

# City of Durham Parish Council

Office 3 D4.01d  
Clayport Library  
8 Millennium Place  
Durham  
DH1 1WA

Telephone 07704 525630  
Email: [parishclerk@cityofdurham-pc.gov.uk](mailto:parishclerk@cityofdurham-pc.gov.uk)

<http://cityofdurham.parish.durham.gov.uk/>

Join Zoom Meeting  
<https://us02web.zoom.us/j/84850654894>  
Meeting ID: 848 5065 4894

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 **Full Council** will be held in **via Zoom** on **Thursday 25 March 2021 at 6:00pm** 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. DISCUSSION WITH ARTICHOKE ON DURHAM LUMIERE 2021 AND PROPOSALS FOR SECTION 106 PROJECTS**
- 4. PUBLIC PARTICIPATION**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25<sup>TH</sup> FEBRUARY 2021**
- 6. COMMITTEE UPDATES**

- **Planning Committee minutes from meetings held on 19 February and 5 March 2021**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>

- Parish planning statistics 2020
- Update on the progress of the Durham City Neighbourhood Plan.
- Update on the application to de-register the former coach park at the Sands as common land
- Proposals to tackle car parking issues in Durham City

- **Environment Committee minutes from meetings held on 16 February 2021**

Copies of all approved minutes from these meetings can be found here:  
<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee>

- Climate change commitment and plan
- Proposals for Durham in Bloom 2021

• **Licensing Committee minutes from meeting held on 4 December 2020**

Copies of all approved minutes from these meetings can be found here:  
<http://cityofdurham-pc.gov.uk/agendas-minutes/licensing-committee/>

- Proposal to introduce an A boards prohibition zone in Durham City centre.

• **Personnel Committee minutes from meeting held on 11 June 2019**

Copies of all approved minutes from these meetings can be found here:  
<http://cityofdurham-pc.gov.uk/agendas-minutes/licensing-committee/>

- Annual performance review with Parish Clerk
- Proposal to recruit an Assistant Parish Clerk to support the work and functions of the Parish Council

**7. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 25<sup>th</sup> February 2021.

**8. ANNUAL REVIEW OF PARISH COUNCIL STANDING ORDERS, FINANCIAL REGULATIONS, COMMITTEE TERMS OF REFERENCE AND COUNCIL POLICIES**

**9. PROPOSAL TO REINSTATE THE TOWN CRIER IN DURHAM CITY**

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

**10. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

- Update from the ASB sub-group meeting held on 1<sup>st</sup> March 2021

**And** pursuant to the provisions of the above-named Acts, **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 25<sup>th</sup> February 2021 at 18:00 via Zoom.**

**Present:** Councillors E Scott (Chair), E Ashby, J Ashby, V Ashfield, L Brown, S Cahill, R Cornwell, A Doig, D Freeman and M Ross.

**Also present:** Parish Clerk Adam Shanley

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

Apologies were received from Cllrs J Elmer, G Holland and R Ormerod.

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

None received.

## **3. PUBLIC PARTICIPATION**

None received.

## **4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28<sup>TH</sup> JANUARY 2021**

The minutes of the meeting held on 28<sup>th</sup> January 2021 were unanimously agreed as a true and accurate record of proceedings.

## **5. COMMITTEE UPDATES**

### **• Planning Committee**

Cllr R Cornwell presented the minutes of meetings of the planning committee held 22 January and 5 February 2021. There being no questions from Members, Cllr R Cornwell moved on to Committee reports.

Cllr R Cornwell provided an update on the progress of the Durham City Neighbourhood Plan. Cllr R Cornwell advised that a referendum date had now been set for the Neighbourhood Plan of 6<sup>th</sup> May 2021, i.e. at the same time as the local and police, crime and victims' commissioner elections.

Cllr R Cornwell advised that the maps in the plan were now sorted and completed and that the few text amendments would be sent to the County Council by next Friday.

Cllr R Cornwell reminded Members that the Parish Council had already agreed to have 50 copies of the final Plan printed.

Cllr R Cornwell provided an update on the application to de-register the former coach park at the Sands as common land.

Cllr R Cornwell reminded Members that a date had now been set for the public inquiry (27<sup>th</sup> April 2021) and that objectors needed to submit their case and evidence to the Inspectorate and to the County Council by 19<sup>th</sup> March 2021. Cllr R Cornwell advised that, in order to prepare for this deadline, a meeting is planned with objectors and the Parish Council's Barrister to go through this.

The Chair thanked Cllr R Cornwell for his updates.

- **Environment Committee**

Cllr V Ashfield presented the minutes of the Environment Committee meeting held on 12 January 2021. There were no questions from Members on these minutes.

- **Business Committee**

Cllr E Scott presented the minutes of the business committee meeting held on 1 December 2020. There being no questions from Members, Cllr E Scott moved on to committee reports.

