

# **A Parish Meeting has been called**

It will take place in the Main Hall of Durham Town Hall at 18:00pm on

Thursday 23<sup>rd</sup> May 2019

## **Agenda**

### **1. Chair's update on the work of the Parish Council**

The Chair of the Parish Council will provide an update on works carried out by the Parish Council since its formation last year.

### **2. City of Durham Good Citizen 2019 awards**

The Chair of the Parish Council will present the City of Durham Good Citizen 2019 awards to the Parish Council's chosen recipients.

### **3. Parish Council Strategy 2019-20\***

Residents are asked to give their views on the draft Parish Council strategy for 2019-20.

\*Please contact the Parish Council Clerk if you would like a hard copy of this.

### **4. Questions from members of the public**

This is not a Parish Council meeting. It is an open meeting at which all electors in the Parish are welcome and are invited to take part. Others may attend and take part in the discussions but may not vote on any of the Agenda items during the meeting.

Meeting to close at 19:00pm.

Signed: *Elizabeth Scott*

Cllr Elizabeth Scott

Chair of the City of Durham Parish Council

Contact the Parish Clerk via e-mail at: [parishclerk@cityofdurham-pc.gov.uk](mailto:parishclerk@cityofdurham-pc.gov.uk) or alternatively via the Parish Council address: Office 3 D4.01d, Clayport Library, 8 Millennium Place, Durham, DH1 1WA

# 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 the **ANNUAL GENERAL 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 23 MAY 2019 AT 19:00** to transact the following business: -

### **1. ELECTION OF CHAIR**

To elect the Chair of the Parish Council for the ensuing year.  
The Parish Council Chair will read and sign the Declaration of Acceptance of this Office.

### **2. ELECTION OF VICE CHAIR**

To elect the Vice Chair of the Parish Council for the ensuing year.  
No Declaration of Acceptance of this office is required

### **3. PRESENTATION BY DAVID MILLER AND ANGELA TRACEY ON "LOOKING FORWARD" DOCUMENT.**

### **4. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**

### **5. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**

### **6. PUBLIC PARTICIPATION.**

### **7. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25<sup>TH</sup> APRIL**

### **8. COMMITTEE UPDATES**

- Planning Committee minutes from meetings held on the 12 April and 26 April.
  - Update on Durham County Council Headquarters move.
  - Response to DCC consultation re de-registration of Common Land at The Sands
- Environment Committee minutes from meetings held on the 16 April.

- Environment Committee proposed programme of works
- Recommendation on Business Frontage Awards
- Recommendation on North Road pavement cleaning and treatment

•Licensing Committee minutes from meetings held on 5 April and 26 April.

**9. UPDATE FROM CHAIR.**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 25 April.

**10. MOTION ON ADDITIONAL FINANCIAL CONTRIBUTION TO THE COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS (CDALC)**

**11. CONSIDERATION AND APPROVAL OF RECOMMENDATIONS FOR CHANGES TO THE ATTACHED:**

- Parish Council Standing Orders
- Parish Council Financial Regulations
- Terms of Reference for the following Committees: Environment, Planning, Finance, Personnel and Licensing.

**12. CREATION OF A BUSINESS REGENERATION COMMITTEE OF THE PARISH COUNCIL** – Members are asked to consider the formation of a Business Regeneration Committee. Draft terms of reference included.

**13. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS** (List of current appointees attached)

**14. PARISH COUNCIL COMMITTEE MEMBERSHIP** (List of current appointees attached)

**15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2018/19**

- (i) To consider and agree any actions arising from the report of the internal auditor (copy attached)
- (ii) To approve the Annual Governance Statement (draft copy attached)
- (iii) To approve the draft annual accounts for 2018-19 (draft copy attached)
- (iv) To approve the Accounting Statement and explanation of variances (draft copies attached)

**16. CYCLE OF MEETINGS**

To approve the cycle and times of meetings for the ensuing year as per the list below.

**Suggested Cycle of Meetings**

**2018**

27 June

25 July

26 September

24 October  
21 November  
12 December

**2019**

23 January  
27 February  
26 March  
23 April

**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 25<sup>th</sup> April 2019 at 19:00 in the Lantern Room of Durham Town Hall, Market Place, Durham. DH1 3NJ.**

## **Present:**

**Cllr A Doig** in the Chair (up until Item 5 on the Agenda) and **Cllr E Scott** in the Chair (Item 5 till close of meeting)

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, S Cahill, R Cornwell, J Elmer, D Freeman, G Holland and M Ross.

**Also present:** Parish Clerk Adam Shanley and 2 members of the public.

## **1. Apologies for absence**

Apologies for absence were received and approved by Council for Cllrs Brown, Reeve and Ormerod.

## **2. Declarations of Interest**

None received.

## **3. Presentation from Durham Police and Sanctuary 21 on homelessness in Durham**

The Chair welcomed Andrea Arthur and Gary Ridley from Durham Police Constabulary and Darren Hook from Sanctuary 21 who had all attended the meeting to discuss the issue of homelessness and begging in Durham City Centre.

Mr Ridley started discussions by describing his role. Mr Ridley advised that Durham police felt that homelessness and begging were significant issues in the City centre and one which the police were keen to tackle.

Mr Ridley advised that there is a distinction between homelessness and begging and the police were keen to support the most vulnerable despite cuts to their budget. Mr Ridley advised that some individuals were known to the police as being linked to an address and were in receipt of benefits but who were still begging in Durham city centre.

Ms Arthur advised that she was keen to lead on a partnership approach to tackling the challenge of rough sleeping in Durham. Ms Arthur also advised that there were issues of both entrenched and intentional homelessness in Durham and these were significant problems to try and address; issues with no easy solution. Ms Arthur advised that the police had evidence that some beggars were receiving £125 - £150 per day and this was funding drug and alcohol problems. Ms Arthur advised that a number of needles had been left in the city centre area and she was aware of one particular incident by the river where ambulance staff had to administer CPR to someone who had overdosed.

Ms Arthur advised that the police were issuing community protection notices, warning then a court appearance would be instigated thereafter in the event of non-compliance, with the potential of a fine being issued. Ms Arthur advised that this was a long process with very limited success. Ms Arthur advised that the police were looking to put in place a Public Space Protection Order to tackle the issue of begging. The aim of this would be to minimise the attractiveness of begging and lead on a positive approach to assist the most vulnerable.

Mr Hook advised that Sanctuary 21 meant "a sanctuary for the 21<sup>st</sup> century". Mr Hooks advised that the salvation army was first and foremost a church organisation, providing a safe space for the vulnerable and fighting for social justice.

Mr Hook advised that Sanctuary 21 attracted a lot of homeless people and those with addictions and often gave out free food to people. Mr Hook advised that Sanctuary 21 were all about partnership engagement and joint working and he noted that over the last 12 months he had seen a significant improvement in the way these issues were dealt with. Mr Hook advised that the issues around rough sleeping and homelessness are very complex indeed and all too often this led to a cycle of problems.

Mr Hook advised that unfortunately Sanctuary 21 was unable to open during the 'Beast from the East' due to safety and staffing issues, however an emergency shelter against the cold weather had been open 23 times over the winter season. Mr Hook advised that the centre is seeking charity status and their ultimate goal is to no longer be needed and the problem of homelessness to be no more. Mr Hook advised that the centre received support from Durham County Council and local businesses and had recently employed a temporary worker to work on things such as gardening projects, supporting the vulnerable, etc.

The Chair thanked all for their presentations and opened the floor to questions from Councillors.

Cllr J Atkinson asked how many of the people the police and Sanctuary 21 are working with suffer from mental health issues and what support was available. Mr Arthur advised that the vast majority of the people she is working with suffer from mental health problems and Claypath medical centre had been fantastic in offering support to these people.

Cllr J Elmer advised that he felt that drunk people shouting in the city centre was much more of a public protection issue than begging. He felt that those begging were very vulnerable and in need of support and asked how confident the police were that some beggars were doing this "professionally". Ms Arthur advised very confident but that the first step was always to help and support people out of the situation. She advised that Changing Lives were doing a lot of work around this issue. Ms Arthur advised that one successful scheme was one whereby those committing offences were offered a contract in place of an arrest. Ms Arthur advised that lots of other police forces were doing this across the country.

Mr Ridley advised that Durham Police have a policy to protect and serve and will never turn a blind eye to these issues. Mr Ridley highlighted that the number of

neighbourhood police officers had been maintained and prioritised despite cuts to the police force budget. Mr Ridley advised that a PSPO in place to tackle begging would be another tool for the police.

Cllr E Scott asked Darren if Sanctuary 21 were aware that the Parish Council funding window for grants is open until 31<sup>st</sup> may. Darren advised that he was and the Clerk confirmed that he had sent this to Sanctuary 21 directly.

Cllr G Holland made the point that this was all about helping the most vulnerable and the issues to tackle this problem were far too great to be dealt with at a regular Parish Council meeting. Cllr G Holland advised that he felt that the Parish Council should act as an enabler to hold a conference on tackling homelessness in Durham.

Cllr R Ormerod advised that the Government had launched a housing first scheme to support people making job applications who needed an address to be able to apply for jobs. Cllr Ormerod asked if this was one way forward on the issue.

Ms Arthur advised that there is lots of outreach support available to speed up the process of getting someone housed. Mr Arthur advised that much of the issues centred around people not wanting help. Mr Arthur advised that the housing support was much better in Durham and there were changes to how people with drug and alcohol issues were supported also.

Cllr V Ashfield asked what more each organisation needed to help them in their work and also asked how quickly people with mental health issues were referred to support. Ms Arthur advised that GP referral happened relatively quickly but once referred to other support Ms Arthur advised she was not sure of the timescales around this. Ms Arthur advised that the idea of a PSPO against begging would support the police and Mr Hook advised that more funding would greatly assist Sanctuary 21.

Cllr E Scott asked that the issue of the PSPO be on a future Parish Council Agenda.

The Chair thanked all three for their time in coming to speak with the Parish Council and all three left the meeting.

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

Mr John Lowe attended the meeting and advised that he hoped that the Parish Council would support the draft Neighbourhood Plan.

#### **5. Approval of the draft Minutes of the Council meeting held on 28th March 2019 and the draft Minutes of the extraordinary Parish Council meeting held on 10th April 2019.**

The Minutes of both meetings were accepted as a true and accurate record of proceedings.

Cllr R Cornwell did ask that in future the content of any motions be minuted too rather than just the decision itself.

## **6. Committee updates**

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

### **Planning Committee**

Councillor R Cornwell provided an update on behalf of the Parish Council Planning Committee.

Cllr R Cornwell advised that a Judicial Review pre-action protocol letter had been submitted to the County Council requesting that they quash the planning permission of the new County Hall HQ site by the Sands. Cllr R Cornwell advised that the Barrister had set out the grounds for objection in the letter and the County Council had promised to respond by Tuesday 7<sup>th</sup> May.

Cllr A Doig advised that he would have like the Parish Council to have had the opportunity to interview the Barrister beforehand. The Clerk advised that the timing to do this was not possible and the Parish Council had taken a recommendation on which Barrister to use based on Richard Buxton's recommendation amongst three Barristers.

Cllr A Doig also requested that it be minuted that the Parish Council had voted to suspend Standing Orders in respect of receiving 3 quotes from different Barristers. Councillors unanimously agreed to this.

Cllr A Doig also made the point that the Parish Council had allocated a budget for carrying out the legal action now underway, however he wished to have confirmation in writing that the Aarhus Conventions applied in this case. Cllr J Ashby advised that this would be decided by a judge after hearing representations from both sides.

Cllr R Cornwell advised that the matter of the informal consultation on the declassification of the common land by the Sands had also come about since the last Planning Committee meeting and that this would be an item on the Agenda for a future meeting to decide on a response to this.

Councillors also considered a recommendation by the Parish Council to carry out an ecology report of the trees by the Sands. The Clerk advised that a letter had been sent to the County Council by one ecology firm reminding them of their legal obligations to do this.

Councillors voted unanimously in favour of contracting the services of Ecologist B to carry out an ecological survey of the trees by the Sands to test for birds and bats nesting.

Councillors considered an informal request for initial comments from the County Council on a proposed market trader's parking permit only area on Saturdays being set up. Members voted unanimously in favour of objecting to the proposals on the basis that other market events take place during the week (not just Saturdays). Cllr V Ashfield made the point that the indoor market clearly works throughout the week. Cllr V Ashfield also advised that the proposed new parking

permit area is 100m further from the market than the current one. Cllr R Cornwell advised that residents currently park on that area and it would reduce their spaces or they would need to move their cars before 6am on Saturdays or else face a fine.

