

# City of Durham Parish Council

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Dear Councillor,

## **In accordance with the Local Government Act 1972**

I hereby give you notice that a **MEETING** of the **CITY OF DURHAM PARISH COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 24 JANUARY 2019 AT 19:00** to transact the following business: -

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**
- 3. PUBLIC PARTICIPATION.**
- 4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 20 DECEMBER 2018**

### **5. COMMITTEE UPDATES**

- Planning Committee minutes from meetings held on the 14 December.
- Environment Committee minutes from meetings held on the 29 November and 13 December.
- Finance Committee minutes from meeting held on 7 December.
- Licensing Committee minutes from meetings held on the 7 December & 8 January.

### **6. UPDATE FROM CHAIR.**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 20 December.

- 7. COMMUNITY ENGAGEMENT TASK FORCE UPDATE** – Verbal update from Council representatives on the work of the Community Engagement Task Force.

Councillors are also asked to approve the appointment of Cllr J Ashby as the Parish Council representative on the Lived Environment Sub-Group

- 8. GRANT AWARDING POLICY** – See attached proposed Grant Awarding Policy
- 9. SECTION 106 AGREEMENT CONSULTATIONS** - See attached report

- 10. REPORT FROM PARISH COUNCIL GROUND MAINTENANCE/ STREET SCENE WORKING GROUP**– See attached report.
- 11. WORKING BUDGET FOR 2018/19 AND INDICATIVE SPEND FOR 2019/20** - See attached report
- 12. PRECEPT** - See attached report
- 13. RESPONSE FROM DURHAM UNIVERSITY RELATING TO THE RISE IN RENTAL COSTS** – See attached letter
- 14. INTEGRATED RISK MANAGEMENT PLAN** – Councillors are asked to formulate their response to the Integrated risk management plan consultation 2018-2019.
- 15. LOCAL GOVERNMENT PENSION SCHEME** – See report attached.
- 16. DATE OF NEXT MEETING** - 28 February, to be held in the Lantern Room Durham Town Hall, Market Place Durham DH1 3NJ

*Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public will be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public will be asked to leave the room.*

- 17. APPOINTMENT OF INTERNAL AUDITOR** – Councillors are asked to formally agree the appointment of their Internal Auditor for 2018/19 accounts.

**And** pursuant to the provisions of the above-named act, **I Hereby Summon You** to attend the said meeting.

Adam Shanley  
Clerk City of Durham Parish Council

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of a meeting of the City of Durham Full Parish Council held on Thursday 20 December 2018 at 19:00 in the Lantern Room, Durham Town hall, Market Place, Durham, DH1 3NJ.**

## **Present:**

**Cllr A Doig** in the Chair

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, E Brown, S Cahill, R Cornwell, J Elmer, R Ormerod, C Reeves, E Scott (attended the meeting later).

Five members of the public also attended the meeting.

## **1. Presentation from the County Durham and Darlington Fire and Rescue authority**

The Chair welcomed Chief Fire Officer Stuart Errington to the meeting. Mr Errington attended the meeting in the absence of Dominic Brown, Assistant Chief Fire Officer, to explain more about the ongoing consultation on the integrated risk management plan 2018-2019.

The Chair advised that 10 minutes were allocated for presentation and a further 10 minutes were allocated for questions from Members.

Mr Errington began his presentation by saying that putting public safety first remains at the heart of everything he and his fire crew do as a service to the people of Durham County. Mr Errington advised that recent tragedies such as that which occurred at Grenfell Tower last year served as a poignant reminder of the critical role the Fire Service plays for any community.

Mr Errington advised that whilst Durham Fire Service is currently in a slightly more financially sound place than other parts of the country, the last few years have seen some of the most significant cuts to the fire service. Mr Errington advised that this therefore meant that to continue offering a top rate, cost effective fire and rescue service to the people living, working and visiting County Durham and Darlington, his service must adapt around the spending restrictions.

Mr Errington advised that, at a time when the fire and rescue service, along with other public-sector organisations, faces an uncertain financial future, it is essential that the service has an effective medium-term financial plan in place. This means the service needs to work towards balancing the budget over the medium term, taking account of expenditure and of future central and local funding. Mr Errington provided details of the financial plans for 2018/19 to 2021/22, advising that there was an assumption that council tax will increase by 2.95% in 2019/20 and 2.0% in 2021/21 and 2021/22. Mr Errington also advised that central Government funding would be cut and, as a result there would likely be a significant shortfall in funding from 2019/20. Mr Errington explained that this had caused some uncertainty in terms of job security and pensions and the service continued to lobby central Government and Fire Unions on this point. In order to balance the budget, Mr Errington advised that the Durham Fire and Rescue Service needed to identify £0.448 million of savings in 2019/20 rising to a further £0.735 million in 2021/22.

The Service has undertaken a full review of emergency response to identify further savings options and this is the subject of a consultation at present. Mr Errington advised that a consultation event would be taking place on 15<sup>th</sup> January and he would circulate details of this to the Clerk to distribute to Councillors.

Mr Errington advised that the service used a number of data sources to analyse best response times and Durham and Darlington Fire Service were viewed as one of the leaders in the country with a standard response time of 8 minutes from receipt of an emergency call.

As part of the consultation and through analysis of the data they retain, the Fire Service had identified 3 options which involved collaboration with other services. Mr Errington advised that these were as follows:

Option 1 - Have firefighters on duty at Seaham and Newton Aycliffe for 12 hours during the day. At night time only the existing on call firefighters will be called into work within 5 minutes of being alerted to the incident.

Option 2 - Have firefighters on duty at Seaham and Newton Aycliffe as described in option 1. In addition, to cover 12 hours over night, move the second fire engine and crew from Durham to Newton Aycliffe and the second fire engine and crew from Peterlee to Seaham, this will maintain staffing that can respond immediately at these stations

Option 3 - Have firefighters on duty at Seaham and Newton Aycliffe as described in option 1. In addition, move Durham's second fire engine and crew permanently to Spennymoor to replace the current arrangements. This means they would be there to offer an immediate response 24 hours a day, seven days a week. Both Durham and Spennymoor would then have identical resources when responding to incidents. This is CDDFRS's preferred option

Mr Errington advised that a large amount of data had been used to come up with these options. He also advised that Darlington was the busiest station the service had and Durham was the most resourced station.

Mr Errington finished his presentation by encouraging all Members to participate in the consultation and to come along to the consultation event on 15<sup>th</sup> January.

The Chair thanked Mr Errington for his presentation and invited Members to ask any questions following this presentation.

Cllr R Cornwell asked about the £600K shortfall in funding for one of the options explored as part of the service's financial planning and queried why the fire service element of the council tax bill rates had not been increased to ensure that this gap in funding was filled. Mr Errington advised that the rates had been increased as much as they could be by law and there was a restriction on the level of increase the fire service could apply due to Government policy.

Cllr J Ashby advised that there was a lot of statistical evidence to show that option 3 was the preferred option as part of the consultation, however asked what would happen to the service if further cuts came from central Government funding. Mr Errington advised that this would have a huge impact on the service and could jeopardise the services ability to respond to emergency calls in the timeframe required, putting the public at greater risk.

Cllr J Elmer asked about the services ability to increase the rates and queried who the appropriate body was to allow the fire service to increase rates further to meet the

funding gap. Mr Errington advised that this is a central Government decision and he and his colleagues continue to do a lot of lobbying of Government and of central Government to allow for an increased funding of the service.

Cllr V Ashfield asked about the impact of Government cuts specifically on Durham to date. Mr Errington advised that the service had had to deal with a 50% reduction in funding and this had meant that roles had had to be taken out of the Durham and Darlington Fire Service. Despite this however, Mr Errington advised that the DDFS were still widely regarded as one of the best in the country.

Cllr E Ashby asked whether any of the options presented to the Council this evening included capital funding e.g. for a new fire engine for instance. Mr Errington advised that this did not include such funding.

The Chair thanked Members for their questions and thanked Mr Errington for attending the meeting and presenting this information to the Parish Council.

## **2. Apologies for absence**

Apologies for absence were received and approved by Council for Cllrs G Holland, M Ross and D Freeman.

## **3. Declarations of Interest**

There were no declarations of interest submitted by Members.

## **4. Public participation**

The Chair welcomed those members of the public who were present at the meeting and invited any questions.

A local market trader attended the meeting to express her objections to planning application DM/18/02369/FPA relating to the proposed move of the County HQ. The trader advised that she felt that the opposition to the proposed move of County Hall was a view shared by her fellow market traders. The trader advised that she had real concerns about the impact the proposed move would have on the local environment and the economy. In particular, the trader was concerned about moving the coach park further away from the Centre of Durham as she felt this would have a negative impact on her stall. She, like all of the other market traders, are dependent on local tourism and shoppers coming in to the centre of the city to shop. The Trader also expressed that she felt that the coach park moving further away from the centre will have a negative impact on the disabled. The trader advised that she felt that the County Council should be looking to expand car parking provision to support local traders and businesses.

The trader highlighted that hundreds of local residents had backed a petition against the proposed move.

The Chair thanked the lady for attending the meeting and expressing her views. The lady was encouraged to make her views known via the County Council planning portal too.

## **5. Approval of the draft Minutes of the Council meeting held on 22<sup>nd</sup> November 2018.**

The Minutes of the meeting held on 22<sup>nd</sup> November 2018 were confirmed as a correct record and signed by the Chair, subject to the following changes:

Cllr Jonathan Elmer be added to the Minutes as having attended the meeting.

The Minute relating to the City Safety Group Presentation regarding attending meetings be altered to state "meetings where matters of relevance are discussed"

The Minute relating to Councillor V Ashfield not agreeing to HR advice be elaborated on to specify "HR advice regarding number of hours"

Cllr E Ashby also made the point that she felt that the number of members of the public attending the meetings should also be noted for future Minutes. The new Clerk advised that he would ensure this was done going forward.

## **6. Committee updates**

**Updates were provided from the Environment, Finance, Licensing and Planning Committees as follows:**

### **Environment Committee**

Councillor V Ashfield advised that the Minutes of the Environment Committee meeting, held on 29<sup>th</sup> November had not yet been signed as there were 3 amendments to make to these Minutes.

Councillor V Ashfield advised that a working group is to be established to look into the matter of potentially purchasing a snow plough/ grass cutting machine for the Parish. Councillor V Ashfield advised that the working group should consist of Members of the Environment Committee (if they wished to participate in this group), the Clerk, Chair of Finance and the Chair of the Parish Council. It was **agreed** that the working group be established and the Clerk and Cllr V Ashfield look to set up a meeting.

Councillor E Ashby asked that from now onwards all Environment Committee meetings be clerked. The new Clerk advised that this would be fine.

