

Minutes of the meeting of Belmont Parish Council held on
Thursday 13th November 2025 at 6:00pm in Belmont Community Centre.

Present: Councillor E.S. Mavin (Chair), Councillor L. Mavin (Vice-Chair)
Councillors M. Corrigan, J. Fletcher, R. Hornby, G. Chissell, D. Hodgson, C.A. Lattin, A.C. Walker and
S.C. White.

Also present: Mrs S. Overton (Parish Clerk).
Members of the Public (3)

25.76 To Receive Apologies for Absence

Apologies for Absence were received from Councillors T. Coll, P. Finley and M. Watson.
RECEIVED.

25.77 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 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 Chair suspended Standing Orders.

25.78 To Receive Miscellaneous Reports.

a) Members of the Public

No concerns were raised.

b) Police

A PACT report was circulated to all councillors – see attached*

c) Neighbourhood Warden

A Neighbourhood Warden report was circulated to all councillors – see attached.

The Chair re-imposed Standing Orders.

25.79 To Receive update on Belmont Community Association.(Finance, Staffing, Belmont Community Association Legacy, Hire Charges).

Councillor L. Mavin gave an update which included the following items:-

Finance Summary.

Budget Update: No major concerns were raised. An updated version of the budget will be sent to councillors once available.

Signatories: The Clerk and Councillor White are to be added as authorised signatories.

Trustee Status Inquiry

Councillor L. Mavin will contact the Charity Commission to clarify whether the thirteen parish councillors are considered trustees.

Trustee Appointment

Councillor Fletcher has agreed to serve as the second signatory.

Staffing

Councillor L. Mavin reported that the previous manager did not undertake the full scope of the managerial role, which was reflected in the salary and suggested the following options:- appointing a receptionist to manage staff rotas, invoices, and bookings.

hiring a cleaner three times per week, with the Parish Council retaining full control over the arrangement. Hiring a Manager to conduct risk assessments, managing policies and promoting the Community Centre.

Staff Appreciation

It was agreed to award each of the four staff members a £25 gift voucher as a token of appreciation.

Belmont Community Association Legacy

A plaque and floral planter to be installed outside the Community Centre in memory of Dave Drinkwater, in recognition of his generous legacy to the parish.

It was suggested that the floral planter be included in the itinerary for the Northumbria in Bloom competition.

The Council will explore the creation of a Community Champion Award to honour individuals who make outstanding contributions to the parish.

Hire Charges & Venue Improvements

A discussion took place and the following were agreed:-

Current hire charges will remain unchanged until there is an increase in footfall.

Plans are in place to update the décor, flooring, and furnishings.

Benchmarking Against Similar Venues

A suggestion was made to research comparable halls in the area to evaluate their hire charges and available amenities.

Public Enquiry

A member of the public asked how to access information about the Belmont Community Centre. He was advised to visit the Belmont Community Association website for details.

The Chair thanked Councillor L. Mavin for her diligent work on behalf of the Belmont Community Association.

25.80 To Confirm and sign as a correct record of the Minutes of the Parish Meeting held on 9th October 2025 – see attached*

AGREED.

Matters arising

25.66 Councillor E. Mavin stated that he had not observed any specific concerns raised about speeding. However, Councillor Walker expressed a differing view, indicating that such concerns do exist. Councillor Mavin also mentioned that he is looking into the possibility of installing 30 mph signage in the area to help address the issue.

PG 25.71 Moorfield access control -Funding is in place to stop ebikes getting onto field.

PG 4 25.72 - Communications – Risk Assessment wording to be changed to read Newsletter deliveries.
RECEIVED.

25.81 To Receive Matters of Information, Clerk’s Report, Correspondence Tabled Items – for Information:-

- 1) The Internal Auditor has completed his review. No concerns were raised.
 - 2) The six-monthly VAT claim has been completed, and the funds have been received into the Parish Council’s bank account.
 - 3) The entry form for Northumbria in Bloom 2026 has been submitted, and payment has been made.
- RECEIVED.

25.82 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 November and has been incorporated into reports and presented to members.
AGREED.

25.83 To Receive the first draft of the Neighbourhood Plan from Councillor Hornby and consider next steps for review and consultation.

Councillor Hornby reported that a draft of the document is currently in progress but not yet finalized. He aims to present the completed version at either the December full Parish Council Meeting or the January 2026 meeting. He also confirmed that the upcoming referendum will not incur any additional costs for the Parish Council.
The Chair expressed thanks to Councillor Hornby and P. Conway for their dedicated work in developing the plan.
RECEIVED.

25.84 To Receive Pavilion update.

Meeting held Tuesday, 18th Nov, 10–11 a.m. at Belmont Community Centre.

Parking

Parking availability was limited due to temporary portacabins.
Concerns were raised by centre users regarding difficulties with parking access.

