

Interim Clerk to the Council:
Mrs D Rickaby & Mrs S Shippen
Easington Village Parish Council
Seaton Holme
Hall Walks
Easington Village
Peterlee
County Durham
SR8 3BS
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7th March 2023

YOU ARE SUMMONED TO ATTEND A MEETING OF EASINGTON VILLAGE PARISH COUNCIL to be held on **MONDAY 13TH MARCH 2023** commencing at 6.00 pm

Interim Clerk to the Council

AGENDA

- 1 **Apologies for Absence** - to consider for approval
- 2 **Declarations of Interest** - to note any declarations in accordance with the Localism Act 2011 and the Council's Code of Conduct.
- 3 **Public Participation** – to receive any representations or questions from members of the public in accordance with Standing Orders 3e-g.
- 4 **Minutes of the Council Meeting held on 9th January 2023** (enclosed) – to consider for approval.
- 5 **Notes of Meeting held on 16th January 2023** (enclosed) – to consider for approval and endorse the actions.
- 6 **Report from Durham County Councillors** – to receive any report.
- 7 **Appointment of Proper Officer & Responsible Finance Officer** –
 - a) to approve the appointment of Mrs S Shippen & Mrs D Rickaby as joint proper officer & RFO until such time as a new Parish Clerk is appointed;
 - b) to endorse the actions taken by Councillors L Morton and J Lee in securing the Interim Clerk services of LGRC and nominate two councillors to sign agreement on behalf of the Council.
- 8 **Financial**
 - a) **Budget 2023/24** – to approve the adjusted detailed budget for 2023/24 (enclosed).
 - b) **January Monthly Report** (enclosed) –
 - i. Bank Balances at 31.1.23
 - ii. Bank Transfers to 31.1.23
 - iii. Invoices for Endorsement of Payment plus additional

- iv. Income Received
 - c) **February Monthly Report** (enclosed)
 - i. Bank Balances at 28.2.23
 - ii. Income and Expenditure report to 31.12.22
 - iii. Bank Transfers to 29.2.23
 - iv. Invoices for Endorsement of Payment
 - v. Income Received
 - vi. Bank Reconciliation @31.12.22
 - d) **Review of the Council's Corporate Risk Assessment** (enclosed) – to consider for approval.
 - e) **Review of Effectiveness of Internal Control** (enclosed) - to consider for approval.
- 9 **Cemetery & Grounds Sub-Committee 22nd February 2023** (enclosed) – to consider minutes and recommendations for approval.
- 10 **Staffing Committee Membership** – to consider electing a fourth member of Staffing Committee to replace A Robson.
- 11 **Durham Miners Gala Brochure Advertising** (enclosed) – to consider attached invitation.
- 12 **Durham County Council HR Services SLA** (enclosed) – to consider for approval.
- 13 **Grant Application – Easington Village In Bloom** (redacted application enclosed) – to consider an application for a donation of £150.00.
- 14 **Imperator Developments off Hall Walks**
- a) **Engagement with Developer** – to consider request for introduction and agree a preferred method of engagement;
 - b) **Street naming** – to consider street name for the development.
- 15 **Durham County Council Supplementary Planning Documents Consultation** (enclosed) – to consider any response to consultations on
- a) **Development viability, affordable housing, and developer contributions Supplementary Planning Document (SPD) second consultation;**
 - b) **County Durham Design Code Supplementary Planning Document (SPD);**
 - c) **Housing Needs Supplementary Planning Document (SPD);**
 - d) **Trees, Woodland and Hedges Supplementary Planning Document (SPD)**
- 16 **Planning Applications**
- a) **Planning Applications** – to receive the following:
 - DM/23/0058/FPA – 11 Stockton Road, East Hawthorne – vehicular access & hardstanding to classified highway.
 - DM/23/00234/TPO – 21 Brook Fields, Little Thorpe – works to 3no. Sycamore trees – crown thin by 20% and remove deadwood;
 - b) **Planning Approvals** – to receive the following:
 - DM/21/02959/FPA – 1 Dairy Houses, Little Thorpe - erection of detached outbuilding to front – 20/2/23;
 - DM/22/03370/FPA – Merrick House, Seaside Lane, Easington Village – replacement of external link corridor;
 - c) **Planning Refusals** – none to report.

- d) **Planning Applications Withdrawn** – to receive the following:
- DM/22/02733/FPA – The Tithe Barn, Hall Walk, Easington Village – change use of 3no holiday lets to 3no C3 (Dwellings) with unrestricted residential occupation – 22/2/23.
- e) **Planning Appeals** – none to report.
- 17 **Police Report** (enclosed) – to receive the report of 13th February 2023.
- 18 **Progress Report of Interim Clerk** – to receive a verbal update on progress.
- 19 **Delegated Decisions by Interim Clerk** – to consider for approval
- a) Upgrade of Microsoft Office to Business Premium at a cost of £48 pa;
 - b) Approval of Clerk advert with North East Jobs at a cost of £150;
 - c) Approval of extension of closing date for Clerk vacancy by one week;
 - d) Setting of Clerk recruitment test and interview questions.
- 20 **Correspondence** – to receive the correspondence as listed:
- a) **CDALC** – notification of appointment of Mazars as External Auditor for five years commencing 2022/23 (enclosed);
 - b) **CDALC** – Notification of S137 limit for 2023/24 at £9.93 (enclosed);
 - c) **CDALC** – Notification from the Parkinson Partnership of the increase to contracts threshold from £25,000 to £30,000 effective 21/12/2022 (enclosed);
 - d) **Zurich** – Change to organisation due to internal reorganisation (enclosed);
 - e) **North of England Brass Band Championships** – thank you for donation;
 - f) **Resident** – parking issues Delgarth, Durham Lane (enclosed);
 - g) **Resident** – parking related damage to head of Village Green (enclosed).
- 21 **Members Reports of their Attendance at Meetings and Events on behalf of the Parish Council** – to receive any reports.
- 22 **Date, Time and Venue of the Next two Meetings**– to consider the dates for the next two meetings in April and May (due to falling on bank holidays).
- 23 **Exclusion of Press and Public**
The Council is asked to **RESOLVE** that in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business on the grounds that it involves information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 24 **Recruitment of Parish Clerk Update**
- a) Interim Clerk to provide verbal update
 - b) to approve interview panel for Wednesday 15th March 2023.

To: **All Members of Easington Village Parish Council**

Cc: **Public Notice Board, Durham County Councillors Surtees & Boyes**