

Greencroft Parish Council



Jacqui Toase
Clerk to the Council

Tel:- 07931719503

19 Harvey Avenue
The Meadows
Durham
DH1 5ZB

22 February 2017

I hereby summon you to attend
the next Ordinary Meeting of Greencroft Parish Council
which will be held at **Lynwood House**
on **Tuesday 28 February 2017 at 7.00pm.**

Press and public are welcome to attend.

Clerk to the Council

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Public Participation**
4. **Minutes of the last meeting**
 - (i) To confirm and approve the minutes of the Ordinary Meeting held 25 January 2017 (attached A)
5. **Planning**
 - (i) Gentoo Homes DM/16/03019/RM Former Hospital Site 47 Dwellings – Approved
6. **Roadworks**
 - (i) A6076 Howden Bank, Lanchester Road, Maiden Law to Lanchester 2 way lights/lane closure as required – 7 to 9 February 2017

7. Correspondence

- (i) Briefing notes for members May Elections**
- (ii) sent via email (attached B)**
- (iii) Neighbourhood Planning Grants**
Sent via email
- (iv) Parish Polls**
Sent via email
- (v) Gambling Act**
Sent via email
- (vi) Street Lighting 28 day Consultation**
Sent via email

8. Parish Councils Committee
Saturday 21 January 2017

9. Flower Beds
Discuss

10. Wild Flower Planting
Discuss

11. Clerk Update

- (i) Training update – 16 Feb Purdah, 1 March Election and 15 March BDO Annual Return**
- (ii) Bank Forms, changes to account address and signatures**
- (iii) Transparency Funding**
- (iv) Electoral Register**
- (v) Traffic Lights**
- (vi) Bus Shelter and White Gateway**
- (vii) Annual Leave**
- (viii) Attendance Report**
- (ix) Cllr Training July Chairman and Cllrs**
- (x) Cllr Standards Training Sept/Oct**
- (xi) Probation Service Community Work**
- (xii) DCC savings and services**
- (xiii) DCC Do It On Line**
- (xiv) Smaller Town Councils Forum 16.02.17**

12. Financial Information

- (i) Reclaim VAT**
- (ii) Pay Scale 1 April 2017**

13. Budget
None to discuss

14. Clerks – Hours Worked and Subsequent Payment
To consider and approve the hours worked in January 2017

15. **Accounts for Payment**
Fly Tipping Cameras - £142.20
Great North East Ambulance - £50
16. **Risk Review Report**
Review 2017/2018 (attached c)
17. **Risk Assessment**
Review 2017/2018 (attached d)
18. **Asset Register**
Review Assets 2017/2018 (attached e)
19. **Internal Audit**
Consider internal auditor
20. **Recreation Area Fence**
Chairman Update
21. **Chairperson's Announcements**
22. **Questions from Members – Information only**
To deal with questions submitted by Members. Members are reminded that questions to be asked at the meeting must be submitted to the Clerk by 12 noon on the day preceding the meeting.
23. **Date of next meeting**
To set the date and time

Greencroft Parish Council

Minutes of the Ordinary Meeting held at Lynwood House, Lanchester on
Tuesday 24 January 2017 at 7.00p.m.

Present Mr J Johnson – Chair
Mr C Lee
Mr D Quayle
Mrs V Self
Cllr O Johnson (County Councillor)
Mrs J Toase (Clerk)
Mrs D Singleton
Mrs S McDonagh

Apologies
Mrs Dorothy Parry

01/17 Declarations of Interest

There were no declarations of interest.

02/17 Public Participation

Mrs D Singleton and Mrs S McDonagh until agreement of co-option and relevant forms signed.

03/17 Minutes of the last meeting

(i) **Resolved** - that the minutes of the Ordinary Meeting held on Tuesday 29 November 2016 confirmed as a correct record and signed by the Chair.

04/17 Co-Opting Members

Resolved – Members agreed to co-opt Denise Singleton and Sandra McDonagh and relevant forms completed.

05/17 Planning

Resolved – none for parish to discuss.