Councillor V Ashfield advised that she had discussed the timings of the meeting with the new Clerk and it was envisaged that the new timings of the Environment Committee would be 17:30pm on 15<sup>th</sup> Jan, 19<sup>th</sup> Feb and 19<sup>th</sup> March. The Clerk is to organise a suitable venue.

### **Finance Committee**

Councillor A Doig provided an updated from the previous Finance Committee meeting. Cllr Doig also advised that the Finance Committee required more members to become a more operational committee. It was agreed that Cllr E Scott, Cllr R Ormerod and Cllr E Ashby would become Members of this Committee.

Cllr Doig reminded Members that the next meeting of the Finance Committee would take place on 11<sup>th</sup> January at 16:00pm and encouraged Members to come along to this meeting as the draft budget for 2019/20 would be discussed at this meeting. The new Clerk stressed the importance of all Committee Chairs attending the meeting so as to go through each Committee budget.

### **Licensing Committee**

Councillor L Brown provided an update following the first Licensing Committee meeting.

She advised that she had been elected Chair of the Committee with Cllr E Ashby elected Vice Chair.

Councillor L Brown advised that the Committee had to date considered two applications; with one objection to a premise's opening hours on a Sunday and one other application noted without representation made.

### **Planning Committee**

Councillor R Cornwell provided the Council with an update following the planning committee meetings in November.

Councillor R Cornwell also advised that the consultation on the boundary for the Neighbourhood Plan was ongoing and ends on 31<sup>st</sup> January. He advised that the boundary had passed scrutiny without any issues, however Cllr R Cornwell stressed the importance of supporting the proposed boundary in the consultation.

Councillor Cornwell advised that a meeting had been arranged with the Freeman on 9<sup>th</sup> January to discuss their interest in the Sands as part of the County HQ application. Cllr Cornwell advised that he, Cllr J Ashby and the Clerk would be attending this meeting with the Freeman.

Councillor Cornwell requested that the Council suspend standing orders and requested that the matter of the legal letter from the Council's solicitors be discussed in closed session due its confidential nature. The Chair agreed to this.

### **7. Update from Chair.**

The Chair reported that a request had been received from Citizens Advice asking to introduce themselves and their services to the Council whilst also asking if there are things the Parish Council and Citizens Advice can do together. He Chair asked if the Parish Council wished to invite Citizens Advice representatives to have a discussion with us at a future meeting. It was **agreed** that the CAB ought to be invited to a future meeting.

### **8. Durham City Access for All Group**

The Chair reported that correspondence had been received from the Durham City Access for All Group, requesting that the Parish Council consider whether it is able and willing to nominate one of its councillors to be a member of our Group. The Group were keen to alert the Parish Council to aspects of accessibility in the city which might otherwise not receive the attention they deserve.

Cllr C Reeves advised that she felt accessibility is an extremely important issue and she hoped the Council would consider this carefully. The new Clerk advised that, in the search for a new office space, one of the main criteria is disabled access to our meetings.

Cllr V Ashfield proposed that Cllr Cahill be the Parish Council representative on the group. This was unanimously **agreed** by the Council.

### **9. Bid to secure an asset of community value**

Councillors were asked by a local community group to consider making a bid to secure the former R.W.D Motor Body Repairers building as an asset of community value. The interim and new Clerk advised the Council on what this would mean in terms of a process.

As a representative of the group was unable to attend the meeting to make the case for such a bid, Cllr R Cornwell asked that the Council defer this matter until such a

time as a representative could attend the meeting and make further comments on this. This was **agreed** by the Council.

## **10. funding available to celebrate Armed Forces Day (UK)**

Cllr E Scott advised that funding is available for 50% of the costs of an event which the Parish Council may wish to hold to celebrate Armed Forces Day (UK) in 2019. She advised that there is time to consider what format the event should take and whether the Council wishes to make an application for funding.

Cllr E Ashby advised that the Council ought to research the different sorts of events taking place for this day before committing to a proposal. She also advised that other community groups such as BID and Durham Markets City may also wish to be approached about this.

Cllr A Doig asked that the Council look to see what other local Parish Councils are doing to celebrate the day.

## **11. Suggested grant awarding policy and application form**

The Chair asked Councillors to consider the grant awarding policy and application form.

Councillors asked that the following amends be made to the awarding grant policy:

Remove reference to a maximum that can be allocated to each grant application.

Remove the word "committee" under "the application process"

Indicate that "the aims of the grant policy" are in draft form at present

Remove "Animal welfare charity" under the area covering "City of Durham Parish Council will not fund the following:"

Remove "Only one application per year will be accepted from any organisation"

Add "The Council will only ever consider a maximum of two applications for funding from the same organisation."

It was **agreed** that Councillors should submit their amends to the Clerk in writing and he could circulate the amended version in writing to Councillors and this could be formally agreed at the January Full Parish Council meeting.

## **12. Report on electronic communications and e-mail usage.**

The Clerk advised that he felt this policy is important for the Council to consider. He advised that currently Council communication is achieved mainly through e-mail and Council meetings and Councillor interaction. The use of digital and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Parish Council and between the Parish Council and the people, businesses and agencies we work with and serve.

The Clerk advised that a suggested policy pertaining to electronic communication was provided with this report. Should the Council agree to accept this policy, the Clerk advised he would be responsible for the administration of this policy on behalf of City of Durham Parish Council.

The Clerk advised that, at present, the Parish Council has a website which is hosted by Durham County Council (DCC) on their server using WordPress at a cost to the Parish Council. This is essential for publishing Agendas and Minutes.

Some Councillors are also presently using personal e-mail accounts to carry out their duties on the Parish Council and must be aware that the same rules pertaining to the Freedom of Information Act and GDPR also apply to their personal e-mail accounts.

The Clerk advised that he felt it to be important that Councillors undertake to setting up Parish Council specific gov.uk e-mail accounts in order to keep Parish Council business and personal e-mails separate from each other.

Cllr R Ormerod advised that he felt that the proposed domain name for the e-mail accounts was perhaps a little too long. The new Clerk and Cllr R Cornwell advised that there was a precedent for Parish Councils using this sort of domain name and the domain name "durhamcity.gov.uk" was already owned by someone else.

Cllr R Cornwell advised that the policy should be adopted but for all communications, not just electronic communications. The Council **agreed** to adopt this policy on the basis of this amends.

It was also **agreed** that the Clerk set up.gov.uk e-mail accounts for all Councillors and himself as proposed.

Councillors also **agreed** to commit to avoid the use of personal/business/party political email accounts for parish council business from such time as the new gov.uk email accounts are set up.

### **13. Section 106 agreement consultations**

The Chair advised that the parish council had been asked to provide comments in relation to an application recently submitted to the County Council by The Waddington Street Centre seeking approval for the allocation of monies presently being held in the Authorities 106 account.

The Chair reported that such monies are available for this proposed use within the electoral division.

Cllr J Ashby advised that he felt that more information was needed on this matter before a decision could be made.

Cllr J Ashby also asked that a Section 106 Officer be invited to a future Parish Council meeting to further discuss Section 106 and what it means in planning terms, so Councillors can have a better understanding of this.

It was **agreed** that the decision on making any comment on this be deferred.

### **14. Future meeting dates of the Full Parish Council meeting.**

The following dates were **agreed** for 2019:

24 January, 28 February, 28 March all in the Lantern Room Durham Town Hall, Market Place Durham DH1 3NJ.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public will be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public will be asked to leave the room.

### **15. Future banking arrangements.**

Councillors considered accounts from a number of different banks operating in Durham. It was **agreed** that the Parish Council should seek to set up its own bank account with Lloyds Bank and that all Chairs of Parish Council Committees be made signatories for the account and the Clerk be the administrator.

### **16. Report on potential office space for the Parish Council**

The new Clerk advised that he had done some research into different office spaces in Durham as a future base for the Parish Council.  
Councillors considered a range of different options and it was decided that three specific properties be considered as potential office spaces for the Parish Council.  
It was **agreed** that the Chair and the Clerk be given delegated authority to find the new office for the Council and report back at a future meeting on the matter.

There being on further business, the meeting closed at 20:42pm

Signed,

Chair of City of Durham Parish Council.  
24 January 2019

# City of Durham Parish Council

**Minutes of Planning Committee meeting held at 2.00 pm on Friday 14<sup>th</sup> December 2018 in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET**

## **1. Welcome and apologies:**

**Present:** Cllrs J Ashby (Chair), Ashfield, Brown, Elmer and Holland (Secretary). Cllr Doig in attendance. Cllr Holland was warmly welcomed back following his convalescence.

**Apologies:** Cllrs Cornwell and Reeves.

## **2. Declarations of interest:** none.

## **3. Minutes of the Meeting on 30<sup>th</sup> November 2018:** agreed as a correct record.

## **4. Public participation comments:** no members of the public were present.

## **5. Matters arising**

(a) The responses to the following applications were approved (for text of letters see Parish web site):

**DM/18/02369/FPA** Further submission regarding the new County HQ building.

**DM/18/02897/AD** Advertisement consent for temporary advertisement hoarding (Retrospective): Land Between Christchurch and 18 Claypath Durham DH1 1RH.

**DM/18/02988/FPA** Change of use of public open space to beer garden with parasol and metal barriers: Ebony Unit 8 Freemans Place Durham DH1 1SQ. Cllr Brown noted that the present installation of a Christmas tree was simply acting as a "stalking horse" to help sustain this application. The Durham Constabulary had already recommended refusal.

**DM/18/03190/LB** Insertion of commemorative brass miners' tokens: Durham Miners Association Miners Hall Flass Street Durham DH1 4BE.

**DM/18/03366/FPA** 2 story extension at rear of C4 property, including internal alterations: 8 The Hallgarth Durham DH1 3BJ.

**DM/18/03437/FPA** Reconfiguration to enlarge 4 bedroom HMO to 6 beds 22 Sutton Street Durham DH1 4BW.

**DM/18/03545/FPA** Change of use from dwelling (use class C3) to small HMO (use class C4): Candria 8 Palatine View Durham DH1 4QQ. No outcome yet reported.

(b) Update on the proposed new County HQ, to include Developments and possible further comments on planning applications **DM/18/02369/FPA** (the HQ building) and: **DM/18/02710/FPA** (the new coach park):

(i). The solicitor's letter had not yet been received.

(ii). It was noted that the full legal submission must go before the Full Council.  
(iii). It was also noted that there had been formal comments from both the Market Traders and the local shopkeepers concerning the loss of the car park.  
(c) **DM/18/02734/FPA** Moon Jewellery 12 Silver Street Durham DH1 3RB: Despite a formal planning objection from the City Council requesting reference to the County Planning Committee this application had been passed under delegated powers. The officer had apologised. In future the Parish Council Planning Committee's wishes regarding referral to a County Council Planning Committee if the officer is minded to approve will be emphasised in the covering email/letter.