Cllr E Scott presented a proposal to establish a "Totally Locally Durham" website in order to support Independent Businesses in Durham. Cllr E Scott reminded Members that, last month, the Parish Council's Business Committee hosted a roundtable discussion with over 30 independent businesses in the City. Cllr E Scott advised that the aim of this meeting was to ascertain what Durham City needs as it comes out of the latest lockdown introduced by the Government to tackle the spread of Coronavirus.

Cllr E Scott advised that the meeting format was very positively received and the Parish Council's Business Committee has met following this meeting to discuss what actions may arise from the meeting.

Cllr E Scott advised that, along with the need for more events in the City, businesses had also highlighted the need for a Durham City website dedicated to supporting local independents in the City. Cllr E Scott advised that, in some cases, some of the traders may not have their own website and it is also felt that this will help direct any visitors to the City to independents that they may not already be aware of.

Cllr E Scott advised that the Manager of the Durham Markets Company attended the last meeting of the Parish Council's Business Committee and proposed the revamping of the existing but currently out of date Totally Locally Durham website.

The Clerk advised that three quotations had been received from suppliers in order to carry out this work.

Members considered this proposal and it was **agreed** that the Parish Council should fund the rebuilding of the Totally Locally Durham website for independent businesses in Durham City.

Members also **agreed** Company A from the report to carry out this work, subject to the Parish Council receiving a presentation from this company on the work to the proposed new website.

Cllr E Scott reminded Members that 8<sup>th</sup> March 2021 will mark International Women's Day and Cllr E Scott presented a proposal for a project for International Women's Day 2021.

Cllr E Scott advised that the Parish Council's Business Committee recently considered and approved a report at its last meeting for the Parish Council to create a video to promote all of the female business owners in Durham City.

Cllr E Scott advised that this video will hopefully include a short statement by her as Chair of the Parish Council, welcoming International Women's Day and highlighting why this is significant. Cllr E Scott also advised that it is also hoped that female business owners in the City will provide the Parish Council with a short video to say what business they own and what International Women's Day means to them – each video will be combined to the overall video.

Cllr E Scott advised that it is hoped that this will not only help to promote this important day but also help to promote the businesses themselves in the process.

The Clerk advised he would produce this video share this via social media. The Clerk advised that there will be no costs associated with the creation of the video, only his time to produce this.

Members **agreed** to support International Women's Day and also **agreed** to the creation of the promotional video as set out in the report provided.

Cllr E Scott also presented a proposal for an Easter 2021 event. Cllr E Scott advised that the most recent meeting of the Parish Council's Business Committee involved a discussion with the Durham Markets Company Manager who had proposed that the Parish Council and DMC jointly host an event for Easter.

Cllr E Scott advised that the need for more events in the City to support businesses was recently highlighted as a main issue at the Parish Council's roundtable discussion with over 30 local independent businesses.

Cllr E Scott advised that the Durham Markets Company Manager has put together a proposal for the Parish Council to consider. The Clerk advised that, given the roadmap set out by the Government with the easing of lockdown measures, this event would be moved to a later date as and when the City reopens, as opposed to an Easter event in April.

The Clerk also advised that the Merryoaks WI had requested a project to create some knitted daffodils for Easter.

The Clerk advised that, in conjunction with this idea, the proposal of people sponsoring a daffodil in support of the Marie Curie charity has been put forward. The daffodil not only being an iconic image of Easter but also the official flower of the charity itself.

The Clerk advised that the cost of producing these would be approximately £170. Members **approved** the expenditure of £500 towards the trail event and also **approved** the expenditure of £170 towards the display of knitted daffodils.

- **Licensing Committee**

CLlr L Brown presented the minutes of the licensing committee meeting held on 4 December 2020. There were no questions from Members.

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

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 28<sup>th</sup> January 2021.

The Chair advised that she and the Clerk had had a productive meeting with Arthur Lockyear and Dave Cuthbertson, organisers of the Remembrance Sunday parade, who are contacting all of the usual participants to this event to ascertain what might be possible for this year's commemorations.

The Chair also advised that this meeting had also considered plans for the Queen's Platinum Jubilee event in June 2022. The Chair advised that the Parish Council had written to the Lord Lieutenancy to ask what plans are currently in place and to offer the Parish Council's support for this event.

The Chair advised that the inaugural meeting of the Parish Council's Community Residents' Association Forum had taken place and a follow up meeting is planned for next week of this Forum. The Vice-Chair advised that the inaugural meeting had agreed a Terms of Reference and the next meeting is to look at issues of joint concern across the parish area.

The Chair reminded Members of the email sent by the Clerk on protocols during and outside of meetings, particularly after the Handforth Parish Council meeting went viral on online platforms.

The Chair advised that the Parish Council's Personnel Committee would soon be meeting to discuss advertising the role of an assistant to the Clerk and a report would be coming to Full Council on this following this meeting.

The Chair advised that there had been some very positive feedback received from other areas on the Parish Council's newsletter and all of the work being carried out by the Parish Council. The Chair advised that it was hoped that the next newsletter would be in a hard copy format going through all of the doors in the parish.