### **Environment Committee**

Cllr V Ashfield provided an update on behalf of the Environment Committee to the Full Council.

Cllr V Ashfield advised that the Environment Committee had recently had a very high turnout from members of the public to its most recent Committee meeting and the Committee had resolved to put a recommendation to Full Council to enter into a service level agreement with the County Council to have 5 hours per week (at a cost of £5,000) towards tackling issues such as littering, industrial and residential fly tipping, dog fouling, parking and enforcement.

Members considered the recommendation by the Environment Committee to enter into such an SLA with the County Council to provide this service.

Cllr D Freeman advised that he felt this was a very good initiative and he full supported this. Cllr J Elmer made the point that the Warden would be focused in particular areas and be looking at specific issues in the Parish.

Cllr R Ormerod advised that the model of the SLA was entirely the correct one to be entering into.

Cllr E Scott asked if there was a way that the individual could be identified as acting on behalf of the Parish Council during the 5 hours of working per week. The Clerk advised that he was looking into this with Belinda Snow, SCC's Neighbourhood Warden Manager.

Cllr V Ashfield advised that there may also be potential for match funding from the AAP to fund an additional 5 hours per week.

It was unanimously agreed to enter into the proposed SLA. Cllr E Scott asked that there be a press release about this. The Clerk agreed to draft this.

### **Licensing Committee**

This update was deferred in Cllr L Brown's absence.

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

The Chair provided a verbal update to Full Council on matters arising since the Full Parish Council meeting on 28<sup>th</sup> March.

The Chair advised that the Clerk had contacted all of the Parish Council's chosen recipients of the Good Citizen 2019 Awards and all were happy to accept these Awards. These would be presented at the Annual Parish meeting on 23<sup>rd</sup> May.

The Chair advised that the Clerk is now in the office and furniture and stationery was being purchased. Cllr E Ashby asked if a sign indicating "Parish Council" could be added to the outside buzzer to indicate which button to press to gain access. The Clerk advised that he would sort this.

The Chair reminded Councillors that anyone wishing to attend a Planning or Licensing hearing on behalf of the Parish Council should do this through the Clerk only. The Chair also reminded Councillors that they must also only raise issues discussed and agreed at the relevant Committees where the response had been agreed and must not deviate from an agreed response when representing the Parish Council.

The Chair reminded Councillors that the Annual Parish meeting would take place at 6pm on 23<sup>rd</sup> May and the AGM of the Parish Council would follow immediately thereafter from 7pm in the Town Hall.

The Chair reminded everyone that the grant awards window was now open and Members should share this with any organisation seeking funding.

The Chair also advised that she was aware that there was a feeling that greater consultation from DCC with the Parish Council on road closures to facilitate temporary events is needed and had instructed the Clerk to write formally to DCC to ask for this.

#### **8. Working Party to look at review of Parish Council standing orders and financial regulations, committee terms of reference and the creation of risk register.**

Councillors agreed to set up a Working Party to look into reviewing the Standing Orders, Financial Regulations, Terms of Reference for Committees and the creation of a Risk Register for the Parish Council. It was agreed that the Working Party would include the Clerk, Cllr E Ashby, Cllr G Holland, Cllr R Ormerod and Cllr A Doig.

#### **9. Response to Durham County Council Licensing policy review.**

The following response was unanimously agreed by the Parish Council for DCC's Licensing Policy consultation:

##### **Introduction**

The City of Durham Parish Council is pleased to be given this chance to comment on the current operation of the 2014 to 2019 Licensing Policy and to suggest amendments for the revised version.

These comments are based on the Parish Council Licensing Committee's experience of working with Durham County Council's Licensing Policy since May 2018. As individuals, Committee members have varying degrees of experience over several years of making representations at licensing hearings.

In considering how far and in what way the current Licensing Policy may require revision or updating the City of Durham Parish Council is very conscious of the significant changes taking place in its area due to

- many new retail and leisure developments including several licensed premises
- the rapid recent and ongoing expansion in student numbers from 13,250 in 2003 to 21, 500 in 2026
- the building of numerous large Purpose-Built Student Accommodation blocks, each housing several hundred young people, located in close proximity to, or in the midst of, well established residential areas thereby increasing the likelihood of more early hours disturbance.

## **General statement**

There is a widespread feeling that the current Licensing legislation is no longer fit for purpose in the constraints it imposes on local decision making but until change can be progressed at a national level the comments below reflect concerns expressed about licensing in the Parish area.

- The City of Durham Parish Council recognises that whilst many of its younger residents are not 'children' within the meaning of the Act, many are thousands of miles from home, maybe for the first time, living and working in social settings whose expectations they may not be familiar with and subject to unsought social and commercial influences.
- The City of Durham Parish Council believes it has a duty to support the health and wellbeing of all those it represents. This includes both long standing, permanent residents and those who are only in the city for 3 or 4 years.
- The City of Durham Parish Council also has to balance the part played by licensed premises in the local economy (particularly the city's tourism goal of increasing the number of overnight stays) with the right to a comfortable and healthy life of those living and working in the city.
- In view of the media attention being given to mental health issues the City of Durham Parish Council would like much greater involvement of Public Health in Licensing Policy.
- Disappointment has been expressed about the absence of comment on particular alcohol license applications from Responsible Authorities and would ask if the new Statement of Policy will have anything to say about this part of the decision-making process. Further, with the rapid and massive expansion of the University across the County the City of Durham Parish Council requests that they are added to the list of Responsible Authorities

## **Comments on the Statement of Licensing Policy 2014 -2019**

1 In **para 1.01 Introduction** the City of Durham Parish Council believes the University of Durham has now grown so large - and is still growing - that it warrants a longer and more specific reference than ' a historic University'. Taken together the staff and students are virtually a separate community within the city and claims are made of its significant economic impact across the County.

2 The City of Durham Parish Council is pleased that in **para 2.5** the Licensing Authority recognises that 'residents need to live and work in a safe and healthy environment'. In light of the moves to more early hours closing it would like this to be followed by '*and to enjoy their right to a good night's sleep as enshrined in the UN's declaration of Human Rights.*'

It is noted that Public Health England's Guidance note - Alcohol Licensing: a guide for public health teams - states that 'PHTs make sure that licensing policy and applications consider the health and well being of local communities'.

This is important because in the City of Durham Parish area there is now growing evidence from all sides that noise between midnight and 4 am is occurring so regularly that many peoples' health is suffering because of disturbed sleep.

The City of Durham Parish Council believes that the current policy does not give enough weight to the need for the negative health impacts on local communities to be assessed by public health teams who have access to relevant data and this evidence should be taken into consideration when new premise license applications are considered.

Additionally, it would be helpful if the final words of **para 2.5** were plainer e.g. 'and to require licence holders to display sensitivity to the impact of their premises on local residents.'

3 **In para 2.7** the list of priorities and plans taken into account could usefully include Durham University Policy on Student Alcohol Awareness and Use.

4 **para 2.10** whilst many college bars may have been included individually, the list of bodies consulted in determining the statement of policy should include Durham University. Also, those management companies running Purpose Built Student Accommodation blocks which have bars.

5 **para 3.3** The City of Durham Parish Council recognises the need to avoid unnecessary duplication and feels that planning and licensing procedures would benefit from much closer alignment if not full integration. Any proposals brought forward to address this by the House Commons Select Committee on Licensing will be most welcome.

6 **para 6.1** sets out the 4 Licensing Objectives. In the current climate of growing concern about mental health, especially among younger people, there is a feeling that the time has come for Legislation to be amended to introduce a 5th objective dealing with alcohol related health issues. The City of Durham Parish Council urges Durham County Council to be at the forefront of any campaign to amend legislation accordingly.

Meanwhile it is hoped the Licensing Authority can find a form of words in **para 6.4** to emphasise their intention to increase partnership working with Public Health and other relevant organisations on community health matters, both when considering revisions to the Policy Statement and considering individual licensing applications.

7 The City of Durham Parish Council is grateful for the policy on 'promoting excellent standards of management' in **para 6.5** but hope more can be done on reducing the potential for public nuisance outside a premise by requiring 'effective design and management of external areas'.

Also, consideration should be given to the introduction of a general requirement for no bottles, cans or bins to be moved between say 11pm and 7am again on grounds of preventing public nuisance. This is an increasing problem in the City's narrow streets with more cobbled yards and passageways being used for business waste storage.

8 With patrons now leaving one or another premise until the early hours most nights there is a growing problem of noise disturbance across the city. We would like the dispersal policy to be strengthened by much earlier reduction of music volume, use of any available screens for announcements about respect for neighbours and other residents on the way home etc. It is hoped the revised Statement of Licensing Policy can find a way to support the growing campaign around the "Shh 11-7" message being promoted by local residents' groups in conjunction with the University.

9 The City of Durham Parish Council has expressed a very strong preference for a rolling back of the time licences may be granted from 4am to 2am. However, we recognise that the trade will argue margins, costs, viability, competition from other areas, preloading on cheap supermarket drinks, student bars etc. However, with public nuisance and disturbance continuing to escalate there is a growing risk a) to public health and b) to the tourism economy with stagnation in the number of visitors staying overnight.

10 Anti-social behaviour and nuisance are also dealt with in **para 6.12**. The City of Durham Parish Council strongly supports calls for the city centre Public Space Protection Order to be reinstated when it expires. In conjunction with the final bullet point a provision being introduced whereby a licence review automatically takes place each time a premise changes ownership would be welcome.

11 The City of Durham Parish Council has no comments to make on Sections 7 and 8 of the current policy. In Section 9 **para 9.6** it is reassuring to see that means of reducing the potential for a premise to be a source of public nuisance should take into account 'the needs of the local community.'

12 In Section 10 Protection of Children from Harm **para 10.13** the adequacy of a policy expecting 'at least one member of staff for every 50 children present' for a licensed entertainment with no mention of any other accompanying adults is questionable as this leaves 49 individuals unsupervised or guided if one needs adult attention.

13 The City of Durham Parish Council applauds the inclusion of Section 11 on Cumulative Impact. In view of the steadily increasing number of premises licensed to sell alcohol in the city centre the Licensing Authority is urged to proceed with all speed to consult widely and begin to collect the evidence needed for the

introduction of a Cumulative Impact Policy for the city centre. We appreciate that the issue is complex and will require all partners to be fully engaged.

14 The City of Durham Parish Council favour the introduction of a Late-Night Levy in the City Centre. However, we appreciate the implications for all other licensed premises throughout the County. Should the parties named in **para 11.17** decide to introduce a LNL the City of Durham Parish Council would support work by the Licensing Authority to bring forward proposals for its design and administration.

15 The City of Durham Parish Council would like the Framework Hours to permit the sale of alcohol no later than 2am throughout the County for the reasons set out in **para 12.7/12.8** and in conjunction with **para 12.9** - "concerns expressed by residents".

### **Further Comments**

Since its inception in 2018 the City of Durham Parish Licensing Committee has become very aware of the hard work done by and the support offered by the Licensing Authorities Officers involved in managing the Licensing system.

The following comments are made in case they can be added into revised Statement of Policy 2019-2024.

a Applications should be available on line in the same way as planning applications to allow easier public access. If they have to be redacted this should be the responsibility of the applicant, saving Licensing officer time.

b A register of all licensed premises operating between 12am and 6 am should be readily available so that an informed decision can be made taking into account the number of licensed premises within a given area.

c Information about TENS should be more widely publicised so the public know how they are operated and for local residents to know when there is likely to be additional late-night noise.

d The Glossary could usefully include definitions of student and minimum unit price

e An applicant's previous history of running a licensed premise be made available if there was evidence of contraventions of the then prevailing licensing objectives.

f There is an urgent need to review regulation covering alcohol sales at supermarkets and off licences which is fuelling preloading and consequent impacts on the operation of other licensed premises.

### **Concluding statement**

In conclusion the City of Durham Parish Council thanks the County Council's Licensing Authority for considering these remarks in response to the consultation on the 2019 revision of the Statement of Licensing Policy.

The overarching theme to the points made above is about delivering a safe and healthy environment for all residents in the City, balanced by the legitimate requirements of those involved in running licensed premises.

To achieve this the City of Durham Parish Council

- believes that, with the extraordinary expansion of Durham University's population and estate, the time has come for a differentiated approach to licensing policy - so far as is possible within current legislation - between the City of Durham and other towns and villages within the County and
- hopes that all stakeholders can come together to make this work to everyone's benefit.

Cllr E Ashby also proposed that the Parish Council thanked the MP for her very detailed response to this consultation. The Clerk advised that he would write to her thanking her for this response.