## **6. Oversight of the work of the Neighbourhood Plan Working Party, to include discussion on Local Green Spaces on and around Observatory Hill.**

Cllr Ashby noted that this Plan had now become 'the child of the Parish Council' with this committee having oversight of the Neighbourhood Plan through the Working Party and reporting progress and major issues to Full Council. The proposed Local Green Space at Observatory Hill has now become the subject of formal objections from both the University and the Cathedral. This local green space protection was designated in the 2004 Local Plan. In public consultations on the draft Neighbourhood Plan in November/December 2017 to continue this protection, the County Council proposed increasing the area of this Local Green Space by 2 extra fields. Neither the University or Cathedral commented upon or objected to the proposal. Cllrs J Ashby drew attention to information concerning the loss of native orchids through ploughing, and Cllr Doig explained the grounds of a representation that the Neville's Cross Community Association would be submitting. It was **agreed** that Cllr Brown would investigate, bearing in mind the protected nature of the orchids, how this had been allowed. It was further **agreed** that Cllr Elmer would use his expertise to add weight to this investigation and determine whether restorative action could be taken. Discussion followed about policy and practice on issuing press statements; this will be taken up at full Council.

## **7. Consideration of the following planning applications**

**(a)** To note the following:

**DM/18/03226/AD** Illuminated fascia sign | 36 The Riverwalk Millburngate Durham DH1 4SL. Noted.

**DM/18/03679/AD** 2 internally illuminated fascia signs and 1 non-illuminated projecting sign: Savers 39 The Riverwalk Millburngate Durham DH1 4SL. Noted.

**DM/18/03693/TPO** 1 no. Birch Tree fell to ground and 2 no. Sycamore Trees crown reduce and reshape by 1.5m: 7 Almoners Barn Durham. Noted.

**DH1 3TZ DM/18/03694/AD** Internally illuminated with LED projecting sign: Ryman 32 High Street Durham DH1 3UL. Noted.

**(b)** To consider making representations on the following:

**DM/18/03418/FPA** Change of use from a C3 dwelling to a C4 HMO (3 bedroom) with external alterations to fenestrations: 24 Mistletoe Street

Durham DH1 4EP. The contention of the applicant is that the interim policy, has failed on appeal a number of times due to the 'get-out' clause (e) of the Interim Policy. Also concern about the inappropriate very small window. It was **agreed** that Cllr Brown should prepare a draft objection for circulation to the Committee.

**DM/18/03460/FPA** Demolition of existing structure and construction of 56m of river wall and walkway: Marriott Royal County Hotel Old Elvet Durham DH1 3JN. **Agreed** that a favourable and positive report should be submitted by Cllr Ashfield.

**DM/18/03487/VOC** Variation of condition 13 pursuant to planning permission and **DM/18/00310/VOC** in order to extend the opening hours for the D2 cinema use to be open from 9am to 3am every day at The Riverwalk, Millburngate, Durham DH1 4SL. Committee **objected** to this application because the proposed hours of operation were anti-social to the residents and other members of the community. Cllr J Ashby to draft a letter of objection and proposing a closing time of 12 midnight.

**DM/18/03576/FPA** Rear Dormer Window: 18 Providence Row Durham DH1 1RS. Noted.

**DM/18/03637/FPA** Demolition and rebuilding of existing garden wall in brickwork including vehicular access gates and alterations to rear garden area to allow off-street parking: 30 Neville Dale Terrace Durham DH1 4QG. Committee welcomed the correct remediation. Cllr Brown will draft a response.

**DM/18/03638/LB** Insert conservation rooflight to rear elevation: 33 South Street Durham DH1 4QP. Noted, but Committee wondered what the difference was between a normal rooflight and a "conservation rooflight".

**DM/18/03663/AD** | Erection and display of 1no illuminated hanging sign, 1 illuminated poster sign, 1no non-illuminated fascia sign and 1no non-illuminated hoarding sign: Bridge Hotel 39 - 40 North Road Durham DH1 4SE. Noted, but it was **agreed** that Cllr Ashby would write a letter suggesting a more appropriate illustration referencing the viaduct.

**DM/18/03705/FPA** | Erection of two-storey extension at side of dwelling and single storey extension to rear: 9 North Crescent Durham DH1 4NE. Noted but it was **agreed** that Cllr Ashby would question the design showing wood cladding contrary to the 1930s setting of this street.

## **8. To consider a budget for the Planning Committee in 2019**

There was general discussion about the level of specified budget items for Planning Committee that should be put to Finance Committee. Cllr Doig proposed that the committee should set out its priorities and indications of its budget needs. This 'bid' needs to be with the Clerk by 3 January 2019 at the latest. Clearly the level of commitment to the DCC HQ Sands campaign would determine much of the financial backing require from Council, probably best expressed as a series of possible amounts reflecting increased levels of objection and sustaining and protecting the Neighbourhood Plan will require further financial commitments. The idea was mentioned of a short-term post to identify HMOs in every street in the Parish.

Committee Chairs will speak at Finance Committee on 11 January 2019 to explain the funding sought for each of the priorities. A draft note will be circulated to Committee by the Chair.

- 9. Any other business:** Cllr Ashby recalled that the Committee had asked for the attendance of an appropriate County Council officer to discuss the definition and management of HMOs, and that the officer had agreed and had requested dates. He undertook to arrange for the Committee's meeting dates to be offered.

**10. Dates of future meetings**

4 January 2019 - 14.00 to 16.00 hrs - Alington House room 2  
18 January 2019 - 14.00 to 16.00 hrs - Alington House room 2  
1 February 2019 - 14.00 to 16.00 hrs - Alington House room 2

There being no further business the meeting closed at 3.45 pm.

Signed

Roger Cornwell  
Chair of Planning Committee.

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of the City of Durham Parish Council's Environment Committee held in Lantern Room, Town Hall, Market Place, Durham City, DH1 3NJ on Thursday 29 November at 18.30.**

**1. Recorded attendance, receipt and approval of apologies:**

- a. Present: Cllrs V Ashfield (VA) (Chair), J Atkinson (JA), E Ashby (EA), M Ross (MR), S Cahill (SC) (Secretary)
- b. Apologies : Cllrs J Elmer (JE), R Ormerod (RO)

**2. To receive any declarations of interest from members.**

- a. No declarations of interest were made.

**3. To receive any public participation comments.**

- a. No members of the public attended the meeting.

**4. To receive and approve the minutes of the previous meeting held on the 18 October 2018.**

**a. Corrections**

- i. 6.a. "had purchased planters which included the cost of maintenance."

With the correction shown above, the minutes of the previous meeting were accepted as a true and accurate record and signed by the Chair.

**b. Matters arising**

- i. EA asked for clarity as to the nature of the 10 incidents the police confirmed to have taken place in Flass Vale. VA stated that the incidents included all those reported to the police.
- ii. EA clarified that Cllr L Scott is currently in discussion with the county council on the finalisation of planters and discussion about whether the refuges are effective and whether they should they be removed or widened. EA to report at next meeting.
- iii. EA explained that there the primary concern when it comes to traffic calming on the A167 is not speed limits, but that there is already a proposal for reduced speed limits near Durham Johnson School.
- iv. EA said that it may be worth meeting with Victoria Lloyd-Gent to discuss the issue of cycle paths which were raised by JE. VA to ask her for up to date plan.
- v. Residents' groups have been contacted to ask for members to join an A167 traffic calming working party. Cllrs L Brown and E Scott are already members along with EA.

**5. a. Flass Vale**

- i. MR reported that Cllr E Scott (ES) had responded to her question as to how a PSPO can be acquired. ES relayed that the police were aware of the issues in Flass Vale and merely moved those responsible along. It was further mentioned that Ian Hoult was reluctant to introduce a PSPO
- ii. MR had received further information from Ian Hoult. I Hoult stated the police already have the powers to issue fixed penalty notices to litterers (FPN). He also suggested that some of the activities carried out by Friends of Flass Vale might be impacted by an PSPO. He would bring forward these concerns to a multi-agency meeting.
- iii. VA reported that she had advised residents to log incidents by using the '101' number and that underage drinking did not require a PSPO. VA had not yet received a response from residents. MR explained the previous meeting had advised residents to log incidents. VA reported concerns from market place traders who were concerned about anti-social incidents involving alcohol and drug use. They were concerned that there was inadequate response when they had reported the incidents using '101' and they had been chastised for subsequently calling '999'. The PSPO covering the city centre will expire in a year. EA to ask Steven Ragg about whether the Parish Council should take a position on the renewal of the PSPO.

**b. Durham County Council's Green and Clean Team:**

- i. It was agreed to email Oliver Sherratt to ask him to nominate a team member to meet and discuss the initiation of a Best Kept Business Frontage Scheme. JA to lead on this for the committee.

**c. Provide evidence of key littering pressure points: involvement of local schools in this project.**

- i. MR has spoken to staff members at several schools, especially at the Durham Sixth Form Centre, in the hope of initiating conversations with head teachers about how schools can be involved in tackling litter.
- ii. EA asked if there was clarity as to what we would be proposing to head teachers. She was concerned that proposals must not seem overly negative or we might risk putting off schools.
- iii. VA explained that the best approach might be an open conversation with students, introducing ourselves and playing a role in political education. MR agreed that developing a positive relationship with schools was the best way to start this project. VA felt that many young people were increasingly aware of litter concerns and that this may naturally arise in conversations with students. MR agreed that many school councils are unable to support the aspirations of their students when it came to these actions, but we are in a better position to do this.
- iv. VA and MR agreed to take this forward.

**d. Identification of key issues with highways**

- i. VA has been in contact with D. Wafer (County Council) who has agreed to attend our committee meeting in January.