## **7. PARISH COUNCIL STRATEGY - REVIEW OF COUNCIL PRIORITIES**

The Clerk reminded Members that the February Full Council meeting had agreed that the existing priorities of the Council should be reviewed by Members. The Clerk advised that he had circulated the existing strategy to all Member and thanked all those who had provided feedback and proposed additions to the

strategy. The Clerk presented the new strategy with all amendments made. Members unanimously **approved** the new strategy.

## **8. UPDATE ON MAY ELECTIONS 2021**

The Clerk reminded Members that the 6<sup>th</sup> May elections have now been confirmed by the Government.

In preparation for these elections, the Clerk provided a briefing to all Members on the important dates and protocols leading up to and after the elections.

Then Clerk advised that the most important dates are:

- Publication of notice of election - Not later than 25 day before the day of election – probably 25 March
- Delivery of nomination papers, consent to nominations and home address forms – not later than 4pm on the 19 day before the day of election (8 April). The Clerk reminded Members that it is the responsibility of each individual candidate to submit these to electoral services and not the Clerk's responsibility.
- Delivery of notices of withdrawals of candidature – not later the 4pm on the 19th day before the day of election (8 April)
- Publication of statement of persons nominated – not later than 4pm on 18 day before the day of election (9 April)
- Publication of notice of poll – not later than the sixth day before the day of election (27 April)
- Polling between the hours of 7am and 10pm on the day of election (6 May)

The Clerk also advised that he would be quarantining all email accounts of those Members who are either retiring or unelected from 11<sup>th</sup> May 2021.

## **9. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

### **- Durham Access for All Group**

Cllr L Brown advised that a meeting of the Access Group had recently taken place and that this meeting had considered the recent disability audit of Durham City. Cllr L Brown advised that these audits were substantial and that both the Licensing Committee and the Environment Committee would be considering this at their next meetings with a proposal coming to Full Council in March.

### **- County Durham Association of Local Councils**

The Clerk and Cllr E Ashby presented the following report to Council from the recent CDALC meeting held on 18<sup>th</sup> February 2021:

### **Report of meeting February 18th 2021**

Cllr Dave Fleming (Bishop Auckland) in the Chair.

Executive Officers: Audrey Christie and Steve Ragg.

Audrey and Steve outlined Operation Forth Bridge which may come into play following the Duke of Edinburgh's current stay in hospital. The Civil Contingencies Unit will issue guidance re commemorative books, floral displays etc. DCC may organise its own local events. Parish Councils may complement these. Kath Hierons, Spennymoor Clerk will circulate a note on procedures following a Royal death to Audrey and Steve.

Steve reported concerns about the unrealistic requirement on new clerks, particularly those without previous experience, to achieve CiLCA qualification within 1 year. It is a mammoth task taking 200-300 hours of coursework. In response to my query about possible lobbying for change it was agreed that CDALC would issue relevant guidance.

CDALC would issue guidance for the March meeting relating to election arrangements and matters such as General Powers of Competence for the next 4 years following May 10th.

Reporting on the CDALC Executive meeting Steve referred to the likelihood of a £4-£5k deficit at the year end.

The current representative had been unable to attend recent meetings and it was agreed to appoint Cllr Dave Fleming instead.

CDALC currently pays £400 for an advice service which includes back up insurance. This is largely funded by the training course fees earned by CDALC. Such a service is valuable as it is practical and provides ways forward with otherwise time consuming enquiries.

Audrey will send a reminder about the service as it can be speedier than that provided by NALC for larger councils. Cllr Blakemore recommended as an eye opener the training course he attended re the difference between VAT for councils and business.

The Local Councils Working Group is meeting later this month so nothing to report.

A poll was taken at the meeting of Parish and Town Council representatives on whether they wish for remote meetings to continue after the 6<sup>th</sup> May; at present the Coronavirus Bill 2020 only allows for this power until May 2021. 100% of those attending voted in favour of this though the concern was expressed about being able to engage with those members of the public who are unfamiliar or uncomfortable with the technology.

The issue of the annual meeting of the electors was also discussed in this context (usually needs to be held between March and June) however the Government last year negated the need for this to be held. The practicalities of checking the electoral register for such a format were also highlighted as problematic.

The meeting discussed the matter of the Handforth Parish Council video which had gone viral on platforms such as YouTube. CDALC is to investigate why a previously proposed new Code of Conduct for Councillors had not been adopted by 80% of Monitoring Officers across the Country (including in County Durham).

End of report

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

Signed,

**Chair of the City of Durham Parish Council  
(25<sup>th</sup> March 2021)**

## **ITEM 6: PARISH PLANNING STATISTICS 2020**

**281** planning applications were validated in 2020. Four were withdrawn before they could be considered and four could not be considered in the early days of Lockdown 1. Consequently...

**273** were considered by the Committee.

**184** (67.4%) were noted as being either generally acceptable or not raising issues beyond the immediate application site.

**15** (5.5%) were supported

**4** (1.5%) were commented on but not objected to

**70** (25.6%) were objected to. Of these ...

**14** (5.1%) were called to Committee. However, not all of these came to Committee as nine were refused under delegated powers, i.e. the officers agreed with the Parish representation.

