



SACRISTON PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 7th May 2025 at 6.30 pm In The Fulforth Centre

Present: Cllr H. Dixon (Chair), Cllr D Robson, Cllr E Waldock, Cllr A Page, Cllr K Wilson, Cllr R Sharp, and Mrs C Dixon (Clerk)

Apologies: None

Item No:

1.	Appointment of a Chairperson	Cllr H Dixon was nominated by Cllr Waldock and seconded by Cllr Wilson as Chair. No other nominations were made. The Declaration of Acceptance of Office was signed in the presence of the Proper Officer. RESOLVED Cllr Dixon is to retain his position as Chairperson. After the Chairperson was appointed, the following individuals were co-opted as members: - Graeme Ludlow Lauren Burn Ann-Marie Johnson Ann Wray Robert Mickle Mark Morrell Emyr Rhodri Hopkins
2.	Appointment of a Vice Chairperson	Cllr Ludlow was nominated by Cllr Waldock and seconded by Cllr Wilson as Vice Chairperson. No other nominations were made. RESOLVED Cllr Ludlow is to retain the position as Vice Chairperson.
3.	Apologies for Absence	Apologies received and accepted from Debra Forth.
4.	Disclosure of Interest from Members	Nothing to report.
5.	Questions from the public	(Questions & Comments from the public in attendance – max 5 mins per item/individual) There were no members of the public in attendance.

6.	Previous meeting minutes	Previous minutes from 8 th May 2024 (AGM) and minutes from the previous Parish Council meeting on 2 nd April 2025 were accepted and signed as a true record.
7.	Appointment to Groups	Members discussed the various groups and appointments were as follows: - <u>RESOLVED</u>
7.1		Sacrison Development Group Dissolved
7.2		Sacrison Community Sports Trust Cllr H Dixon Cllr D Robson Cllr G Ludlow Cllr K Wilson Cllr L Burn Cllr M Morrell
7.3		Sacrison Allotment Association Cllr H Dixon Cllr G Ludlow Cllr R Sharp (Daisy Hill) Cllr D Robson Cllr E Waldock Cllr A Page Cllr R Mickle (Cross Lane) Clerk
7.4		New Hill Allotments Agreed for this item to be included with the Parish Council Allotment Association
7.5		Sacrison Village News & Editions Committee Cllr E Waldock Cllr H Dixon Cllr A Page Cllr R Sharp Cllr E R Hopkins
7.6		Witton Gilbert Education Foundation Cllr E Waldock
7.7		HR and Finance Group Cllr H Dixon Cllr G Ludlow Cllr E Waldock

7.8		Cllr D Robson Cllr R Sharp Cllr A Page Cllr R Mickle Clerk General Data Protection Officer Clerk to the Council and Chairman
7.9		CDLAC Representatives No representative
8.	Policies and Procedures	Risk Assessment The Risk Assessment Register was reviewed, agreed upon, and signed by the chairman and the clerk. 8.1 8.2 Asset Register The Asset Register was reviewed, agreed upon, and signed by the chairman and the clerk. 8.3 Standing Orders The Standing Orders were reviewed, agreed upon, and signed by the chairman and the clerk. 8.4 Code of Conduct The Code of Conduct was reviewed, agreed upon, and signed by the chairman and the clerk. 8.5 Financial Regulations The Financial Regulations were reviewed, agreed upon, and signed by the chairman and the clerk.
9.	Police Matters	Various incidents that had happened within the village discussed.
10.	Clerks Report	<u>Register of Interests Forms</u> Electronic forms will be sent to members and must be completed and returned within 28 days. <u>Planning Applications</u> Application No: DM/25/00754/FPA Proposal: Single-story rear extension Address: 15 Victoria Street Sacriston Durham DH7 6JQ RESOLVED No comments regarding the planning application.

		<u>Roadworks</u> Location: Dunelm Traffic management: Traffic control (give and take) Date: 28 Apr 13:20 - 7 May 23:59 Northern Powergrid – Utility works Location: Rosewood Close Traffic management: No carriageway incursion Date: 19 May 00:00 - 21 May 01:00 Openreach - Utility repair and maintenance works RESOLVED No comments regarding the roadworks. <u>Play Equipment – Jubilee Park</u> DCC has removed equipment from the play park that has been damaged and is irreparable. Further equipment will be removed when it is at the end of life. Equipment will not be replaced. <u>Charlaw Terrace</u> Report received from Beamish Pest Control for residents which can now be sent to Northumbrian Water. An invoice has not been received. <u>Taylor Wimpey</u> Community engagement event to be held on Tuesday, 20th May. <u>Training – New Councillors</u> Training will be taking place over the next few months. The clerk will forward the information. <u>AGAR Training</u> Attended online training and it was mentioned that next year councils must have.gov.uk domain names.
11.	Growing Sacriston Together in Bloom	New members are more than welcome to volunteer.
12. 12.1 12.2 12.3 12.4 12.5	Parish Assets	Bus Shelters – Nothing to report. Village Clock – Nothing to report. Parish Building – Nothing to report. War Memorial – Nothing to report. Pit Wheel – Nothing to report.

