

# Minutes of Annual General Meeting of Witton Gilbert Parish Council held on 19<sup>th</sup> May 2021 in the Main Hall of Witton Gilbert Community Centre.

- 21/01 Appointment of Chairman: - The Council discussed the appointment of a chairman for 2021 – 2022. The Council resolved unanimously to elect Councillor D Lynch to be the Chairman of the Parish Council for 2021 – 2022. Councillor Lynch signed the Declaration of Acceptance of Office witnessed by the Clerk. Former Councillor Reynolds then vacated the Chair to Councillor Lynch and left the meeting.
- 21/02 Apologies were received from County Councillor B. Coult.  
Present: - Councillors N Liddle, G Brown, A Simpson, D Lynch, L Hope, A Hillary and F Reynolds.  
Also Present - D Rider (Clerk) and G Thompson (Deputy Clerk)
- 21/03 Vacancy for Councillors. To co-opt to the Council 3 persons as Councillors of Witton Gilbert Parish Council. Lynne Hope, Claire Simmons and Lisa Watts. Members agreed to co-opt Lynne Hope, Clair Simmons and Lisa Watts and they all signed the Declaration of Acceptance of Office witnessed by the Clerk.
- 21/04 Appointments: - The following were appointed,
- |                                   |              |           |
|-----------------------------------|--------------|-----------|
| Vice Chairman                     | Councillor   | L Hope    |
| Delegate to the Village Hall      | Councillor   | L Hope    |
| Delegate to Assoc. of Councillors | Councillor   | D Lynch   |
| Personnel Committee               | Councillor   | D Lynch   |
|                                   | Councillor   | N Liddle  |
|                                   | Councillor   | G Brown   |
|                                   | Councillor   | C Simmons |
| Personnel Appeals Committee       | Councillor   | L Hope    |
|                                   | Councillor   | A Hillary |
|                                   | Councillor   | L Watts   |
|                                   | Councillor   | A Simpson |
| Allotments Committee              | Councillor   | D Lynch   |
|                                   | Councillor   | G Brown   |
|                                   | Councillor   | L Watts   |
|                                   | Councillor   | N Liddle  |
| Complaints Committee              | Councillor   | A Simpson |
|                                   | Councillor   | G Brown   |
|                                   | Councillor   | A Hillary |
|                                   | Councillor   | L Hope    |
| Neighbourhood Plan Committee      | Councillor   | N Liddle  |
|                                   | Councillor   | A Simpson |
|                                   | Councillor   | D Lynch   |
| Data Protection Officer           | Parish Clerk | DC Rider  |
| Responsible Financial Officer     | Parish Clerk | DC Rider  |
- 21/05 Declarations of Interest - None
- 21/06 Date and time of meetings: - The Council resolved to hold their meetings in open Council at 6.30p.m. on the second Monday in each month except August and on the first Monday in December.
- 21/07 Allotment rents: - The Council discussed the allotment rent for 2021-2022. The Council resolved that the allotment rent for 2021-2022 be £16.00.
- 21/08 Annual Governance Statement & Annual Accounts and report of Internal Auditor 2020 - 2021: - The Deputy Clerk presented to the Council the Annual Governance Statement & Annual Accounts and the report of the Internal Auditor for 2020 - 2021. M Harrison the internal auditor confirmed that the accounts were a true representation of the Councils finances. The Council resolved to approve the Annual Governance Statement & Annual Accounts and report of Internal Auditor 2020 – 2021 and the Chairman signed them.
- 21/09 Minutes: - The minutes of the Parish Council Meeting held on 12th April 2021 were approved as a true record.
- 21/10 Correspondence.
- a) Email from Daniel McGill of 68 Rose Lea, Witton Gilbert requesting to be placed on the waiting list for an allotment. Members agreed to place Daniel McGill on to the waiting list.

- b) Email from Nicola Barton of 21 Rose Lea, Witton Gilbert requesting to be placed on the waiting list for an allotment. Members agreed to place Nicola Barton on to the waiting list.
- c) Email from Rebecca Allan of 24 Rose Lea Witton Gilbert requesting to be placed on the waiting list for an allotment. Members agreed to place Rebecca Allan on to the waiting list.
- d) Email from Marie Meheust who is moving to Witton Gilbert and is requesting to be placed on the waiting list for an allotment. Members agreed to place Marie Meheust on to the waiting list.
- e) Email from Lyndsey Ramm requesting to increase the size of her recently approved polytunnel to 8x15 feet. Members agreed to this request.
- f) Application for Financial Assistance – Witton Gilbert Playgroup. Members agreed to donate £1500 to Witton Gilbert Playgroup.

21/11 Accounts for Payment: - Members Approved the Accounts.

PWLB	Loan Repayment	552.65
H M Customs	Income Tax	82.89
Witton Gilbert Playgroup	Donation	1500.00
CDALC	Subscription	499.95
G Thompson	Printer Ink	23.99
D Rider	Plastic Bags	19.95
G Thompson	Telephone April	56.80
S Dixon	Tree Maintenance Allotments	220.00
Wave	Allotment Water Supply	52.49
Wave	Allotment Water Supply	69.69
N Crozier	Maintenance April	182.00
Came & Company	Insurance	1200.89
D Rider	Telephone April	57.90
D & M Property	Allotment Rent	87.50
M Harrison	Audit Fee	60.00

- 21/12 Witton Gilbert Planting Scheme – Councillor Brown reported that the estimated cost of this scheme would be £5000 and it is hoped to start planting in September. Councillor Brown requested that Councillor Simpson contact Martin Briscoe of Durham County Council for an update as his input will be required for the scheme to go ahead.
- 21/13 Improved Broadband Access - The Clerk reported that he would be arranging a briefing session on this scheme for members over Zoom.
- 21/14 Reports – County Councillor Coult was unable to attend the meeting but she provided a written report that was read out by the Chairman. This included information on the upcoming AGM of Durham County Council, the latest details on the Covid pandemic as of 15 May 2021, the resumption of services as the lockdown eases, Foster Care Fortnight, Financial Support for Mobile and Home Based businesses, the latest vaccination figures, South Lea playpark, possible new signage for the new pathway between McColls and Sacriston Lane, Traffic Management in the area of Norburn Park and Rose Lea, the recent cleaning of Witton Gilbert War Memorial, The re-commencement of activities at the Community Centre, Attending walkabouts with the Neighbourhood Wardens, the caravan on the site of the old McAloons Garage and plans for an upcoming survey of local residents. Councillor Brown requested further information in writing on the cleaning of the War Memorial.
- 21/15 Sacriston Lane Allotments - The Deputy Clerk and Councillor Brown reported on the latest developments on the purchase of Sacriston Lane Allotments.
- 21/16 Neighbourhood Plan Monitoring Committee – No report.

As there was no further business the meeting closed at 7.27 p.m.

Signed..... Councillor D Lynch

Chairman 19<sup>th</sup> May 2021