**56** (20.5%) were objected to but not called to Committee. 30 were approved (one of these on appeal), 9 were refused, 11 were withdrawn and 6 are pending consideration.

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### **Committee appearances in 2020**

(These included applications carried over from earlier years.)

Parish Councillors made representations to the Central/East Planning Committee on eight occasions to challenge officer recommendations to approve and were successful five times.

Parish Councillors made representations to the County Planning Committee on two occasions to challenge officer recommendations to approve but were unsuccessful both times.

**Roger Cornwell**  
**20 March 2021**

## **ITEM 6: PROPOSALS TO TACKLE CAR PARKING ISSUES IN DURHAM CITY**

1. This report was considered and approved, with additional recommendations, at the meeting of the Parish Planning Committee held on 19 March 2021.
2. The St Nicholas Community Forum (SNCF, the residents' association for Claypath, Lower Gilesgate and The Sands) has for many years had to address the problems associated with the emergence of several 'take-away' uses in Lower Claypath.
3. The problems in the past have been a combination of lack of planning permissions, late-night licenses (open to 02.30 hrs) and taxi-drivers waiting for custom from the drinking establishments in Walkergate. Thanks to a joint operation between the County Council and the Police, those problems were tackled and solved.
4. In the past year a new problem has arisen about the takeaway drivers on Lower Claypath. The issue was expressed by SNCF as *"ongoing disregard for highway and pedestrian safety in Lower Claypath, a situation caused by the take-away delivery drivers and members of the public waiting in their cars to collect food. There is double parking, illegal parking, and parking on the new paving outside Student Castle. They are also breaking the law by having vehicle engines running whilst stationary and also using their mobile phones (they are 'in charge' of their vehicle). Some of the take-away drivers smoke whilst using their vehicles (illegal as their cars are technically part of the workplace and it is illegal to smoke in the workplace). It was also wondered if the parking yellow lines had not been reinstated in error."*
5. Those concerns were communicated to the County Council officer who, with others, had been so helpful and pro-active in tackling the previous problems. His response included the following thoughts:

***"Double parking and parking on an area subject to a loading ban is clearly an offence, however the short duration of the activity makes it incredibly difficult to enforce, particularly if this is happening outside of core hours. Ideally, we would deploy cameras to enforce parking restrictions in areas such as this, however, Government banned the use of CCTV for parking enforcement in 2015. Nationally, local authorities and the British Parking Association are calling on government to reverse that decision so perhaps the Parish and Forum might like to lend their support for this by contacting Government direct (Grant Schapps).***

***Stationary idling is an offence under section 42 of the Road Traffic Act 1988 and can incur a £20 fixed-penalty fine under the Road Traffic (Vehicle Emissions) Regulations 2002. However, this is only imposed if the driver fails to turn off their engine when asked to do so by a warden. Perhaps the enhanced neighbourhood warden service for the City Centre could be tasked with advising drivers that they are***

***committing an offence and asking them to turn off their engines whilst stationary.***

***Using a mobile phone whilst in charge of a vehicle is a matter for the police.***

***I have copied this response to Public Health colleagues regarding smoking in the work place.***

***With regard to the yellow lines not being re-instated, I had a drive down Claypath last week and couldn't see anything missing. Please could you provide further information on where Forum members believe the problem is."***

6. There are important potential ways forward in those comments on Lower Claypath, and there are other areas of the Parish that suffer from similar problems. The Council is recommended to pursue (a) writing to the Government supporting the re-instatement of the use of CCTV for parking enforcement; (b) tasking the enhanced neighbourhood warden service for the City Centre with advising drivers in identified 'hotspots' around the Parish that they are committing an offence and asking them to turn off their engines whilst stationary; (c) requesting additional parking warden resources from the County Council; and (d) contacting schools to draw attention to the health issues arising from car engines running while the drivers wait to pick up their children. It is suggested that it would be appropriate to inform the Member of Parliament of these decisions.
7. On the matter of missing yellow lines it has now been established that the 'no waiting at any time' yellow markings on the kerbs outside Student Castle will be re-instated.
8. It is clear that the issues highlighted at Lower Claypath also exist in other parts of the City and it is therefore recommended that the Parish Council takes all appropriate action to try and resolve these issues.

<b>DECISIONS REQUIRED</b>	<p>For Members, having considered this report, to decide on the actions set out paragraph 6 above, namely to:</p> <ol style="list-style-type: none"><li>1) write to the Government supporting the re-instatement of the use of CCTV for parking enforcement;</li><li>2) task the enhanced neighbourhood warden service for the City Centre with advising drivers in identified 'hotspots' around the Parish that they are committing an offence and asking them to turn off their engines whilst stationary;</li><li>3) request additional parking warden resources from the County Council;</li><li>4) contact schools to draw attention to the health issues arising from car engines running while the drivers wait to pick up their children; and</li><li>5) inform the Member of Parliament of these decisions.</li></ol>
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## **ITEM 6: CLIMATE CHANGE COMMITMENT AND PLAN**

### **Background:**

In March 2019 this Council committed itself to a **Climate Emergency Resolution**, committing ourselves to becoming a carbon-neutral organisation by 2030.

