

Greencroft Parish Council



Jacqui Toase
Clerk to the Council

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21 March 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 March 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 28 February 2017 (attached A)
- 5. Planning**

None to consider
- 6. Roadworks**
 - (i) A6076 Howden Bank, Lanchester Road, Maiden Law to Lanchester 2 way lights/lane closure as required – 1 to 10 March to investigate gas leak - should be complete

7. **Correspondence**
 - (i) **Section 137 expenditure figure for 2017/18**
Sent via email
8. **Parish Councils Committee**
Minutes received meeting 21 January 2017
Next meeting 18 March 2017
9. **Flower Beds**
Discuss
10. **Wild Flower Planting**
Discuss
11. **Clerk Update**
 - (i) Training update – 1 March Election Training and 15 March BDO Annual Return
 - (ii) Bank Forms, changes to account address and signatures
 - (iii) Transparency Funding
 - (iv) Brick Bus Shelter and White Gateways
 - (v) Mid Durham AAP 8 March
 - (vi) Recreation area and fencing Police update
 - (vii) DCC Grass Cutting Provision
 - (viii) Good Councillors Guide Booklet
 - (ix) Thanks from Great North Air Ambulance
 - (x) Public Space Protection Order – 1 June 2017
 - (xi) Counter Terrorism Training
12. **Financial Information**
 - (i) VAT Reclaim
13. **Budget**
None to discuss
14. **Clerks – Hours Worked and Subsequent Payment**
To consider and approve the hours worked in February 2017
15. **Accounts for Payment**
HMRC Tax - £87.00
J Toase Salary - £347.54 (Jan, Feb and early March)
CDALC Election Training - £27.00
16. **Risk Review Report**
Review 2017/2018 (attached B)
17. **Risk Assessment**
Review 2017/2018 (attached C)

18. **Asset Register**
Review Assets 2017/2018 (attached D)
19. **Internal Audit**
Update
20. **Elections**
Election forms
21. **Seat and Fence Inspections**
CL to update from monthly inspection
22. **Chairperson's Announcements**
23. **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.
24. **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 28 February 2017 at 7.00p.m.

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

Apologies
Mr D Quayle – apologies accepted.

21/17 **Declarations of Interest**

There were no declarations of interest.

22/17 **Public Participation**

No public participation.

23/17 **Minutes of the last meeting**

(i) **Resolved** - that the minutes of the Ordinary Meeting held on
Tuesday 24 January 2017 confirmed as a correct record and
signed by the Chair.

24/17 **Planning**

Resolved – Former Hospital Site DCC approval information received.

25/17 **Roadworks**

Resolved – A6076 Howden Bank works ended

Resolved – Capital Works Project Street Lighting at Tower Road
information received.

Signed.....

26/17

Correspondence

- (i) **Briefing notes for members May Elections**
Resolved – information shared. Cllrs to download the link
- (ii) **Neighbourhood Planning Grants**
Resolved – information shared.
- (iii) **Parish Polls**
Resolved – information shared.
- (iv) **Gambling Act**
Resolved – information shared.
- (v) **Street Lighting 28 day Consultation**
Resolved – Information shared.
- (vi) **Clerks and Councils Direct Magazine**
Resolved – publication received.

27/17

Parish Councils Committee

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

28/17

Flower Beds

Resolved – Currently no maintenance required.

29/17

Wild Flower Planting

Unresolved – Clerk delegated to query outcome of DCC Autumn meeting.

30/17

Clerk Update

- Resolved** - Clerk training update provided.
- Resolved** - Bank Changes in process.
- Resolved** - Transparency Funding – Clerk delegated to apply for funding 2016/201.
- Resolved** - Electoral Register information held by Clerk.
- Unresolved** - Bus Shelter and White Gateway - Clerk provide update at next meeting .
- Resolved** - Clerk Annual Leave 30 March to 22 April 2017.

Signed.....

- Resolved** - Attendance record available from Clerk.
- Resolved** - Cllr Training July - information only.
- Resolved** - Cllr Standards Training – information only.
- Resolved** - Clerk update regarding Probation Service Community Work.
- Resolved** - DCC Savings and Services – information only.
- Resolved** - DCC Do It Online – information only.
- Resolved** - Smaller Town Councils Forum 16.02.17 – information only

31/17 Financial Information

- Resolved** – Clerk reclaim VAT £248.05.
- Resolved** – Clerk pay scale from 1 April 2017 £10.09.

32/17 Budget

None to discuss.

33/17 Clerk – Hours Worked and Subsequent Payment

Resolved – approval granted for Clerk 16.5 hrs (January 2017) and subsequent payment of £164.83 to be paid in March 2017.

34/17 Accounts for Payment

Resolved – payments agreed and cheques signed.
 Fly Tipping Cameras - £142.20
 Great North East Air Ambulance - £50

35/17 Risk Review

Resolved – agreed 2017 update.

36/17 Risk Assessment

Unresolved – Clerk delegated to review and update at March meeting.

37/17 Asset Register

Unresolved – Clerk delegated to review and update at March meeting.

38/17 Internal Audit

Resolved – Agreed to request Mrs Catherine McCormick to undertake the councils internal audit. Clerk delegated to arrange.

Signed.....

39/17 Recreation Area Fence

Resolved – Chairman undertaken inspection and no maintenance work required. Clerk delegated to discuss with Local Police Inspector regarding horses in neighbouring field.

40/17 Chairperson's Announcements

None.

41/17 Questions from Members

CL queried Ask Durham regarding the provision of grass cutting. Clerk delegated to query the council taking over this service from DCC.

42/17 Date of Next Meeting

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

Resolved – Due to Clerk annual leave April's meeting needs to be rearranged. Agreed date 27 April 2017 at 4pm

Resolved – Annual, Parish and Ordinary Meeting to be held in Lynwood House on Monday 15 May 2017 at 7pm.

Meeting ended at 8.15 p.m.

Certified as a true record

Chairman.....

Date.....

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. Undertake monthly inspection of public seats and recreation area fencing and record findings which will be reported back to council at next meeting 2. Request maintenance by Lanchester Village Handyman or relevant contractor 3. Covered by Public Liability Insurance

GREENCROFT PARISH COUNCIL

ASSETS 2017/18

ASSET AND LOCATION	VALUE	DATE ACQUIRED
Recreational Area	Nominal £1	Unknown
4 x Litter Bins (3 Tower Rd, 1 recreation area)	£864	20 December 2011
7 x Seats (3 Tower Rd and 4 Recreation Area)	£328.50 each	Unknown
Fencing at recreation area	£2743.20	22 July 2015
Noticeboard at recreation area	£405.38	30 September 2008
Picnic Bench in recreation area	£887.36	08 September 2015
Xmas Tree in recreation area	£145.00	18 May 2015
Laptop with Clerk	£400	12 May 2016
Printer with Clerk	£100	12 May 2016

Reviewed by new Clerk on 6 March 2017