Cllr V Ashfield also proposed a vote of thanks to Cllr E Ashby for her hard work on drafting the Parish Council response to this consultation.

## **10. Neighbourhood Plan**

Cllr R Cornwell introduced this item, reminding all Parish Councillors that an electronic copy of the Plan had been circulated in advance of the meeting to allow Councillors to propose any amendments to this. The Clerk confirmed that no amendments had been received.

Cllr R Cornwell advised that he would happily take any questions on the Plan. Cllr R Cornwell advised that the Plan was the culmination of 5 years hard work by a team of dedicated volunteers. Cllr R Cornwell advised that page 2 of the Plan listed all those who had worked on the Plan to date and proposed that the Parish Council thank each of them for hard work and dedication to the Plan. The Clerk advised that he would do this.

Councillors were asked to formally vote on approving the draft Plan to go to a Regulation 14 consultation. Members voted unanimously in favour of approving the draft Plan for this purpose.

## **11. 2019/20 Pay scales.**

The Clerk reported that the National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The Clerk advised that alterations to the pay spinal column points (SCP) have changed due to the introduction of the national living wage and the consolidation of various points. This will impact on all pay scales for clerks and other employees employed under the terms of the model contract (including SCPs 50 and above).

The Clerk reported that these calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

The Clerk reported that the result of this would mean that he would go from SCP 39 to SCP 33, representing a gross salary of £35,934. The Clerk advised that this did not mean he would be receiving a pay deduction but would rather receive the percentage increase of 2%. The new SCP will need to be included in staff contracts. The payment for this year should be made from 1st April 2019. Sufficient allowance to accommodate a pay increase was included within the indicative spend agreed at the Full Parish Council meeting in January.

It was unanimously agreed to accept the 2% pay award.

It was unanimously agreed to amend the Clerk's employment contract to represent the new SCP.

## **12. CDALC/NALC membership**

The Clerk reminded Councillors that they were currently Council members of CDLAC/ NALC and the subscriptions to renew the Parish Council's membership were now due.

The Clerk reported that £3,500 had been set aside for this in the Parish Council's budget, however, due to changes in how students were now registered to vote, CDALC and NALC were only able to charge the total of £1,725.50.

Cllr J Ashby advised that he felt that the Parish Council ought to contribute more to this, given that the Parish Council had benefited from Steve Ragg's excellent work in setting up the Parish Council at no charge to the Parish.

The Chair asked that the matter of further funding be an Agenda item for a future meeting. It was unanimously **agreed** to approve the payment of the CDLAC and NALC membership of £1,725.50

## **13. Parish Council Logo update**

The Clerk reminded Councillors that, at the February Full Council meeting, the Parish Council resolved by majority vote to adopt the City of Durham Coat of Arms as its official logo.

Following that decision, the Clerk reported that he had been in contact with the College of Arms; the body which regulates and administers Coats of Arms on behalf of the Government to advise them of the Council's decision. The College has advised that the Parish Council would need to apply for permission to use this as its logo but that such an application would more than likely be successful. The cost associated with doing this however would be approximately £4,000.

In light of the associated costs of adopting the Coat of Arms as the Parish Council logo, it was proposed that this matter be put back to Full Council for a decision.

As a means of considering other options at this meeting, the Clerk contacted Councillors and asked them to put forward a proposed logo of their own and it was proposed that a vote (much like that which was carried out for the 'Good Citizen Award') on the various options then be held. This vote would have to include the Coat of Arms.

Members considered 4 options and held a secret ballot on the various options. Eventually option 4 (a design based on St Cuthbert's Cross) was agreed by majority vote of the Parish Council. It was agreed that a local artist be contacted to professionalise the logo for use in all future Parish Council publications, awards, flower displays etc.

#### **14. Date of next meeting.**

Annual Parish Meeting – 23rd May – 6pm

Parish Council AGM Meeting – 23rd May – 7pm

There being on further business, the Chair thanked everyone for their attendance and closed the meeting.

Signed,

Chair of City of Durham Parish Council.  
23 May 2019

# City of Durham Parish Council

**Minutes of Planning Committee meeting held at 14:00 pm on Friday 12<sup>th</sup> April 2019 in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET**

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

Present: Cllrs R Cornwell (Chair), J Ashby, V Ashfield, L Brown, J Elmer, G Holland and C Reeves.

Also present: Parish Clerk Adam Shanley and 2 members of the public

Apologies: None received.

**2. Declarations of interest:** Cllr C Reeves declared an interest in application DM/19/00761/FPA

**3. Minutes of the Meeting on 29<sup>th</sup> March 2019:** agreed as a correct record.

## **4. Public participation**

Cllr R Cornwell welcomed all members of the public present and invited them to ask their question(s).

Rosemary (member of the public) advised that she was concerned about the felling of the 65 trees and the 4 groups of trees as part of planning application **DM/19/01100/TCA** which is to support the proposed works of the new County Council headquarters and asked if there is anything the Parish Council may be able to do to prevent this. The Clerk responded to the query to advise that he had contacted Richard Buxton solicitors who had in turn written to the County Council about this. The Clerk reported that the County Council had responded to state that no tree felling would take place during the judicial review period, i.e. over the next 4 and a half weeks. The Clerk also reported that Richard Buxton Solicitors had recommended that the Parish Council seek advice from an independent ecologist as to whether there were any birds nesting in the trees. The Clerk advised that such a survey was required by the applicant in accordance with the Wildlife and Countryside Act 1981.

Cllr J Ashby also highlighted that bats ought to be considered as part of any ecology report.

Cllr J Elmer advised that a ground-based ecology survey could be carried out over a few weeks and would cost in the region of £1,000.

Cllr G Holland advised that he felt this was needed to ensure that the Parish Council is informed in its decision-making on the matter.

Cllr J Ashby proposed that the Parish Council undertake to have an ecology survey carried out of the area, Cllr L Brown seconded this and this was unanimously agreed by the Committee.

Rosemary advised that she was greatly relieved to hear that the felling of the trees would not be taking place within the next few days as previously believed to be the case.

The Chair also requested that the Clerk also write to the Case Officer to request that the survey be carried out by the County Council and that the Clerk also submit an FOI request to the County Council in relation to the felling of trees. The Chair also asked to minute the Committee's thanks to Kathryn Banks (local resident) who had highlighted this issue to the Parish Council.

Bob (local resident) also attended the meeting and advised that he was concerned about the development at Allergate as a local resident of the area. Bob advised that he had attended the Committee hearing in relation to 22A and felt that local planning policies had been dismissed in respect of this application. Bob advised that he spoke against the application.

Cllr J Ashby reiterated the point about saved local planning policies being dismissed.

Cllr L Brown advised that she felt that part of the problem is that the County Planning Committee is made up of Councillors from outside the local area.

## **5. Matters arising**

Cllr L Brown raised the issues of the trees at Kepier House. There was concern that the roots of the trees were being compromised and these trees did have a tree protection order on them. Cllr L Brown advised that she had requested that the officer attend the area, which he had agreed to do. Councillors were asked to approve the following responses (for text of letters see parish web site):

**DM/19/00637/VOC** | Amendment to opening hours | Lebaneat 47 North Bailey Durham DH1 3ET. The response for this was agreed.

**DM/19/00753/FPA** | Demolition of industrial buildings and construction of 7 townhouses | Former R W D Motor Body Repairers Back Western Hill Durham DH1 4RG. The letter was approved; however, it was reported that this application is to be amended. Cllr L Brown reported that County Officers were unhappy with the density of the proposed development.

## **6. Report of outcome of Area Planning Committee of 9<sup>th</sup> April:**

**DM/19/00324/AD** - Student Castle, Claypath, Durham

Cllr J Ashby advised that the application in relation to the proposed signage had been deferred. Cllr J Ashby advised that he felt that the Planning Committee ought to formally register a number of key points they would like to have implemented in relation to this application. Cllr J Ashby advised that such a representation should include:

The point that the Committee Report says that "the Council's Street Naming and Numbering Team have confirmed that the building is formally named 20-29 Claypath", but that the name does not appear on any of the proposed signage.

The building should have an actual name, as is the case with all the other PBSAs in the city. That name will be how the building is known and found.

That name should be prominent. Smaller signs for the name of the business would be acceptable.

There should be two, not four, prominent name signs.

The signs should not be illuminated.

Cllr G Holland and Cllr V Ashfield advised that they felt that the building should not be named after the developer working on this scheme.

**DM/18/03671/FPA** - 22a Allergate, Durham.

Cllr J Ashby advised that the saved local policies had been disregarded on this application. Cllr G Holland highlighted that policies were the only protection that Durham City has against this sort of development.

Cllr J Ashby advised that the policy relating to back land development had been ignored in this instance.

Cllr R Cornwell advised that whilst there was now nothing the Committee could do on 22A, the Committee would undertake to make representations in relation to 22 as and when this came before Committee.

## **7. Neighbourhood Plan**

### **Draft version of the plan**

Cllr R Cornwell advised that this second Neighbourhood Plan was a lot stronger than the first draft put forward.

Cllr J Ashby advised that this was the opportunity to discuss any amends required to the draft plan circulated ahead of the meeting, so as to approve a draft to go forward to Full Parish Council in April. Cllr J Ashby advised that the Working Party were still on track to submit the Draft Neighbourhood Plan for public consultation from 17<sup>th</sup> May to 29<sup>th</sup> June.

It was agreed to put the draft plan in its current form to Full Council and the Clerk advised that he would seek written amends ahead of the Full Council meeting to allow for a smoother process at the Full Council meeting.

It was agreed that electronic copies only would be sent as part of the Agenda. Cllr V Ashfield requested a hard copy of the Neighbourhood Plan and the Clerk advised that he would organise this accordingly.

### **Oversight of the Neighbourhood Plan Working Party**

The Clerk reported that he had a meeting with Sue Childs of the Working Party next week to discuss the process of payments as and when required.

Cllr J Ashby reported that the Working Party had everything in place (posters, banners, etc) to take the Plan out to public consultation on 17<sup>th</sup> May.

## **8. Planning applications**

**DM/18/03487/VOC** | Variation of condition 13 pursuant to planning permission DM/18/00310/VOC so as to extend the opening hours for the D2 cinema use | The Riverwalk Millburngate Durham DH1 4SL (amended proposal). It was **agreed** to object to this application given its proximity to nearby residential properties. Cllr R Cornwell agreed to draft the objection.

**DM/19/00761/FPA** | Two storey rear extension and loft conversion with rooflights for C4 house in multiple occupation (6 bedrooms). | 6 May Street Durham DH1 4EN. At this point, Cllr Carole Reeves declared an interest in this application. It was **agreed** to object to this application on the grounds that it breached the interim policy relating to HMOs. Cllr L Brown agreed to write the objection.

**DM/19/00904/FPA** | Enlargement of 6 no. existing window openings on the east (river) elevation and installation of new uPVC windows. | Bridge House North Road Durham DH1 4PW. It was **agreed** to note this application.

**DM/19/00912/AD** | Illuminated and non-illuminated car park and public WC related fascia and hanging advertisements | The Riverwalk Millburngate Durham DH1 4SL. It was **agreed** to note this application

**DM/19/00989/FPA** | Change of use from shop (use class A1) to restaurant (use class A3). | Former Cooplands Unit 6 1 - 4 North Road Durham DH1 4SH. It was **agreed** to note this application

**DM/19/01023/LB** | Re-laying slate roof, repair and re-pointing of external stone walls. Internal works include repairing of water damaged plaster, stabilising a spiral stair | Bishop Cosins Library University Library Palace Green Durham DH1 3RN. It was **agreed** to note this application

**DM/19/01032/LB** | Pointing and repair to parapet roof and 6no. windows | University Library (Exchange Building) Palace Green Durham DH1 3RN. It was **agreed** to note this application

**DM/19/01053/LB** | Installation of new fire system | Durham University University College Durham Castle Palace Green Durham DH1 3RW. It was **agreed** to note this application

**DM/19/01054/LB** | Installation of new fire system | Durham University University College Durham Castle Palace Green Durham DH1 3RW. It was **agreed** to note this application

## **9. Discussion on application DM/19/01100/TCA**

The Chair advised that this item had been dealt with under public participation.

## **10. Pre-consultation re: new radio base station at Stockton Road**

It was agreed to wait for the application and to note the pre-consultation at this stage.

## **11. Dates of next meeting**

26 April 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

10 May 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

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 were 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 were asked to leave the room.

## **12. Update on Durham County Council Headquarters move**

At this point in the meeting, Cllr L Brown proposed suspending Standing Orders to allow discussion to continue after 2 hours, this was seconded by Cllr J Ashby and agreed by the Committee.