- ii. EA felt it would be valuable to invite somebody from the Regeneration Team to inform us of projects that are currently ongoing. It was felt that this would be a good first step to avoid us offering Parish Council money for projects that might already be in progress. VA to contact Sarah Billingham.
- iii. VA reported new information on the issue of large transporters travelling through Gilesgate Bank. She had contacted the three car dealerships near the Arnison Centre, two had said that their own transporters use the A690, but Renault was more evasive. It was also discovered that all used rented transports whose transport paths could not be instructed. It was also observed that there were no signs in Gilesgate to direct large transporters to the A690. EA explained that traffic is a County Council matter and wondered why there are not currently weight restrictions on Gilesgate Bank. It was considered that this might be due to buses needing to use the bank. Committee to raise this with D Wafer when he attends our meeting.
- iv. VA raised residents' concerns about the lack of designated disabled parking in Gilesgate which becomes an acute issue when students arrive. David Wafer had, several months ago, stated that they do not designate disabled parking in the city but that there are already several instances of disabled parking spots on Green Lane and elsewhere. EA thought this might be because there is a medical practice here and they might not allow for them elsewhere because there is not the staff to maintain them. VA relayed that she knew of unmaintained disabled spaces in other local authorities which were respected. VA to inquire further as to why they do not allow disabled spaces.
- v. MR reported complaints from a resident about a missing street bin on Providence Row.
- vi. MR also explained that the County Council have stopped cutting grass in front of benches on the Sands, preventing access. VA explained there are other concerns about grass cutting towards the lower end of Gilesgate as the flat grass verges are well maintained, but more steep verges are not properly maintained. However, verges at the top of Gilesgate which are equally steep but well maintained. EA explained that these responsibilities currently fall under Oliver Sherratt's team but may soon be our responsibility. To be raised with OS when he attends.
- vii. MR asked if it was worth discussing the greening of Millennium Place. EA said that the County Council was reluctant to fund this and so it would be best if we could start the project with a small piece commemorating the establishment of the Parish Council. EA to find previous estimates so we can progress this.
- viii. Given that there are several County Council departments who would be involved in this work, VA asked what the best approach to liaising with these departments would be. VA agreed to contact David Wafer, Oliver Sherrett and Sarah Billingham to meet with us to discuss the following issues and any others than may arise before the next meeting. ix. To discuss with David Wafer (January):

- Disabled parking

- Weight restrictions on Gilesgate

x. To discuss with Oliver Sherratt (March):

- Street bins
- Grass cutting
- Business frontages xi. To discuss with Sarah Billingham (February):
- Vennels and steps
- North Road programme
- Pedestrianising of Claypath
- Designs for Millennium Place

**e. Investigation of brokering relationships with Durham University and Durham Cathedral to improve cycling paths within the City of Durham.**

- EA inquired as to what JE had hoped to achieve through opening these discussions.
- VA explained that we hoped to ascertain what the County Council's plans were and to see if we could influence the further expansion of cycle paths.
- MR relayed that she had heard from residents complaining about the difficulties of cycling in Durham City.
- EA proposed that emailing Victoria Lloyd-Gent to ask what the County Council's current plans are for cycling, including their Cycle to Work initiative and more. This was agreed.
- MR expressed that JE should be contacted first before emailing Victoria Lloyd-Gent to ascertain what the main issues were in regard to cycling.
- Committee to contact VL-G in new year.

**6. To discuss newly arising issues**

**Budget 2018/19 and 2019/20 and Environment Committee's Immediate Priorities**

- In preparation of making a request for a budget from the Finance Committee, VA had prepared a breakdown of our priorities into specific actions with attached information as to who is involved, what should be done, when it needs to be done by, to where we should report on progress and the budget required for each activity.
- It was noted that there were six main priorities that the Parish Council had tasked us with: involving young people, greening the city, A167 traffic calming, heritage signing, clean and tidy city, business frontages.
- It was agreed that greening the city, clean and tidy city and business frontages could be rolled into a single plan for "Clean and Green".

- iv. It was agreed that EA and SC should contact Cllrs E Scott and L Brown to discover what progress had been made in regard to the development of a skate park which will be included in the "Young People" part of our agenda.
- v. SC asked whether it would be needed to budget for grass cutting. VA thought it might be worth seeking clarity over whether this was a County Council responsibility. EA felt that it is an issue that would fall under the remit of the Parish Council and that it may be worth carrying out such works even if the County Council already had responsibility for this. EA clarified that it may not be worth carrying out activities that are already in the County Council's work plans, but if these projects were not due to take place for some time it may be worth us coming to an agreement to work in partnership with the County Council to deliver these projects. There also may be activities which add value through projects adjacent to existing work plans.
- vi. EA stated the urgent need for a finalised proposal for action on snow, noting the number of steep banks in Durham and elderly people who have difficulties travelling while there is snow. EA noted the need for staff and a snow plough. It was noted that Framwellgate Moor Parish Council own a snow plough. VA advised that the Finance Committee will be meeting on the 7th of December and the proposal could be made to them at this meeting. MR reported that the County Council had previously been reluctant to clear snow on the Sands.

**7. It was agreed to bring the following proposal to the next Parish Council meeting: "The Parish Council agrees in principle:**

- to purchase, lease or hire, a multi-purpose all-terrain vehicle suitable for a snow plough attachment;
- to employ a part-time member of staff to carry out such duties as required by the parish council;
- to approach the County Councillors, the Area Action Partnership and local business for funding, should finance extra to that available in the Finance Committee's 2018 - 2019 budget be necessary;
- to investigate establishing, in partnership with local charitable and other organisations and the County Council's Adult Services a register of vulnerable residents who may require assistance;
- to work in partnership with the county council to deliver a programme for deploying the vehicle in bad weather;
- to work with the Students' Union and Student Community Action on the feasibility of organising and resourcing local groups of student volunteers to assist with manual snow clearance for vulnerable neighbours".

It was agreed that a list of priorities with an attached budget and plan should be finalised in the next meeting.

**8. The dates and times of the next meetings were agreed.**

Signed

Cllr V Ashfield

Chair of Environment Committee

# City of Durham Parish Council

**CITY OF DURHAM PARISH COUNCIL Minutes of the City of Durham Parish Council's Environment Committee held in Lantern Room, Town Hall, Market Place, Durham City, DH1 3NJ on Thursday 13 December 2018 at 18.30.**

## **1. Attendance.**

Cllrs V Ashfield (in the Chair), E Ashby, J Atkinson, J Elmer, R Ormerod & M Ross.

Apologies were received from Cllr S Cahill.

In the absence of the Clerk it was agreed that RO take minutes.

## **2. Declarations of interest:**

- RO declared a personal interest in item 6c as a resident of a street close to the A167.
- VA declared a personal interest in item 7a as a resident of Hillcrest re-snow clearance.

## **3. Public participation:**

There were no members of the public in attendance.

## **4. Minutes of the meeting on 29 November:**

- Item 5d: It was clarified that Sarah Billingham was not part of DCC Highways.
- Item 5d vi: It was agreed that "may soon be our responsibility" should have said "could become our responsibility".

## **5. Work programme:**

- RO was impressed with the current work programme and its clear objectives.
- VA said it would continue to be a work in progress.
- It was noted that snow clearance and traffic were additional items but will be incorporated in the body of the plan.
- VA to invite Oliver Sherratt to attend February meeting of EC to discuss grass cutting and other projects. MR agreed to lead on grass cutting, EA on Millennium place project.
- It was noted that budget outlines would be needed by 20 December.

## **6. Priorities:**

### **A. Young people:**

A discussion took place on the proposed skatepark in relation to: use of scooters etc; environmentally sustainable materials (JE); and aesthetics (EA).

RO raised the issue of the role of the Clerk in relation to engaging with young people with regard to the skatepark. (The committee was of the view that it would be useful for the new Clerk to give a talk to Council in the near future about his role). EA will liaise with SC about his joining the working group with particular relevance to the EC's contribution to the budget.

MR & VA to begin school visits in January.

JA reported that there was no word yet from the University Theatre on progress. She will follow this up, so the committee can discuss our involvement / budget.

**B. Clean & Green:**

Oliver Sherratt to attend February meeting to discuss his on-going projects. MR agreed to lead on grass cutting, EA on Millennium place project.

JE was interested to find out the County Council's balance of funding between roads and cycleways.

It was noted that Dave Wafer (Strategic Traffic Manager) from DCC has agreed to attend the January meeting.

A discussion took place on "green walls" and MR provided an example of one from another area.

JE said that the former Durham City Council had run a "Best Business Frontage" competition. Michael Hurlow was the contact.

**C. A167:**

EA said she was meeting with Cllr L Brown about the A167 and money from DCC budgets had already been committed. The requirement from DCPC budget is to be clarified.

**D. Heritage Signage:**

It was agreed to concentrate this year only on identifying and placing signs on buildings of historic interest. JE said the council should work with the City of Durham Trust over this. VA said that a small project was needed to gather information on historic buildings. JE offered to liaise with the clerk on this. A budget would be needed in the next financial year.

**7. Other issues:**

**A. Snow clearance:**

It was noted that in discussion with the Clerk VA and EA had reluctantly agreed that the proposal on the multi-purpose vehicle and member of staff would not be discussed at the meeting of the Council on 20 December but that a working party would be proposed to examine this in more detail.

It was agreed to support the creation of a working party.

**B. Traffic/cycling:**

Covered in Item 6(B) above.

**C. Grass cutting**

Covered in Item 6(B) above.

**8. Other matters:**

The budget was discussed in some detail and outline costing were prepared (see appendix).

**9. Date and time of next meeting:**

The next meetings of the Environment Committee will be on Tuesday 15<sup>th</sup> January, Tuesday 19 Feb; Tues 19 March. Time to be agreed.

Signed

**Cllr V Ashfield**  
**Chair of Environment Committee**

# **CITY OF DURHAM PARISH COUNCIL**

## **Minutes of a meeting of the Finance Committee held on Friday 7 December 2018 at 16:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET**

Present: Councillors J Ashby, V Ashfield & A Doig (Chair)

Also present A Shanley and Cllr E Ashby

### **1. Welcome and receipt of apologies of absence**

Councillor Doig opened the meeting by welcoming all Members of the Finance Committee and Cllr E

Ashby who attended the meeting to provide information pertinent to item 5 of the Committee's Agenda.

### **2. To receive any declarations of interest from Members** There

were no declarations of interest submitted by Members.

### **3. Minutes of the previous meeting held on 19<sup>th</sup> November**

The Minutes were unanimously agreed as a true and accurate record of the Finance Committee held on 19<sup>th</sup> November. The Chair signed the Minutes.

#### **Matters arising from the Minutes:**

Cllr Doig reminded the meeting that Cllr Elmer had resigned from the committee and there would be a need to augment the Committee further to make it more operational. A further call for new Members would be made at the next Full Parish Council meeting on 20<sup>th</sup> December.

Cllr Doig asked the Clerk for an update on future banking arrangements for the Parish Council, as discussed under item 6 of the Agenda from the Finance Committee meeting held on 19<sup>th</sup> November, A Shanley advised that he would be putting a report before the Full Parish Council on 20<sup>th</sup> December to make a decision on this. A recommendation would be put to Councillors as part of this report along with details of Bank mandates etc. The Clerk reminded Councillors that Banking arrangement could not be devolved to a Committee but rather a decision which needed to be made by Full Council.

The Clerk also reported to the meeting that, since the last Finance Committee meeting, he had researched the number of Allotments within the Parish and discovered there is currently only one Allotment under the ownership of DCC, which recent correspondence suggested they would be looking to transfer to the Parish Council at some stage. Cllr Ashfield made the point that before any transfer took place, the Parish Council would need to assess what the implications would be in terms of the time required by the Clerk to do duties relating to the Allotment.

