

# City of Durham Parish Council

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Join Zoom Meeting  
<https://us02web.zoom.us/j/87620462776>  
Meeting ID: 876 2046 2776

Dear Councillor,

In accordance with both the Local Government Act 1972 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020, I hereby give you notice that a **MEETING** of the **CITY OF DURHAM PARISH COUNCIL** will be held **via Zoom** on **THURSDAY 25 JUNE 2020 AT 18:00** to transact the following business: -

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. PUBLIC PARTICIPATION**
- 4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 27<sup>TH</sup> FEBRUARY 2020**
- 5. 2020/21 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS**
- 6. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20**
  - (i) to consider and agree any actions arising from the report of the internal auditor (copy attached)
  - (ii) to approve the annual governance statement (copy attached)
  - (iii) to approve the draft annual accounts for 2019-20 (copy attached)
  - (iv) to approve the register of assets (copy attached)
  - (v) to approve the accounting statement and explanation of variances (copies attached)
- 7. EMERGENCY COVID-19 BUSINESS RESILIENCE FUND**

**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 the meeting of the City of Durham Full Parish Council held on Thursday 27th February 2020 at 19:00 in the Lantern Room, Durham Town Hall, Market Place, Durham, DH1 3NJ**

**Present:** Councillors E Scott (Chair), E Ashby, J Ashby, V Ashfield, J Atkinson, L Brown, R Cornwell, A Doig, J Elmer, D Freeman, G Holland, C Reeves and M Ross.

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

The meeting began with all present observing a one minute silence in memory of the late Councillor Judith Atkinson.

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

Apologies were received from Cllr S Cahill.

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

None received.

## **3. PUBLIC PARTICIPATION**

Mr Tony Cowan attended the meeting and requested that the Parish Council considers holding a public meeting on the issue of the new County Council Headquarters at the Sands and invites Cllr Simon Henig as Leader of the County Council to this meeting to receive comments and questions from members of the public. Councillors felt that such a meeting would not result in the halting of this scheme, planning permission for the new County Council Headquarters has now been granted and Councillors decided against holding such a meeting.

## **4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 23<sup>rd</sup> JANUARY 2020**

The Minutes of the meeting held on the 23rd January 2020 were unanimously agreed as a true and accurate record of proceedings, subject to the following amends:

Cllr R Ormerod asked that the reference to a 20p charge be removed from the Minutes from his comment regarding the public toilets in the new bus station as he did not specify this amount.

Cllr E Ashby asked that the line "Cllr E Ashby asked if all surrounding Parish Councils ought to be asked to make a contribution to the security after 10pm." be amended to say "Cllr E Ashby asked if all surrounding Parish Councils council **be invited** to make a contribution to the security after 10pm."

## **5. COMMITTEE UPDATES**

### **Planning Committee**

Cllr R Cornwell presented the minutes from meetings of the Planning Committee held on 10 January and 24 January. There being no queries from Members, Cllr R Cornwell moved on to Committee reports.

### **Neighbourhood Plan**

Cllr R Cornwell advised that the Regulation 16 Consultation has closed but the Parish Council has not yet seen the representations that were made.

Cllr R Cornwell advised that the Parish Council had been given a choice of independent examiners. From a shortlist of three, the Planning Committee chose Tony Burton as the independent examiner, and the recommendation from the Parish Council was accepted by the County Council. Cllr R Cornwell advised that we have got a very high profile examiner named Tony founded Civic Voice in 2010 and prior to this was National Trust's Director of Strategy and External Affairs, Deputy Director at the Campaign to Protect Rural England and Director of Policy and Communications at the Design Council.

### **County Durham Plan**

Cllr R Cornwell advised that although he reported last time that the Parish Council would not have a seat at the table, in fact John Ashby was able to take Jonathan Elmer's place at the resumed hearings on 6 February, in a discussion focussing on housing land supply. Cllr R Cornwell advised that we are now awaiting the Inspector's post hearings advice note setting out any further work and/or main modifications that are required in addition to those already set out.

