**Fishburn Parish Council**

**Chair Cllr. S.Dowson**

**Minutes of the Annual meeting of Fishburn Parish Council held on Thursday 6th May 2025 in Fishburn Youth and Community Centre.**

**Present :** Cllr. S.Dowson (Chair),

Cllrs. S.Tinkler C. Leonard, V.Anderson, M.Barker

**In attendance :** Mr. J.Robinson Parish Clerk. County Councillor I. Catchpole and C. Lines.

**1.0/25 Apologies**

Councillors D.Dowson.

**2.0/25 Declaration of Interest**

The following declaration of interest were made Cllr. V.Anderson, M.Barker.

**3.0/25 Member dispensation**

No issues raised.

**4.0/25 Election of Chairman**

Cllr. S.Dowson was proposed by Cllr. M.Barker seconded S.Hughes and elected as Chairman for the 2025/26 Civic Year. Cllr. S.Dowson then signed the Acceptance of Office form.

**5.0/25 Election of Vice Chairman.**

Cllr. M.Barker was proposed by Cllr. S.Dowson seconded by Cllr. M.Barker and elected as Vice Chairman for the Civic Year 2025/26. Cllr. M.Barker then signed the Acceptance of office form.

**6.0/25 Election to Outside Bodies**

AAP/Local Network Meetings Cllr. S.Dowson and V.Anderson

CDALC AGM Cllr. V.Anderson

CDLC Small Council Forum Cllr. S.Dowson, V.Anderson and Clerk ex-officio.

Staffing/Complaints Committee A Cllrs. S.Dowson, S.Hughes, V.Anderson, plus co-opted 2

Staffing /Complaints Committee B Cllrs. M.Barker, D.Dowson, C. Leonard S.Tinkler plus co-opted 2.

**7.0/25 Minutes of meeting held Thursday 10th April 2024.**

The minutes were proposed Cllr. M.Barker seconded Cllr. C. Leonard and agreed.

**8.0/25 Annual Parish Assembly.**

Members noted no actions required form the 2025 Annual Assembly

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**9.0/25 Chairmans Report**

1.Cllr. S.Dowson reported Northumbria Water have completed their work at the Cemetery and as compensation block paved the area.

2. She had met with the electrician and a detailed costing/action plan for the lights on the village green and miners’ sculpture to follow.

3. She has invited the Tees River Trust to the June meeting to discuss the work they are undertaking in the Parish.

4. She is obtaining for the next meeting a quote to repair and re-instate the fence adjoining the church

5. The Bollard illegally placed on Front Street to be reported to the Police.

**10.0/25 County Councillor Report**

Cllr. I. Catchpole introduced himself to the meeting as the newly elected County Councillor. Cllr. C. Lines updated members on the anaerobic digestor application. The first Annual Council of the newly elected County Council will take place 21st may 2025.

**11.0/25 Feedback from meetings attended by members**

Nil

**12.0/25 Co-option.**

The Clerk advised that as a result of the 2025 Election there remains 4 vacancies on the Council. It was agreed to prepare an advert for consideration at the next meeting and to advertise for members of the public to come forward. One application has been received, and it was agreed to interview them at the start of the June meeting.

**13.0/25 Correspondence**

1. Members were advised closing date for expenses return 29th May 2025 (DCC)
2. E-Mail from a resident offering to assist in De-fibrillator, agreed to speak to current co-Ordinator advising of same.
3. E-mail from former Councillor A.Pearson regarding the setting of garage rents and also wishing members well for the future and comments on precepts and schemes.
4. Letter from ICO confirming payment and cover to May 2026
5. CDALC email circulated to members re Councillor Induction, noted
6. CDALC regarding DCC Local Networks, Cllr. S.Dowson and V.Anderson being appointed as Fishburn representatives.
7. Confirmation of payment and dispatch of 3 de-fibrillator and 1 box.
8. E-mail from resident regarding state of Pit Wheel area ,Clerk and Chair advised they had both requested S.E.Landscape to deal with.
9. Pension Regulator request for information.
10. E-Mail from resident asking for advice in regard to resident only parking, agreed to advise them to contact County Councillors.
11. HMRC advising an overpayment of £321.99 on staff tax. Clerk to chase up with HMRC

**14.0/25 Planning Application**

Nil

**15.0/25 Adoption of Standing Orders and Financial Regulations**

Cllr. M.Barker proposed seconded by Cllr. V.Anderson and agreed to endorse both Standing orders and Financial Regulations for 2025/26

**16.0/25 GDPR Policy**

Cllr. M.Barker proposed seconded by Cllr. V.Anderson and agreed to endorse the GDPR Policy for 2 years.

17**.0/25 V.E. Commemoration:-**

Members considered the plans for the VE80 Commemoration, programme and costings agreed.

**18.0/25**

It was proposed Cllr. S.Dowson seconded by Cllr. M.Barker and agreed to re-appoint Brown Accountants as Internal Auditor for 2024/25 accounts.

**19.0/25 Monthly Account Reconciliation**

Members agreed to payments for all invoices as per Appendix 1.

20.0/25 FA Bid

Clerk advised the bid for FA Maintenance grant has been submitted. A copy of the lease with CISWO had been required and this had cost £30, this expenditure was agreed.

**2o.0/25 Date of next meeting**

The next meeting to be held on Thursday 12th June 2025 at 7.00pm in Fishburn Youth and Community Centre. No meeting to be held in August. July meeting to be brought forward to 26th June to accommodate any additional items required for the Annual Audit.

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Signed:-

Chair Fishburn Parish Council

12th \June 2025