.S.Conway gave a planning report and drew attention to item 7 on the Planning Report for September.- Review of County Durham Plan Policy16.

AGREED: to ask Planning Officers if they are in a position to respond to Belmont Parish Councils request for a review of the above Policy and the Article 4 Direction.

The Chair thanked the Chair of the Planning Committee for his usual diligence and hard work ensuring the reports were clear and easily understood.

(c) Communications – to consider communication matters.

Councillor L.Mavin, (Chair) thanked councillors for their feedback regarding the latest edition of the newsletter. Newsletters to be given to all members as soon as they are returned from printers, need to be delivered before Remembrance Day.

The Chair was thanked for her hard work and diligence on the parish newsletter.

(d) Environment – to consider environment matters see attached*

Councillor K.Noble and Councillor White gave reports in the absence of Councillor M.Watson which included the following:-

Still awaiting Phase 2 to Play Parks Repairs project be completed.

Councillor S.C.W. reported he is currently in the process of doing a Planning Application for Belmont Allotments following a site meeting with Simon Chivers, Durham County Council and two members of Belmont Allotments. This will give assurance to Belmont Allotments if any cutting back/repair works to trees are undertaken in the future.

Three Cherry trees overhanging residents garage getting cut to ground level by a local reputable Tree Service.

AGREED: £290.00

Litter pick to take place on Sunday 22nd October.

Councillor S.C.White was thanked for his report and hard work regarding tree issues.

Councillor P.S.Conway to check out works compound behind Cheveley Park shops causing several issues with traffic and parking.

23.79 To Receive reports from Ward Councillors.

Due to the length of meeting, Chair asked members to contact county councillors with any issues.

23.80 Council business (any Item which has been brought to the attention of the Chairman for discussion during the meeting for approval or otherwise).

23.81 Date of next meeting Thursday 9th November 2023.