### **Resisting conversions of family homes to student accommodation**

Cllr R Cornwell advised that the Parish Council Planning Committee now believes that Mount Oswald, Sheraton Park, and possibly The Bowers may have estate covenants. Cllr R Cornwell advised that if that is the case then local residents on those estates (but not the Parish Council) could take enforcement action.

Cllr R Cornwell advised that the Planning Committee understands but cannot be certain that the County Council has agreed under delegated powers to extend the Article 4 to the rest of the Parish. Cllr R Cornwell advised that, if this is indeed the case, the Parish Council may need to encourage the County Council to progress its implementation. If not, Cllr R Cornwell advised that it may be that a planning consultant could prepare the necessary evidence base on behalf of the Parish Council. The Council agreed to devolve that decision to the Planning Committee as to the hiring of the planning consultant with quotes being received for this in line with the Parish Council's Standing Orders.

### **De-registration of Common Land**

Members agreed to note the latest letter from the Parish Council's barrister to the Planning Inspectorate and also agreed to await a response from the Planning Inspectorate to this. Cllr R Cornwell also advised that, since the submission of the letter of the barrister acting on behalf of the Freemen and the Parish Council, the Planning Committee has been trying to find out whether there is more recent evidence about great crested newts than that associated with the building of the Police HQ, which is now around 10 years ago.

### **Amend terms of reference to deal with TROs**

Cllr R Cornwell advised that The Parish Clerk has enquired whether the Planning Committee might assume responsibility for considering consultations on Traffic Regulation Orders (TROs), which do not currently fall under the remit of any Parish Council Committee. Cllr R Cornwell advised that the problem is at present that the Parish is consulted about Traffic Regulation Orders but there is no body other than this full Parish Council meeting that can respond. The Planning Committee is prepared to take this under its wing if you agree. Cllr R Cornwell advised that the Parish Council may judge whether it is working out when all committee terms of reference are reviewed in May. The Council agreed to devolve consideration of new Traffic Regulation Orders to the Parish Council Planning Committee. The Council also agreed that the Committee should represent the Parish Council at any hearings which take place at the County Council on new TROs and the Council also agreed to add the following sentence to the Planning Committee's Terms of Reference: "*The Planning Committee will consider all new Traffic Regulation Order consultations for sites in the City of Durham Parish and has delegated powers to make representations on them and represent the Parish Council at County Council Highways Committee Meetings.*"

### **Environment Committee**

Cllr V Ashfield presented the minutes from the Environment Committee meetings held on 14 January and 28 January. There being no queries from Members, Cllr V Ashfield moved on the Committee reports.

### **Establishing a City-wide Youth Environment Working Group**

Cllr V Ashfield presented a proposal for the establishment of a city-wide youth environment working group. Cllr V Ashfield advised that she and Cllr M Ross had been working with local schools and pupils were extremely keen to do what they could on environmental issues.

Councillors agreed to the establishment of a city-wide youth environment working group. This group would include representatives of schools in the City of Durham Parish area and will engage in relevant environmental activities as agreed at formal meetings of the Parish Council.

As part of this proposal, Councillors agreed the following Terms of Reference for the Working Group:

The Parish Council has created a Young People's Environment Working Group which will report to the Council's Environment Committee on all environmental issues affecting young people in the City of Durham Parish area. It will consist of two representatives of each of the schools and representatives of the Council's Environment Committee. The Working Group will meet five times a year, with the membership being reviewed in April of each year.

