Shadforth Parish Council

Minutes
of a meeting of Shadforth Parish Council held on ***Tuesday 2 November 2021*** at 6pm at Shadforth Village Hall.

**Attendees:** Parish Cllrs Beattie, Kell, Martin and Thompson. Parish Clerk - Marcia Sproat. Members of the public: Dave Farren, Liz Nelson, Sue Pringle.

1. **Apologies for absence**

Parish Cllrs: Stuart Flude.

1. **Disclosures of Interest**
* Emma Beattie disclosed she has an allotment and a garage.
* Graeme Kell disclosed he has an allotment and is an employee of Sherburn Hill Hub.
* Wendy Martin disclosed she is a member of the Sherburn Hill Hub and has an allotment.
1. **Minutes**

Minutes of meetings held on 5th October agreed as a true record.

1. **To consider and approve (or not) requests for dispensations for disclosures of pecuniary interest**

Emma Beattie requested a dispensation for disclosures of pecuniary interest to be able to vote and discuss allotment related matters.

Graeme Kell requested a dispensation for disclosures of pecuniary interest to be able to vote and discuss allotment related matters.

Wendy Martin requested a dispensation for disclosures of pecuniary interest to be able to vote and discuss allotment related matters.

Shadforth Parish Council agreed all requests for dispensations until May 2025.

1. **Correspondence received**

Colin Davison has resigned from Shadforth Parish Council.

1. **Updates from Parish Councillors**
* Councillor Thompson informed the parish of the up to date total of the grants that has been applied for or successfully obtained.
* Councillor Thompson informed the parish council that she would like to acquire a quote for litter picking equipment to be kept at both Sherburn Hill Community Hub and Ludworth Community Centre. A maximum of £500 will be allocated to the budget under grants and donations. Cllr Thompson will seek a quote for 10 adult, 5 child litter pickers for Sherburn Hill and Ludworth and 6 bag hoops for each village from Helping Hands.

**ACTION: MS/EB/DT**

* Councillor Thompson stated that there will be a rota in place for checks on defibrillators when they are all installed.
* Councillor Thompson told the parish council she is meeting with David Hall in Sherburn Hill regarding making a path and creating a wildflower meadow on the field behind the croft/Jubilee Crescent.
* Councillor Martin informed parish council she had received a report of a rotten planter in Sherburn Hill which she is going to pass on to Sherburn Hill Hub. Councillor Kell said Taylormade could possible replace this.
* Councillor Kell said Savilles need chasing with regards to the benches on the moor. He hopes to have an update by December’s meeting.
1. **Public Questions or Comments (15 minutes max.)**

Sue Pringle offered that Shadforth had some litter picking equipment but no hoops for the bags. As above, Councillor Thompson will include these when seeking a quote.

Dave Farren asked about Taylormade providing planters as he would like some either side of Shadforth Village. Councillor Kell said Dave could ring and ask them.

1. **Matters arising from the previous minutes**
2. **Co-option procedures and advertising PC vacancies**

The co-option procedure is on our website. Advertisements are required to be advertised on noticeboards and the website for 35 days. To advertise 4 vacancies in Ludworth, 2 in Shadforth and await information from CDALC regarding the vacancy created by Colin Davison’s resignation. To advertise in due course on all forums

**ACTION: WM/MS**

1. **Remembrance Day**

Wreaths were ordered by Councillor Martin and have been distributed to all villages.

1. **Parish Noticeboards**

The parish councillors agreed that all noticeboards should have the Perspex replaced and to seek advice from CDALC as to who can help with any repairs or replacement. The parish clerk will research the options to replace the Perspex.

**ACTION: MS**

1. **Anne Peachey’s Bench**

Councillor Thompson will pass on the wording for the new plaque to the clerk. The clerk will order a new brass plaque after Councillor Martin measures for the correct size needed. We have allocated budget for the plaque and any other improvements needed.

**ACTION: WM/MS**

1. **Cemetery – Ash Trees**

Councillor Martin will speak to Shadforth Parish Church as they had ash die back cut down by Durham County Council (DCC). The parish clerk to draft a tender document for this work when information is sought from DCC.

**ACTION: WM/MS**

1. **Parish Paths and Cemetery**

The parish clerk has prepared tender documents, including specification and schedule of works. To advertise in due course on all forums.

**ACTION: MS**

1. **Budget: To approve the budget for 2021-22**

The 2021-22 budget is approved.

Parish Clerk to add the cemetery extension to the next meeting agenda.

**ACTION: MS**

1. **Christmas events**

The parish council agreed to give each village £200 towards a Christmas tree or Christmas events which will be open to the whole community. Agreed for 2021. Councillor Martin to draft an email to inform all three villages.

**ACTION: WM/MS**

1. **Churchill Terrace Allotments and Garages**
2. **i) Rent**

The parish clerk to check that money for 2021-22 has been received from all parties now the deadline has passed.

**ii) Power and water supply** to be reviewed as part of a wider allotments review

1. **Eviction process**

The parish council agreed to rescind the eviction process.

1. **Allotment tenancy agreements**

The parish council agreed to revisit this after other projects. To add this to January 2022 agenda.

1. **Vacant allotment**

Councillors Martin and Kell to investigate whether the allotment is ready to be offered, and to inform the clerk so she can offer it to the person at the top of the waiting list if they are still interested.

**ACTION: WM/GK/MS**

1. **Garage agreement**

Councillor Flude to send the updated garage agreement to the clerk for circulation.

**ACTION: SF/MS**

1. **Shadforth Boardwalk**
2. **Proposal to waive the requirement for tender**

Sue Pringle said that due to the lack of barriers people are still walking over it and it remains a hazard despite the signage in place. The parish council received and approved Councillor Martin’s report to waive the need for formal tendering for this process due to the urgency (in accordance with section 11d of the Parish Council’s Financial regulations).

1. **Appointment of contractor**

Councillor Martin to draft an email to accept Durham County Council’s quote for the repair of the boardwalk.

**ACTION: WM**

1. **Ludworth**
2. **Skate park**

To receive an update at December’s meeting from ROSPA regarding an independent play inspection.

**ACTION: WM/MS**

EB to find out who is responsible for play area maintenance.

**ACTION: EB**

1. **Land for allotments at Ludworth**

Parish Clerk to find out whether this offer of land from DCC still stands. To be discussed at a future meeting as part of a wider allotment strategy.

**ACTION: WM/MS/DT**

1. **Payments update**
2. **Councillor Martin** – needs to be reimbursed for the three wreaths.
3. **Christmas events** – agreed to pay each village.
4. **Councillor Beattie** – needs to be reimbursed for the clerk laptop maintenance.
5. **SE Landscaping - cemetery** – agreed to pay.
6. **County Councillor reports**

No reports received.

1. **PCSO report**

No reports received.

1. **Any other business**

Sue Pringle thanked the Parish Council on behalf of Shadforth Village Community Association for the money for planting and Christmas funds.

To agree at December’s meeting to move the January 2022 meeting from 4th to 11th January. To inform Sue Pringle of the date changed when agreed.

The date of the next Parish Council meeting will be Tuesday 7 December 2021, 6-8pm at Sherburn Hill Community Hub.