We furthermore committed to creating a carbon audit and a roadmap for achieving this by December 2020 and to include environmental implications (including carbon emissions) in all officer reports from that date.

Due to the Covid situation we have missed this date but I am now bringing forward a proposal for the March meeting to enable the Council to achieve this commitment.

### **Climate impact and our influence: using our powers wisely:**

The City of Durham Parish Council has made a commitment to combatting the global climate emergency by encouraging a healthy natural environment, improving air quality, promoting zero carbon developments, managing land for nature and reducing waste, so promoting the health and wellbeing of our residents and reduced impact on the global climate.

We are now seeking to underpin all our activities with the principle of sustainable development, embodied within the UN Sustainable Development Goals. We recognize our role in helping to deliver these goals. We therefore wish to adopt the following Sustainability Principles, which will underpin all our work.

Some of these commitments can be met at a Full Council level, as it is recognized the Council does not have the powers to achieve many of these aspirations but will have to work with partners to encourage their action. Some of the commitments will be better achieved through the Council's Committees.

### **Sustainability Principles at Full Council level:**

- **Encourage the county council to take a wider view of the local governance by:**
- revising the Climate Emergency targets in line with other councils – i.e. to be carbon neutral by 2030, including disinvestments from carbon fuel funds and from airport expansion and seeking for economic stability rather than economic growth;
- supporting the proposed Durham Climate Change Alliance to have greater responsibility as a high-level decision maker.
- a reduction of road building and support for low carbon transport infrastructure including improving communal transport;
- regeneration across the county not just focused on the city;

- new homes (and retro-fitting of existing) to be zero-carbon, fitted with renewable energy, nature friendly, and located close to public transport and amenities;
- all new taxi licenses in the county to be restricted to electric vehicles;
- designated places for trees, creation of renewable energy, nature restoration and safe walking and cycle routes.

## **Sustainability Principles through Committees:**

### **Planning Committee:**

#### **Actively support planning applications for new renewable energy in the area.**

- Place conditions on all new planning applications: require every decision to be well informed on its climate impact and demand that the planning authority provides you with the appropriate information;
- Influence decisions on infrastructure and transport projects made by local authorities;
- Encourage increase in the amount of renewable energy generated locally & encourage use of electronic display showing how much energy has been generated and how much money and CO2 emissions saved;
- Request street lighting which uses well-directed LED lighting;
- Encourage car-sharing schemes for commuting and non-commuting journeys.
- Press for differential car-parking charges for fully electric, hybrid and high carbon vehicles and provide dedicated spaces with electric charging points;
- ban the use of idling carbon-using vehicles (eg ice cream vans and promotion vehicles) in the Market Place, Millenium Place and other central urban spaces in the County.

### **Finance Committee**

#### **Ensure money is invested wisely.**

- ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

### **Business Committee**

#### **Provide a local guide that provides information on accredited local businesses including:**

- renewable energy installers for solar panels, batteries, EV charging points and heat pumps;
- eco-friendly retailers, green builders and landscape companies;

#### **Buy green and support bulk purchases**

- reward businesses committed to a green future;
- encourage green electricity, help develop new renewable energy (eg Ecotricity, Good Energy and Octopus);
- buy green including any food provided at events, (mainly plant-based food and less but better meat and dairy);
- support local costs of installing solar PV & other renewable technologies such as heat pumps;

- bring together local homeowners and businesses to support lower costs if done in bulk, street by street, or area by area.

### **Environment Committee:**

#### **Encourage the formation of Climate Action groups in schools**

- provide resources, training and advice to climate action groups;
- help them come together to demand national action;

#### **Manage land for nature.**

- allotments, bridleways, burial grounds, commons and open spaces and village greens can be managed to enhance nature, particularly through changing mowing regimes.
- Encourage support for "Buglife's B-lines project" aiming to support the development of a network of wildlife friendly corridors;
- help people green the streets where they live.
- reduce pesticide (eg glyphosate weed killer) use and other harmful activities including using signage on council-owned land where you use peat-free compost.

#### **Increase tree cover.**

- Campaign to replace all trees that are lost and to double the city's tree cover. (The Forestry Commission's aim is for at least 20% tree cover) including encouraging and supporting landowners to take part in tree planting.

#### **Use green transport.**

- Encourage employees and councillors to walk, cycle or use public transport or car-share;
- Encourage the county council to provide bikes or electric bikes for staff for any work-related trips including zero-interest loans for buying bikes;
- Refund travel costs only for electric vehicles.

#### **Recycle fully and minimise waste going to landfill or incineration.**

- ensure all waste is recycled or composted;
- set-up community recycling facilities for hard-to-recycle items;
- set up a community composting scheme;
- Minimization of waste by reuse (eg, reusable cups) & avoiding unnecessary purchases.
- Quick wins:
- add "plastics only" bins in urban areas to make recycling easier for the public and have occasional monitoring of the use, to remind the public how to use them;
- encourage children (through school programmes) to "monitor and encourage" adults to respect the recycling policies;

- provide a major advertising programme to encourage students, especially those unused to recycling, to respect our norms.