The Council has assigned to the Young People's Environment Working Group the following terms of reference: -

1. To hold meetings in May, October, December, February and April (second half of each half-term);
2. To discuss matters relating to the following:

### **Climate matters:**

- To advise the Parish Council's Environment Committee on issues relating to climate change and appropriate means of minimising human impact by residents of Durham City;
- To advise the Committee on ways to work pro-actively with all partners and other related agencies to improve climate matters locally and to encourage adequate regard to wider environment and climate issues;
- To make appropriate representation to the Committee regarding any incident, event or action which is deemed to be detrimental to the health of the community in its area, in particular with regard to traffic issues and air quality;
- To recommend to the Committee actions which schools and their personnel could take to reduce their carbon footprint;
- To encourage whatever action is within the powers of schools, collectively and individually, to minimise the impact or reduce the environmental factors harmful to our world;

### **Open spaces, woodland and commons:**

- To consider the use of open spaces, woodlands, amenity areas (including children's play parks), village greens and commons in the City of Durham Parish area and recommend appropriate improvements;

### **Streets, footways and passages**

To consider and make recommendations to the Committee in relation to:

- lighting of and repair to footways, streets and bridleways;
- littering and general untidiness of the area;
- matters relating to traffic calming measures and other road safety matters including the provision of pedestrian and cycle paths, cycle racks and electric charging points;
- the provision and maintenance of bus shelters and the bus station.

Within the budget determined by the Parish Council, the Young People's Environment Working Group may engage in relevant activities related to the above as agreed at formal meetings of the Parish Council.

**The Council**

refers to The City of Durham Parish Council

**The Committee**

refers to the Environment Committee of the Council

**The Working Group**

refers to the Young People's Environment Working Group

As part of this proposal, Councillors also agreed the following safeguarding policy:

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

### **SECTION 1**

#### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities and those involved in any of the activities of the Parish Council.

#### **Definitions**

Children and young people: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

### **To whom this policy applies**

- This policy applies to anyone working for or on behalf of the City of Durham Parish Council whether in a paid, voluntary or commissioned capacity.
- This policy also applies to any individual using the Parish Council facilities for the purposes of delivering any service to children, young people or vulnerable adults.

## **SECTION 2**

### **Promoting a safe environment**

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety and risk assessments.
- Ensure that employees, councillors and leaders of activities of the City of Durham Parish Council are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g. any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions or events organised by the City of Durham Parish Council are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Ensure that leaders of events/functions/meetings make their members aware of the Parish Council's safeguarding policy and ensure that it is followed throughout the event.
- Ensure all adults involved in events/functions/meetings have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

## **SECTION 3**

### **Safe working practice**

All those involved in City of Durham Parish Council activities must follow the safeguarding policy and procedures at all times. They must:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (all children must be collected by a teacher/parent/carer/ guardian).

- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure all staff and volunteers have access to a first aid kit and telephone and know fire procedures. Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### **Expectations of behaviour**

All those involved in City of Durham Parish Council activities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

## **SECTION 4**

### **Allegations against staff and volunteers**

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.
- All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice should be sought from Durham County Council's Safeguarding Team.

### **What should be a cause for concern**

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Training can be booked through contacting the Clerk of the Parish Council.

This policy will be reviewed annually at the Parish Council's Annual Meeting in May.

Ends.

The Clerk advised that he had sent a copy of the risk assessment and safeguarding policy to the Safeguarding team at Durham County Council to ask if they had any amends or additions to any of these.

## **Licensing Committee**

Cllr L Brown presented the minutes from the Licensing Committee meeting held on 31 January. There were no queries from Members on these minutes.

### **6. CHAIR'S UPDATE**

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 23 January 2020.

The Chair congratulated Cllr V Ashfield and the Environment Committee on a successful tree planting event on 14<sup>th</sup> February.

The Chair advised that the County Council has recently appointed two new Directors – a Director with responsibility for Climate Change and another Director with responsibility for Regeneration and Growth.

The Chair also advised that she was aware that Chronicle Live were looking to do some live streaming of public meetings and it may be the case that a future Parish Council meeting may be live streamed by the Chronicle.