The Clerk reported that since the extraordinary meeting of the Parish Council, a press release in relation to the judicial review had been released and he had notified Richard Buxtons Solicitor of the Parish Council's decision.

There being no further business, the Chair closed the meeting.

Signed,

Roger Cornwell

Chair of Planning Committee

# City of Durham Parish Council

**Minutes of Planning Committee meeting held at 14:00 pm on Friday 26<sup>th</sup> April 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.**

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

Present: Cllrs R Cornwell (Chair), J Ashby, V Ashfield, L Brown, G Holland and C Reeves.

Also present: Parish Clerk Adam Shanley

Apologies: Cllr J Elmer

**2. Declarations of interest:** Cllr L Brown declared an interest in planning application DM/19/00834/FPA. Cllr G Holland declared an interest in planning application DM/19/01260/FPA (as the applicant) and the Clerk declared an interest in DM/19/01084/FPA.

**3. Minutes of the Meeting on 12<sup>th</sup> April 2019:** agreed as a correct record.

## **4. Public participation**

None received.

## **5. Matters arising**

**DM/18/03487/VOC** | Variation of condition 13 pursuant to planning permission DM/18/00310/VOC so as to extend the opening hours for the D2 cinema use | The Riverwalk Millburngate Durham DH1 4SL (amended proposal). Members agreed that they were content with this response.

**DM/19/00761/FPA** | Two storey rear extension and loft conversion with rooflights for C4 house in multiple occupation (6 bedrooms). | 6 May Street Durham DH1 4EN. Members agreed to submit an objection to this application.

## **6. Oversight of the Neighbourhood Plan Working Party**

Cllr J Ashby reported that, following the Full Parish Council's decision to approve the draft version of the Neighbourhood Plan, the Working Party is now pushing ahead to have the Plan out to public consultation on 17<sup>th</sup> May. Cllr J Ashby reported that a number of public drop-in sessions were planned during the consultation period covering the Full Parish Area.

Cllr J Ashby reported that DCC may wish to still make some amends to the Plan and had been asked to do so during the Regulation 14 consultation.

## **7. Planning applications**

Cllr R Cornwell advised the Committee that any requests for the Parish Council Planning Committee to call an application in to the Central and East Area County Planning Committee must be done during the course of the meeting.

**DM/19/00649/FPA** | Change of use from a C4 house in multiple occupation to a 7-bedroom HIMO with a wrap round single and 2 storey extension and external alterations. | 51 Whinney Hill Durham DH1 3BD (revised details). It was **agreed** to maintain the original objection to this application.

**DM/19/00834/FPA** | Alteration to existing window and balcony to front | Flat 2 Reform Place North Road Durham DH1 4RZ. It was **agreed** to note this application.

**DM/19/00855/FPA** | Erection of 1 no. detached bungalow | Land At Flass Bungalow Flass Vale Durham DH1 4BN. It was **agreed** to submit an objection to this application owing to it being in greenbelt and its proximity to an historic structure. Cllr G Holland agreed to draft the response and Cllr L Brown advised that she would be calling this to the Central and East Area Planning Committee.

**DM/19/00866/FPA** | Change of use of a C3 dwelling to be used as either a C3 dwelling, or a small HMO Class C4 | 28 Douglas Gardens Merryoaks Durham DH1 3PU (held over from 29 March). It was **agreed** to note this application.

**DM/19/00872/TPO** | Works to Oak Tree | 23 Dalton Crescent Nevilles Cross Durham DH1 4FB. It was **agreed** to note this application.

**DM/19/00874/FPA** | Change of use from shop (use class A1) to cafe (use class A3). | First Floor Owengate House 1 Owengate Durham DH1 3HB. It was **agreed** to note this application.

**DM/19/01006/FPA** | Change of use from A1 (shop) to D1 (dental practice) | Belle Evening Wear 113 - 114 Gilesgate Durham DH1 1QG. It was **agreed** to note this application.

**DM/19/01070/FPA** | Replacement of 16no windows. | Durham University Trevelyan College Elvet Hill Road Durham DH1 3LN. It was **agreed** to note this application.

**DM/19/01084/FPA** | Infrastructure works including provision of new footpath route, highways works including new signalised crossing at the Hollingside Lane and South Road junction, and the creation of a car park of up to 215 spaces at Upper Mountjoy | Land South Of The New Inn Junction Along South Road To Mount Oswald And Hollingside Lane To Upper Mountjoy. It was **agreed** to respond to this application with a number of concerns about accessibility. Cllr L Brown advised that she would call this application in to the Central and East Area Planning Committee and the Clerk was asked to contact Dr Barry Gower

and Cllr S Cahill about this application, as representatives on the Access Group, to highlight the issues to them.

**DM/19/01113/FPA** and **DM/19/01114/LB** | Stone Piers and Cast Iron Railings | Abbey House Palace Green Durham DH1 3RS. It was **agreed** to note this application.

**DM/19/01156/FPA** | External alterations of new windows, door and roof light to rear elevation and internal alterations to an existing sui generis HMO (8 bedrooms). | 53 Hawthorn Terrace Durham DH1 4EQ. It was **agreed** to object to this application with concern around the bedroom sizes and this being in breach of the Interim Policy on HMOs.

**DM/19/01164/FPA** | Provide 6-bedroom C4 residential accommodation with shared living space and small extension to the rear and dormer loft conversion. | 9 And 9A Silver Street Durham DH1 3RB. It was **agreed** to defer a decision on this application until further research could be carried out.

**DM/19/01185/AD** | Hand painted signage directly onto the exposed brick work on the east gable elevation and to the shop front timber fascia on the north front elevation. 5 no fully retractable awnings to provide advertisement to the north and east elevations. | 19-20 Elvet Bridge Durham DH1 3AA. It was **agreed** to note this application.

**DM/19/01180/FPA** | Single storey extension to side and two storey extension to rear (Resubmission) | 9 North Crescent Durham DH1 4NE. It was agreed to circulate the response to this application. It was **agreed** to note this application.

**DM/19/01220/TPO** | Various tree works | University Hospital Of North Durham North Road Durham DH1 5TW. It was **agreed** to note this application.

**DM/19/01244/AD** | Erection and display of 16no non-illuminated signs (Retrospective) | Lovegreen Car Park Frankland Lane Durham DH1 5SZ. It was **agreed** to note this application.

**DM/19/01260/FPA** | Replace existing roof to the kitchen and extend with a Garden Room | 23 Albert Street Durham DH1 4RL. It was **agreed** to note this application. (Note: discussions on this application were deferred until the end of the meeting and Cllr G Holland left the room prior to any discussion taking place).

## **8. Proposed new County HQ on the Sands**

The Clerk reported that the Barrister on behalf of the Parish Council had now submitted a pre-action letter to the County Council and the Parish Council is awaiting a response to this.

## **9. Dates of next meeting**

10 May 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

24 May 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

There being no further business, the Chair closed the meeting.

Signed,

Roger Cornwell

Chair of Planning Committee

## **ITEM 8: Response to DCC consultation re: de-registration of Common Land at the Sands.**

### **Informal consultation for the proposed application for deregistration, Section 16 Commons Act 2006, of part of the Common Land at the Sands, Durham City.**

- On 25 April 2019 the Assets Management Department of the County Council sent the Parish Council an informal consultation for the proposed application for deregistration, Section 16 Commons Act 2006, of part of the Common Land at the Sands, Durham City.
- The Department explains that Durham County Council is preparing to submit a deregistration application under Section 16 of the Commons Act 2006 in order to replace a small area of common land at The Sands in Durham City. The land being replaced (referred to as the 'release land') is currently used as a coach park. A larger area to the east of the Rivergreen Centre at Aykley Heads (the 'replacement land'), currently in use as meadowland, has been identified as the proposed alternative. The 'release land' is required as part of the proposed site for the County Council's new Headquarters building.
- The Department further explains that "*replacement land is required to be within the vicinity of the release land and to be suitable for grazing animals. The council considered other options for the replacement land, but following review, the land to the east of the Rivergreen Centre was identified as the most suitable, due to its proximity to the release land and the fact that it is meadowland. Both the release and replacement land are owned by the council.*"
- The history of this part of the Common Land at The Sands indicates that a temporary lease was granted for use by the Royal Observer Corps. The lease was surrendered in 1994 and, after the ROC buildings were demolished, the land was used as a car park and then as a coach park. These uses do not affect the fact that it is Common Land.
- It should be noted that the County Council's Public Rights of Way Officer states that:  
***"The existing coach car park and therefore part of the proposed development site is registered as Common Land. As it is registered Common Land is it therefore also designated as open access land under the Countryside and Rights of Way Act 2000; so the public have a right to walk and run on it ('a right to roam')."***
- At this informal consultation stage, it is not necessary for the Parish Council to set out a full representation, but a general indication of its

views would be appropriate. It is open to the Parish Council to respond, if it wishes, that it objects to the permanent loss of this part of the Common Land at The Sands, which be used for public enjoyment and recreation without impediment. The response could further state that the substitute area at Aykley Heads being suggested by Durham County Council is land more than two miles away. The people using the Sands Common do so because it is within walking distance for them and is adjacent to the city centre. To reach the land east of the Rivergreen Centre would take locals over 30 minutes to walk to and is an area already open to those who do live in proximity to it.

**DECISION  
REQUIRED**

For Members, having considered this report, to decide a response, which could be based upon the final bullet point paragraph above.

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of a meeting of the Environment Committee held on 16th April 2019 at 17:30 in the Lantern Room, Durham Town Hall, Market Place, Durham, DH1 3NJ.**

Present:

Councillors V Ashfield (Chair), J Atkinson, E Ashby, J Elmer, S Cahill and M Ross.

Also present: Parish Clerk A Shanley, Ian Houtt and Belinda Snow (DCC Officers) and 6 members of the public.

## **1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE**

The Chair welcomed all attendees. Apologies were received from Cllrs J Atkinson and R Ormerod.

## **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr S Cahill declared an interest in Item 7 on the Agenda, owing to his employment at Durham Students Union.

## **3. PUBLIC PARTICIPATION**

Cllr V Ashfield welcomed all members of the public and invited them to pose their queries to the DCC Officers and the Environment Committee. Queries were received as follows:

Janet George (member of the public) advised that she was concerned about student noise in the streets during term time and rubbish bins being left out on the streets when the students leave for the holidays. Mrs George advised that letting agents were not taking the bins back in.

Derek (member of the public) advised that he was also concerned about bins being left out and felt that this was a significant problem in Claypath.

Pam Jackson (member of the public) advised that she was concerned about bins being left out on the green area close to the main road by where she lives (the Chains).

Bob Gadd (member of the public) advised that parking was his main concern in Neville's Cross. Mr Gadd advised that he had experienced nuisance car parking on a regular basis, with the area close to his home being one of the few locations offering free car parking and dropped kerbs were being blocked by cars parking in front of them.

Mr Gadd also asked whether a sign could be erected to indicate to HGVs and motorists that there is no access to Durham City Centre from the A167. Mr Gadd advised that he had experience of heavy lorries mistakenly going down this route.

Tony Cleaver (member of the public) advised that he shared the concerns as Bob Gadd and felt that all of the cars parking in their current locations and frequency

is an accident waiting to happen. Mr Cleaver also highlighted the expansion plans of the University and was concerned about the impact the likely additional cars would have. Mr Cleaver also advised that a number of the car parking spaces currently in place were proposed to be removed as part of the new business school proposals for the University.

Ellie Desmond (member of the public) advised that she was attending on behalf of the Gilesgate Residents' Association and advised that the Association were particularly concerned about dog fouling taking place.

Cllr V Ashfield also advised that she had received an e-mail from a local resident called Rosemary who advised that she was concerned about bins being left out on the street for long periods of time and bins being filled to capacity and tipping over, worsening the litter situation. Cllr V Ashfield advised that she supported an idea by Rosemary to request that the bin lids be weighted in some way to stop the lids blowing off and litter being blown on to the streets.

Mr Hoult addressed each issue individually. On parking, Mr Hoult advised that this particular issue did not fall under his remit, however Mr Hoult advised that he was happy to take the contact details of those members of the public who were concerned about this issue and pass this on to his colleagues who deal with this specific issue.

Derek advised that he felt that the number of cars was only set to rise and this was an extremely important issue for local residents.

Cllr E Ashby advised that she was working with others on the domestication of the A167 and she was aware that residents who lived on the left of the A167 coming into Neville's Cross had significant parking issues.

On dog fouling, Mr Hoult advised that officers at DCC are able to issue Fixed penalty Notices (FPNs) to any dog walker who does not clear up after their dog. Mr Hoult and Ms Snow advised that the local community needed to take a part in resolving this issue and inform DCC of any repeat or regular offenders.

