Fishburn Parish Council

**Chair Cllr. S.Dowson**

**Minutes of a meeting of Fishburn Parish Council held on Thursday 14th March 2024 in Fishburn Youth and Community Centre.**

**Present :** Cllr. S.Dowson (Chair), Cllrs. D.Dowson, M.Barker, S.Tinkler.

**In attendance :** County Councillors D. Brown and C. Lines

Mr. J.Robinson Acting Parish Clerk.

There were no members of the public present.

**1.0/23 Apologies**

Cllr. A.Pearson (holiday), Cllr. V.Anderson (holiday) C.Welsh (family matters)

Before beginning the meeting the Chair Cllr. S.Dowson informed Council of the resignation of Cllr. M.Hodgson. It was agreed to write and thank her for her work and support.

**2.0/23 Declaration of Interest**

Cllr. D.Dowson declared an interest in matters relating to Fishburn Football Club. Cllr. M.Barker relating to Allotments.

**3.0/23 Report from Durham County Councillors.**

Cllr. C. Lines tabled a written report (attached to minutes). Cllr. D. Brown gave a verbal report,

Members both Parish and County discussed the forthcoming planning committee that will determine the Beehive application. It was agreed Cllr. M.Barker represent the Parish and speak on its behalf.

Cllr. S.Tinkler raised the need to improve and re-surface footpaths into the village from the Sedgefield and Bishop Middleham entrances.

Both County Councillors left the meeting at this point.

**4.0/23 Minutes of meeting held Thursday 14th March 2024**

Cllr. D.Dowson proposed the minutes, seconded by Cllr. S.Tinkler and agreed.

**5.0/23 Matters arising.**

There were no matters arising.

**6.0/23 Chairmans Report**

The Chair advised the new flower hanging trees have been installed. The Acting Clerk has paid the company via his own bank transfer as the company’s bank will not accept cheques. This was agreed and reimbursement to be paid. 8 additional hanging baskets to be ordered from Thinford Nursery.

**7.0/23 Reports**

**7.1/23** The Chairman reported on a meeting she, Cllr. Pearson and Acting Clerk had attended with the Minister for Transport, Mr. P. Howell MP and several residents. An update from Mr. P. Howell MP is due shortly.

**7.2/23** Turfcare meeting. The Chair advised no update from the company. Acting Clerk to chase up.

**8.0/23 Correspondence**

**8.1/23** Various emails had been circulated to members during the month, no update required.

**8.2/23** Clerk and Councils Direct Magazine

**8.3/23** Confirmation order for Kings Coronation portrait has been ordered.

**8.4/23** Various CDALC updates

**8.5/23** Clarification on Code of Practice on Local Authority Publicity during elections.

**8.6/23** Fishburn Wombles, letter asking for action to be taken regarding a litter bin on the Pit Wheel Field. Acting Clerk advised he had raised the matter with S.E.Landscape and the issue is it is severely damaged. Agreed to purchase a new bin.

**9.0/23 Planning Applications**

No applications to be considered.

**10.0/23 Financial Matters**

**9.1 Virgin Account.**

The Chair advised no progress has been made to date. It was agreed to discuss in the new civic year

**9.2 Monthly Transactions.**

There were no items for approval.

**10.0 /23 Ground Maintenance Services**

**10.1/23 Seat.** It was proposed Cllr. D.Dowson seconded Cllr. S.Dowson and agreed to accept quote of £350 to both repair seat and reinstate fence on football ground boundart.

**10.2/23 ‘Trees of Inspiration’,** Chair advised Mr. P.Gledow from Highways Department of DCC has authorised work to be done. Lights will be lit for the D-Day Commemoration events.

**11.0/23 Clubhouse**

It was reported the roof ceiling is leaking. Cllr. D.Dowson advised the football club were obtaining a quote to repair same and would forward to Acting Parish Clerk when obtained.

**12.0/23 Garage Licences.**

Awaiting final confirmation from LIVIN. Clerk to follow up to ensure licences are implemented in April 2024.

**13.0/23 D-Day Commemorations**

Members received a report on the current arrangements. A detailed report to be prepared for the April meeting.

**14.0/23 West House Solar Project**

Members noted the recent letter from the project community officer and a meeting to be arranged with her in April.

**15.0/23 Playground Inspection**

Acting Clerk advised DCC had forwarded an outstanding bill dating back to March 2020 to cover inspections during 2019/2020.Apparently the Council had failed to pay. It was agreed to the payment in the 2024/25 civic year.

**16.0 /23 Review of Internal Control**

Acting Clerk advised that annually Council must review its internal control and tabled a report covering same. It was proposed Cllr. D.Dowson seconded Cllr. S.Dowson and agreed to endorse the report as tabled.

**17.0/23 Risk Register**

Acting Clerk advised members an annual risk register must be presented and discussed by members. He tabled a risk register covering current position. It was proposed Cllr. D.Dowson seconded Cllr. S.Dowson and agreed to accept the report as tabled.

**18.0/23 Woodland SLA**

DCC have tabled a draft SLA for the project, the final is due shortly once agreed by DCC Legal Department.

**19.0/23 Royal Garden Party**

Members were advised Cllr. S.Dowson had been selected by CDALC to attend this year’s Garden Party on behalf of CDALC, but due to family commitments she has had to decline. The place has now been offered to Chair of Brandin and Byshottle.

**20.0/23 Office Accommodation.**

The Chairman advised members the Acting Clerk is keen to open a Council office in the Fishburn Community Centre from April to enable members of the public to engage with the Council. An offer letter was received from the Community Centre agreeing to the provision of the office and services but requesting a contribution towards the youth club. Members were in support of the proposal but felt a final decision on the amount to be agreed at the April meeting when more members will be in attendance.

**21.0/23 Martyn’s Law**

Members noted the issues around this new law and agreed to produce an emergency/terrorism plan in the new civic year.

**22.0/23 Staffing issues**

 The Chair and Clerk gave an update on the current position regarding the Parsh Clerk. Members noted same and further reports to be presented to future meetings.

**23.0/23 Date of next meeting**

The next meeting to be held on Thursday 11th April 2024 at 6.30pm in Fishburn Youth and Community Centre.

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Signed:-

Chair Fishburn Parish Council

11th April 2024.