



SACRISTON PARISH COUNCIL

**Minutes of the meeting held on Wednesday 4th June 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, Cllr Anne Wray, Cllr R Mickle, Cllr Mark Morrell, Cllr Emyr Hopkins, Cllr A-M Johnson and Mrs C Dixon (Clerk)

Also present were County Councillors J Pickard and T Robson

Apologies: Cllr L. Burn and Cllr G Ludlow

Item No:

1. Introductions and Apologies for Absence

The Chair opened the meeting at 6.30 pm and welcomed everyone.

Apologies received and accepted from Cllr L. Burn and Cllr G Ludlow.

2. Disclosure of Interest from Members

Nothing to report.

3. 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.

4. Previous Meeting Minutes

The minutes from the Annual Meeting held on 7th May 2025 and those of the Annual Parish Meeting on the same date were accepted and signed as a true record.

5. Police Matters

RESOLVED: Nothing to report.

6. Clerks Report

Planning Application

DM/25/01231/CEU - 1 Craigland Villas, Durham Road, Sacriston, Durham, DH7 6LX - Lawful development certificate to provide confirmation that the development has commenced onsite to trigger the commencement of the planning consent

RESOLVED: No comments to note.

Roadworks

Location: Elliott Street (back)

Traffic management: Traffic control (give and take)

Date: 2 Jun - 4 Jun

Activity type: A vehicle crossing, or dropped kerb, is when a kerb is lowered and the footpath strengthened, to let vehicles move between roads and properties.

Location: Findon Avenue

Traffic management: Traffic control (give and take)

Date: 9 Jun - 20 Jun

Activity type: Highway Repair and Maintenance Works

Location: Witton Avenue

Traffic management: Traffic control (give and take)

Date: 9 Jun - 20 Jun

Activity type: Highway Repair and Maintenance Works

Charlaw Terrace

The report which was provided by Beamish Pest Control has been forwarded to Northumbrian Water. Northumbrian Water has acknowledged the report and has arranged for the public sewer to be investigated and baited and will let us know the outcome.

Training

The clerk attended a training course titled 'Managing Assets.' If anyone would like a copy of the presentation, please contact the clerk.

New Councillor Welcome Training - Tuesday 4th June, 6pm - 8pm By Zoom - *includes standards/ code of conduct / basic finance*
£20 County Association members/£35 non-members

New Councillor Welcome Training - Thursday 12th June 10th, 9.30 am - 1pm In person at Oakleaf Centre, Newton Aycliffe- *includes standards/ code of conduct / basic finance*
£20 County Association members/£35 non-members

Why your Council's Code of Conduct Matters for Councillors! - Thurs 19th June 2025, By Teams 6-7pm - **Free**

Social Media Skills for Parish and Town Councillors Weds 25th June 2025 at 6pm By Zoom, 1½ – 2 hours - £20 County Association members

Toddler Group

The Toddler Group has thanked the Parish Council for the donation of £750.

Unmetered Electricity for Festive Lights

Contacted Cardinal Energy for quotes. Followed up several times but have not received a response.

Insurance

The renewal has now been processed, and the invoice has been paid. The policy will recommence on 1st June 2025.

RESOLVED: The clerk's report was noted.

8. Parish Assets

8.1 Bus Shelters – RESOLVED: Nothing to report.

8.2 Village Clock – RESOLVED: The clock was serviced on 16th May 2025.

8.3 Parish Building – RESOLVED: Nothing to report.

8.4 War Memorial – RESOLVED: Cllr Waldock is to take over the project with the memorial.

8.5 Pit Wheel – RESOLVED: Nothing to report.

9. County Councillor's Reports

Cllr J Pickard;

- Update provided regarding Fyndoune School.
- PACT Meeting date mentioned.

Cllr T Robson;

- Update on the PSPO/DPPO and guidance provided to members regarding these orders.
- Update on speeding in the village.
- Update about new home development on land to the east of Cross Lane.
- Update about reports testing of the ground for mining subsidence. There has been no information received from the planning on this.

RESOLVED: Members need to discuss the PSPO/DPPO further.

10. Group Representative Reports

10.1 Fulforth Centre Committee Meeting - Project Development Workers Report

Discussed Party in the Park volunteer roles

- Gav on holiday from Friday 30th May to Saturday 14th June.
- Updated staff structure and timetable now Becca has returned.
- 3 new volunteers have started covering a meal delivery driver, a gardener and a lunch club prep and serving.
- Moving towards all volunteers having a DBS check, with all Trustees to have an Enhanced DBS.
- DBS check – Becca will be in touch to start the process.
- New freezer purchased to replace old one, which broke and was uneconomical to repair.
- Toddler Group – Putting up price by 50p to £1.50 to cover refreshments costs; funding also secured from the Parish Council for equipment, craft supplies and other items e.g. Christmas cards/chocolate gifts.
- Saturday Café – Numbers are low at the moment; there is to be a review over two weeks to be undertaken to see if the Saturday café is feasible.

