

WINDLESTONE PARISH COUNCIL

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DRAFT Minutes of Ordinary Meeting held 14th May 2024 at Hutton House, Chilton

Present:	Councillor Dave Willshaw (DW) (Chair) Councillor Derek Cattell (DC) Councillor Phil Woods (PAW) Councillor Allison Morris (AM) Councillor David Oliver (DO) County Councillor Julie Cairns (JC) joined the Meeting at Item 11/24-25 Karen Younghusband, Clerk & Responsible Finance Officer (KY) 4 Members of the Public were also in attendance.	ACTION
01/24-25	Apologies N/A	
02/24-25	Declarations of Interest No Declarations of Interest were received.	
03/24-25	Minutes Members agreed to approve the Minutes of the Ordinary Meeting of Windlestone Parish Council held 2 nd April 2024.	
04/24-25	Matters Arising from the Minutes <u>Parish Website</u> KY reported that she had received a second quotation to develop a new website for the Parish Council. The quotation had come in £5 cheaper than the original quotation from Digital Edge. However, the Company are based in Yorkshire. Members agreed to proceed with Digital Edge as the Company was locally based. KY advised that Digital Edge had originally requested payment upfront but that she had managed to negotiate so that only part payment would be paid up-front, with remaining monies being paid once the website was up and running.	
05/24-25	Public Participation Four Members of the public were present at the meeting. It was agreed to bring members of the public into discussions under the relevant Agenda Items.	
06/24-25	Correspondence No correspondence had been received. KY explained that she only reported items of correspondence at a meeting, which required a Council decision. PAW queried if any Charitable Letters requesting donations had been received recently. KY reported that despite having received them in previous years none had been received for a while.	

<p>07/24-25 Finance (a) Members agreed the Annual Accounts for Year Ending 31st March 2024. The Clerk and Chair signed the relevant documentation including sections 1 and 2 of the AGAR and the Cash Book.</p> <p>(b) Members Approved several items of expenditure previously circulated. Orders were signed by the Chair, and the corresponding payments list signed by the Chair and Vice-Chair.</p>	
<p>08/24-25 Planning There were no planning matters to report.</p> <p>KY suggested that a link to the Weekly List of Planning Applications could be included on the Parish Council's new website when it was up and running. This might make it more easily accessible for residents, as the DCC Planning Portal system wasn't always easy to manoeuvre.</p>	
<p>09/24-25 Council Policies Members agreed to approve and adopt the following Policies for the Parish Council, which had previously been circulated:</p> <ol style="list-style-type: none"> 1. Standing Orders 2. Financial Regulations 3. Code of Conduct 4. Complaints Policy 5. Data Protection Policy 6. Publication Scheme & Transparency Code 7. Document Retention Policy 8. Financial Risk Assessment 	
<p>10/24-25 Update on Windlestone Hall No further updates had been received regarding developments at Windlestone Hall.</p> <p>DC reported that although DCC had done a great job in clearing the footpath between the Noticeboard at the bottom of the lane leading to Windlestone Park and the main gates of Windlestone Hall, the gulleys/drains along the footpath were blocked with mud. KY agreed to report this to DCC to see if they could be cleared.</p>	KY
<p>11/24-25 Update on The Eden Arms Very little activity was currently taking place at the Eden Arms and no further updates had been received, although the Police had confirmed that they would continue to keep an eye on the premises.</p>	

