The **September** **Monthly Meeting** of the **Hawthorn Parish Council** was held in the Community Centre at 7pm on **Monday 18th September 2017**

**MINUTES**

**Present**

Cllr. Alan Askew (Chairman)

Cllr. George Vest (Vice Chairman)

Cllrs. Diane Hughes, Norman Hughes, Sheila Irving, Maxine Smith

DCC Cllr. Angela Surtees

**Officer**: Lesley Swinbank (Parish Clerk)

# Apologies:

Cllr Darren Ellis

# Declarations of Interest

Cllrs. Alan Askew : Item 8 Request from Community Centre

# Minutes:

## RESOLVED

## The Minutes of the Monthly Meeting held Monday July 17th 2017 were approved as a correct record and signed by the Chairman.

# Matters of Information

|  |  |
| --- | --- |
| Hawthorn Dene Walk | Agreed – Clerk to contact Chris Jones in Jan 2018. The Clerk also suggested that it may be possible to have an official ramble in 2018 as part of the countryfile contribution to Children in Need. |
| Defib Training | Arranged for Sept 25th at 6.30 – publicity via newsletter and Round Up |

# Reports

## Police

No report was given.

## Co. Cllr.

The Chairman welcomed DCC Cllr Angela Surtees who proceeded to give her report.

### Stapylton Arms

The application is still pending. It was agreed the Clerk should e mail Barry Gavillet (DCC Planning Officer).

### Hedges

Cllr. George Vest asked about the hedges on Eagle Hall Bank overhanging the footpaths. Cllr. Surtees to report this to DCC

### Hawthorn Sign

Some concerns were expressed about the state of the village sign on the South Hetton approach road into Hawthorn. Cllr. Surtees was thanked for attending and giving her report before leaving the meeting.

## Community Centre

The Chairman gave the report including:-

1. Community planting behind the Centre
2. Events in the Centre

## Data protection regulations. (GDPR)

The Clerk gave details of the new GDPR.

Hawthorn had been volunteered for a Data audit which had been carried out the previous week.

The new regulations will have a significant effect on the Parish Council and will involve additional policies re data protection and new procedures for string council data. In addition all Councillor with any access to information will be required to undertake training.

Training is being arranged by the CTP in November.

**RESOLVED**

1. **To receive the information.**
2. **To await details of the training and then register interested Councillors and the Clerk for this.**

## Review of Insurance Policy / Information from AON

Aon have informed all parish councils that they will not be providing insurance cover when their existing policies end.

**RESOLVED**

 **To obtain quotes from Zurich and Came & Co.**

## East Durham Committee

The Chairman reported on the meeting which he and the Clerk attended the previous week. He said there had been a presentation on Waste management within the County.

**RESOLVED**

**To receive the information and invite the presenter to give a presentation at the Annual Parish Meeting in March 2018.**

## Community Plant Survey Results

The Clerk gave details of the survey and results which are now on the website.

**RESOLVED**

**To receive the information**

## Rospa Report

The Rospa report had been circulated.

**RESOLVED**

**To ask the contractor to undertake the necessary works**

## Awards for All

The Clerk gave details of the recent application to Awards for All for £10,000 for a Community Plant project.

**RESOLVED**

**To receive the information and await the outcome of the application.**

# Public Participation

The Chairman closed the meeting and invited residents to give their views and comments.

There were no comments. The meeting was then re-opened.

# Correspondence / emails

## CDALC AGM

Details of the AGM in October had been received.

**RESOLVED**

**To receive the information**

## CDALC Newsletter

The newsletter had been circulated.

**RESOLVED**

**To receive the information.**

# Financial:

## RESOLVED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 100884 | 17/07/2017 | Hawthorn Comm Centre | BT Internet | £203.75 | £33.96 |
| 100885 | 17/07/2017 | One.com | Annual Website | £71.62 | £11.94 |
| 100886 | 17/07/2017 | Hawthorn Comm Centre | Bt Internet | £56.99 | £5.50 |
| 100887 | 17/07/2017 | Mutts Butts | Poo bags | £98.15 | £16.36 |
| 100888 | 17/07/2017 | Rospa | Play Inspection | £105.00 | £17.50 |
| 100889 | 17/07/2017 | CDALC | chairmanship training | £54.00 |  |
| 100890 | 18/09/2017 | L K Swinbank | Sal April – Sept | £727.46 |  |
| 100891 | 18/09/2017 | HMRC | Dedns | £485.20 |  |
| 100892 | 18/09/2017 | Richardsons | prizes sunflower comp | £50.00 |  |
| 100893 | 18/09/2017 | CDALC | Subs /Photocopying | £128.96 |  |

To approve the following cheques using the General Power of Competence.