A Shanley and Cllr Ashfield also reported that, since the last meeting of the Finance Committee meeting, they had met in Durham to have an informal review of potential office sites for the use of the Parish Council. This was for

information only at this stage however and it is envisaged that a report would be provided to the Parish Council on this matter on 20<sup>th</sup> December.

#### **4. Public participation on the following Agenda Items.**

There were no members of the public present at this meeting.

#### **5. To hold further discussions on expenditure against the 2018/2019 budget and the preparation of the 2019/2020 budget. To assess the implications of committees wanting to spend monies in 2019/2020**

The Clerk reminded Members that the known spend to date for Financial year 2018/2019 was approximately £30,000 and therefore the remaining balance of the precept collected for this financial year would be transferred to the Parish Council once banking arrangements had been arranged and the process carried out with the County Council who are currently holding this on behalf of the Parish Council. This would be placed in reserves until committed by the Parish Council.

The Clerk reported that, to date, no Committee had submitted a budget plan for 2019/2020, however the Environment Committee Chair had submitted a work plan for the Committee, which is likely to be the biggest spending committee of the Parish Council, and costs were being worked through.

Cllr J Ashby made the point that no Committee had been asked to submit a budget plan to date. A Shanley advised that he would raise this with each of the Chairs of the Committees as this process needed to be agreed relatively speedily. Cllr A Doig made the point that all budgets needed to be submitted no later than 3<sup>rd</sup> January so as to allow time for these to be considered and discussed at the Finance Committee meeting on 11<sup>th</sup> January, with a formal recommendation going to Full Council in January, thereafter a precept request would be submitted accordingly.

At this point Cllr A Doig invited Cllr E Ashby to provide the Committee with her information in relation to potential expenditure against the 2018/2019 budget. Cllr E Ashby advised that the Environment Committee were potentially looking to purchase a multi-use snow plough/grass cutting machine for the use of the Parish Council to clear roads and pavements at times when there is snow and to cut the grass where DCC may not be providing this service at present. Cllr E Ashby advised that she had done some research and received a cost for a brand-new grass cutting machine at £14,250 and a further £1,950 (excluding VAT) for the snow plough equipment to be used on the machine. Cllr E Ashby advised that this would be the top scale of the costs associated with the purchase of such a machine and that she was intending to research further on the costs of a second-hand machine. Cllr E Ashby advised that she had had a preliminary discussion with Craig Morgan at the AAP to see whether or not the AAP would be interested in supporting this and had been informed that the AAP may be interested in supporting this but only with the option of the second-hand model. Cllr E Ashby advised that she would also look into the potential of leasing out the vehicle to other neighbouring Parishes at a cost which would therefore bring the costs down for City of Durham Parish Council so that the Council could review the full facts of such a project. Cllr E Ashby advised that the Parish Council would need to employ someone on a part-time basis to carry out this role. Cllr E Ashby advised that this was a very

worthwhile thing to do and there was also the potential of working with local students to set up a network of volunteers who could assist in clearing areas badly affected by snow. Cllr J Ashby advised that County Councillors used to hand out bags of salt when the snow was bad.

A report on this matter would go before the Full Parish Council meeting to decide.

Cllr A Doig thanked Cllr E Ashby for attending the meeting and for providing this information. He advised that he felt that this a worthwhile project which could increase the profile of the Parish Council and advised that the Environment Committee should investigate this further.

#### **6. Confirmation of Council tax base and localisation of Council tax support grant 2019/2020.**

The Chair asked that Members consider and take note of the report relating to the localisation of Council tax support, noting that City of Durham has no LCTRSG issued to it. The Chair also asked Members to note the actual Council Tax Base figure as set out in the report. Members agreed that they felt that the council tax property charge ought to be kept at 2018/19 level of £150,000 which would mean that, on the basis of the 2019/2020 Council tax base provided by the County Council which shows an increase of chargeable properties, the precept for 2019/20 would therefore be £152,124.

#### **7. Dates of future meetings**

It was agreed that the meeting on 4<sup>th</sup> January ought to be cancelled to allow the Committees time to put together budget proposals for 2019/20.

Signed

Chair City of Durham Finance Committee  
11<sup>th</sup> January 2019

# **CITY OF DURHAM PARISH COUNCIL**

## **Minutes of a meeting of the Licensing Committee held on Friday 7 December 2018 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET**

Present: Councillors L Brown, E Ashby, R Cornwell & D Freeman

Also present A Shanley

A Shanley welcomed all Councillors to the meeting and started by explaining the role and function of the licensing committee, reminding Councillors of the Committee's terms of reference and the objectives of a licensing committee.

### **1. Election of Chair.**

A Shanley invited Councillors to elect a new Chair for the Committee. Cllr L Brown was elected Chair of the Committee.

Cllr L Brown in the Chair

### **2. Election of Vice Chair.**

Cllr L Brown requested any nominations for the role of Vice Chair. Cllr E Ashby was elected Vice Chair of the Committee.

### **3. To receive any declarations of interest from Members.**

No declarations of interest were received from Members.

### **4. Public participation.**

No members of the public were present for the meeting; however, Cllr L Brown did report that she had received correspondence from a concerned local taxi driver about Newcastle Uber drivers operating in Durham and therefore having an impact on local taxi firms. She advised that, at present Uber did have a private license agreement with Durham County Council but this was only for a small number of vehicles. The local taxi driver had raised the concern that there seemed to be a high number of Uber drivers operating from the Newcastle area within Durham. Cllr L Brown advised that she would like to bring this to the Committee's attention.

Cllr L Brown also reported that she had received concerns from members of the public over the number of A boards and street furniture from local businesses in Durham. Cllr R Cornwell reported that local businesses may require something called a pavement or street display license in order to put A board etc. on to public pathways. The committee asked A Shanley to look into this further with Licensing at the County Council.

### **5. Recent licensing applications.**

A Shanley reported that the deadline to respond to the Durham Gin Ltd application and the application from Mr J Chadwick had passed by the time of the meeting and therefore there were only two applications to discuss.

### **33 Durham Ltd application – application to vary a premises license.**

Some concern was expressed about the proposed new operating hours.

The Committee decided to object to this application under the objective of preventing public nuisance. Members expressed concern about the proposed new operating hours and the impact of noise as a result of playing recorded music at the premise until 2am on nearby residents as well as students. Cllr E Ashby asked whether, were the Committee to resolve not to object, their response could be qualified by the statement "subject to the police being happy with the proposed new operating hours"

**Whitbread Group Plc – new premises license application.**

It was noted that the majority of Premier Inn establishments now operate a bar and restaurant. The Committee felt that there was no reason to object to this application.

**6. Correspondence regarding a local pizza company.**

Cllr L Brown advised that she had received a perceived complaint about a local pizza company not adhering to its licensing requirements and operating longer than its permitted hours.

Cllr L Brown reported that, since receiving this complaint, it seemed that the local pizza company had been operating within its permitted hours and therefore the Committee ought to treat this as for information purposes and review the situation again should there be a reoccurrence.

Cllr L Brown thanked Members for their attendance and closed the meeting.

Signed

Cllr L Brown

Chair of City of Durham Licensing Committee

## **ITEM 8: GRANT AWARDING POLICY**

# **City of Durham Parish Council Grants Policy**

City of Durham Parish Council is funded by the residents of City of Durham and has limited funds available to assist community organisations located and working in our Parish for the benefit of the community.

Subject to funding being available, City of Durham Parish Council is committed to providing assistance and support to local community organisations which are set up to promote community life for our residents. The Council's financial support is provided by way of Grants, which are decided against criteria set by the Parish Council.

In order for the Council to be able to assess each application thoroughly, it is necessary to assess all applications received against a range of criteria.

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of our Parish.
- Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis.

### **The Aims of the Council's Grant Policy (DRAFT)**

City of Durham Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all parishioners of City of Durham to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

### **The Grants Process**

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

**The amount of money available for grants varies each year, depending on the overall council budget.**

The Parish Council particularly welcomes applications from small or newly formed groups and those that have not applied to us before.

The Parish Council is able to consider small grant applications throughout the year.

**City of Durham Parish Council uses the following criteria to decide on grant applications:**

- The organisation (even if it is a national organisation) is based or has a branch locally and benefits local residents
- Can demonstrate a record of, or potential, benefit to the Parish.
- The organisation can demonstrate how the money will be used.
- A group bank account must be held. Cheques WILL NOT be made payable to individuals
- A copy of the last audited accounts to be included

**City of Durham Parish Council will not fund the following:**

- Organisations that do not provide a service to the Parish of City of Durham.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

**City of Durham Grants** - Grants are usually offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

**The application process**

Groups must apply for funding using the appropriate application form.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Council for consideration.

All applicants will be notified of the Council's decisions.

**Payments**

Grants will only be paid to the named organisation.

## Monitoring and reporting requirements

As a condition of receiving a grant from City of Durham Parish Council, groups are expected to provide the Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

## General grant conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- The Council will only ever consider a maximum of two applications for funding from the same organisation.

Additional grant conditions may also be attached to any funding from City of Durham Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or impact on future grant assistance.

<b>DECISION REQUIRED</b>	<ol style="list-style-type: none"><li>1) For Members to decide on introducing a funding window, during which time applications for Grants can be submitted. NB: As part of this, Members will need to decide on when this funding window will be and the length of the funding window.</li><li>2) For Members to formally agree to adopt the Grant Award Policy.</li></ol>
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## **ITEM 9: S106 APPLICATIONS – WADDINGTON STREET CENTRE**

Councillors are reminded that at the last Full Parish Council meeting, the City of Durham Parish Council was asked to provide any comments it may have on an application recently submitted to the County Council by The Waddington Street Centre seeking approval for the allocation of monies presently being held in the Authorities 106 account. Monies are available for this proposed use within the electoral division and as such, the proposal is considered to have merit in principle.

However, a final decision on the request will only be made when the application has been considered at a forthcoming meeting of the Council's Section 106 working group. Although, in accordance with standard procedures the County Council sought comments from the Parish Council within 21 days, the Officer at DCC has confirmed that he will consider responses after this date.

The proposal.

Waddington Street Centre is a small mental health charity of over 35 years standing in Durham. They are in the process of reviewing their IT with a view to making an investment to bring the system up to date. Details of their full proposal are as follows:

Waddington Street Centre (WSC) is a well-respected and long-established charity based in Durham City that specialises in the provision of a wide range of learning opportunities for people experiencing severe and enduring mental health difficulties. Foremost amongst the activities provided at WSC is art in its widest sense including poetry and music but honing this down, fine art, digital art and sculpture. Getting people interested in art and culture when they perhaps do not have a history of engagement is best achieved by creating opportunities within a safe and familiar environment with people they know and trust. The making of any art work can be a scary task because we are taught to value the end product more so than the process. It is the process that we can most learn and take enjoyment from, preferably with others.

