

# Shadforth Parish Council

## Minutes

of a meeting of Shadforth Parish Council held on **Tuesday 7 September 2021** at 6pm at Shadforth Village Hall.

**Attendees:** Parish Cllrs Beattie, Flude, Kell, Davison, Martin. Parish Clerk - Marcia Sproat. County Cllrs - Lucy Hovvells and Chris Varty. Members of the public - Michael Savage, Paul Tindall.

**1. Apologies for absence:** Bill Kellett, David Hall, Debra Thompson, Jake Miller

**2. Disclosures of Interest**

- EB, SF, GK, CD, WM all disclosed an interest in agenda item nr11.
- LH disclosed an interest in agenda item nr12.

**3. Minutes**

Minutes of meetings held on 6<sup>th</sup> July and 13<sup>th</sup> July. Slight change to the attendance record needed but otherwise a true record.

**4. Welcome to new clerk**

WM informed the group that the appointment of a new clerk had been made, contract will be drafted and brought to the next meeting. EB explained that a handover was taking place gradually over the coming weeks.

**5. Correspondence received**

- **Councillor Training.** An email to be circulated to any interested.
- **Mazzar Annual Return.** This needs to be completed by the end of September 2021. EB taking this to completion.

**ACTION: EB**

- **Headstone memorial cheque received.** Banking needs to be set up before this can be paid in.

**ACTION: MS/EB**

- **Village Green Road.** Co. Cllr David Hall is liaising with Church Commissioners' and a resident.

**ACTION: DH**

- **Several emails from David Woods re. Flowers receipt for summer planting.** MS to send an email explaining that this will need to wait until the budget is set at the next meeting. EB to find out previously agreed amount for this purpose.

**ACTION: MS/EB**

- **Skate Park.** To discuss at agenda item 7.
- **Shadforth and Sherburn Hill Memorial wreaths.** Two options were suggested:
  - a) First being, as a way to get the community involved they could be made at a workshop on 19 September at Sherburn Hill Community Pirate Day.
  - b) If this was not suitable then they could be purchased from the British Legion, when budget is identified.
- **Grave care.** We were asked whether we could recommend a company to look after a private grave. It was decided it was not our place to recommend any company. MS to send email explaining this.

**ACTION: MS**

- **Request for a water supply to an allotment.**

## **6. Payment approvals**

- **Internal auditor** – Annette Simpson - £310
- **Water bill for cemetery** - £48.82. This is a regular payment.
- **Microsoft 365** – bank details need to be updated on the system so the direct debit can be taken.

**ACTION: EB**

## **7. Working Groups**

Working groups have been set up for the following categories:

- **Policy and HR Resources:** WM/EB/MS
- **Allotments and Garages:** SF/GK/CD. Notes: can allotment owners be involved in drafting policy. To check.
- **Parish Paths:** GK/Michael Savage/Paul Tindall
- **Ludworth Skate Park:** WM/DT
- **Ludworth land purchase:** WM/DT. WM to check with Durham County Council what has happened so far and next steps.

**ACTION: WM**

**ACTION: WM**

All groups are to report back at the next meeting with an update, any written reports or new agenda items should be sent to the clerk at least one week before the next meeting. A reminder will be sent to councillors two weeks before the next meeting.

**ACTION: ALL**

## **8. Boardwalk**

The first point of call is to find out whether the Durham County Council is prepared to organise for the boardwalk to be fixed.

**ACTION: EB/MS**

If for whatever reason this is not an option, then we should get two more quotes from landscape firms, along with the revised one already received from SE Landscaping.

## **9. Parish Paths**

Questions have been raised as to whether Shadforth paths are being maintained correctly. Paul Tindall to be sent a map so he can identify problem areas.

**ACTION: WM/PT**

An agenda item for the next meeting is to organise a cutting schedule.

**ACTION: MS**

## **10. Cemetery**

There is a concern about Ash Tree safety in the cemetery. Cllr Davidson will follow up. They need to be surveyed and a quote needs to be given for maintenance. CD recommended Premier Trees and he will get in touch with them on our behalf and let the clerk have an update before the next meeting.

**ACTION: CD**

### **11. Allotments and Garages**

EB explained how some of the tenancy agreements were annual agreements and some were rolling agreements. Annual contracts that end at the end of September are to be renewed and requests for payments will need to be sent. An allotment strategy will need to be developed in order for all to be on the same type of contract.

**ACTION: EB/MS**

Garage tenant SF emailed a request to possibly install an overhead cable onto Parish property. More information needs to be gathered and discussed within the allocated working group to look at wider issues.

**ACTION: SF/GK/CD**

LH raised whether it was appropriate for the aforementioned allotment/garage tenant to be involved in discussions about this matter.

**ACTION: WM**

### **12. Anne Peachey's Bench**

The Parish Council approved the replacement of the plaque, a budget of up to £200 to repair the varnish should be allocated at the next meeting when the entire budget is agreed formally. WM to see if the 'find and fix it' team will do this for us, otherwise we will need to organise for a contractor to do this.

**ACTION: WM**

### **13. Moors benches**

The Parish Council approved the installation of six benches on the Moors. The wood has been donated and the company wish to remain anonymous. GK explained how Saville's who manage the land, did not want the responsibility for maintaining these benches. GK to confirm with them that this will be our responsibility should there be a need for maintenance.

**ACTION: GK**

### **14. Communications update**

- Our new clerk will be taking over control of both the website and Facebook page over the coming weeks.
- All incoming post should be sent to Sherburn Hill Community Hub going forward and the clerk will collect this from the building when necessary.
- The new clerk will have a designated phone, however the preferred form of communication is for people to email the Parish Council email address due to having a limited number of working hours per month.

### **15. Parish Councillors Report**

- Cllr Thompson sent a report in her absence.
- WM shared that she had attended a meeting at Sherburn Hill Crossroads earlier that day re. Residents' concerns as to how many accidents/near misses there are. Durham County Council officers were present, and will put forward suggestions to reduce the number of accidents / near misses.

### **16. County Councillors Report**

- a) In Ludworth the school road has been resurfaced, and a summer community event held.
- b) Councillors are arranging benches so that people can have a rest while walking
- c) Councillors are coordinating funding for a Safer community co-ordinator.

- d) Councillors are supporting the Ludworth walkway project. Agreed that Cllrs would send information to the Parish Clerk, so WM can write a letter of support for the funding proposal.

**ACTION: LH/WM**

### **17. Public questions and comments**

N/A.

### **18. PCSO Report**

No report received.

### **19. Parish Council Vacancies**

There are four vacancies in Ludworth and two in Shadforth. These will need to be advertised both on the website and the noticeboards. To discuss further at the next meeting.

A member of the public has expressed an interest in being a Parish Councillor. To find out the process for co-option before the next meeting.

**ACTION: WM**

### **20. Any Other Business**

- **Bank Mandate Form** – needs to be updated with new clerk details and new signatories
- **HMRC** needs to be informed of the new clerk appointment, and to remove details of the former clerk.
- **Dangerous Shadforth Road.** Crime Rigg bank after the farm (opposite Woodside). CD to raise with Cllr David Hall. WM to pass on contact details.

**ACTION: EB/MS**

**ACTION: EB/MS**

**ACTION: WM/CD**