In reference to the recent strike action being undertaken by University staff, the Chair advised that she had been made aware that Cllrs E Ashby and S Cahill had requested that the Parish Council considers writing to the Pro-Vice Chancellor and Warden of Durham University, calling on the University to use all means possible to seek a speedy resolution to the current pensions impasse involving its staff. The Chair asked Members for their views on the Parish Council doing this and the majority of Councillors agreed that the Parish Council should do this.

### **7. PARISH COUNCIL STRATEGY 2020/21**

Councillors agreed the following five priorities for the Parish Council strategy for 2020-21:

- **Priority 1** – Being a voice for the city
- **Priority 2** – enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish
- **Priority 3** – implementing the neighbourhood plan and rep on planning
- **Priority 4** – creating a positive environment for businesses and encouraging tourism to improve prosperity of parish
- **Priority 5** – taking action to combat climate damage

It was also agreed that Members should review the Looking Forwards document and feed back to the Clerk on any items they'd like to be included in the Strategy for 2020-21. It was agreed that this should also go to all Parish Council Committee and any additions be agreed at Committee level.

### **8. PROPOSAL TO ESTABLISH A PARISH COUNCIL STANDING WORKING GROUP OF COMMUNITY AND RESIDENTS' ASSOCIATIONS**

Cllr A Doig presented a proposal to establish a Standing Working Group of Community and Residents' Association. Cllr A Doig advised that the City of Durham parish has a number of community and residents' associations. These residents' associations are a powerful means to achieving change and form a vital part of our community in giving local residents a collective voice on areas of concern. That being the case, Cllr A Doig advised that the various community and residents' associations do not meet as a group on a regular basis, even where items of interest are shared, to seek a common voice on specific issues across the whole of the parish.

Cllr A Doig advised that, given the role of the Parish Council in representing residents and the value in both establishing agendas reflecting residents' issues, as well as having an early insight into residents' views, the Parish Council may wish to open up communications through the establishment of a Parish Council community and residents' associations forum.

The Council agreed to the establishment of this Working Group and it was agreed that the Clerk should write out to all the local Residents' Groups about this.

## **9. REPORTS FROM REPRESENTATIVES ON LOCAL ORGANISATIONS:**

Cllr E Ashby presented the following report to the Parish Council from the Durham University Community engagement task force – economic sub-group meeting of 17<sup>th</sup> January 2020:

**Present:** Tim Hammond (Chair) Andrea Cairns, Rebecca Morris, Helen Deacon, Esther Ashby, Hannah Shepherd, David Evans, Adam Deathe, Marek Tokarski, James Cook and Sarah Slaven.

**Apologies:** Andrew Jackson Malcolm Reed Colin Wilkes.

- 1 Introductions and apologies** TH welcomed Andrea, in attendance following discussion at the last meeting about representation on the Group from University Estates and Facilities.

### **2 Update on previous actions**

- **Biggar report.** TH had shared MR's report and presentation with Group members.
- **Maximising spend in Durham City.** AD and CW had met with HS and DE and are researching what students need in starter kits and sourcing these from local suppliers. The BID loyalty card was proving very popular including those handed out free at Fresher's Fair by HS. EA sought to reassure members that the 'immense hostility to students from some residents' mentioned by AD was not at a personal level but an expression of despair at the rapid increase in their numbers due to the University's expansion plans.
- **Economic Impact and Communications.** TH circulated a document pulling together all the presentations from previous sub group meetings.
- **Memorandum of understanding.** Sarah Slavin present to share this document with members as BA not available.
- see 1 above.

**3 Memorandum of Understanding for the Strategic Partnership between Durham University and Durham County Council.** Sarah talked members through the 4 objectives in the MOU: Economic Development, Research, Culture and Heritage, Place and Communications. Discussion centred on the primacy of Economic Development e.g. the potential for Netpark work expanding to Durham City and developing a heat networks strategy. **There is a Cabinet meeting in February/ March on Climate issues focusing on opportunities as well as the 'stop doings'.** On Culture and Heritage EA stressed the need for both DCC and the University to take account earlier rather than later of the strength of attachment residents have to their local communities. Delay in engaging the public is more likely to be met with resistance no matter how worthwhile the proposal. She also wondered if U.E and F might in future be able to offer accommodation for the Parish Council. Use of the city centre BID totems to further promote University/DSU events is under consideration.