06/17 Roadworks and NWL/Recreation Area

A6076 Howden Bank

Resolved – update works until February 2017

Resolved – Capital Works Project Street Lighting at Tower Road

Signed.....

07/17

Correspondence

- (i) **NALC x 4**
Resolved – information shared.
- (ii) **Clerks and Councils Direct Issue 109**
Resolved – information shared.
- (iii) **Dame Louise Causey Report**
Resolved – information shared.
- (iv) **County Durham Plan**
Resolved – information shared.
- (v) **External Audit Appointments from 1 April 2017**
Resolved – Information shared.
- (vi) **No Extension of referendum principles**
Resolved – Information shared.
- (vii) **NALC Star Council Awards 2016**
Resolved – information shared.
- (viii) **NALC Buckingham Palace Garden Parties 2017 – 23 May 2017**
Resolved – information shared.
- (ix) **Durham Association News**
Resolved – information shared.
- (x) **NALC Meetings of Parish Meetings**
Resolved – information shared.
- (xi) **WW1 Beacons if Light 11 November 2018**
Resolved – information shared.

08/17

Parish Councils Committee

Resolved – await minutes from meeting held on 21 January 2017.

09/17

Flower Beds

Resolved – P Snowdon has undertaken the winter flower beds work as requested.

10/17

Wild Flower Planting

Unresolved – Clerk delegated to query outcome of DCC meeting.

Signed.....

11/17

Clerk Update

Resolved - Clerk started ILCA.

Resolved – Clerk to attend Election Training in March

Resolved – Clerk attended SLCC meeting

Resolved - Website – await photo on homepage.

Unresolved - Bank Account – Clerk to make an appointment with bank to discuss changes.

Resolved – Agreement for Clerk to order new Ledger Book.

Resolved – Electoral Register received.

Resolved – Clerk to attend Mid Durham APP on 8 March 2017

12/17

Financial Information

Resolved – Northumbrian Water compensation £300 banked.

Resolved – H and H Land & Property Donation £50 banked.

Resolved – Charity Donation agreed – North East Ambulance £50

13/17

Budget

Resolved – Members agreed the budget for 2017/18 as £3470.

14/17

Precept

Resolved – Members agreed the precept for 2017/18 as £3363. Band D charge of £39.24 an increase of 1.68%.

15/17

Clerk – Hours Worked and Subsequent Payment

Resolved – approval granted for Clerk 41.5 hrs (Oct. Nov and Dec) and subsequent payment of £331.96. HMRC payment £83.00

16/17

Accounts for Payment

Resolved – payments agreed and cheques signed.

17/17

Asset Register

Unresolved - Clerk delegated to review and update register and present at next meeting for agreement.

18/17

Chairperson's Announcements

None.

19/17

Questions from Members

No questions.

Signed

20/17

Date of Next Meeting

Resolved - that the next Ordinary meeting of the Council be held in Lynwood House on Tuesday 28 February 2017 at 7.00pm.

Meeting ended at 8.15 p.m.

Certified as a true record

Chairman.....

Date.....

Jacqui Toase

From: Jacqui Toase
Sent: 22 February 2017 09:22
To: Jacqui Toase
Subject: Elections May 4 2017
Attachments: Advertisement.docx; Generic Booking Form.doc

From: Stephen Ragg
Sent: 09 November 2016 11:19
Subject: Elections May 4 2017

Dear All

The elections timetable for May 4 2017 has recently been released by the Electoral Commission. Please use the following link to find out more about the detail of next year's elections.
<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

As you will read in the above link, the timetable for the elections shows the following

Publication of notice of election should be not later than Monday 27 March. It is highly likely that DCC will choose to start this process on the **20 March 2017** but this has not been confirmed yet. This would also be the date that "Purdah" starts. The CTP is providing a "Purdah" training/information session at our Larger and Smaller Council Forum Meetings on the 16 February. The venue will be sorted at next week's Larger Councils Forum meeting. If you want to demystify Purdah then please attend these meetings.

