**WINDLESTONE PARISH COUNCIL**

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**Minutes of Ordinary Meeting**

**Held 24th August 2017**

**Present:** Councillor Phil Woods (Chair)

 Councillor David Hall

 Councillor Geoff Makepeace

 Karen Younghusband, Clerk & Responsible Finance Officer

 David Willshaw (Resident & New Co-opted Councillor)

**164/17-18 Apologies**

No Apologies had been received

**165/17-18 Approve the Minutes of the Annual General Meeting of the Council held on**

**18th May 2017**

The minutes were agreed as a true and accurate record.

**166/17-18 Matters Arising from the AGM Minutes**

 No matters were raised.

**167/17-18 Approve the Minutes of the Ordinary Meeting of the Council held on**

**18th May 2017**

The minutes were agreed as a true and accurate record.

**168/17-18 Matters Arising from the Ordinary Meeting Minutes**

 No matters were raised.

**169/17-18 To Receive Comments from Members of the Public as Appropriate**

No members of the public were present and no comments or issues had been raised by residents.

**170/17-18 Finance**

 **170.1/17-18 Approve and Sign Cheques for Expenditure Incurred**

 All expenditure was approved and cheques signed accordingly.

**170.2/17-18 Receive Report from the External Auditor, BDO for Accounts for Year Ending 31st March 2017**

Members received and accepted the External Audit Report prepared by BDO for the Year Ending 31st March 2017.

The only issue raised by the Auditor was that the Council’s Asset Register did not contain all necessary information i.e. Date of Purchase. Karen would be updating the Register as a matter of urgency to ensure this matter was addressed.

Karen confirmed that the Auditors for the next Financial Year would be a Company called Mezers.

**171/17-18 Appointment of Replacement Councillor**

Members welcomed David Willshaw who had expressed an interest in becoming a Councillor, to the Meeting. A discussion took place with Mr Willshaw who then left the room while Members discussed the potential co-option.

It was agreed unanimously to co-opt Mr Willshaw onto the Council.

Efforts would continue to be made to recruit a new Councillor for the Parish to replace Councillor Doran who had recently resigned his position.

Karen agreed to source new Declaration of Interest Forms for Members to complete which she would then submit to Durham County Council for publication on its website.

**172/17-18 Street Lighting Issues**

Karen confirmed that the Street Light at Windlestone Hall Gardens had now been repaired. In future to avoid any delays in repairs being made, all street lighting faults needed to be reported directly to John Dent at Durham County Council.

John Dent had suggested that the Parish Council consider converting its three street lights to LEDs. The approximate cost for this would be £250 per lighting column. It was agreed to discuss this at the next meeting of the Council.

**173/17-18 Planning**

There had been no planning applications received within the Parish but the system seemed to be working and notification of all application in the Parish were now being received. The only exception to this seemed to be of been an application approved for 2 Rookery Gardens. It was though that this may have been due to the application having originally been submitted over 18 months ago. Karen would check with the Planning Department.

**174/17-18 Correspondence**

 No correspondence had been received.

**175/17-18 Any Other Business**

*175.1/17-18 Bus Shelters*

 A discussion took place regarding the various bus shelters in the Parish and whether or not the Parish Council owned them. Karen confirmed that any ADSHEL shelters which had advertising on them were owned by ADSHEL but that it was uncertain as to who owned the others. Durham County Council had replaced the broken shelter at Windlestone Park therefore it was thought likely that they owned them. Karen agreed to investigate the matter further.

 175.2/17-18 *Residents Noticeboard*

A discussion took place regarding the Residents Noticeboard. Karen confirmed that she had added it to the Parish Council’s Public Liability Insurance as she was aware that the Residents Association was unlikely to hold any Insurance. Karen suggested that although the Noticeboard had been purchased using Grant Money secured by the Residents Association, that after a period of 5 years it was feasible for the Residents Association to transfer ownership of the noticeboard to the Parish Council. Phil suggested that a letter be obtained from the Residents Association confirming this. Phil would raise this at the next Residents Association Meeting.

*175.3/17-18 Littering at Lane which runs past the entrance to Rookery Gardens*

Although the Fly-tipping issue had been resolved it appeared that small amounts of litter were still being deposited in the same area. Councillor Makepeace suggested putting a Police notice up in an attempt to solve the problem. If the Posters failed to work then erecting a gate/fence could be re-considered as a last resort, pending funds being available.

**176/17-18 Date and Time of Next Meeting**

It was agreed that the next Meeting of Windlestone Parish Council be held at 6.00pm on Thursday, 7th December 2017 at Chilton Community College.

With no further business to discuss the Chair declared the meeting officially closed at 7.00pm.

**SIGNED: ……………………………….. (Chair) DATE: …………………….**