#### **4 Forward Planning and next actions.** Deferred due to lack of time.

### **10. PROCEDURES FOR CO-OPTION OF A COUNCILLOR**

Councillors agreed the following procedures for co-option of a Councillor on to the Parish Council:

#### **1. Introduction**

This document sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Members to the City of Durham Parish Council. The co-option procedure is entirely managed by the Parish Council and this will ensure that a fair and equitable process is carried out.

#### **2. Co-option**

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (byelection) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of the full council committee or a committee or to attend as a representative of the Council a meeting of an outside body.

The City of Durham Parish Council has to notify the County Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the County Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the County Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The City of Durham Parish Council will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the County Council, the Parish Council is able to co-opt a Councillor.

#### **3. Confirmation of co-option**

On receipt, of written confirmation, from the Electoral Services Office from the County Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

- Advertise the vacancy for one week on the Council notice boards and website
  - Advise Parish Councillors that the co-option procedures have been instigated
- The Parish Council is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. However, it is not desirable that electors in a particular ward be left partially or full underrepresented for a significant length of time. Neither does it contribute to

effective and efficient working of the Council if there are insufficient councillors to share the workload equitably, to provide a broad cross-section of skills and interests or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full Members of the City of Durham Parish Council.

#### **4. Eligibility of Candidates**

The Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are (see Local Government Act 1972):

- holding a paid office under the local authority;
- being the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under schedule 4ZB of the Insolvency Act 1986;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

#### **5. Applications**

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of providing a short summary of their experience, both work experience and personal.
- Confirm their eligibility for the position of Councillor within the statutory rules.

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of each candidate's application will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting of the full Council along with the Agenda, when the co-option will be considered. All such documents will be treated by the Clerk and all Councillors as strictly private and confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the City of Durham Parish Council. Candidates will also be informed that they will be invited to speak about their application at the meeting.

#### **6. At the Co-option Meeting**

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of the Parish Council. No questions will be taken from current Members of the Parish Council.

This part of the process may be prejudicial and the Council will therefore resolve to exclude the members of the press and public (including other candidates).

As soon as all candidates have finished giving their submissions, the council will proceed to a vote on the acceptability of each candidate, with each candidate being proposed and seconded by the councillors in attendance and a vote by secret ballot taking place. The vote will be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question.

In order for a candidate to be elected to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast. In the event that there are two candidates for one vacancy and there is an equality of votes, the Chair will have the casting vote. In the event that there are more than two candidates for one vacancy, the Council shall adopt a preferential voting system so as to allow one individual to gain an overall majority of votes.

After the voting has been concluded, the Chair will declare the successful candidate duly elected and after signing their declaration of acceptance of office, the new Councillor may take his/her seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' form. The form should be handed to the Clerk for forwarding to the Monitoring Officer at Durham County Council.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

## **7. Six month rule**

In the event of a vacancy occurring within the six months preceding the regular parish council elections, the council shall not make a co-option and shall leave the seat vacant for the remainder of the council term.

## **11. MOTION BY CLLR R ORMEROD ON BUS SERVICES VIA WHINNEY HILL**

The Council agreed the following motion by Cllr R Ormerod:

*"The City of Durham Parish Council notes with regret the cancellation of the 58 bus service which long served the residents of the Whinney Hill area. Because of its detrimental impact on local people this Council calls on Durham County Council to re-examine its contracting of bus routes in order that it can facilitate a service via Whinney Hill to meet the needs of residents."*

**Proposer:** Cllr R Ormerod

**Seconded:** Cllr V Ashfield

## **12. PROPOSALS TO COMMEMORATE COUNCILLOR JUDITH ATKINSON -**

Councillors considered proposals for a project to commemorate Councillor Judith Atkinson. It was agreed that the Council should look to purchase a bench with a commemorative plaque included in memory of Councillor Atkinson and that this should be installed within the Elvet and Gilesgate division; the division which Councillor Atkinson represented on the Parish Council. The Clerk advised that he would write to Councillor Atkinson's family to ensure that they are happy with this proposal.