Pavilion users meeting

Councillor L. Mavin reported she had met with Pavilion user groups.
The majority of users welcomed the proposed modernisation and expressed their support.
One group specifically requested the installation of a lockable wall unit for crockery.

Security of Pavilion Access

It was agreed the suggestion to have twenty keys distributed across various user groups posed a security risk. A suggestion was made to explore the option of users booking through the Hall-Master system, with Belmont Community Association staff responsible for opening and closing the Pavilion for those bookings.

25.85 To Receive BMX Track Update.

Councillor E. Mavin reported he will be contacting Durham County Council regarding the worn condition of the field. He noted that £600 had been paid to a firm to assess the track, and any repair work would be costly unless Section 106 funding becomes available. A

lower- cost option may be possible but would require a Service Level Agreement. It was also noted that the skate bowl is in need of attention. These matters to be discussed at the Finance and Assets Meeting scheduled for Monday, 1st December 2025, as part of the 2026/2027 budget planning.

25.86 To Receive Committee Reports:

a) Finance - see attached*

Chair, Councillor White.

To Receive Receipts and Payments during the month of October – see attached*

RECEIVED AND AGREED.

To Receive bank reconciliation during the month of October – see attached*

RECEIVED AND AGREED.

To Receive Donation Request.

Gilesgate and Belmont Wellbeing Project - £50.00

Treetops - £50.00

St Cuthberts Hospice - £50.00

RECEIVED AND AGREED.

The next Finance & Assets Meeting will be held on Monday, 1st December at 6:00pm. at the home of Councillor L. Mavin to discuss budget planning for 2026/2027.

Councillor White was thanked for his report.

b) Planning - see attached*

Chair, Councillor Hornby gave a report which included the following:-

1.To Receive Weekly Planning Applications for October 2025 -
RECEIVED.

2.To Receive Countywide Delegated for October 2025.
RECEIVED.

3. To Receive Planning Report.
RECEIVED.

Councillor Hornby was thanked for his report.

c) Communications (Xmas gift bags, Christmas tree lighting event).

Chair, Councillor L. Mavin gave a report

Xmas gift bags

The benefactor will not be contributing so Belmont Parish Council will be able to fund this. Councillor L. Mavin reported only ten nominations have been received for this year's Christmas gift bags for residents who may be lonely over the festive period.

Christmas Tree Lighting Event

Event scheduled for Friday, 5th December 2025 at 5:00pm. at Belmont War Memorial.

Programme includes carol singers and a visit from Santa.

Refreshments to follow at the Parish Hall.

Donations received from local Sainsbury's: 2 bottles of mulled wine and 20 packs of mince pies.

Chair, Councillor L. Mavin was thanked for her report.

d) Environment – see attached* Chair, Councillor Watson.
Environment Minutes_– see attached*

Friends of Belmont Scrambles – see attached report*

Councillor White to arrange date for cutting hawthorn bush at Coniston Close.

Councillor E. Mavin noted Durham County Council will only cut back trees if designated as crime spots.

Councillor White was thank for his report.

Friends of Kepier Woods - see attached report*

Councillor Watson provided a report which included the following diary dates:-

Kepier Woods:-

A general tidy up in the carpark area planned for 22nd November 2025.

Horrid Histories walk and talk for 24th November 2025 with Belmont Guides around Durham City.

The litter pick held on 8th November was successfully completed.

The Chair suspended Standing Orders.

A member of the public reported that two lights remain out on Moor Field.

It was agreed the issue will be reported again.

The Chair re-imposed Standing Orders.

Chair, Councillor Watson in his absence was thanked for his report.-

Carrsway – Trees and Fence

Councillor Chissell reported he had spoken with the resident concerned about trees in Carrsway and advised that the matter be referred to Durham County Council.

Residents expressed satisfaction with the newly installed fence.

Robing Room

A concern was raised about the gutter on the Cemetery Robing Room being full of leaves.

Councillor Hodgson agreed to inspect the issue.

25.87 To Receive reports from Ward Councillors.

Belmont

Councillor Watson reported Poplar Park Play Area strewn with litter; Councillor E. Mavin contacted Durham County Council Clean and Green.

Councillor Walker: thanked Parish Council for barrier at Rennys Lane; residents pleased.

Reported keys left on gate by Northumbrian Water have gone missing. Agreed a stronger lock is required.

Councillor Lattin: reported underpass full of litter and graffiti; to be reported to Clean and Green, Durham County Council.

Gilesgate Moor

Councillor Hornby reported a recent crime spree in High Grange Estate, with similar incidents in Sherburn Village and Pittington, where opportunists have been trying residents' doors and entering properties.

Residents were advised to report any issues to Durham Police via 101.

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

25.89 Date and time of next meeting Thursday 11th December 2025 at 6:00pm.