<b>DECISION REQUIRED</b>	For Full Council to sign up to this commitment and require its committees to identify the areas, exemplified above, where specific commitments can be made and dates by which they can be carried out.
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## Appendix: Example of individual committee commitment

### Environment Committee Work Programme 2020 – 2022

#### Programme 5: Combatting the Climate Emergency

#### Outcome: Reduction of climate warming; improving health and wellbeing

5	Programmes	Intended Outcomes	Activities	Timescale	Partners	Budget
a)	Encourage a green infrastructure; Manage land for nature.	Enhanced biodiversity; Improved appearance of green areas; Reduction of use of fossil fuels	<ul style="list-style-type: none"> <li>• Plant trees</li> <li>• Seek green investment opportunities e.g. charging points;</li> <li>• Encourage retrofitting buildings with sustainable investment.</li> </ul>	Spring 2021  21 - 22	DCC All residents	2000
b)	Investigate and encourage energy research,	Increased sustainable investment within the parish	<ul style="list-style-type: none"> <li>• Meet with Durham Energy Institute</li> </ul>	Summer 2021	University	
c)	Encourage electric vehicles	Reduced carbon emissions; Improved air quality Improved health and wellbeing	<ul style="list-style-type: none"> <li>• Support Market use of electric bikes;</li> <li>• Meet bus companies;</li> <li>• Meet with DCC</li> <li>• Promotion</li> </ul>	Summer 2020; Summer 2021	DCC, Bus companies	1000
d)	Reduce plastic use	Reduced littering, waste and recycling of plastics	<ul style="list-style-type: none"> <li>• Engage with YP at YPEC</li> <li>• Work with Market and Northumbrian water to provide water points in city</li> </ul>	Summer 2020;  Winter 20/21	Market manager; Residents; YPEC	1000

e)	Explore and encourage sustainable food sources	Reduced food miles; Improved access to fresh food Reduced food inequalities	<ul style="list-style-type: none"> <li>Investigate availability locally in collaboration with partners</li> </ul>	Summer 2021	Health food shops and providers; University Allotment holders	1000
f)	Reduce water consumption	Reduced impact on climate change	<ul style="list-style-type: none"> <li>Encourage low-water gardening and use in allotments</li> </ul>	2021	Allotment Societies	2000 (grant to allotments)

\*Items in Green have been achieved

## ITEM 6: PROPOSALS FOR DURHAM IN BLOOM 2021

Members are reminded that the Parish Council has agreed a budget of £10,000 towards Durham in Bloom for 2021. In addition to this fund, Members also agreed a further £10,000 towards improving unmaintained footpaths and unadopted green areas.

The co-ordinator for Durham in Bloom has advised that the organisers are hoping that Durham in Bloom will go ahead as planned this year. Durham City has a very strong record with Durham in Bloom with gold awards being awarded in recent years.

Since agreeing this fund, the Parish Council's Environment Committee has been working on proposals for this year. These proposals are detailed below:

<b>Durham in Bloom priorities</b>	<b>Estimated costs</b>
Bishops Mitre display in Durham Market Place	£2,500
Floral displays (potentially of the Parish Council logo) on the banks running alongside the steps going up to the railway station	£1,000
Creation of a wildflower meadow at Aykley Heads	£1,000
Hanging baskets on Claypath x 12 @ £40 each	£480
Purchase of bulbs for community planting	£1,000
Wash bridge over A167 and introduce 2xfloral towers at both ends of the bridge.	£1,500
Floral display (potentially of the Parish Council logo) at Gilesgate roundabout	£1,000
Floral planting at Hallgarth Street roundabout	£500
Floral planting at Potters Bank roundabout	£500
Floral tower/ tub at Stonebridge roundabout	£700
Community planting projects with bedding plants to go to Resident Groups / graveyards/ common areas	£1,500
Flower towers on North Road x 2 (outside CEX and outside Sainsbury on corner of Highway)	£1,500
<b>Total:</b>	<b>£13,180</b>

The above list includes estimated costs for these projects. Although this does exceed the agreed £10,000 budget for Durham in Bloom, it may be that the remaining funding required could be taken from the improvement to unmaintained footpaths fund, given that some of these proposals also fit in with the aims of this funding.

Delivering these projects will involve working with key partners such as Network Rail, local residents, the County Council and potentially other Parish Councils (e.g. for the Stonebridge roundabout proposal).

The Clerk has scoped these proposals with the Clean and Green team and the Highways team at DCC.