Engaging in this process helps people to take notice of what is around them, develop greater problem-solving skills, get better at making decisions and simply enjoying the process. Art and culture have often been the means by which those most marginalised in society have been able to find their voice – this is what we look to achieve at WSC. Having the opportunity to try an arts activity can also create a lifelong interest for the individual. Being the catalyst for people to create or re-discover this interest is important to us, art in all its various forms tends to bring vulnerable people together, tackles loneliness and can create a sense of purpose and a positive outlet for once negative feelings. In applying for Section 106 funding we are looking to upgrade with state-of-the-art technology, and further enhance, our digital offering across the centre to the many 'users' of WSC.

The centre has also applied to seek match funding from the Scotto Trust to help with the upgrading of their current IT system. It is hoped that if successful the Scott Trust would be used in tandem with the section 106 funding to achieve completion of their scheme. Their funding from section 106 monies is sought for one or more of their funding areas totalling £26,630 and they are trying to access section 106 monies from the following agreements CAMA/43 Mount Oswald Inst 1, CE/13.01667/FPA Sheraton Park, 4/12/01083/FPAPotters Wynd, 11/00993/FPA Brakespeare scheme.

This application was recently considered at the planning committee of 18<sup>th</sup> January 2019. The planning committee felt that they were unable to support this application.

**DECISION  
REQUIRED**

The Council is asked to formulate any response it may have in relation to this application.

## **ITEM 10: REPORT FROM GROUND MAINTENANCE/ STREET SCENE WORKING GROUP**

On 15th January, a meeting of the Ground Maintenance/ Street Scene Working Group was held.

This working group was formed to explore options for the Parish Council to undertake snow clearing and other potential ground maintenance activities within the Parish, such as grass cutting and cleaning litter, to enhance and supplement the work already carried out by Durham County Council's Local Services team.

At the 11th January Finance Committee meeting where Committee budgets for 2019/20 were discussed, an indicative spend of £15,000 one-off capital cost towards the potential purchase of a snow plough/ grass cutting machine as well as £5,000 recurring costs for grass cutting and a recurring annual cost of £10,000 towards hiring/contracting someone to carry out this work was allocated to the Environment Committee.

In preparation for the working group meeting, the Clerk and Cllr E Ashby investigated what other Parish Councils within County Durham do to carry out these activities within their own Parishes. Having considered the responses, the group looked to explore alternative options for ground maintenance work.

Cllr E Ashby provided a report to the working group setting out some of the tasks which the Parish Council may wish to undertake in addition to the work carried out by DCC with the assistance of a contractor. These included tasks like: snow clearance, grass cutting, removing chewing gum, litter picking, clearing up dog fouling, replenishing grit bins, planting flower beds, sign cleaning, events support and graffiti clearance (please note this list is not exhaustive).

It was decided that the group should seek further information from the County Council's Clean and Green Manager James Bennett to try to identify what works are currently carried out by DCC and where the Parish Council could add value and enhance this service.

On snow clearance, Cllr V Ashfield requested that Councillors S Cahill and E Ashby liaise with the University to try and establish a group of volunteer students who may be available to carry out snow clearance around the Parish and assist particularly vulnerable areas and residents. The Council will note that this is one of the agreed priorities of the Environment Committee.

The Council are reminded that the Environment Committee currently has a working budget of £10,000 towards priorities for 2018/19 as well as £2,000 towards snow clearance.

It is proposed that the Council look to allocate £1,000 to the working group to spend on snow clearance equipment (snow shovels, high vis jackets, gloves, etc) which can then be provided to students to carry out this where required. The Clerk has contacted our current insurers who have confirmed that the Parish Council is covered for the items required for snow clearance under

their public liability clause. If this work is to be carried out under Council supervision, then the Parish Council will need to add this to our current policy at a cost of either £66.24 Including IPT (pro rata) or £76.75 Including IPT (annual). Otherwise if students are being provided with the equipment and allowed to get on and do this as a group of volunteer students independently, they will need to see what insurance they have available through their Students Union.

The working group will need to look at who will line manage this work and will report back on this further.

<b>DECISION REQUIRED</b>	For Members to agree to allocate a budget of £1,000 towards the ground maintenance/ street scene working group to spend on snow clearance material.
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**ITEM 11: WORKING BUDGET FOR 2018/19 AND INDICATIVE SPEND FOR 2019/20**

**City of Durham Parish Council**

**Planning Committee draft budget against priorities**

**Financial Year 1st April 2018 to 31st March 2019**

<b>Planning Priority 1: Delivering the Durham City Neighbourhood Plan</b>	<b>Cost (£)</b>	
	<b>Item</b>	<b>Sub-total</b>
Reimbursement to DMA for room hire at Miners Hall, Redhills from 5th May 2018 to end March 2019 (43 meetings) at £12 per Working Party meeting	516.00	
Printing of draft Plan for Parish Council members approval 160 pages x 20 copies	300.00	
Sub-total		816.00
<b>2019 Pre-Submission Draft Plan Public Consultation:</b>		
Room hire St Johns Church room	65.00	
Room hire St Nicholas Church room	55.00	
Room hire St Giles Church room	50.00	
Printing of Draft Plan document 160 pages x 50 copies	500.00	
Printing of Summary Leaflet 8-page A5 brochure x 500 copies	160.00	
Printing of posters	130.00	
Printing of questionnaires 3 pages x 500 copies	90.00	
Advert in Durham Advertiser	160.00	
10% contingency	121.00	
Sub-total		1,331.00
Balance in NPF account, to be paid into the Parish Council account		-455.89
<b>Net expenditure provision for the Neighbourhood Plan 2018-2019</b>		<b>1,691.11</b>
<b>Planning Priority 2: Opposing the proposed DCC HQ on The Sands</b>		
Legal advice on possibilities for stopping the DCC HQ application (ex VAT)	2,000.00	
<b>Expenditure provision for opposing the DCCHQ on The Sands</b>		<b>2,000.00</b>
<b>Planning Priority 3: responding to the County Durham Local Plan</b>		
Potential costs re representations on Pre-Submission Draft County Durham Local Plan e.g. printing of documents, contributions to fees for experts	1,000.00	
<b>Expenditure provision on the County Durham Local Plan</b>		<b>1,000.00</b>
<b>Planning Priority 4:</b>		

Responding to planning applications and appeals	0	0
<b>TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES</b>		<b>4,691.11</b>

**City of Durham Parish Council**  
**Licensing Committee draft budget against priorities**  
**Financial Year 1st April 2018 to 31st March 2019**

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
<b>Licensing Priority 1: Consider each licensing application against the 4 objectives</b>		
Potential need to seek independent legal/expert advice on licensing applications	0.00	
		0.00
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>		<b>0.00</b>

**City of Durham Parish Council**  
**Environment Committee draft budget against priorities**  
**Financial Year 1st April 2018 to 31st March 2019**

Item of Expenditure	Cost (£)	
	Item	Sub-total
<b>Potential working budget for the Environment Committee priorities</b> (clean & green, traffic :/ air condition, young people, A167, heritage signing)	10,000.00	
<b>TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES</b>		<b>10,000.00</b>

**City of Durham Parish Council**  
**Personnel Committee draft budget against priorities**  
**Financial Year 1st April 2018 to 31st March 2019**

Item of Expenditure	Cost (£)	
	Item	Sub-total

<b>Staffing costs (consisting of 1 member of staff on a 10 hour/week contract (Dec-Jan 2018) and a 25hour/week contract (Feb-March 2019 (Financial year))</b>		
Staffing costs – including salary, National Insurance contributions and workplace pension*	6,993.92	
		6,993.92
<b>TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES</b>		<b>6,993.92</b>

**\*Staffing costs:**

Month	SCP	Annual Salary	Hours per week	Monthly Salary	Non-Contracted Out NI (13.8% on earnings over £702)	Supn (19.1%)	Monthly Salary and OnCosts
December	39	35,229	10	£793.45	£12.62	£151.55	£957.62
January	39	35,229	10	£793.45	£12.62	£151.55	£957.62
February	39	35,229	25	£1,983.61	£176.86	£378.87	£2,539.34
March	39	35,229	25	£1,983.61	£176.86	£378.87	£2,539.34

**City of Durham Parish Council  
Full Council draft budget against priorities  
Financial Year 1st April 2018 to 31st March 2019**

Item of Expenditure	Cost (£)	
	Item	Sub-total
<b>PRIORITY 1: ADMINISTRATION OF PARISH COUNCIL</b>		
<b>Potential office costs for the Parish Council for the year 2018/2019 (including rent/rates/ potential maintenance charges, broadband and telephone, security and utilities)</b>	2,000.00	
Insurance costs	303.00	
Supply of office equipment (including desktop PC and printer for Clerk, Microsoft package and McAfee security software, postage costs and stationary)	2,000.00	
Venue Hire (Nov 2018 – March 2019) @ £15/hour	600.00	

<b>TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES</b>		<b>4,903.00</b>
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### Budget Summary

Current spend to date: approx. **£31,568.82** (£28,068.82 (reported at November Finance meeting) + approx. £3,500 (DCC HR time for recruitment of new Clerk, printing costs + venue hire))

<b>Committee</b>	<b>Potential/ proposed expenditure (2019/2020) against priorities</b>
<b>Planning</b>	<b>£4,691.11</b>
<b>Licensing</b>	<b>£0.00</b>
<b>Environment</b>	<b>£10,000.00</b>
<b>Personnel</b>	<b>£6,993.92</b>
<b>Full Council</b>	<b>£4,903.00</b>
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>	<b>£26,588.03</b>

**Total income for 2018/19 - £150,000**

**Total spend for 2018/19 – approx. £58,156.85**

**Carry over for 2019/20 – approx. £91,843.15**

**City of Durham Parish Council**  
**Planning Committee draft budget against priorities**  
**Financial Year 1st April 2019 to 31st March 2020**

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
<b>Planning Priority 1: Neighbourhood Plan</b>		
Reimbursement to DMA for room hire at Miners Hall, Redhills from April to May 2019 (8 meetings) at £12 per Working Party meeting	96.00	
Submission of printed Final Draft Plan to Durham County Council *	200.00	
Printing of final draft Plan document 160 pages x 50	500.00	
Late bills and contingencies - things might get delayed	1,000.00	
Costs of the Regulation 16 consultation, Inspector's assessment, and referendum are borne by Durham County Council	0	
<b>Expenditure provision for Neighbourhood Plan 2019-2020</b>		<b>1,796.00</b>
<b>Planning Priority 2: DCC HQ on The Sands</b>		
Potential legal costs of seeking legal advice (carried forward from 2018-2019)	65,000.00	
<b>Expenditure provision for opposing the DCC HQ on The Sands (carried forward from 2018-2019)</b>		<b>65,000.00</b>
<b>Planning Priority 3: County Durham Local Plan</b>		
Potential costs in being represented at the Examination in Public e.g. contributions to fees for expert evidence	2,000.00	
<b>Expenditure provision re County Durham Local Plan</b>		<b>2,000.00</b>
<b>Planning Priority 4: Responding to planning applications and appeals</b>	0	<b>0</b>
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>		<b>68,796.00</b>