Cllr V Ashfield asked whether DCC could consider setting up dog poo bag dispensers. Mr Hoult advised that DCC had launched the green dog walkers' scheme and the provision of bag dispensers may be something which the Parish Councils may wish to look into.

Mr Hoult also advised that DCC had issued a Public Space Protection Order (PSPO) for Durham in relation to dogs and it is now an offence for owners to allow dogs to stray.

Cllr J Elmer asked whether DCC could potentially seek to purchase a motion activated camera to resolve the issue of dog fouling. Mr Hoult advised that he would need to check with his colleagues in the legal department as there may be some legal issues preventing DCC from doing this.

On the matter of bins, Mr Hoult advised that if a property has more than six occupants living in the house, they were entitled to an additional bin at a cost.

Pam Jackson advised that she had requested a large communal bin for the Chains but the County Council had advised this would not be possible. Mr Hoult advised that he would take this back and see if he could do anything on this.

Cllr V Ashfield advised that bins being left out for long periods of time was an issue effecting the whole Parish.

Ms Snow advised that her team worked regularly with the university to try and resolve the issue of students leaving bins out whilst away for the holidays. Ms Snow advised that, in the first instance, her team would write directly to the students to have the bins put back in. If unsuccessful, Ms Snow advised that her team would then raise this with the landlords directly.

Cllr V Ashfield advised that she felt that the County Council ought to be going directly to the landlords in the first instance. Ms Snow advised that legislation required the County Council to contact the residents as a first point of call.

J George asked whether it would be possible to have the bins and the backyards numbered. Mr Hoult advised that this is what DCC want to have as this resolved issues of bins going missing.

Mr Hoult recommended that he and his team carry out a walkabout with the local residents' groups in order to resolve some of the issues at the forefront of everyone's minds.

Mr Hoult also recommended that members of the public report any issues as discussed this evening via the Durham County Council website.

There being no further queries, Cllr V Ashfield thanked all members of the public for attending the meeting and for raising their issues. 5 of the 6 members of the public left the room at this point.

#### **4. DISCUSSION WITH IAN HOULT AND BELINDA SNOW RE: ENVIRONMENTAL ENFORCEMENT OFFICER PROPOSAL.**

The Clerk thanked Mr Hoult and Ms Snow for their assistance to date on this issue. Mr Hoult and Ms Snow advised that they are happy to work with the Parish Council to facilitate any Service Level Agreement which fits the needs of the City of Durham Parish Council.

The Committee felt that the issues of residential and industrial waste/ littering, bins, dog fouling and nuisance car parking were the main issues they'd like to see addressed by the Environmental Enforcement Officer.

Mr Hoult advised that he was keen to emphasize that this would mean work over and above what the County Council currently provides and the Parish Council would be provided with reports by the officer on outcomes.

On costs, Mr Hoult and Ms Snow advised that 1 hour per week per annum would cost the Parish Council £1,000 per annum.

The Chair thanked the Officers for their time and Mr Houlton and Ms Snow left the meeting.

The Committee resolved to put a recommendation before the April Full Council meeting to request for £5,000 towards this project.

#### **5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 5TH MARCH 2019.**

The Minutes of the meeting held on 19th March 2019 were unanimously agreed as a true and accurate record of proceedings.

#### **6. MATTERS ARISING**

No matters arising from the Minutes of 19<sup>th</sup> March 2019. At this point in the meeting, the Chair requested that the remainder of the Agenda be discussed at a later meeting on 1<sup>st</sup> May as time had run out. The Committee agreed to have another meeting on 1<sup>st</sup> May at 12:30pm to discuss the remainder of the Agenda.

#### **7. DATE OF NEXT MEETING.**

The Chair advised that the next meeting of the Environment Committee would take place on 1<sup>st</sup> May at 12:30pm.

The Chair thanked Members for their attendance and closed the meeting.

Signed

Chair City of Durham Parish Council Environment Committee.

## ITEM 8: Environment Committee – Programme of works 2019/20

### Proactive, more of the things we like:

<b>Agreed action</b>	<b>Cost (pa)</b>
We have become a partner with Durham in Bloom and have contracted to finance a flower exhibit for 2019.	<b>£2,500</b>
We are planning to provide floral panels in Millennium place in 2020.	(2020)
We have contracted grass cutting, sustainable planting and the provision of bike racks/ flower tubs in Walkergate, below Milburngate Bridge opposite the back of the Indoor Market;	TBA
We have negotiated a contract with DCC to tidy up land at Highgate and potentially turn the area into sensory garden/park. We will maintain the upkeep of this land in future years.	Cost-free this year Maintenance costs in future years
We are liaising with the Students Union to progress a Good Neighbour project to support residents with a range of needs including snow clearance in the DCC designated "Priority 2 and 3" areas (which DCC does not cover) for the winter of 2019/20.	<b>£1,000</b>
We have established liaison with local secondary schools (primary schools to follow) to investigate the ways in which pupils can influence our proposed programme and support our environmental activities, (eg by litter picking, improving flower beds etc).	<b>£500 for first project</b>
We have planned an award for the best kept business frontage, including a competition for the best Christmas display by: independent businesses; chains stores; indoor market stalls.	<b>£500 plus costs of awards event (£3,000)</b>
Replanting of gardens in front of The Sands flats in conjunction with Durham Sixth Form Centre students	<b>Probably cost-free</b>

### Reactive, remove / reduce some of the things we don't like.

<b>Agreed Action</b>	<b>Cost (pa)</b>
We have agreed to contract an Environmental Enforcement Officer with statutory powers to issue fines to individuals and businesses which contravene environmental laws, e.g. litter, abandoned rubbish bins, dog fouling and dangerous parking;	<b>£5,000</b> recurring annually (plus grant requested from AAP of £5,000)

Subject to full PC agreement, we are advertising for an employee for 15 hours per month to improve the physical environment by litter picking on road sides and riverbanks; washing street signs and highways signs; possibly also street weed control;	Approx <b>£2,500</b>
We will bring to full PC costs of carrying out gum removal and provide an anti-gum surface on the lower part of North Road and across Framwellgate Bridge.	<b>£10,000 – 15,000</b>
We have asked for an estimate for cleaning the pillars outside the Freemans Quay swimming pool (not carried out by DCC)	TBA

## **ITEM 8: Environment Committee recommendation on business frontage awards**

### **Parish Council business frontages award, Christmas 2019**

The Environment Committee has written into its programme an award for the best Christmas shop frontage to be judged in early December.

Members will recall that at the January meeting of the Full Parish Council, a budget of £5,000 towards a Business Frontage project was agreed as part of the Environment Committee's indicative spend.

Members of the Environment Committee have met and discussed this with DCC Officers and Adam De-athe from the BID, who recommend that the awards for best business frontages be centered around a particular theme and Christmas is the obvious choice for such a theme.

The Environment Committee propose that there four categories as part of these Christmas Shop Frontage Awards:

- Best Market stall frontage
- Best Independent shop frontage
- Best Chain business frontage
- Best Non-retail business frontage

The Environment Committee propose to offer a prize of £500 for each category, to be presented at a simple civic ceremony, suggested to take place in the Town Hall. This ceremony would also be an opportunity for the Parish Council to invite representatives of the various community and voluntary groups to an event at Christmas to say thank you for their work over the year.

If Councillors are in agreement with these proposals, the Council would seek to begin advertising the Awards from September this year.

We are asking the Parish Council to agree the following sum to cover the total cost of this event.

Prize for each category: £500 (£2,000 in total).

Costs of ceremony: room hire, wine reception, nibbles: (no more than) £1,000

Total cost: (pending confirmation of venue, etc) £3,000

<b>DECISION REQUIRED</b>	Councillors are asked to agree to the request by the Environment Committee for the sum of (maximum) £3,000 towards the business frontage awards and the Christmas civic reception/ awards ceremony.
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## **ITEM 8: Recommendation on North Road pavement cleaning and treatment**

As Members are aware, the Environment Committee has been working closely with Durham County Council's Clean and Green team to assess what actions the Parish Council may be able to take to further enhance the cleanliness and appearance of areas in the Parish area.

As part of this work, North Road has been identified as having a significant issue in terms of pavement cleanliness and in particular there is an issue of chewing gum engrained into the pavement and members of the Environment Committee have been investigating what can be done to resolve these issues.

With a new large premises having recently been granted a license as a night club, it is deemed that the issues of chewing gum on North Road will only be exacerbated.

Durham County Council has recommended the services of one particular company which they have used on a number of similar projects, including the cleaning and treatment of Millennium Place, Marketplace as well as proposed future works to Claypath following completion of the student castle development. The outcome of recent such works can be seen in the below image:



The proposed works would involve the following stages:

**Stage 1** – an intensive deep clean to remove all aspects of everyday dirt and grime utilizing the company's cleaning products and hot water wash. This is then followed by an assessment of the substrate to determine stage 2 and 3 process.

**Stage 2** – Where required, a further treatment with specialist cleaning products to draw out stubborn stains such as ingrained oils and fats.

**Stage 3** – the application of a non-toxic, water based Pro-Guard Plus protective coating in a single saturated treatment.

The works would be carried during the evening (Monday – Friday) to ensure minimum disruption to local traders and the full works could be completed within 3-5 evening shifts (please note: this is weather dependent).

Testimonials about this company have been sought and the following has been said of the company and their services:

***"We could never have achieved the result that this company's specialist services have and our subsequent maintenance operations have become***

***more efficient, generating better results and cost savings***” – Jimmy Bennett, DCC Clean and Green manager.

***"This company has been working with Durham revitalizing problem public realm areas and subways, the results have been quite amazing"*** – Mark Readman, DCC Highways Services Manager.

### **Environmental implications**

The product used by this company to treat cleaned areas:

- Rejuvenates porous surfaces including stone, concrete and brick
- Protects substrates from dirt, grease, oil, food, chewing gum and drink stains
- Is effective for up to 10 years
- Is an environmentally and user-friendly system
- Reduces maintenance requirements, saving time and money

### **Cost implications**

This company offers a specialist service not offered by any other company on the market at present and therefore 3 like-for-like quotes as per Standing Orders are unobtainable.

A quote has been received from the company per square meter at £9.95 (ex VAT).

Due to forthcoming development on North Road upwards from Nevilles street, the proposed area to be cleaned and treated at North Road starts at Nevilles Street and comes down to the North Road end of Framwellgate Bridge and includes both sides of the pavement. DCC’s calculation of this area is 1456 m2 and therefore the total costs for this would be: **£14,487.20 (ex VAT)**. This figure includes a 2-year warranty and the company has public liability insurance up to £10,000,000.

Members should note that the Environment Committee requested a budget of £10,000 for the previous financial year and this remains unspent. It is proposed that this be put towards this project. The VAT is also refundable to the Parish Council.

In terms of ongoing maintenance after treatment, this will be covered by DCC’s usual cleaning maintenance programme and should the Parish Council require a deep clean by this specialist company, this can be done for 25p per square meter once treated.

<b>DECISION REQUIRED</b>	Councillors are asked to agree to the proposed works to North Road as set out in the report above.
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# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of a meeting of the Licensing Committee held on Friday 5<sup>th</sup> April 2019 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET**

Present: Councillors L Brown, E Ashby, D Freeman, R Cornwell and C Reeves.

Also present: A Shanley, Brendan McKeon, Helen Johnson and Craig Rudman

**Cllr L Brown** in the Chair

## **1. APOLOGIES FOR ABSENCE**

Cllr Alan Doig

## **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

None received.

## **3. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 22nd MARCH 2019**

Minutes were approved unanimously.

## **4. DISCUSSION WITH HELEN JOHNSON AND CRAIG RUDMAN, DCC LICENSING OFFICERS RE: DCC LICENSING CONSULTATION**

The Chair welcomed members of the public and Helen and Craig and thanked everyone for their attendance.

Craig Rudman opened up his presentation by advising that the Licensing team were a small area within Durham County Council but an extremely important one. Craig advised that there were certain licensed premises which his team did not have jurisdiction over, for instance tattoo parlours and pet stores. Craig advised that his team looked at issues of licensing relating to taxis, the sale of alcohol and entertainment licensing.

Cllr R Cornwell asked about the current DCC consultation on the licensing policy statement, advising that the current consultation did not cover taxi licensing, and Cllr R Cornwell asked when this would be consulted on. Craig advised that the team were happy to take any representations from members of the public or Councillors at any time but that the official consultation on taxis took place once every 5 years and the next consultation on this would take place in 2021.