13.	County Councillor's Reports	There were no County Councillors in attendance. Cllr Dixon to invite the County Councillors to the next meeting.
14. 14.1	Group Representative Reports	Fulforth Centre Committee Meeting - Treasurers report given and accepted by all - Coffee morning planned for May has been put back to October - Increase in party bookings at the weekend, however, concerns re-opening/closing during these sessions - Parties must adhere to the agreed times/cleaning schedules - Party in the Park is looking good, volunteers meeting to be arranged, if necessary, in June - Becca has now returned from maternity leave - Holiday club was run over the Easter period - Beamish pass has been renewed - Centre was closed for polling day - There is to be a small scale event on Thursday 8 th May for VE day which will include lunch club with music from the era (3 pm – 4.30pm) - Now have a summer booking on a Sunday with Creative Allsorts - Discussed the village de-fibs and the responsibility of them - The centre is now in a position to close old contracts down and merge into the new governance structure agreed with the trustees - Letters to utility companies will be sent out informing them of the change - Letter sent to Charities Commission to inform them of change-over - We received the new accountant's quote which was accepted by all - The centre has produced a newsletter which they will link to the library and surgery - Suggestion made that this newsletter could also be linked to the Parish newsletter - Discussion regarding the defibrillators and whose responsibility is to maintain. RESOLVED Agreed by members that the Parish Council would fund the replacement of equipment

14.2		HR & Finance Group Nothing to report																		
14.3		Allotment Association Meeting Nothing to report																		
14.4		New Hill Allotments Beamish Pest Control has reported an issue with the rats whereby rubbish is being dumped on top of the bait stations, and he is unable to fill them. <u>RESOLVED</u> To request a report from the Chairperson at New Hill.																		
15.	Budget & Grant Applications	<u>Bank Account</u> As of the 7th May 2024, the bank balance was £139,596.14. <u>Invoices paid in April</u> <table><tr><td>J G Paxton</td><td>£6.20</td></tr><tr><td>Scribe</td><td>£21.60</td></tr><tr><td>Peoples Partnership</td><td>£86.46</td></tr><tr><td>CDALC</td><td>£892.29</td></tr><tr><td>LITE</td><td>£4,874.88</td></tr><tr><td>HP Ink</td><td>£11.99</td></tr><tr><td>HMRC</td><td>£112.00</td></tr><tr><td>Employee Pay</td><td>£818.96</td></tr></table> Credit <table><tr><td>Durham County Council</td><td>£65,652.16</td></tr></table>	J G Paxton	£6.20	Scribe	£21.60	Peoples Partnership	£86.46	CDALC	£892.29	LITE	£4,874.88	HP Ink	£11.99	HMRC	£112.00	Employee Pay	£818.96	Durham County Council	£65,652.16
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15.1	To review and agree the Insurance Policy	A copy of the insurance renewal was sent to all Councillors. <u>RESOLVED</u> It was agreed to proceed with the renewal and that payment of the invoice should be made.																		
15.2	To review and agree the AGAR 2024/2025	A copy of the AGAR and accounts was made available to members for review prior to the meeting.																		

		<u>RESOLVED</u> There were no comments noted. The Chair and the Clerk signed the Accounting Statement and the Annual Governance Statement.
16.	Grant Applications	Live North East have requested funding in the sum of £500 for the May half term holiday club. The Toddler Group have requested funding in the sum of £500 to support them in keeping the group running. <u>RESOLVED</u> Members agreed on the following: £500 – Live Well North East £750 – The Toddler Group
17.	Date and time of next meeting	The next meeting is to be held on Wednesday 4th June 2025 at 6.45 pm and the Annual Meeting is to be held on 6th May 2026 at 6.30 pm. The meeting closed at 7.39 pm

Agreed and signed by Chair of Sacriston Parish Council

Date