- Age Without Limits Day – Holding a free Lunch Club on Thursday 12th June (meals must be booked in advance) and will be taking meals up to the Working Men’s Club to try to reach men who wouldn’t usually engage with our activities.
- New 50+ Exercise sessions: “We’ve Still Got It!” – using Sport England funding – hoping to start w/c 17th June, with 2 or 3 sessions per week tailored to people 50+ and will be linked with the Community Transport scheme.
- VE DAY Celebrations - small scale event went well.

Management Report:

- £7392 funding received from Sport England.
- Continuation of Know Your Neighbourhood funding pending decision of £18,318.
- Accountancy - Kay from Accounting for Good still awaiting Onboarding responses from: Derek, Debra, Robert, Frank, Bernie.
- Trustee Annual Report will need to be created for annual accounts.
- Completed closure of Charity forms via Charity Commission - no response yet.
- Discussed the process of closing SCST company via Companies House.
- Do you want LWNE to invoice the Parish or SCA?
- Would you like a new service contract set up for LWNE for the management services?
- Discussed the “Team Dynamics and Responsibilities” for the centre.
- Emma to oversee Financial Management, Charity Governance, Income generation and impact and HR systems and processes
- Debs to oversee Building Management, Event Management, Policies, Procedures and compliance and Line Manage Becca
- Becca to oversee Project coordination, line management of Mags and Sophie when she returns from maternity leave, daily operations and event support and social media and partnerships.
- Hughie to manage Gav.

10.2 HR & Finance Meeting

- Cllr Waldock conducted a staff appraisal with the Clerk and set annual performance targets.
- The Clerk will begin the CiLCA qualification, and the associated costs were discussed. **RESOLVED:** The Council agreed to contribute to the cost of the training in partnership with BBPC.
- Reviewed and **approved** the Internal Auditors' Report.
- Reviewed and **approved** the Staff and Councillor Training Policy.

10.3 Allotment Association Meeting

- 4 people on the waiting list for Cross Lane, with 1 person on list for Daisy Hill.
- Councillor Mickle is to repair the pedestrian access gate at Cross Lane.
- Boundary fencing at both Cross Lane and Daisy Hill was discussed, and we are to obtain a quote from Deerness Fencing, who have carried out all the previous work on the site.
- Beamish Pest Control have re-filled the rat boxes at Cross Lane.

- The outstanding vacant plot work at Cross Lane is nearing completion, which will provide a further five plots.
- The removal of asbestos from Daisy Hill is still ongoing.

11. Bank Account

The bank balance at the close of the financial year was £130,391.25.

11.1 Bank Statement

RESOLVED: Members reviewed the bank statement and had no comments to raise.

Invoices paid in May 2025

23/05/2025	Employee Pay	£828.92
23/05/2025	HMRC	£114.40
22/05/2025	HP Ink	£13.49
19/05/2025	Live Well North East	£500.00
19/05/2025	Amazon	£64.99
13/05/2025	L Douglas	£550.00
12/05/2025	Clear Insurance	£2,335.62
12/05/2025	NBK Leisure Ltd	£1,650.00
12/05/2025	Beamish Pest Control	£1,000.00
12/05/2025	AR Entertainments	£810.00
12/05/2025	GCS Medical	£250.00
07/05/2025	Durham Miners Gala	£200.00
06/05/2025	Payment for polytunnel cover	£39.00
01/05/2025	Peoples Partnership	£43.23

The Clerk reported that additional hours were worked during May to complete the audit preparations.

RESOLVED: Members approved payment for the overtime worked.

11.2 Invoices to Pay

Cumbria Clock Company	£234.00 Inc VAT
PMI Creative	£60.00
Internal Auditor	£125.00
Animals about Town	£440.00

RESOLVED: Invoices approved.

11.3 Internal Auditors Report

RESOLVED: Noted and approved. The chair thanked the clerk for her work.

11.4 Exercise of Public Rights

RESOLVED: The clerk informed members of the dates of Exercise of Public Rights, and members noted the dates.

Grant Applications

A grant application was received from Sacriston Cricket Club requesting funding towards the event 'Segga Rocks'.

RESOLVED: The application was **approved**, and £150 is to be donated.

12. Staff Councillor Training Policy

RESOLVED: Staff Councillor Training Policy **approved**.

13. Date and Time of Next Meeting

The next meeting will be held on Wednesday, 2nd July 2025 at 6.30 pm.

The meeting closed at 7.22 pm

Agreed and signed by Chair of Sacriston Parish Council

Date