Cllr R Cornwell expressed that he felt that taxi firms ought to be encouraged to have more hybrid and electric vehicles. Craig advised that this wasn't something his team or DCC would be able to enforce but would rather be a commercial consideration for the taxi firms themselves.

Craig advised that all comments would be gathered from all respondents to the current licensing policy consultation. There would then be a filtering process to ascertain what could and could not by law be implemented. Craig advised that all representations will receive a breakdown of feedback advising at each point why an issue raised either had or had not been adopted.

Cllr R Cornwell advised that he felt that the Licensing team at DCC had the most experience of licensing matters and any issues which do arise. Cllr R Cornwell asked if there were any issues the team see which they would like to see changed. Craig advised that this regularly did occur, however the team at DCC like all other local authorities are bound by the section 182 guidance from Government to Local Authorities and what is set out in legislation. Cllr R Cornwell highlighted the example of "Challenge 25" which was a scheme which had come about due to the numbers of underage drinkers being served at licensed premises.

The Clerk asked if numbers would carry weight in the feedback received to the consultation. Craig advised that they would.

The Clerk highlighted the issue of the late-night levy which the Committee felt is needed for the City and Town Centres in Durham. Craig advised that this would be something which the Police and Crime Commissioner would have to pursue. 70% of the funding from the levy would go towards the police, with the other 30% going to the County Council. Cllr R Cornwell felt that the levy was about much more than just raising money and the issue of balancing business and commerce and the wellbeing of the City needed to be weighed.

Cllr E Ashby advised that she felt in regards to changes required to legislation on licensing, that DCC ought to be at the forefront of any lobbying Government for change.

Cllr E Ashby advised that she felt very strongly that impact on health and in particular mental health ought to be one of the key four objectives to licensing and she hoped the Parish Council would lobby the local MP to seek change in legislation on this.

The Clerk enquired about a licensing portal much like the one used for planning. Helen advised that she would be looking to get the operating schedule online for all applications as a short-term measure. Craig advised that he was looking into having a portal like that of planning.

Cllr L Brown advised that she was concerned about the lack of communication between licensing and planning at DCC.

Cllr R Cornwell asked if it were possible to grant a license with the condition that there be no late-night TENs permitted. Craig and Helen advised that this is not possible by law. Helen did advise that she would be happy to share with the Clerk any TENs she or her team were aware of upon request.

The Chair thanked Helen and Craig for their time in coming to speak with the Parish Council Licensing Committee. Helen, Craig and Brendan all left the room.

## **5. PUBLIC PARTICIPATION**

No representations were made from members of the public.

## **6. VERBAL UPDATE ON RECENT LICENSING APPLICATIONS**

### **Outstanding Art Limited**

The Clerk advised that the Parish Council objection had been withdrawn on this, following receipt of advice from Licensing at DCC that the applicant had accepted all conditions as set out within the representation.

### **Barrio Comida**

The Clerk advised that the objection on this application had been submitted and the Parish Council were yet to hear anything further.

### **Former Walkabout**

The Clerk advised that this application would be going to a licensing hearing on 9<sup>th</sup> April and that Cllr R Cornwell would be representing the Parish Council at this hearing.

## **7. DCC STATEMENT OF LICENSING POLICY – CONSULTATION 2019**

Cllr E Ashby presented her draft version of the Parish Council's response to the ongoing consultation of the licensing policy.

Members felt that this was a very good response and Cllr L Brown wished to minute her thanks to Cllr Ashby for doing this for the Committee.

Members agreed to present the draft response to the licensing consultation to the Full Parish Council meeting in April as the recommended response, subject to the following additions:

That the terms "student" and "minimum unit cost" be defined in the licensing policy and that the issue of public health is also highlighted in DCC's policy.

Members also agreed to lobby Ronn Hogg, Durham Police and Crime Commissioner in relation to the matter of the late-night levy for Town Centres in Durham.

There being no further business, Cllr L Brown thanked Members for their attendance and closed the meeting.

Signed

Chair of City of Durham Licensing Committee

# **CITY OF DURHAM PARISH COUNCIL**

**DRAFT Minutes of a meeting of the Licensing Committee held on Friday 26<sup>th</sup> April 2019 at 16:00 in Office 2, Clayport library building, 8 Millennium PI, DH1 1WA.**

Present: Councillors L Brown, E Ashby and R Cornwell

Also present: A Shanley (Clerk)

**Cllr L Brown** in the Chair

## **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs C Reeves, D Freeman and A Doig

## **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

None received.

## **3. PUBLIC PARTICIPATION**

None received.

## **4. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 5<sup>TH</sup> APRIL 2019**

The Minutes of the meeting held on 5<sup>th</sup> April were agreed unanimously as a true and accurate record of proceedings.

## **5. UPDATE ON RECENT LICENSING APPLICATIONS:**

### **Outstanding Art Limited**

The Clerk reported that this application had been granted.

### **Barrio Comida**

The Clerk reminded Members that they had resolved to object to this licensing application on the objective of preventing a public nuisance and this application is subject to a Licensing hearing to take place on 30<sup>th</sup> April. Cllr L Brown to represent the Parish Council at this hearing.

## **6. CONSIDERATION OF THE FOLLOWING LICENSING APPLICATIONS:**

### **Odeon Cinemas Ltd – Application for a new premises license.**

Plays (indoors) Sunday to Thursday 9.00am to 1.00am, Friday and Saturday 9.00am to 2.00am, on no more than 10 occasions a year, the premises may be used from 9.00am to 3.00am on any day of the week

Films (indoors) Sunday to Thursday 9.00am to 1.00am, Friday and Saturday 9.00am to 2.00am, on no more than 10 occasions a year, the premises may be used from 9.00am to 3.00am on any day of the week

Live music (indoors) Sunday to Thursday 9.00am to 1.00am, Friday and Saturday 9.00am to 2.00am, on no more than 10 occasions a year, the premises may be used from 9.00am to 3.00am on any day of the week

Recorded music (indoors) Sunday to Thursday 9.00am to 1.00am, Friday and Saturday 9.00am to 2.00am, on no more than 10 occasions a year, the premises may be used from 9.00am to 3.00am on any day of the week

Performance of dance (indoors) Sunday to Thursday 9.00am to 1.00am, Friday and Saturday 9.00am to 2.00am, on no more than 10 occasions a year, the premises may be used from 9.00am to 3.00am on any day of the week

Anything of a similar description to live music, recorded music or dancing (indoors) Sunday to Thursday 9.00am to 1.00am, Friday and Saturday 9.00am to 2.00am, on no more than 10 occasions a year, the premises may be used from 9.00am to 3.00am on any day of the week

Late night refreshment (indoors) Sunday to Thursday 11.00pm to 1.00am, Friday and Saturday 11.00pm to 2.00am, on no more than 10 occasions a year, the premises may be used from 11.00pm to 3.00am on any day of the week

Sale of alcohol (on and off the premises) Sunday to Thursday 11.00am to midnight, Friday and Saturday 11.00am to 1.00am, on no more than 10 occasions a year, the premises may be used from 11.00am to 1.00am on any day of the week

Members expressed concern about the premises proximity to nearby residential properties and the licensing application to play music until the early hours of the morning likely representing a public nuisance as a result of the noise.

Members also expressed concern about the sale of alcohol until the early hours of the morning and the potential for under 18-year olds to be served alcoholic beverages.

It was **agreed** to object to this application under the objectives of preventing a public nuisance and protecting children from harm.

There being no further business, the Chair thanked members for their attendance and closed the meeting.

Signed

Chair of City of Durham Licensing Committee

**ITEM 10: Motion on additional financial contribution to the County Durham Association of Local Councils (CDALC).**

Members will recall at the last Full Council meeting that the Parish Council unanimously agreed to renew their annual membership of CDALC/NALC.

The County Durham Association of Local Councils (CDALC) has been in existence since 1947. It is run by local councils for the benefit of local councils. The overall aim is to assist councils in their day-to-day work and to represent their interests. All parish and town councils and parish meetings in County Durham and surrounding areas (Darlington, Gateshead, Sunderland and South Tyneside) are eligible to join. An annual membership fee brings a wide range of services. CDALC provides advice to local councils to ensure they are meeting their statutory requirements. They also represent local councils—the tier of government closest to the electorate. Their aims are to:

- Encourage and advise on good practice in local council management
- Increase the contribution of local councils to community life
- Represent local councils’ interests within County Durham and nationally
- Provide training and develop councillors and clerks
- Encourage greater public awareness of the work of local councils

At its January meeting, the Full Parish Council agreed a budget of £3,500 towards membership of CDALC/NALC, however, due to changes in the way in which students are now registered to vote, CDALC were only able to charge the City of Durham Parish Council £1,015.60 (10p per elector).

Members are also reminded that CDALC provided Clerk services between May – December 2018 at no charge to the Parish Council.

Cllr J Ashby wishes to propose the following motion to Full Council:

***"The City of Durham Parish Council agrees to contribute the sum of £1,500.00 to the County Durham Association of Local Councils in recognition of the exceptional support provided in establishing the new Parish Council in 2018/19."***

**DECISION  
REQUIRED**

Councillors are asked to agree the above motion and instruct the Clerk to make the necessary arrangements for a further financial contribution to CDALC as set out above.

## **ITEM 12: CREATION OF A BUSINESS REGENERATION COMMITTEE OF THE PARISH COUNCIL**

The Parish Council has been contacted by a local market trader who has expressed concern regarding the number of events taking place over the coming year which are having a detrimental impact on traders' ability to sell their products during peak times and seasons.

As a Parish Council whose Parish Area includes the city centre of Durham and therefore a high level of businesses, it is expected that the Council, set up to be a voice for the City, is also in a position to represent the views of the business community as a whole as well as seeking to promote Durham as a place to do business.

At present, the need to work with and represent the views of the business community does not sit with the remit of any of the Parish Council's existing Committees and it is therefore proposed that a new Business Regeneration Committee of the Parish Council be set up to represent the views of local traders, understand and seek to resolve any issues identified as adversely impacting on their businesses and also look to regenerate empty shopping units or areas within the City.

As part of this work, the Committee may wish to involve other third Parties such as Durham BID, DCC and representatives of local business and market traders.

The proposed Terms of Reference for this Committee are set out below:

### **City of Durham Parish Council**

#### **Business Regeneration Committee**

1. Council has created the Business Regeneration Committee, consisting of five members, and will appoint members of the Council to the Business Regeneration Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. It has assigned to the Business Regeneration Committee the following terms of reference: -
2. To choose its Chair and Vice Chair from within the membership of the committee.
3. That meetings be held as and when required.

#### **POWERS AND DUTIES**

- a) To consider and make recommendations to the Council in relation to any appropriate activities the Council may wish to undertake to market Durham as a place for businesses to trade.
- b) To work with key stakeholders to seek to enhance the business offer within Durham, in particular promoting the daytime and early evening economy.
- c) To work with key stakeholders to identify opportunities to regenerate empty retail units or areas.

- d) To consider and make recommendations to the Council in relation to any matters which the business community feel adversely impact on their trading, e.g. law and order issues, drugs and alcohol, homelessness, etc.
- e) To consider and make recommendations to the Council in relation to all matters pertaining to vehicular parking, in so far as it impacts on business trading in the area.
- f) To represent the interests of the business community where appropriate, including market traders who form a vital part of the community of Durham
- g) To advise and make recommendations to the Council and work with key stakeholders to ensure that all temporary events aimed at promoting Durham, are also to the benefit of all local traders.
- h) To advise and make recommendations to the Council in relation to its own procurement practices, seeking to ensure that goods and services required are sought locally as a priority where possible.
- i) To advise and make recommendations to the Council in respect of complaints about a business and/or its activities (only where this does not relate to a Licensing matter).
- j) Where appropriate, to consider the appointment of external advisors to advise and support the Committee in its work to promote sustainable business in Durham.
- k) To develop and encourage effective two-way communication between the business community and local residents.
- l) To make recommendations to the Council and to the business community as appropriate to ensure that there is recognition by all of the impact of business activities upon the local area, the wider community and environment.
- m) To make recommendations to the Council and to the business community to promote sustainable business and development, which are conducted in a socially responsible manner and have a positive impact on the community.
- n) To assist the City of Durham Neighbourhood Planning Forum in the production and implementation of a Neighbourhood Plan, in so far as it relates to business issues.
- o) To respond on all matters of general importance affecting the business community in its area and to consider and comment on any policies or procedures of any other agencies in relation to any issue of impact.
- p) To make appropriate representations to any relevant agency in relation to any incident, event or action which in the opinion of the Council is detrimental to the business community in its area.