12/24-25	<p>Update on Changes to Rushyford Roundabout Works to update Rushyford Roundabout had commenced. The area was proving to be extremely chaotic and for the first few days no temporary bus stops had even been put in place. Crossing the road at peak times was completely impossible.</p> <p>All efforts to set a date for a follow-up meeting with Head of Transport, Mark Jackson, Paul Howell MP, residents, and Parish Council representatives had failed. It was thought that this was because Mr Jackson would prefer the work to be complete before meeting with residents. County Councillor Cairns offered to speak to the Head of Service and Cabinet Member at DCC to see if she could get a meeting in the diary before the works were complete. The consensus among residents affected by the changes to the roundabout remained that the inclusion of a pelican crossing was essential to enable people to be able to cross the road into Chilton, to access vital services. Reducing the approaching speed limit was also a priority before someone was badly injured or worse. Residents reported several accidents occurring in recent weeks, and one had even occurred during the MP's visit to the area.</p>	
13/24-25	<p>Deferred Agenda Items With it getting late it was agreed to defer Item 14 (Community Bulb Planting) and Item 15 (Missing and Overgrown Footpaths/Definitive Map) on the Agenda until the August Meeting of the Parish Council.</p>	KY
14/24-25	<p>Outstanding Issues / Reports KY gave an update on outstanding issues in the Parish as follows:</p> <ol style="list-style-type: none"> 1. Street Lighting at Mill Cottages KY reported that it had been discovered that there was a major fault on the streetlight at Mill Cottages, which required attention by Northern Powergrid. It was expected that the fault would be repaired, and the light converted to LED by 22nd May. It was expected that there would be a cost to the Parish Council for the repair. 2. Missing Public Seat at Mill Cottages A request for a new Seat to be installed at the Entrance to Mill Cottages, was still pending on the DCC 'Do-It Online' system. DCC had cleared away the debris from the broken seat, which had been hit by a vehicle. KY would continue to pursue a replacement seat with the Local Authority. 3. Bin Request at Lane End, School Cottages A request for a bin to be installed at the end of the lane that runs past School Cottages had been made to DCC several times. Instead of installing a bin a 'No Fly-tipping' sign had been installed. The bin request had however, been escalated. 4. Grit Bin Request for Bottom of Lane Leading to Windlestone Park 	KY

	<p>The request for a Grit Bin to be installed at the bottom of the lane leading to Windlestone Park had been approved and Councillor Julie Cairns had agreed to cover the costs involved from her Neighbourhood Budget Allocation.</p> <p>5. Request to replace Concrete Bollards at the end of Eden Gardens with a steel Barrier Despite the concrete bollards at the end of Eden Gardens constantly being knocked over/falling down, the request to replace the bollards with a steel barrier had been rejected by the County Council.</p> <p>6. Suspicious Vehicle Activity at Lane End, School Cottages Although suspicious vehicle activity had been reported to the Police, no action appeared to have taken place and the vehicle was still being observed in the area. KY agreed to report the matter to the Neighbourhood Warden as the vehicle was untaxed.</p> <p>7. Overgrown Footpaths (Coundon Bypass/Middridge C35 to Aycliffe Roads) The report regarding the overgrown footpaths along the Coundon Bypass and C35 Middridge to Aycliffe roads were showing on the DCC 'Do-It Online' system as Case Closed. Residents present at the meeting reported that no clearance works had taken place. KY agreed to chase this up and report it again to DCC.</p>	<p>KY</p> <p>KY</p>
<p>15/24-25</p>	<p>Exclusion of Press & Public Members agreed to move the following motion: "That in accordance with the provision of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the public and press for Item 18 (16/24-25) on the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to public interest."</p>	
<p>16/24-25</p>	<p>Clerk's Contract of Employment and Hours of Work As time had run out it was agreed to reconvene the meeting for one Hour from 6.00pm -7.00pm on Tuesday, 28th May 2024 at Hutton House, to conclude discussions on the Clerk's Contract of Employment and hours of work. Councillor Morris submitted her apologies in advance of the meeting.</p> <p>Present at the reconvened Meeting on 28th May were: Councillors David Willshaw, Derek Cattell, Phil Woods and David Oliver.</p> <p>Members agreed to make a one-off payment to the Clerk to reflect the additional duties undertaken in recent months.</p> <p>It was agreed to defer a decision regarding changing the number of hours the Clerk is contracted to work for the Parish Council. This would be routinely reviewed.</p>	

<p>Members agreed to update the Clerk’s Contract of Employment in-line with Nalc’s new Model Contract.</p>	
<p>17/24-25 Date and Time of Next Meeting</p> <p>KY agreed to book Hutton House (Chilton Town Hall) for the next meeting of the Parish Council as follows:</p> <p>Ordinary Parish Council Meeting – 6.00pm Tuesday, 13th August 2024</p>	<p>KY</p>

With no further business to discuss the Chair declared the meeting officially closed at 8.00pm.

SIGNED: (Chair) **DATE:**