DCC Highways has responded as follows:

***"There is not much on the list that raises concern from a highways perspective.***

***The roundabouts at Mountjoy/Hallgarth Street and Potters Bank are likely to be fine if the planting/pots are of typical size and arrangement but you may have some issues with the one at Stonebridge as the roundabout is fully hard paved so there may be some difficulties in establishing a planter, maintaining visibility plus it is not an ideal location to access. A location on one of the wide side verges might offer a better position.***

***The flower tower locations at North Road are well protected behind barriers so the only thing would be to ensure they are secured and as much width as possible is maintained for pedestrians. The towers on the A167 would need to take into account of the visibility required from side roads/accesses".***

DCC's Clean and Green team has also responded positively on these proposals. They have asked the Parish Council to be mindful of vehicular sight lines and parked cars on Claypath for the hanging baskets proposals.

<b>DECISIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1) For Members to agree to these proposals as part of the Parish Council's Durham in Bloom work.</li><li>2) For Members to agree to allocate appropriate funding towards these proposals.</li><li>3) For Members to delegate authority to the Parish Council's Environment Committee to arrange these projects.</li></ol>
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## **ITEM 6: PROPOSAL TO INTRODUCE AN A BOARDS PROHIBITION ZONE IN DURHAM CITY CENTRE.**

Members will recall that a disability audit was carried out of Durham City in 2019 and 2020 by an inclusive design consultant. This work was commissioned by Durham County Council's Equality and Diversity Officer, Transformation and Partnerships.

The aim of this audit is to establish the current level of accessibility in Durham City centre and to identify the barriers and other potential issues which disabled people might experience when visiting the city.

The audit also includes four levels of prioritised recommendations so that a plan of remedial works can be formulated and implemented in tandem with budgets. Recommendations put forward by the inclusive design consultant are categorised, for example where an issue constitutes a potential health and safety hazard, it is allocated Priority 1. Recommendations are provided for best practice solutions and minimum standards, where appropriate.

The use of A boards by local businesses on the public highway was highlighted throughout the audits as a recurring issue and the design consultant has proposed that DCC consults with local visual impairment groups to obtain their views on these features. The audit also advises that local authority policy should outline the issues and caution business owners to be judicious in the placement of A-frames, where this is not currently within policy.

Tackling the use of A frame boards in the City centre was allocated priority 3-4 by the audits.

The Durham Access for All Group has recently met to discuss this and, in their own response to these audits. The Group has highlighted that the placement of 'A' Boards on the public highway creates many issues, in particular the potential to present an obstruction and safety hazard to users. This is a substantial problem for those with mobility impairment, such as the blind and partially sighted, wheelchair users and people with prams/pushchairs.

The Parish Council's Licensing Committee and Environment Committee have recently considered these audits and the Licensing Committee is proposing that an 'A boards prohibition zone' be introduced to both Saddler Street and Silver Street. A similar prohibition has been introduced in other areas such as the City of York.

It is felt that there is a necessity to ensure that the primary purpose of the public highway is achieved and upheld in Durham City (i.e. to pass and repass without let or hindrance).

The County Council also has duties under both Highway and Equality legislation and must ensure that the highway provides safe access and movement for all and manages the risks/hazards associated with obstruction.

If Members approve this proposal, the Parish Council will write to Durham County Council to request that they consider the introduction of such a prohibition zone.

**DECISION****REQUIRED**

For Members to agree to the introduction of an A boards prohibition zone as outlined in the above report and to write to the County Council to request that this be considered in light of the recent disability audit of the City.

## **ITEM 6: PROPOSAL TO RECRUIT AN ASSISTANT PARISH CLERK TO SUPPORT THE WORK AND FUNCTIONS OF THE PARISH COUNCIL**

Members are reminded that the Parish Council has agreed a budget towards recruiting and employing an assistant for the Parish Clerk, in order to support the aims and functions of the Parish Council.

In agreeing this priority, Members allocated a total budget of £15,000 for the forthcoming financial year for this.

The Clerk has drafted a proposed job description for this role, which has been approved by the Parish Council's Personnel Committee. The Parish Council then sought advice from DCC's HR team on the appropriate salary level to be allocated to this role. The below job description and salary level has been approved by both HR and the Parish Council's Personnel Committee:

### **Job title: Assistant Parish Clerk**

**Location:** Parish Council Office, Durham City, however working from home may be required on occasion.

**Day/Times:** This role is for 16 hours per week, timing of which to be agreed. There are some meetings in the evening.

**Salary:** Between SCP 5 (£19,312) and SCP 8 (£20,493).

**Role:** Provide support to the Parish Clerk and members of the Parish Council, which will include primarily undertaking administrative and financial duties as directed by the Clerk.

The post holder will also be required to undertake other responsibilities as directed by the Parish Clerk and Chair of the Council.

**Reporting To:** City of Durham Parish Clerk as line manager who will report to the Chair and the Parish Council.

### **Duties required as part of this role:**

To assist the Parish Clerk with the smooth running of the Parish Council's administration.

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.

Issue correspondence as a result of the instructions of, or the known policy, of the Council.

To assist in issuing notices and preparing agendas and minutes for the parish meeting, attending the meetings and implementing the decisions made at these.

To work under the direction/supervision of the Parish Clerk on general financial matters.

