

# Shadforth Parish Council

## Minutes

of a meeting of Shadforth Parish Council held on **Tuesday 11 January 2022** at 6pm at Shadforth Village Hall

1. **Attendees:** Parish Cllrs Beattie, Kell, Martin and Thompson. Clerk – Marcia Sproat
2. **Apologies for absence:** Cllr Flude. County Councillors – David Hall, Lucy Hovels, Jake Miller, Chris Varty and Bill Kellett.
3. **Disclosures of Interest:** Emma Beattie and Graeme Kell each declared an interest in Allotments and Garage Plots. Wendy Martin declared an interest in Allotments.  
Wendy Martin and Graeme Kell declared an interest in Sherburn Hill Hub and Sherburn Hill.  
Debra Thompson and Emma Beattie declared an interest in Sherburn Hill.
4. **Requests for Dispensations** were received from Wendy Martin, Emma Beattie, Debra Thompson and Graeme Kell in relation to discussing and voting on matters relating to precept. These dispensations were approved until May 2025.
5. **Minutes:** Minutes of meetings held on 7 December 2021 agreed as a true record. To display in all parish noticeboards.  
**Action: MS**
6. **Update on communications received:** All communications have been circulated.
7. **Clerk's report:** Clerk updated on matters arising and litter picking equipment.
8. **Parish Cllr updates:** Cllr Thompson updated the meeting on defibrillator, and Sherburn Hill playpark.
9. **County Cllrs update:** No updates.
10. **PCSO update:** No update.
11. **Public Questions or Comments (15mins max.):** None.
12. **Matters Arising:**
  - a. Co-option Procedure – Cllrs will look to recruit more councillors. Clerk to check with CDALC if there is a procedure for making sure the number of places is in proportion to the size of each ward.  
**Action: MS**
  - b. Vacant Allotment – Clerk wrote to next person on waitlist but heard nothing back. To write one more time and then start procedure with next person if no response.  
**Action: MS**
  - c. Noticeboard Repairs – Clerk in conversation with St Margaret's Centre about them taking on this work.
  - d. Anne Peachey's bench repairs - DCC clean and green team will assess in the spring. Plaque has been ordered.
  - e. Ash Tree Repair work - awaiting ITT draft from the clerk. Simon Chilvers from DCC to do an inspection.  
**Action: MS**
  - f. Parish Paths and Cemetery Maintenance – two tenders received. See item 22.

- g. Cemetery Extension Plan: Cllrs Martin & Kell visited the cemetery. Extension plan to be discussed with the new contractor. Clerk to find out how many burials take place a year on average.

**Action: WM/MS**

13. **Banking:** Cllrs have received online banking tokens. Clerk has access. All councillors agreed to activate their tokens as soon as possible (Cllrs Martin, Kell, Thompson). All payments were approved.

Payment Detail	Amount
Sherburn Hill Hub – Hall Use May/June '21	£93.75
SE Landscape – JAN'22	£292.00
Clerks Salary	£307.38

14. **Boardwalk:** Awaiting information from DCC. Chair to compose email re. repair or replacing the boardwalk to grant fund.

**Action: WM**

15. **Ludworth: Skate Park and Land for Allotments:** Clerk is awaiting a response from DCC about current status of land for allotments; Clerk to follow up. An Independent Play Inspection has taken place on Monday 10 January to ascertain the issues with Skate Park – awaiting this report.

**Action: MS**

16. **Precept and budget 2022-23:** Agreed the cost to householders should remain the same as in 2021-22. Clerk to update form and send back by 21 January 2022. Budget was not discussed, to put on February 2022 agenda.

17. **Policy for the parish council Facebook page:** To create and circulate at a later date.

18. **Maintaining an individual grave:** If person chooses to grass over the grave it can be maintained but the Parish Council cannot change the terms of the cemetery maintenance contract to maintain individual graves. Clerk to inform.

**Action: MS**

19. Any other business:

- a) Locked noticeboard at cemetery: WM to ask church warden if they have a key.

**Action: WM**

20. **Items for next meeting:**

- a) **Vacant allotment fence (plot 13):** To organise a quote for bridging the gap in the fence.
- b) **Sherburn Hill - strip of land between Jubilee Terrace/The Croft** (running from the Busty to the play area) Awaiting further information from Durham County Council
- c) **Churchill Terrace allotments:** Central path is muddy and slippery. Add to February agenda.

21. **Clerk's role:** Agreed to extend clerk's probationary period for 6 months.

22. **Contractor for cemetery:** Contract awarded to Michael Savage. Clerk to inform successful and unsuccessful bidders.

**Action: MS**

The date of the next Parish Council meeting will be Tuesday 8 February 2022,  
6-8pm at Sherburn Hill Hub.