*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.*

### **13. REPORT ON THE LATEST ASB-SUB GROUP MEETING**

The Clerk presented a report of the latest ASB-sub group meeting, held in February and advised that work is ongoing to agree cross-organisation solutions to tackle anti-social behaviour.

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

Signed,

**Chair of the City of Durham Parish Council**

## ITEM 5: 2020/21 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS

Councillors will be aware that the funding window for grant awards has now closed. The funding window began on 1st April 2020 and a number of organisations have submitted an application for funding to the Parish Council. Councillors are reminded that £20,000 of the Parish Council's budget for 2020/21 was agreed in January towards grant funding.

The funding window was advertised appropriately and the Clerk made all applicants aware of the Parish Council's Grant Award Policy.

Details of all of these applications have been circulated to Councillors and at a meeting of the Parish Council Finance Committee earlier this month, Members agreed to allocate the funding as follows:

Organisation	Project	Amount requested (£)	Amount agreed (£) at Finance Committee on 11th June
The Woodman Community Project	Improvement and separation of rear room space from bar area to allow social activities and basic kitchen facilities, as identified by the community and under any new social distancing regulations as such may come into force.	5000	0. The Committee agreed that the group should re-apply next year, at which point the future of the Woodman Inn may be clearer
Sanctuary 21	We believe in the providing dignity for all our guests. This includes providing an environment which is welcoming and comfortable, this should be reflected in the décor and facilities we offer. Due to general financial demands and running costs Sanctuary 21 has not changed its furnishings or café tables and chairs since it opened in 2009 and they are beginning to look worn and shabby. We would appreciate funding to refurbish our café area to make it welcoming and to show that we value our vulnerable guests enough to make the environment a pleasant and comfortable place for them to be and to engage in the services offered.	1300	1300
St Cuthberts Hospice	In the present situation, one of the few psychological and spiritual comforts the Hospice can provide is the tranquil beauty of its gardens. The Parish Council supported enhancement of the gardens in 2019. Now, outdoor socialising is critical. We seek help to supply volunteers with the supplies needed to keep the gardens beautiful.	1750	1750

St Nicholas Community Forum	<p>We ask for a grant so that we may print and circulate flyers around our area to raise awareness of SNCF, to publicise and inform what we do, to notify re our AGM (September, room hire £50) and to include update information on our planned projects to enhance our area and encourage community participation (Campaign to create a community pub/hub – the Woodman Inn, significant planning and licensing applications, litter picking, greening of the area, awareness of our meetings and invitations to join us, future campaigns and communication with new student neighbours). Flyers 3 x a year.</p>	150	150
Harbour	<p>The work we want to be able to fund would be to improve children’s services within Durham Refuge. At present, we have no fixed children’s worker in Durham refuge and are relying on a shared workload from the whole team. We would like to place Bank Workers in Durham refuge to offer play and motivational sessions for the children and mums in refuge; this could be a one to one (using social distancing). We would facilitate activities such as dressing up, singing, scavenger hunts, games, puzzles, cooking, crafts and any other suitable creative play sessions adapted for the individual children. As we would be working with both the mum and child/children this would help develop and strengthen confidence in parenting giving reassuring support to the parents, as they are finding this time particularly hard. For those with older children we can support with any school work, encouraging and motivating them. For this, we need resources such as paints, crafts, paper, pens, glue, and food for baking. We have 13 children residing within our service at present aged between 0-14 years so need to accommodate each age range accordingly. Due to the social distancing rules we need to put on one to one sessions with each family and unable to facilitate group sessions so this is taking more take and more staffing is needed therefore increased staffing costs.</p>	1500	1500
Durham Hospital Radio	<p>A significant number of technology improvements have been undertaken over the last 12 months to increase the stability and quality of the service to the patients and their families. The current project requirement is for the provision of 1000 disposable headphone sets to patients whilst in hospital to enable a wider audience to more readily enjoy the DHR radio experience. This is particularly applicable to older patients who may not possess wi-fi equipment or younger patients who have forgotten their devices.</p>	2000	2000