**City of Durham Parish Council**  
**Licensing Committee draft budget against priorities**  
**Financial Year 1st April 2019 to 31st March 2020**

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
<b>Licensing Priority 1: Consider each licensing application against the 4 objectives</b>		
Potential need to seek independent legal/expert advice on licensing applications	1000.00	
		1000.00
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>		<b>1000.00</b>

**City of Durham Parish Council**  
**Environment Committee draft budget against priorities**  
**Financial Year 1st April 2019 to 31st March 2020**

**Council Priorities for the Environment Committee**

1.	<b>Involving Young People</b>
2.	<b>Clean and Green:</b> Greening the city; Clean and tidy city: Business Frontages, snow clearance, grass cutting, traffic/cycling
3.	<b>A167 Traffic Calming</b>
4.	<b>Heritage Signing</b>
5.	<b>Events</b>

**PRIORITY 1: Involving Young People**

	<b>Actions</b>	Who	What	When	Report to:	Budget £
1.	Arrange for Council/Committee meetings held in schools	MR & VA	Visit schools	Jan / Feb 19	Env Cttee & Council	0
2.	Young people involved in traffic issues	MR & VA	Visit schools	Jan / Feb 19	Env Cttee	0
3.	Young people involved in litter issues	MR & VA	Visit schools	Jan / Feb 19	Env Cttee	0

4.	Development of Skate park	EA will ask SC to:	liaise with ES / LB & working group	Dec / Jan	Env Cttee	5,000
5.	Young people involved in planning overview / city master plan	MR & VA	Jan / Feb 19	Env & Planning committee Cttee	Jan / Feb 19	500
6.	University Theatre Project	JA	Investigate current situation			0

**Priority 2: Clean and Green A:** Greening the city (including Air Quality); Clean and tidy city: Business Frontages

	<b>Actions</b>	Who	What	When	Report to:	Budget: £
1.	Invite Oliver Sherratt to attend EC meeting	VA	Discuss future plans and listen to our ideas: E.g. Millennium Place: green wall	Feb	Environment committee	10,000
2.	Invite Sarah Billington to attend a meeting	VA	Discuss future plans and listen to our ideas	March	Environment committee	
3.	Business Frontages	JA	Establish competition, awards and plaques	From Feb	Environment committee	5,000
4.	Street cleaning / gum removal	EA	May be linked to staff appointment	March	Environment committee	5,000

**Priority 2: Clean and Green B:** Snow clearance

	<b>Actions</b>	Who	What	When	Report to:	Budget
1	Present motion to council re project:	EA		December	Council	tba
2	Establish working group to investigate:	Chair / EC	<ul style="list-style-type: none"> <li>purchase of appropriate vehicle;</li> <li>employ part-time member of staff to carry out such duties as required by the parish council;</li> <li>approach the County Council Investigate</li> </ul>			15,000 10,000

			<p>establishing a register of vulnerable residents who may require assistance;</p> <ul style="list-style-type: none"> <li>• work with the Area Action Partnership and local business &amp; other partners for funding, should extra funding be necessary;</li> <li>• Contact the county council with regard to the logistics of deploying the vehicle;</li> </ul>			
4.	Approach the Students' Union and Student Community Action		to assess the feasibility of organising and resourcing small groups of students to assist with snow clearance.			2,000

**Priority 2: Clean and Green C: Traffic in the City / Cycling**

	<b>Actions</b>	Who	What	When	Report to:	Budget
1	Invite Dave Wafer to attend meeting	VA	<ul style="list-style-type: none"> <li>• Ask him to outline his planning programme</li> <li>• Present our issues</li> <li>• Consider other aspects</li> </ul>	January 2019	EC	
2	Ask for sight of planning programme from Victoria Lloyd-Gent	JE	Consider if we would like to add suggestions	January 2019	EC	
3						

**Priority 2: Clean and Green D: Grass Cutting**

	<b>Actions</b>	Who	What	When	Report to:	Budget
1	Discuss with Oliver Sherratt	MR	Possible use of all-terrain vehicle (see Working Party, 2B above)	March 2019		5,000

### Priority 3. A167 Traffic Calming

	Actions	Who	What	When	Report to:	Budget
1.	Create Working Group	EA/ ES/ LB	Include neighbourhood groups		EC	3,500
2.	Refuges	Working Group	Liaise with DCC			
3.	Flower Towers	EB				
	See also "Involving young people" Litter pick; traffic calming	Env Committee				

### Priority 4: Heritage Signing:

	Actions	Who	What	When	Report to:	Budget
1.	Identify significant local buildings	JAt	Contact local groups/ people		Env Cttee	
2.	Collect historical info	JAt / Clerk				
3.	Summarise					
4.	Order plaques	JAt	Liaise with businesses			5,000
5.	Affix plaques	JAt	Liaise with businesses			

**\*Please note: there is likely to be a hand over of ownership of the Allotments on Larches Road in 2019/20. To date, the following information has been provided:**

*The only site that we own within the new Council's area is Larches Road, Durham City, which is in the housing estate opposite County Hall. It is run by an Association on a self-management basis and they seem to do a good job (i.e. the plots are well looked after and I don't think we've had to get involved in a single issue on the site). Under this arrangement we receive no income from the site as it is all retained by the Association to cover their costs as the body responsible for repairs and maintenance issues on the site. Our only real involvement is to issue new tenancy agreements to new tenants and to inspect the site a couple of times a year so we can take enforcement action against anybody who isn't looking after their plot correctly; however, the Association does this informally on an ongoing basis so I don't think we've ever had to take any action.*

*So, if DCC does transfer this to the City of Durham PC, it sounds as if it is one of the better sites. Unfortunately, if it is transferred on the same arrangements that currently exist there is no income generated from this site and a small amount of administration required. **This should be noted for consideration in relation to the Clerk's working hours.***

## Budget Summary

		<b>CAPITAL / ONE-OFF</b>	<b>RECURRING</b>
<b>Priority 1:</b>	Involving Young People	5,000	500
<b>Priority 2: Clean and Green</b>	A: Greening the city (including Air Quality); Clean and tidy city: Business Frontages	15,000	5,000
	B: Snow clearance	17,000	10,000
	C: Traffic in the City / Cycling	2,000	2,000
	D: Grass Cutting	2,500	2,500
<b>Priority 3.</b>	A167 Traffic Calming	2,600	900
<b>Priority 4:</b>	Heritage Signing:	5,000	
	<b>TOTAL</b>	<b>49,100</b>	<b>20,900</b>

### City of Durham Parish Council

#### Personnel Committee draft budget against priorities

#### Financial Year 1st April 2019 to 31st March 2020

Item of Expenditure	Cost (£)	
	Item	Sub-total
<b>Staffing costs (consisting of 1 member of staff on a 25hour/week contract)</b>		
Staffing costs – including salary, National Insurance contributions and workplace pension*	31,105	
		31,105
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>		<b>31,105</b>

#### \*Staffing costs:

Figures below are for 25 hours per week for SCP 39

<b>SPINAL POINT</b>	<b>ANNUAL SALARY</b>	<b>Basic hrly rate</b>	<b>Non-Contracted Out NI</b>	<b>Supn</b>	<b>Annual Salary &amp; Oncosts</b>	<b>Hourly rate (using NI &amp; supn)</b>

39 (25 Hours)	£24,279.73	12.5848	2,188	4,637	31,105	16.1226
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**City of Durham Parish Council**  
**Full Council draft budget against priorities**  
**Financial Year 1st April 2019 to 31st March 2020**

Item of Expenditure	Cost (£)	
	Item	Sub-total
<b>PRIORITY 1: ADMINISTRATION OF PARISH COUNCIL</b>		
<b>Potential office and meeting room costs for the Parish Council for the year 2019/2020 (including rent/rates/potential maintenance charges, external room hire, broadband and telephone, security and utilities)</b>	20,000.00	
Creation of new website for the Parish Council	1,200.00	
Insurance costs	700.00	
Travel Allowances	1,000.00	
Coffee/ hospitality	500.00	
Website and e-mail	1,700.00	
<b>Audit</b>	2,000.00	
<b>Association fees</b>	3,500.00	
		<b>30,600.00</b>
<b>PRIORITY 2: PROVISION OF SMALL GRANTS TO LOCAL NOT-FOR-PROFIT COMMUNITY ORGANISATIONS</b>		
Budget allocated to the provision of small grants to local not-for-profit community organisations (NB: policy to be included)	15,000.00	
		<b>15,000.00</b>
<b>PRIORITY 3: EVENTS</b>		
<b>Potential Cost for Armed Forces Day 2019 (June 2019) event</b>		
	3,000.00	
		<b>3,000.00</b>
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>		<b>48,600.00</b>

## Budget Summary

<b>Committee</b>	<b>Potential/ proposed expenditure (2019/2020) against priorities</b>
<b>Planning</b>	<b>£68,796.00</b>
<b>Licensing</b>	<b>£1,000.00</b>
<b>Environment</b>	<b>£70,000.00</b>
<b>Personnel</b>	<b>£31,105.00</b>
<b>Full Council</b>	<b>£48,600.00</b>
<b>RESERVES (BASED ON £152,000 PRECEPT)</b>	<b>£45,000</b>
<b>Contingencies (BASED ON £152,000 PRECEPT)</b>	<b>£15,000</b>
<b>TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES</b>	<b>£279,501.00</b>

<b>DECISION REQUIRED</b>	<ol style="list-style-type: none"> <li>1) For Members to agree the working budget for 2018/19, noting that any non-spend will be carried over to 2019/20</li> <li>2) For Members to agree the indicative spending figures for 2019/20.</li> </ol>
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## **ITEM 12. PRECEPT**

### **Indicative spend for 2019/20**

Please refer to Item 11 for consideration of budget priorities for 2019/2020.

### **Information on Council Tax base**

Council Tax base is calculated by taking the number of houses in the city of Durham PC area, allocating a weight to them based on their council tax banding and adding up the total of the weighted households. For example, higher council tax band properties carry a higher weighting and lower council tax base properties carry a lower council tax weighting.

The Council Tax Base can therefore fluctuate from year to year based on the number of properties in each area. For example, council tax base will increase if any new houses have been built and the occupants have started to pay council tax but may decrease if for example any house have been demolished in an area.