Nomination papers. The following papers **must be delivered by hand:** **Nomination form and the Candidate's consent to nomination form.** These forms can be printed using this link.
The following papers can be delivered by hand or by post: Certificate of authorisation and the Request for a party emblem

Please ensure that where signatures are required, you submit the original signed version of each completed paper. Documents without original signatures cannot be accepted. For parish councillors nominations will be accepted will be from the publication of the notice of election (possibly 20 March) until up to 4pm on the nineteenth working day before the election. In other words nomination papers must be in the hands of the returning officer by **4pm on Tuesday 4 April.** This is also the cut-off date and time for the removal or cancellation of any nomination forms.

It is important to note that it is the candidates responsibility to ensure their nomination forms and candidates consent to nomination forms are completed properly and delivered by hand to the Electoral office/returning officer. If candidates rely on Royal Mail/post to get some information to the returning officer then you are taking a risk of it going astray/ not getting delivered or arriving too late.

The County Training Partnership will be providing an elections training session on the 1 March 2017 in Committee Room 1A, County Hall, Durham DH1 5UF starting at 18:00. This will take you through the whole election process right up to and including how your new council is formed and beyond. This will include advice about the election process and the information and actions you need to take as a clerk to get the new council up and running. Please book as soon as you can for this training session as it is expected to be popular. An advertisement for this session and a booking form are attached to this e mail.

Please pass this information to councillors. I will of course provide this information again closer to the 20 March.

NALC wants to encourage more people to stand and vote in local (parish and town) council elections and have produced the following documents to assist with this process.

It takes All Sorts and
All about Local Councils

I have a very limited supply of the above documents which can be used if your council wishes to promote the election process and attract nominations to stand for election to your council. I will bring these along to the next Larger and Smaller Council meetings on the 18 November and one copy of each document will be available per council until they run out. First come first served.

Many thanks.

Steve Ragg



Telephone: 03000 269921
www.cdalc.info

I now normally work Monday to Thursday.

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GREENCROFT PARISH COUNCIL

Review of Risk Assessment

March 2017

1 INTRODUCTION

Risk Assessment is "a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify potential risks inherent in the place or practices".

Based on recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks insofar as is practically possible.

2 RISK ASSESSMENT DOCUMENT

There is a requirement for Greencroft Parish Council to formally review this document.

The current Risk Assessment document is attached.

3 RECOMMENDATIONS

It is recommended that:

- (i) the current risk assessment document is considered and a risk assessment document for 2017 / 2018 be agreed
- (ii) the document be reviewed as required on an annual basis

**Greencroft Parish Council
Risks 2017/18**

Risk Identified	H/M/L	Mitigating Actions
Adequacy of funds	L	<ol style="list-style-type: none"> 1. Agreement at budget meeting 2. Precept bid through Durham County Council
Embezzlement of Parish Funds or overspend of reserves	L	<ol style="list-style-type: none"> 1. No cash reserves held 2. Two signatures required on all cheques 3. All payments recorded in the minutes 4. Annual Internal Audit 5. Annual External Audit 6. Covered by Fidelity Insurance cover
Internet Security	L	<ol style="list-style-type: none"> 1. Internet Security package purchased
Injury sustained as a result of public use of recreational area	L	<ol style="list-style-type: none"> 1. No play equipment 2. Covered by Public Liability Insurance cover
Illegal activity or payment	L	<ol style="list-style-type: none"> 1. Educate Council on legal powers 2. Statements of disclosure of interests
Injury sustained from broken public seats	L	<ol style="list-style-type: none"> 1. Request maintenance by Lanchester Village Handyman 2. Undertake annual inspection of public seats 3. Covered by Public Liability Insurance

GREENCROFT PARISH COUNCIL

ASSETS 2017/18

ASSET AND LOCATION	VALUE	DATE ACQUIRED
Recreational Area	Nominal £1	
4 x Litter Bins (3 Tower Rd, 1 recreation area)	£864	
4 x Seats	£404	
Fencing at recreation area		
Noticeboard at recreation area		
Picnic Bench in recreation area		
Xmas Tree in recreation area		
2 x Flower Beds		
Laptop with Clerk		
Printer with Clerk		