Blind Life in Durham	<p>Help fund our venue hire on North Road Methodist Church, Durham. We normally hold two sessions per month. We do not expect to return before October due to the Coronavirus.</p> <p>Due to the Coronavirus we have started a number of skype chat groups and one to one phone calls, we also produce a monthly newsletter in various formats. These we will keep going after the Coronavirus.</p>	783	783
Alington House	To purchase new flooring for our community café area. The flooring is approx. 10 years old and torn in areas. As the café is also used by the visually impaired members this is urgent.	785	785
St. Margaret's Centre	To replenish consumable materials used in the craft room, woodworking and upholstery department and the horticultural section.	1000	1000
Samaritans	<p>Following on from changes we made last year to the lower floor of our Branch, we have been making additional maintenance changes to the building to improve facilities for volunteer's while they are at the Branch, an example of the work which has taken place is improving the dividing partitions between volunteer work stations. This bid would support the work we have already done. We would like to offer our volunteers a more comfortable and pleasant space in which to operate by refurbishing our upstairs operations area, the space in which our volunteers take telephone calls. Included in our application would be to replace faulty or old bulky furniture and replace it with smaller more compact furniture to make the area more accessible and easier for our disabled volunteers to manoeuvre in. It would also assist with our Mentor Training Programme, existing conditions make it uncomfortable with multiple volunteers in the room during essential training</p>	2500	2500

<p>Lowes Barne Community Project</p>	<p>This Community Centre project has been developed over 3 years following granting of Section 106 funding linked to the construction of a Community Centre to benefit the inhabitants of Durham South West and neighbourhoods. The project has been developed since 2017, through extensive consultation with residents and potential users. The proposed Community Centre is currently at the planning permission stage and construction is aimed to start in Autumn 2020. Funding to date is not expected to cover the entirety of the cost of building, landscaping and equipping the centre and hence funding support is requested from the Parish Council to support a Site Preparation Project of initial activities that can be separated from the build of the project, whilst still providing community benefit. These are itemised below: _</p> <p><b>a) Removal of Cherry Trees (preparing site for build): £1,800</b></p> <p><b>b) Planting of trees to replace those removed: £1,900</b></p> <p><b>c) Purchase of Sheffield Cycle Hoops: £1,280</b></p> <p>Removal of the Cherry Trees within the Bowls Green boundary Fence closest to the children’s play area would allow work to begin on the building of the Community Centre as soon as sufficient funds are available. This work can only be carried out at certain times of year and if not carried out within the next 6 months may cause delays to construction (due to nesting birds for example). In line with the planning application the trees will be replaced within the Bowls Green boundary. The LBCP has already worked with DCC on a draft Asset Transfer of the Bowls Green area and is applying to the National Coal Board for permission to build in line with a covenant relating to use of the land. The Sheffield Cycle hoops will be the first step in encouraging sustainable transport in line with Durham City Sustainable Transport Delivery Plan 2019-2035. There are currently no secure cycle parking facilities at the park.</p>	<p>4980</p>	<p>4980</p>
<p>Merryoaks WI</p>	<p>To purchase a microphone and speaker system, allowing inclusivity for all members. At present some members do not always get the most out of the talks and activities which are an integral part of our monthly meetings.</p>	<p>300</p>	<p>300</p>
<p>Durham Markets Community Interest Company</p>	<p>To promote the new delivery service to be offered by Durham Markets Company traders to customers living in a 5m radius of the City Centre with delivery by zero emission e cargo bikes and electric vehicles – the project therefore helps both local traders and customers</p>	<p>900</p>	<p>900</p>