The 2018/19 City of Durham PC Council Tax Base was calculated at 4,301.20. Durham County Council recently provided figures of the estimated 2019/2020 Council Tax Base for the City of Durham Parish Council. This is estimated to be in the region of 4,310.2

This means that, if the council retains its current council tax band D charge of £34.87, it can generate an additional £313.83 (9 x £34.87) without increasing council tax charges, i.e. it can generate £150,313.83 whilst retaining its council tax band D property charge at the 2018/19 rate of £34.87.

### **Local Council Tax Reduction Scheme Grant.**

Councillors are reminded that the LCTRS grant payable to the City of Durham for 2019/20 is zero.

### **Precept request.**

The precept request must be submitted to Durham County Council by 25th January 2019

### **Finance Committee recommendation.**

At the Finance Committee meeting of 11th January where both the indicative spend figures and the precept was discussed, Members agreed that they felt that the council tax property charge ought to be kept at 2018/19 level of £150,000 which would mean that, on the basis of the 2019/2020 Council tax base provided by the County Council which shows an increase of chargeable properties, the precept for 2019/20 would therefore be £152,124.

<b>DECISION REQUIRED</b>	Councillors are asked to consider the above information and agree a precept level for 2019/20
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### **ITEM 13. RESPONSE FROM DURHAM UNIVERSITY RELATING TO THE RISE IN RENTAL COSTS**

Councillors are reminded that the Parish Council recently wrote to Durham University to condemn the rise in rental costs for students studying at Durham University.

We have received the below reply from Professor Corbridge:

**Dear Mr Ragg,**

**Thank you for your letter dated 9 December 2018 informing me of the motion from Durham University students condemning the recent increase in College accommodation fees, a motion then unanimously passed by City of Durham Parish Council. (The letter was sent by email on 28 November 2018),**

**Over the past three years, the University has raised College accommodation fees annually in line with the prevailing rate of inflation.**

**More broadly, the University Executive Committee received and approved a paper on 12 November 2018 on the Financial Analysis of College Residence Fees. The paper concluded that the Colleges currently cost around £1m per annum more to run than the College fees received from students.**

**The College Residence Fees paper was subsequently sent to the University Finance Committee and then the University Council on 20 November and 23 November respectively. Durham Students' Union has representatives on both of these Committees and is aware of the paper's findings and its recommendations. Following on from these Committee meetings, the Finance Department is to meet with the Students' Union to provide a further explanation of the figures. This paper, along with the recent (late 2018) survey from Student Crowd showing that Durham University students voted their accommodation the second best in the UK, supports our view that students are receiving good value for money from their accommodation offers.**

**In addition, the University provides substantial means-tested financial support through Bursary provision to ensure that Durham remains open and accessible to any student. The University has this year exceeded the targets which government sets us for the admission of students from Low Participation Neighbourhoods and Acorn 4 and 5 backgrounds. We also believe we have admitted the highest percentage of home undergraduate students from a state school background in the history of Durham University.**

**We recognise we have more to do and, as you might know, we are building an additional 1000 College beds at Mount Oswald. As part of our strategy, we still aim to have at least 50% of all our students living in University run, or managed, accommodation within the next decade. We are also working hard to ensure that students coming to Durham University have a choice of College offers. Some will pay a maximum price of £8149 per annum for a single en suite room with 21 meals per week (the package to which you refer in your letter), while others will choose a self-catered environment at around £5500 per annum.**

**Yours sincerely,**

**Professor Stuart Corbridge  
Vice-Chancellor and Warden**

<b>DECISION REQUIRED</b>	Councillors are asked to consider the above information and decide on a suitable reply to this letter.
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## ITEM 14: INTEGRATED RISK MANAGEMENT PLAN

Having the safest people and safest places is at the heart of everything we do as a fire and rescue service and will be the golden thread running through every emergency call we take, every incident we attend and every home or business we make safer.

The tragedy that unfolded at Grenfell Tower last year served as a poignant reminder of the critical role we play in protecting our communities and has only made us more determined and passionate than ever to do the job we do and to do it well.

The last few years has seen some of the most significant cuts to public spending ever known. This means to continue offering a first-class fire and rescue service to the people living, working and visiting County Durham and Darlington we must be innovative and do things differently.

We have three areas we wish to consult you on, so thank you for taking the time to take part.

John Robinson, Chair of The Fire Authority  
Stuart Errington, Chief Fire Officer

**1. Following a review of emergency response in 2017 a trial has been taking place where six whole time firefighters are on duty at Bishop Auckland Fire Station. The trial is for the fire engine to ride with four firefighters and the Special Rescue Unit (SRU) to ride with two rather than utilise the station's on call firefighters. This would ensure both the fire engine and the SRU are immediately available to respond to incidents and also means our swift water rescue boat (also based at Bishop Auckland) can be immediately deployed, as it needs a team of six firefighters.**

Based on the information above, if the trial is deemed successful, should we continue with this staffing arrangement?

**2. CDDFRS have a statutory duty, under the Policing and Crime Act 2017 (the Act), to collaborate with other emergency services where it would be in the interests of efficiency or effectiveness or where it could increase public safety. The Act is focused on collaboration between Police and Fire services, however, at times, greater collaborative opportunities exist between two or more fire and rescue services or other agencies.**

**Enhancing collaboration has been one of our strategic objectives since 2011 and we have entered into a range of successful partnerships in areas such as: shared estates; shared operational resources; shared community engagement; and tri-service responders in rural areas.**

**We also have a good relationship with Tyne and Wear Fire and Rescue Service (TWFRS) and Northumberland Fire and Rescue Service (NFRS) and a real willingness to work together. Successful collaboration in recruitment; promotion processes; mental health support; and health and fitness have shown the tangible benefits that can be achieved when the three organisations work together.**

The Future

There are other collaboration opportunities which could deliver greater benefits. It is proposed that these areas are explored in some detail to understand if they align with the following principles:

Deliver better value for money

Deliver improved outcomes

Help reduce demand and/ or risk

It is our intention to examine a wide range of potential opportunities against these principles and take forward those that can deliver real benefits.

Based on the information provided above, do you support our intention to explore further collaboration opportunities with TWFRS and NFRS to improve efficiency, effectiveness or increase public safety?

**3. Following a legal ruling in South Yorkshire we must make changes to crewing at some of our stations, so have recently carried out a comprehensive review of our emergency response provision across the service. As a result we are looking at three options and we would like you to tell us which option you prefer.**

For more information on this and to watch a video which fully explains please copy and paste this link into your browser: <https://www.ddfire.gov.uk/service-plans>

**Option 1**

**Have firefighters on duty at Seaham and Newton Aycliffe for 12 hours during the day. At night time only the existing on call firefighters will be called into work within 5 minutes of being alerted to the incident.**

**Option 2**

**Have fire fighters on duty at Seaham and Newton Aycliffe as described in option 1. In addition, to cover 12 hours over night, move the second fire engine and crew from Durham to Newton Aycliffe and the second fire engine and crew from Peterlee to Seaham, this will maintain staffing that can respond immediately at these stations.**

**Option 3**

**Have fire fighters on duty at Seaham and Newton Aycliffe as described in option 1. In addition, move Durham's second fire engine and crew permanently to Spennymoor to replace the current arrangements. This means they would be there to offer an immediate response 24 hours a day, seven days a week. Both Durham and Spennymoor would then have identical resources when responding to incidents. This is CDDFRS's preferred option.**

<b>DECISION REQUIRED</b>	Councillors are asked to consider the above information and decide on a preferred option and a suitable reply to this consultation.
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## **ITEM 15: LOCAL GOVERNMENT PENSION SCHEME**

### **Background**

The Parish Council as a registered employer is legally obliged to offer a workplace pension to its employee(s).

The Clerk has expressed a desire to be added to the Local Government Pension Scheme (LGPS).

Figures in terms of costs to the Parish Council are set out in the working budget for 2018/19 and in the indicative costs for 2019/20. These figures are set out according to the current working pattern of 25 hours/week.

Town and Parish Councils don't need to sign any admission agreements in order to put their employees in the LGPS. They are automatically allowed to participate in the LGPS if they decide they want to. Normally we would expect them to pass a resolution setting out which employees or class of employees should be allowed access to the scheme, and we would ask for a copy of the relevant minute from the meeting this was agreed at.

The Town and Parish Councils pay a pooled rate in the Durham Fund – at the moment, this is 19.1% of pensionable pay.

Payments would be administered by Durham County Council as per the service level agreement between the Parish Council and DCC's payroll department.

### **Who runs the LGPS?**

The LGPS is one of the largest public sector pension schemes in the UK. It is a nationwide pension scheme for people working in local government or working for other types of employer participating in the scheme. The LGPS in England and Wales is administered locally through 90 local pension funds.

### **LGPS rules**

The scheme regulations were made under the Superannuation Act 1972 and in the future will be made under the Public Service Pension Schemes Act 2013. Changes to scheme rules are discussed at national level by employee and employer representatives but can only be amended with the approval of Parliament. Your pension fund must keep you informed of any changes that are made.

The LGPS is a registered public service pension scheme under Chapter 2 of Part 4 of the Finance Act 2004. It achieved automatic registration by virtue of Part 1 of Schedule 36 of that Act (because the scheme was, immediately before 6 April 2006, both a retirement benefits scheme approved under Chapter I of Part XIV of the Income and Corporation Taxes Act 1988 and a relevant statutory scheme under section 611A of that Act). This means, for example, that you receive tax relief on your contributions. It complies with the relevant provisions of the Pension Schemes Act 1993, the Pensions Act 1995 and the Pensions Act 2004.

The LGPS meets the government's standards under the automatic enrolment provisions of the Pensions Act 2008.

## **Governance**

From April 2015, your administering authority must establish and operate a Local Pension Board. The Pension Board is responsible for assisting the administering authority in securing compliance with the LGPS regulations, overriding legislation and guidance from the Pensions Regulator. The Board is made up of equal representation from employer and member representatives.

## **Funding**

As a scheme member, you will pay contributions to the LGPS. Your employer currently pays in the balance of the cost of providing your benefits after taking into account investment returns. Every three years, an independent actuary calculates how much your employer should contribute to the scheme. The amount will vary, but generally the present underlying assumption is that employees contribute approximately one third of the scheme's costs and the employer contributes the rest.

## **Future cost management of the LGPS**

To ensure the long-term sustainability of the scheme a cost management process is now in place in the LGPS in England and Wales which will monitor the cost of the scheme to ensure it stays within agreed parameters as set by the Scheme Advisory Board and HM Treasury. Should costs increase outside those parameters' future changes to the scheme design may be required.

<b>DECISION REQUIRED</b>	Councillors are asked to consider the above information and approve the employer contribution rate based on 19.1% of pensionable pay for the Clerk's pension.
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