In addition the following were approved.

1. BDO Audit Fee £120
2. British Legion Poppy Wreath £25

## RESOLVED

**To approve the following bank reconciliation**

|  |  |  |
| --- | --- | --- |
| **Opening Balances** |  | **£10,227.32** |
| **Business** | £8,328.79 |  |
| **Current** | £1,898.53 |  |
|  |  | **£10,227.32** |
| **Receipts To date**  |  | **£9,174.92** |
| **Payments to date** |  | £4,530.48 |
| **Closing balances** |  | **£14,871.76** |
| Business | £7,844.22 |  |
| Current | £8,872.71 |  |
| Total | £16,716.93 |  |
| Less u/p to date | £1,845.17 | **£14,871.76** |

## Request from Community Centre towards event in January

An application for a grant towards the Christmas Drama Event in the Community Centre has been received from the Committee.

**RESOLVED**

**To give a grant of £150 – but suggest that there is free admission to the event.**

## Annual Return, internal and external audit reports

The Annual Return has now been received and external auditor’s report.

No issues were raised. The Clerk informed members that all information is now published on the website.

**RESOLVED**

1. **To approve the external audit report.**
2. **To display the necessary information on the two notice boards**

## Financial Informatiion for 2018/2019 from DCC

Financial Information regarding the next financial year have been received from DCC.

 **RESOLVED**

 **To receive the information.**

## Estimates and budgets : ½ yearly report

The report and draft estimates had been circulated and were discussed.

**RESOLVED**

**To receive the information**

## Council Risk Assessment

The risk assessment had been circulated.

**RESOLVED**

**To approve the annual financial review and risk assessment**

# Training:

The Clerk gave details of the forthcoming training.

**RESOLVED**

**To register for the data protection training once details are received from CDALC**

# Replacement Bench : Play Area

**RESOLVED**

**To await the outcome of the grant application to Awards For All before making a decision on this.**

# Policies :

The following policies had been circulated.

1. **Action Plan**
2. **Business Plan**
3. **Policies**

## Mission Statement

## Value for Money Statement

## Corporate Body Governance

## Biodiversity

## Leadership in Planning

## Staff Management

1. **Appraisal**

**RESOLVED**

**To approve the above and publish all on the website**

# Quality Gold Application :

**RESOLVED**

**The Council confirmed that the Parish Council meets the criteria for the Foundation, Quality and Quality Gold Award and publishes all of the necessary information on-line.**

# Current Planning Applications: Re DCC Lists

There were no new applications.

The Chairman said he had received information about a possible new application for a number of houses in the village and he would bring further information as and when available.

# Events / Information

##  Sunflower Competition

The Chairman gave a report. The Clerk confirmed the results are now on the website and the vouchers given to the winning 3 entries.

##  Potato Planting

The Clerk suggested an addition potato planting competition for 2018 which would entail giving out seed potatoes together with bucket and compost to residents in the spring and then having an event whereby residents bring back their plants and holding a ‘potato weigh in’.

**RESOLVED**

**To hold this event in 2018**

##  Apple Orchard

The Clerk suggested creating an ‘apple orchard’ with trees via a tree week grant and planted along the boundary fence in the play area.

**RESOLVED**

**To make an application for apple trees and if successful to create an apple orchard.**

##  Bulb Planting

 This is taking place on October 14th.

##  Christmas Events

 Members discussed the above.

  **RESOLVED**

 **The Clerk to circulate the action plan with the October papers.**

# Date of the next meeting is Monday October 16th, 2017

 **The Chairman thanked everyone for attending and closed the meeting at 8.30pm**