To assist the Parish Clerk in financial administration, including receiving and paying invoices, updating the spreadsheet identifying financial transactions, carrying out a monthly bank reconciliation and providing a balancing statement as well as assisting with the budget setting process and end of year accounts.

To support the Clerk with the identification and submission of grant requests, in order to support the functions of the Parish Council.

To be involved in updating and developing the Parish Council website and to be involved in the production of the Parish Council newsletter.

To maintain accurate records.

To assist with the organisation of events and attend these as required.

To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.

To undertake such other duties as may be required from time to time commensurate to level of the post.

The post holder will uphold and deliver Council's services which is sensitive and responsive to those receiving such services.

Some evening work may be required and to deputise for the Parish Clerk in his absence.

### **Person Specification**

The person must be able to attend meetings as required by the Parish Clerk and some meetings will be in the evening.

The person must be reliable, capable of working on their own initiative with minimal supervision.

### **Also required:**

Good general education

Excellent face to face communication and telephone manner

Be computer literate with a good working knowledge of Microsoft Word, Excel, Powerpoint, the internet.

Knowledge of Parish Council functions.

Well-organised

Flexible and able to multi-task

A willingness to learn and take responsibility for own personal development

A willingness to work towards the CiLCA qualification

Collaborative working style

Pro-active and innovative approach to work

It is intended that this role be advertised on both the Parish Council's website and the North East Jobs site. North East Jobs is a regional recruitment website used extensively by local authorities, businesses, charities, housing associations, educational establishments and their partners. The cost for advertising this role on the North East Jobs site is £75.00.

It is expected that this role will be advertised as soon as it is approved by Full Council. The personnel committee will then produce a shortlist of candidates (if applicable) and members of this committee will carry out a virtual interview with all candidates. The decision on an appointment will also be made by the Parish Council's personnel committee.

In terms of the day-to-day management, this role will be supervised by the Clerk of the Parish Council. It is also likely that this role may involve an individual working from home, at least for the first few weeks of employment.

<b>DECISIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1) For Members to agree to the recruitment of an assistant Parish Clerk for the Council.</li><li>2) For Members to approve the job description as set out in the above report.</li><li>3) For Members to agree to delegate responsibility to the Parish Council's personnel committee to make an appropriate appointment of this role, following successful interview.</li></ol>
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## **ITEM 9: PROPOSAL TO REINSTATE THE TOWN CRIER IN DURHAM CITY**

The Parish Council has been asked to consider supporting the reinstatement of the Town Crier to Durham City.

Traditionally, a Parish or Town Council 'employs' the town crier for a particular area. Durham City has also previously had a town crier.

The position of Town Crier was originally that of 'Crier of the Town Court' and dates back to medieval times. 'Oyez' (pronounced 'oh yay') means "hear ye". The Town Crier would begin his cry with these words, accompanied by the ringing of a large hand bell to attract attention. It was the job of the crier or bellman to inform the townspeople of the latest news, proclamations, bylaws and any other important information, as at this time most folk were illiterate and could not read.

Besides proclaiming the news, it was commonplace for a Town Crier to carry out other essential duties. They were known to patrol the streets after dark, acting as peacekeepers and escorting people to the stocks, and making sure fires were damped down for the night after the curfew bell.

An Honorary Freeman and the Warden of the Butchers Company as well as other Freemen Members have recently recommended a Durham-based individual and previous town crier for this role. The individual has also indicated a desire to take on this role. The individual is a Justice of the Peace and a member of the Operatic Society and already has the necessary traditional costume for a town crier.

It is felt that reinstating the town crier will add some attention and interest to selected events in the City, as well as reinstating an important role for an historic city such as Durham. Other local areas such as Chester-le-Street have their own town crier.

If approved by Council, it is expected that representatives of the Parish Council will meet with the individual prior to an official appointment being made.

If approved, the Town Crier will also only attend events in the City in an official capacity with the prior consent of the Parish Clerk and/or Chair of the Parish Council.

The Town Crier may be asked to: -

- Call people to attention
- Make a Town or Event Announcement or Declaration
- Thank people for their attendance or support
- Pose for photographs

The position is unpaid.

The Town Crier will also be expected to sign an agreement to meet Council expectations in terms of conduct and behaviour and to comply with relevant

Council Policies. This will include a requirement to refrain from making any political or contentious comments whilst on duty and to never speak on behalf of the Parish Council or to give the impression that this is the case.

The Town Crier will be expected to make arrangements for cleaning of the costume, the pre-agreed cost being claimed back by way of expenses. The Town Crier may also claim reasonable expenses (e.g. parking/travel) for attending event, but this must be agreed by the Parish Council. It is also recommended that the Parish Council agrees a maximum expenses limit that will be refunded in any one financial year for this role if approved.

<b>DECISIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1) For Members to agree to reinstate the role of the Town Crier for Durham City.</li><li>2) If 1) is approved, for Members to agree to meet with the individual described in the above report for this role.</li><li>3) If 1) is approved, for Members to consider an appropriate expenses limit to allocate per financial year for this role.</li></ol>
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