	by delivery to the door and is environmentally friendly with zero emission transport		
St Oswalds Institute	To convert an existing toilet to a fully accessible, inclusive one, meeting the requirements of the Disability Discrimination Acts and Equality Act 2010. It will provide a high level w.c., hand basin with lever taps and thermostatically controlled water supply, specified grab rails, alarm call system, appropriate fittings and a baby change unit as specified by Building regulation Document M. Appropriate wall and non-slip floor finishes for all users including people with a range of disabilities, including those with limited vision	3700	3700
Durham Community Association (Shakespeare Hall)	We rent the space we use, which runs over the shops in part of North Road, from the Shakespeare Temperance Trust. The Trust recently undertook major improvements to the exterior of the building, which included replacing three large windows at the front of the building, facing North Road. The design of the new windows meant that the old curtains, rails etc. could not be refitted in their previous position. The existing curtains are old, worn and faded and too short and narrow for where a new rail has to be fitted. We need curtains for privacy and to retain heat. We also need to have reasonable blackout facilities for use of this room by a film club and anybody that wants to use overhead projectors. This bid is for new blackout curtains, rails and all other fittings.	376.5	376.5
Durham City Woodcraft Folk	Annual camp - residential weekend to allow members to take part in activities otherwise not available.	500	500
Friends of Wharton Park	The grant is required to help us fund the restoration and redesign of our community garden ground mosaic. It has not survived well over previous winters.	250	250

If the allocation as set out above is agreed by Members, this will take overall spend to £22,774.50. The Committee felt that the additional expenditure of £2,774.50 towards supporting local community and voluntary organisations is justified in light of the increased pressure the Covid-19 pandemic has placed on these organisations.

This additional expenditure will need to be agreed by Full Council.

**DECISIONS  
REQUIRED**

- 1) For Members to agree to an appropriate allocation of grant funding as set out above and as recommended by the Parish Council's Finance Committee.
- 2) If 1) is agreed, for Members to agree to the additional expenditure of £2,774.50 towards local community and voluntary organisations.

## **ITEM 7: EMERGENCY COVID-19 BUSINESS RESILIENCE FUND**

Members are reminded that the Parish Council agreed to create a Covid-19 business resilience fund earlier this month in order to provide urgent support to local businesses impacted by the COVID-19 crisis. This was a recommendation from the Parish Council's Finance Committee meeting in June following consideration of the underspend from the financial year 2019/20.

The fund is designed to complement the range of support available from the Government, Durham County Council and other organisations and provide eligible businesses with grants of up to £1,000 per business through the difficulties and unprecedented challenges of Covid-19. This is a capital grant fund for this year only of £30,000 in total which is intended to be used to support sole traders and Independent businesses with activities which aim to:

- Build business resilience
- Strengthen growth
- Safeguard jobs

An application form and a set of terms and conditions for this funding was agreed by Members and the fund was advertised in the local media (written press and radio), the Parish Council website, social media pages (including via the Indie Durham City campaign) and through direct mail with local stakeholders.

All of the funding has now been allocated and 45 businesses (offering a range of products and services) across the parish area have been supported. Many successful applicants have responded with their thanks and stated that this funding has been a "lifeline" for their business. The funding was made available to businesses within 48 hours of applying. This was made possible as the Council agreed to delegate authority to the Chair of the Parish Council, the Chair of the Parish Council Finance Committee and the Clerk to decide on how the funding should be allocated and the speedy approval of payments on the bank account with the support of Cllrs Cornwell and Brown.

All applicants have agreed to advertise the support they have received from the Parish Council.

<b>DECISION REQUIRED</b>	For Members to ratify the decision taken over writing to agree to the establishment of this £30,000 funding for the purposes as set out in the above report.
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