Within the budget agreed from time to time by the Council to engage appropriately qualified individuals or bodies to assist the Committee in exercising the powers set out above.

## **Reference**

\*within the terms of reference 'business community' refers to all businesses, including the indoor and outdoor market traders as well as those businesses offering services and not just wholesale goods.  
Any budgetary decisions made by this Committee would need to be ratified by Full Council in accordance with Standing Orders.

**DECISIONS  
REQUIRED**

- 1) For Members to agree to the formation of this new Committee of the Parish Council.
- 2) (Should 1 be accepted) For Members to agree on the membership of this new Committee of the Parish Council.
- 3) (Should 1 be accepted) For Members to agree to the proposed Terms of Reference for this new Committee of the Parish Council.

### **ITEM 13: Appointment of representatives on local organisations**

As per Standing orders, Members are asked to consider the Parish Council representatives on local organisations.

The current Parish Council representatives on local organisations are as follows:

#### **Durham University Community Engagement Task Force Sub-Groups**

<b>Sub-Group</b>	<b>Parish Council rep</b>
Economic	Esther Ashby
Culture	Carole Reeves
Citizenship	Victoria Ashfield
Lived Environment	John Ashby
Durham for All	Saul Cahill

#### **Durham Access Group**

Saul Cahill

<b>DECISION REQUIRED</b>	Councillors are asked to consider the current list of Parish Council representatives on local organisations and advise of any changes required.
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## **ITEM 14: Parish Council Committee membership**

As per Standing orders, Members are asked to consider the membership of each of the Committees at this Annual General Meeting of the Parish Council.

The election of Chair and Vice-Chair will take place at the first meeting of each Committee following this meeting.

The membership of each of the Parish Council Committees is as follows:

### **Planning Committee (7 members)**

Roger Cornwell (Chair)  
John Ashby (Vice-Chair)  
Victoria Ashfield  
Liz Brown  
Jonathan Elmer  
Carol Reeves  
Grenville Holland

### **Environment Committee (7 members)**

Victoria Ashfield (Chair)  
Esther Ashby (Vice-Chair)  
Jonathan Elmer  
Richard Ormerod  
Saul Cahill  
Mandy Ross  
Judith Atkinson

### **Licensing Committee (6 members)**

Liz Brown (Chair)  
Esther Ashby (Vice-Chair)  
Roger Cornwell  
David Freeman  
Carol Reeves  
Alan Doig

### **Finance Committee (6 members)**

Alan Doig (Chair)  
John Ashby (Vice-Chair)  
Victoria Ashfield  
Richard Ormerod  
Esther Ashby  
Elizabeth Scott

### **Personnel Committee (5 members)**

Elizabeth Scott (Chair)  
Roger Cornwell  
Carol Reeves  
David Freeman  
Grenville Holland

<b>DECISION REQUIRED</b>	Councillors are asked to consider the current membership of each Committee and advise of any changes required.
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## **ITEM 15: INTERNAL AUDIT ANNUAL REPORT – 2018/2019**

### **1. Background**

#### **1.1. Background**

- 1.1. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Housing, Communities and Local Government (DHCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities
- 1.2. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR is made of 3 sections along with an annual internal audit report. which is to be completed by the Parish Council's independent internal auditor, who is to give an opinion of the Parish Council's internal controls
- 1.3. CDALC have provided Councils with a checklist to be used, this annual audit uses this list as the minimum of the tests to be carried out.

### **2. Objectives of the Audit**

- 2.1. To examine the system of internal controls to ensure that the Council may obtain an adequate level of assurance for its activities during the year.

### **3. Scope of the Work and the areas of Audit Work examined.**

- 3.1 The Scope of Work covers the key control tests identified in the AGAR.
- 3.2. To properly complete the audit the following areas of activity have been examined and tested by the Internal Auditor:

- Payroll
- Creditors
- Risk Management
- Income collection and Banking arrangements
- Petty cash (none held)
- Assets
- Debtors
- Budgetary Control (including year end procedures)

- 3.3. City of Durham Parish Council is a new Council formed 1<sup>st</sup> April 2018 with its first Council meeting on 10<sup>th</sup> May 2018 where a Chair and Vice Chair were elected along with the approval of Standing Orders and Financial Regulations and required policies and procedures

### **4. Findings**

#### **4.1. Payroll**

4.1.1 The City of Durham Parish Council was initially set up with an interim Parish Clerk from Durham County Council (DCC) and the process of appointing a permanent Clerk giving to a Personnel Committee.

4.1.2. A permanent Clerk was appointed in November 2018.

4.1.3. DCC administered the salary and payroll deductions of the Clerks for the 2018/19. These payments were checked to DCC payment records and appear reasonable.

#### **4.2. Creditors (Accounts Payable)**

4.2.1. For 2018/19 DCC administered the payment of all accounts through their finance system

4.2.2. The finance system summarises ("revenue review" report) all payments by account code. Detail of these are recorded in their General Ledger Transaction report. Payments were verified from this ledger.

#### **4.3. Risk Management**

4.3.1. The Council does not have any risk register (operational or Corporate).

#### **4.4. Income collection and Banking arrangements**

4.4.1. The Council does not collect any income.

4.4.2. For 2018/19 DCC held the precept and paid any accounts from it.

4.4.2. The new Clerk has set up the Councils own bank account with all Chairs of Committees being signatories and the Clerk being the Administrator. Balance of DCC monies held is being transferred to the City of Durham Parish Council bank account.

#### **4.5. Accounting Records**

4.5.1. The Accounting records for 2018/19 have been the DCC Finance system. The Accounting Statements on Section 2 of the AGAR were verified to the DCC accounts.

#### **4.6. Assets**

4.6.1. The Council does not hold any assets for 2018/19

#### **4.7. Debtors**

4.7.1. There are no accounts raised for debts.

#### **4.8. Budgetary Control**

4.8.1. The City of Durham Parish Council were informed of any expenditure made by DCC and was reported at the Finance meetings.

4.8.2. The City of Durham Parish Council had formed a Finance Committee with responsibility of setting the 2019/20 budget and the precept for 2019/20. All

Service Committees are asked for their budget requirements which are reported and discussed at the Finance Committee and agreed by Full Council.

4.8.3. The 2019/20 budget and precept were agreed at Full Council on 24<sup>th</sup> January 2019.

#### **4.9. Governance arrangements**

4.9.1. The Council has agreed its own Standing Orders and Financial Regulations which is the backbone of following good governance arrangements. The Annual Governance Return as part of the AGAR will highlight if any improvement in governance arrangements are needed along with my recommendations in the attached action plan.

#### **5. Conclusions/Recommendations**

5.1. The first year of the new Council is basically setting up of various procedures to ensure that the Council will run smoothly. The attached action plan will ensure that the second year will ensure good governance is in place at the Council.



**Gordon Fletcher (C.M.I.I.A.),**

**Internal Auditor for the Parish Council**

## Annual Internal Audit Report 2018/19

### CITY OF DURHAM PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/04/19

Name of person who carried out the internal audit

GORDON FLETCHER (C.M.I.I.A.)

Signature of person who carried out the internal audit

G. Fletcher

Date 25/04/19.

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

\* NO PETTY CASH HOLD



**INTERNAL AUDIT ANNUAL REPORT (PART 2 – ACTION PLAN) – 2018/2019**

<b>Action Ref</b>	<b>Observation</b>	<b>Associated Risk</b>	<b>Priority</b>	<b>Recommendation</b>	<b>Management Comment</b>	<b>Responsibility Timescale</b>
1.	DCC administered the salary and payroll deductions of the Clerks for the 2018/19.	Incorrect payments	High	That the payroll service is administered by an external payroll provider which will ensure better internal controls for the Council	The City of Durham Parish Council has set up a Service Level Agreement with DCC to administer its salary and payroll deductions to the Clerk	Parish Clerk Immediate
2.	For 2018/19 DCC administered the payment of all accounts through their finance system	Incorrect payments made Unauthorised payments made.	High	That Financial Regulations are followed regarding the payment of accounts	The City of Durham Parish Council has now set up its own bank account and will administer transactions in accordance with its Financial Regulations.	Parish Clerk Immediate
3	The Council does not have any risk register (operational or Corporate).	Risk not identified Insurance claims	High	Risk register completed to show Corporate (strategic) risks and operational risks.	The Clerk will be undertaking to administer a risk register (operational or Corporate) throughout the year.	Parish Clerk During the year
4	Balance of DCC monies held is being transferred to the City of Durham Parish Council bank account.	Loss of monies	High	That the Council ensure that all monies have been transferred to the Council from DCC.	Done.	Parish Clerk Immediate
5.	The Accounting records for 2018/19 have been the DCC Finance system.	Poor accounting records	High	The Council should consider purchasing a finance system such as RIALTUS which is widely used by Town and Parish Councils and provides good reports for Councillors and end of year accounts.	The Clerk will be undertaking to acquire the accounting software known as RBS, as recommended by SLCC trainers and other Parish Clerks.	Parish Clerk Immediate

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

**CITY OF DURHAM PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

www.cityofdurham-pc.gov.uk

Section 2 – Accounting Statements 2018/19 for

CITY OF DURHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	0	0	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	150,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	75	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	6,926	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	0	32,986	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	0	110,163	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	0	110,163	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Explanation of variances (applicable to 2,4,6,7 and 8).**

The City of Durham Parish Council was formed during the financial year 2018/19 and there was therefore no income nor expenditure during the financial year 2017/18.

## Annual accounts 2018/19

Classification	Name	Account Name	Actual YTD
EXPENDITURE	Employees	Pay	£5,503
		National Insurance	£372
		Local government pension	£1,051
	Supplies and Services	Printing	£171
		Advertising other than for staff	£180
		Venue hire	£1,885
		Computer support	£708
		Subscriptions 372009	£3,036
		Catering - training courses	£79
		Other hired and contracted services	£4,810
		Election expenses	£22,118
Income	Income Summary	Precept-current year	(£150,000)
		Compensation from Lloyds Bank	£75
<b>Income Total</b>			<b>(£150,075)</b>
			<b>(£0)</b>

Item	Description	Debit	Credit
Compensation	Compensation payment from Lloyds Bank		75.00
Pay	09/19 PAY641	742.26	0.00
Pay	10/19 PAY641	793.45	0.00
Pay	11/19 PAY641	1,983.62	0.00
Pay	12/19 PAY641	1,983.62	0.00
National Insurance	09/19 PAY641	5.55	0.00
National Insurance	10/19 PAY641	12.62	0.00
National Insurance	11/19 PAY641	176.86	0.00
National Insurance	12/19 PAY641	176.86	0.00
Local government pension	09/19 PAY641	141.77	0.00
Local government pension	10/19 PAY641	151.55	0.00
Local government pension	11/19 PAY641	378.87	0.00

Local government pension	12/19 PAY641	378.87	0.00
Printing	June - City of Durham Parish Council Agenda - 44255/068970-332029/067970-332029	13.50	0.00
Printing	June - City of Durham Parish Council Docs - 44246/ 067970-332029	15.75	0.00
Printing	June - Durham Parish Council Papers 5 June 2018 - 44157/ 067970-332029	99.20	0.00
Printing	Oct - Oct 2018 Agenda - 45461	14.40	0.00
Printing	VAT adjustment - June - City of Durham Parish Council Agenda - 44255/068970-332029/ 067970-332029/099999-952852	2.70	0.00
Printing	VAT adjustment - Oct - Oct 2018 Agenda - 45461/099999-952852	2.88	0.00
Printing	VAT adjustment - June - City of Durham Parish Council Docs - 44246/067970-332029/099999-952852	3.15	0.00
Printing	VAT adjustment - June - Durham Parish Council Papers 5 June 2018 - 44157/067970-332029/099999-952852	19.84	0.00
Advertising other than for staff	Unmatched Distribution Set invoice line from OCR	150.00	0.00
Advertising other than for staff	VAT adjustment - Unmatched Distribution Set invoice line from OCR /099999-952852	30.00	0.00
Venue hire	ALINGTON HOUSE COMMUNITY ASSOCIATION./Invoice Validated , Invoice Number: 5374 , Invoice Date: 20 JUL-18 , Invoice Description:/067970-338094	30.00	0.00
Venue hire	ST JOHNS CHURCH NEVILLES CROSS./Invoice Validated , Invoice Number: HIRE-050618 , Invoice Date: 31-MAY-18 , Invoice Description:/067970-338094	30.00	0.00
Venue hire	ALINGTON HOUSE COMMUNITY ASSOCIATION./Invoice Validated , Invoice Number: 5414 , Invoice Date: 07-AUG-18 , Invoice Description:/067970-338094	30.00	0.00
Venue hire	Lucy Gladders - Parish Council Meeting - 26/07/2018 CR 054775 715456/067970-338094	41.00	0.00
Venue hire	Lucy Gladders - Parish Council Meeting - 27/07/2018 CR 054775 715456/067970-338094	41.00	0.00
Venue hire	ALINGTON HOUSE COMMUNITY ASSOCIATION./Invoice Validated , Invoice Number: 5316 , Invoice Date: 15-JUN-18 , Invoice Description:/067970-338094	45.00	0.00

Venue hire	ALINGTON HOUSE COMMUNITY ASSOCIATION./Unmatched Distribution Set invoice line from OCR/ 067970-338094	60.00	0.00
Venue hire	ALINGTON HOUSE COMMUNITY ASSOCIATION./Unmatched Distribution Set invoice line from OCR/ 067970-338094	60.00	0.00
Venue hire	DURHAM COUNTY COUNCIL GENERAL A/C 51023360/Invoice Validated , Invoice Number: 252664065 , Invoice Date: 04 JUL-18 , Invoice Description:/ 067970-338094	64.50	0.00
Venue hire	DURHAM COMMUNITY ASSOCIATION./Invoice: 195/2015 , Invoice Date: 10-MAY-18/ 067910-338094/ 067970-338094	112.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	75.00	0.00
Venue hire	Invoice Validated , Invoice Number: 5502 , Invoice Date: 18-SEP-18 , Invoice Description:	50.00	0.00
Venue hire	Invoice Validated , Invoice Number: 5530 , Invoice Date: 01-OCT-18 , Invoice Description:	20.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	64.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	54.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	30.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	45.00	0.00
Venue hire	MIC/PA hire 17/09/18 (as per invoice 252690748 which has been cancelled)//054775-715699	20.83	0.00
Venue hire	Hire of Durham Town Hall Sept 18 - Mezzanine Office 7/09/18 2hrs, Main Hall 17/09/18 3 hrs, Mayor Chambers 21/09/18 2 hrs (as per invoice 252690748 which has been cancelled)/054775-715456	136.00	0.00
Venue hire	Parish Council Meeting 21 Sept 2018 (DR 099450 338094 CR 054775 715456)	17.00	0.00
Venue hire	Parish Council Meeting 17 Sept 2018 (DR 099450 338094 CR 054775 715456)	17.00	0.00
Venue hire	County Durham Association of Local Councils 17 Sept 2018 (DR 099450 338094 CR 054775 715456)	90.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	60.00	0.00
Venue hire	DCC/Work undertaken by Committee Services on behalf of the City of	55.50	0.00

	Durham Parish Council. Initial website set-up./2 hrs @ £27.75 ph/069560-720299		
Venue hire	DCC/Arranging meetings & booking venues/5 hrs @ £27.75 ph/069560-720299	138.75	0.00
Venue hire	DCC/Updating of website/9 hrs @ £27.75 ph/069560-720299	249.75	0.00
Venue hire	DCC/Collation & circulation of paper agendas/9 hrs @ £27.75 ph/069560-720299	249.75	0.00
Venue hire	DCC/Writing up official minutes/15 hrs @ £27.75 ph/069560-720299	416.25	0.00
Venue hire	DCC/Attendance at council meetings & minute taking/15 hrs @ £27.75 ph/069560-720299	416.25	0.00
Venue hire	Credit Memo Validated , Invoice Number: HIRE161018CR , Invoice Date: 19-NOV-18 , Invoice Description: Invoice HIRE161018 paid in error on BACS Ref 3500258	0.00	54.00
Venue hire	VAT adjustment - Parish Council Meeting 17 Sept 2018 (DR 099450 338094 CR 054775 715456)/099999-952852	3.40	0.00
Venue hire	VAT adjustment - Parish Council Meeting 21 Sept 2018 (DR 099450 338094 CR 054775 715456)/099999-952852	3.40	0.00
Venue hire	VAT adjustment - MIC/PA hire 17/09/18 (as per invoice 252690748 which has been cancelled)//054775-715699/099999-952852	4.17	0.00
Venue hire	VAT adjustment - Lucy Gladders - Parish Council Meeting - 26/07/2018 CR 054775 715456/ 067970-338094/099999-952852	8.20	0.00
Venue hire	VAT adjustment - Lucy Gladders - Parish Council Meeting - 27/07/2018 CR 054775 715456/ 067970-338094/099999-952852	8.20	0.00
Venue hire	VAT adjustment - DCC/Work undertaken by Committee Services on behalf of the City of Durham Parish Council. Initial website set-up./2 hrs @ £27.75 ph/069560-720299/099999-952852	11.10	0.00
Venue hire	VAT adjustment - County Durham Association of Local Councils 17 Sept 2018 (DR 099450 338094 CR 054775 715456)/099999-952852	18.00	0.00
Venue hire	VAT adjustment - DCC/Arranging meetings & booking venues/5 hrs @ £27.75 ph/069560-720299/099999-952852	27.75	0.00

Venue hire	VAT adjustment - DCC/Updating of website/9 hrs @ £27.75 ph/069560-720299/099999-952852	49.95	0.00
Venue hire	VAT adjustment - DCC/Collation & circulation of paper agendas/9 hrs @ £27.75 ph/069560-720299/099999-952852	49.95	0.00
Venue hire	VAT adjustment - DCC/Writing up official minutes/15 hrs @ £27.75 ph/069560-720299/099999-952852	83.25	0.00
Venue hire	VAT adjustment - DCC/Attendance at council meetings & minute taking/15 hrs @ £27.75 ph/069560-720299/099999-952852	83.25	0.00
Venue hire	Invoice Validated , Invoice Number: 5647 , Invoice Date: 28-NOV-18 , Invoice Description:	30.00	0.00
Venue hire	Invoice Validated , Invoice Number: 5655 , Invoice Date: 03-DEC-18 , Invoice Description:	30.00	0.00
Venue hire	VCD - Partnership Training 22 November 2018 (CR 054775 715456)	61.50	0.00
Venue hire	Parish Council Meeting 22 November 2018 (CR 054775 715456)	61.50	0.00
Venue hire	Invoice Validated , Invoice Number: HIRE161018 , Invoice Date: 11-OCT-18 , Invoice Description:	54.00	0.00
Venue hire	M Turnbull - city parish council - room hire - 13/12/18 (CR 054775 715456)	51.25	0.00
Venue hire	VCD - Partnership Training 22 November 2018 Durham Town Hall Refreshments (DR 030703 384073)	0.00	50.00
Venue hire	L Gladders - city parish council - room hire - 20/12/18 (CR 054775 715456)	61.50	0.00
Venue hire	VCD - Partnership Training 22 November 2018 Durham Town Hall (DR 099450 338094)	0.00	61.50
Venue hire	VCD - Partnership Training 22 November 2018 Durham Town Hall Room Hire (DR 030703 384073)	0.00	123.00
Venue hire	Unmatched Distribution Set invoice line from OCR	20.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	60.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	210.00	0.00
Venue hire	VAT adjustment - DCC/Work undertaken by Committee Services on behalf of the City of Durham Parish Council. Initial website set-up./2 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-384199	0.00	11.10
Venue hire	VAT adjustment - DCC/Arranging meetings & booking venues/5 hrs @	0.00	27.75

	£27.75 ph/069560-720299/099999-952852/ 099450-384199		
Venue hire	VAT adjustment - DCC/Updating of website/9 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-384199	0.00	49.95
Venue hire	VAT adjustment - DCC/Collation & circulation of paper agendas/9 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-384199	0.00	49.95
Venue hire	DCC/Work undertaken by Committee Services on behalf of the City of Durham Parish Council. Initial website set-up./2 hrs @ £27.75 ph/069560-720299/ 099450-384199	0.00	55.50
Venue hire	VAT adjustment - DCC/Writing up official minutes/15 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-384199	0.00	83.25
Venue hire	VAT adjustment - DCC/Attendance at council meetings & minute taking/15 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-384199	0.00	83.25
Venue hire	DCC/Arranging meetings & booking venues/5 hrs @ £27.75 ph/069560-720299/ 099450-384199	0.00	138.75
Venue hire	DCC/Updating of website/9 hrs @ £27.75 ph/069560-720299/ 099450-384199	0.00	249.75
Venue hire	DCC/Collation & circulation of paper agendas/9 hrs @ £27.75 ph/069560-720299/ 099450-384199	0.00	249.75
Venue hire	DCC/Attendance at council meetings & minute taking/15 hrs @ £27.75 ph/069560-720299/ 099450-384199	0.00	416.25
Venue hire	DCC/Writing up official minutes/15 hrs @ £27.75 ph/069560-720299/ 099450-384199	0.00	416.25
Venue hire	Unmatched Distribution Set invoice line from OCR	20.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	30.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	10.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	30.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	15.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	20.00	0.00
Venue hire	M Turnbull - city parish council - room hire - 24/1/19 (CR 054775 715456)	61.50	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	60.00	0.00

Venue hire	Unmatched Distribution Set invoice line from OCR	30.00	0.00
Venue hire	Unmatched Distribution Set invoice line from OCR	20.00	0.00
Computer support	Durham City Parish Council Website (£589.93 + vat)/065432-720255	707.92	0.00
Subscriptions 372009	COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS./Invoice Validated , Invoice Number: 116/19 , Invoice Date: 06-JUN-18 , Invoice Description:/ 067970-372009	1,196.11	0.00
Subscriptions 372009	COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS./Invoice Validated , Invoice Number: 116/19 , Invoice Date: 06-JUN-18 , Invoice Description:/ 067970-372009	1,743.60	0.00
Subscriptions 372009	WWW.JA.NET Reg of cityofdurham-pc.gov.uk	96.00	0.00
Catering - training courses	City of Durham Parish Council 2 Nov 18 (CR 054775 715456)	17.00	0.00
Catering - training courses	City of Durham Parish Council 29 November 2018 (CR 054775 715456)	61.50	0.00
Other hired and contracted services	Unmatched Distribution Set invoice line from OCR	303.76	0.00
Other hired and contracted services	Unmatched Distribution Set invoice line from OCR	120.00	0.00
Other hired and contracted services	VAT adjustment - DCC/Work undertaken by Committee Services on behalf of the City of Durham Parish Council. Initial website set-up./2 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-338094	11.10	0.00
Other hired and contracted services	VAT adjustment - DCC/Arranging meetings & booking venues/5 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-338094	27.75	0.00
Other hired and contracted services	VAT adjustment - DCC/Collation & circulation of paper agendas/9 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-338094	49.95	0.00
Other hired and contracted services	VAT adjustment - DCC/Updating of website/9 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-338094	49.95	0.00
Other hired and contracted services	DCC/Work undertaken by Committee Services on behalf of the City of Durham Parish Council. Initial website set-up./2 hrs @ £27.75 ph/069560-720299/ 099450-338094	55.50	0.00

Other hired and contracted services	VAT adjustment - DCC/Attendance at council meetings & minute taking/15 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-338094	83.25	0.00
Other hired and contracted services	VAT adjustment - DCC/Writing up official minutes/15 hrs @ £27.75 ph/069560-720299/099999-952852/ 099450-338094	83.25	0.00
Other hired and contracted services	DCC/Arranging meetings & booking venues/5 hrs @ £27.75 ph/069560-720299/ 099450-338094	138.75	0.00
Other hired and contracted services	DCC/Collation & circulation of paper agendas/9 hrs @ £27.75 ph/069560-720299/ 099450-338094	249.75	0.00
Other hired and contracted services	DCC/Updating of website/9 hrs @ £27.75 ph/069560-720299/ 099450-338094	249.75	0.00
Other hired and contracted services	DCC/Writing up official minutes/15 hrs @ £27.75 ph/069560-720299/ 099450-338094	416.25	0.00
Other hired and contracted services	DCC/Attendance at council meetings & minute taking/15 hrs @ £27.75 ph/069560-720299/ 099450-338094	416.25	0.00
Other hired and contracted services	SLA - City of Durham PC and DCC - £7.84 per payslip/per month (Jan to March 19)/066890-720246	23.52	0.00
Other hired and contracted services	SLA - City of Durham PC and DCC - Initial Payment/066890-720246	515.00	0.00
Other hired and contracted services	June-December- Recruitment of Town Clerk-28 hours (£1680 + VAT)/066895-720721	2,016.00	0.00
Election expenses	Recharge for City of Durham Parish Elections 3-May-18 as per invoice 60110102 (canc)/069551-740299-FG00072/ 067970-384916	22,117.68	0.00
Parish precepts	City of Durham Parish Council - Precept 2018-19	0.00	150,000.00